



**Niagara
College
Canada**
APPLIED DREAMS

Blackboard FAQ

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Blackboard FAQ's

Blackboard Services Status

Blackboard Status <http://status.blackboard.com>

Click on the above link to show the current status displayed in a chart indicating:
Available - Unavailable - Maintenance - Intermittent Problems - Information.

Blackboard SafeAssign Status <http://status.blackboard.com/services/safeassign>

Inline Grading Status <http://status.blackboard.com/services/inline-grading-crocodoc>

Students Cannot See Their Course

When students says they cannot see a particular course that they have enrolled in, it is possible that the instructor has not made the course available. This is to allow the instructor time to “set up” some content in the Blackboard course. Once this is done, the instructor would then make the course available in the Customization area of the Control Panel.



1. Teacher will see:
2. Click on the Course in question
3. Expand Customization under control panel(left side)
4. Click: Properties
5. Teacher will see Make Course Available
 - Click the yes option(the blue dot will move)
6. Click Submit

COURSE MANAGEMENT

- ▼ **Control Panel**
 - ▶ [Content Collection](#)
 - ▶ [Course Tools](#)
 - ▶ [Evaluation](#)
 - ▶ [Grade Center](#)
 - ▶ [Users and Groups](#)
- ▼ **Customization**
 - [Properties](#)
 - [Teaching Style](#)
 - [Tool Availability](#)

Properties

Properties control the functional settings of the course, including structure. [More Help](#)

SET AVAILABILITY

Make this course available to users?


Make Course Available

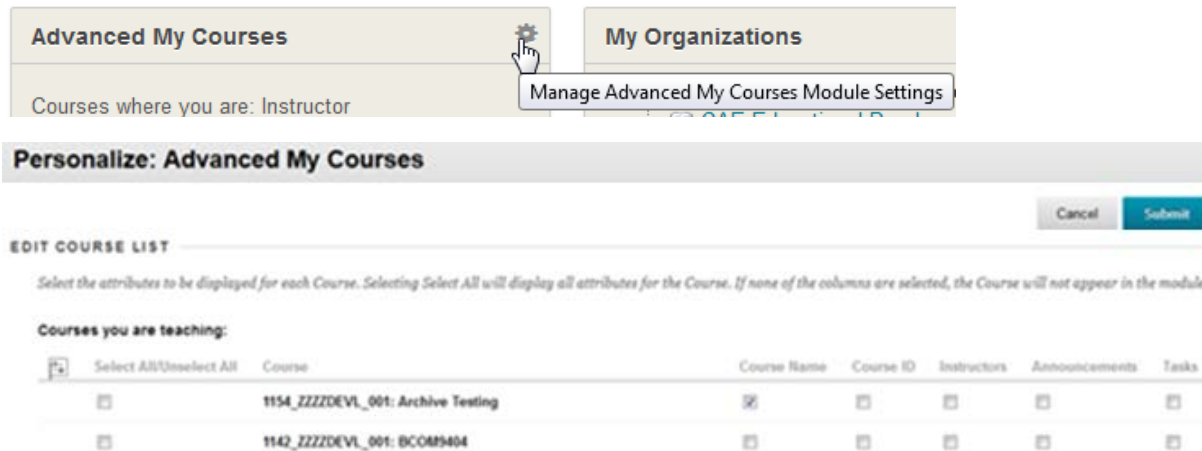
☒ Yes
 ☐ No


Instructor Cannot See Their Courses

It is possible that the course is assigned to the instructor but is hidden from the Advance My Course list.

Click on the gear icon to enter an edit page to select the information that will appear on the course list.

1. Click the Gear icon next to **Advanced My Courses** 
2. Click the checkbox for the Course Names you would like displayed
3. Click Submit



Advanced My Courses  **My Organizations**

Courses where you are: Instructor

Manage Advanced My Courses Module Settings

Personalize: Advanced My Courses

Cancel Submit

EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not appear in the module.

Courses you are teaching:

Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
<input type="checkbox"/>	1154_ZZZZDEV1_001: Archive Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1142_ZZZZDEV1_001: BCOM9404	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The instructor can also use this to hide courses from previous terms.

How long are the courses available to the instructor?

A full time instructor will have access to their course for approximately 15 months or longer. This was increased from 9 – 10 months over a year ago as instructors wanted to access their past courses. This should remain as long as there is storage space without exceeding the college quota. They must have a valid account. After they are done teaching they will have access for 3 weeks.

Using SafeAssign

[Blackboard SafeAssign in Assignments Documentation](#)

[SafeAssign FAQs](#)

[Blackboard SafeAssign Status](#)

1. On the Create Assignment page, expand Submission Details(scroll down to click on it).
2. Select Check submissions for plagiarism using SafeAssign.
3. Optionally, select one or both options:
 1. Allow students to view the SafeAssign originality reports on their submissions.
 2. Exclude all student submissions for this assignment from the institutional or global reference databases.
4. Complete the Create Assignment page.
5. Select Submit

Submission Details ← Click here

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

- ☒ Individual Submission
- ☐ Group Submission
- ☐ Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts:

Plagiarism Tools

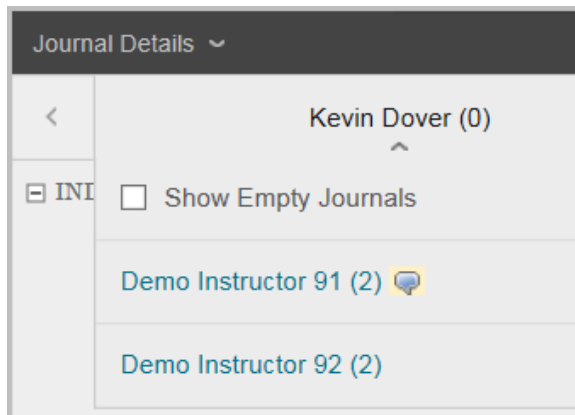
- ☐ Check submissions for plagiarism using SafeAssign
SafeAssign only supports English-language submissions. See Blackboard Help for more details. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.
- ☐ Allow students to view SafeAssign originality report for their attempts
- ☐ Exclude submissions from the Institutional and Global References Databases

Fill out this

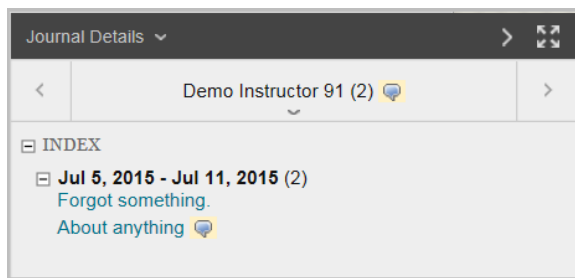
Viewing the List of Students in Journals, Blogs and Wikis


In the past, I have always had students submit work to me via the Journal tool, and I could always see all of the student journal entries. Now, I can only see that I have no entries, and I have to scroll individually to find the student entries. Is there any way that the "view" can be altered so that I can once again see all of the entries at a glance?

You now need to click on the arrow head below your name to see all the journal entries.



Once you click on a student's name, you just see information from that one student.



Click the arrow head  again to see the list again.

Journals

Show Test Results and Feedback to Students

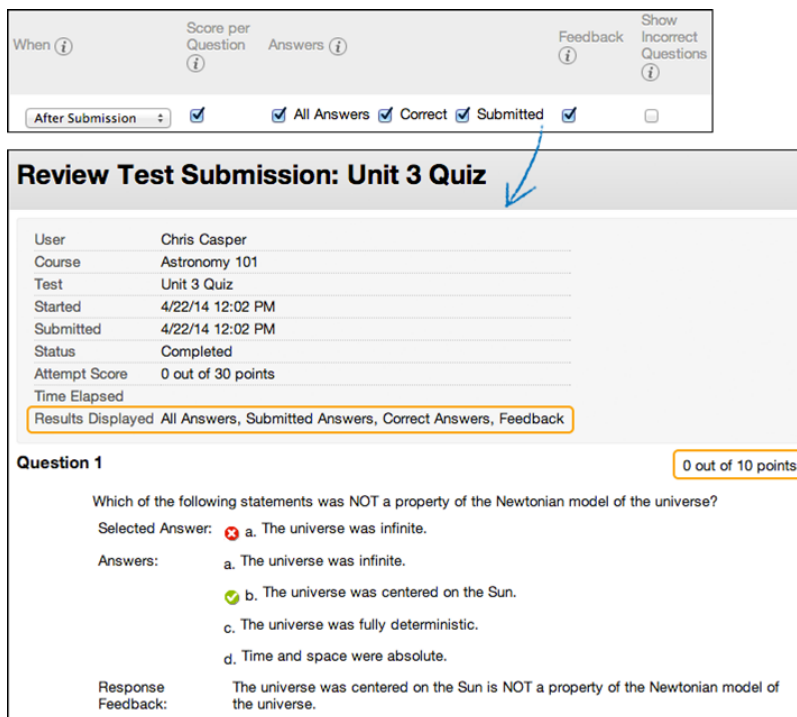
Here are 3 examples that show what the student would see based on the selections.

Test and Survey Options

Answers

Example 1: Show more feedback

When students access their tests, they see their overall scores, each question's score, and all answer options. They see their submitted answers marked as correct or incorrect, and any feedback provided.



The screenshot shows the Blackboard interface for reviewing a test submission. At the top, there is a filter bar with the following options: 'When' (set to 'After Submission'), 'Score per Question' (checked), 'Answers' (checked), 'Feedback' (checked), and 'Show Incorrect Questions' (unchecked). Below this, the title 'Review Test Submission: Unit 3 Quiz' is displayed. A blue arrow points to the 'Feedback' checkbox in the filter bar. The submission details are listed below the title:

User	Chris Casper
Course	Astronomy 101
Test	Unit 3 Quiz
Started	4/22/14 12:02 PM
Submitted	4/22/14 12:02 PM
Status	Completed
Attempt Score	0 out of 30 points
Time Elapsed	

Below the details, there is a section for 'Results Displayed' with a dropdown menu showing 'All Answers, Submitted Answers, Correct Answers, Feedback'. The first question is displayed with a score of '0 out of 10 points'.

Question 1

Which of the following statements was NOT a property of the Newtonian model of the universe?

Selected Answer: ✖ a. The universe was infinite.

Answers:

- a. The universe was infinite.
- ✔ b. The universe was centered on the Sun.
- c. The universe was fully deterministic.
- d. Time and space were absolute.

Response Feedback: The universe was centered on the Sun is NOT a property of the Newtonian model of the universe.

Example 2: Show less feedback to discourage cheating

If students are taking a test at different times, you can make a limited amount of feedback available until all students submit the test.

For the first rule, select After Submission in the first drop-down list and clear the check box for Score per Question. Make no other selections. After submitting their tests, students can only see their overall test scores.

Review Test Submission: Unit 3 Quiz	
User	Chris Casper
Course	Astronomy 101
Test	Unit 3 Quiz
Started	4/22/14 12:02 PM
Submitted	4/22/14 12:04 PM
Status	Completed
Attempt Score	0 out of 30 points
Time Elapsed	No data



For the second rule, select After Due Date, and select options to show more results and feedback. You can create an announcement to notify students that additional feedback is available to view.

Feedback

Show instructor-generated feedback for each question. This option appears only for tests.

Show Incorrect Questions

Show the questions a student answered incorrectly or partially incorrectly. This option appears only for tests. You might consider only showing incorrect questions when allowing multiple attempts so that students can focus their studying on those areas.

Review Test Submission: Unit 3 Quiz	
User	Chris Casper
Course	Astronomy 101
Test	Unit 3 Quiz
Started	4/22/14 12:02 PM
Submitted	4/22/14 12:02 PM
Status	Completed
Attempt Score	0 out of 30 points
Time Elapsed	
Results Displayed	Incorrectly Answered Questions
Question 1	
	Which of the following statements was NOT a property of the New
Question 2	
	If the mass of an object doubles (an example might be a boxcar, if

Exporting a Test

I am having some difficulty trying to remember how to export a test. At this point in time I have my second test completed. I now need to copy that test so that I can change the test parameters for my students who have accommodations.

Go into Course Tools -> Tests, Surveys and Pools

See the list of your Tests.

Click beside the name of the test you want to export and options box will appear. Select Export to Local Computer...

[Import or Export Tests, Surveys, and Pools](#)

Announcements Attachments etc.

When you post an announcement you can Browse to a Course Link but cannot directly attach a document. You can insert a link using the Content Editor to attach a document or link to a URL.

Announcements

Archive Import - Exceeded Quota Error

Gone beyond the 256MB limit? Reduce size by looking in the files for duplicates. Can be created with archive imports.

- You have duplicate copies of a few very large files in those courses.

Some of these files aren't referenced anywhere from within the course and are simply consuming shared disk space. This most often happens when you delete a content item from a course but do not delete any file(s) associated with it. It can also happen when you restore and archive several times into the same course.

Start by listing the files in the course by size:

- Access your course in Blackboard.
- Expand the Content Collection heading, normally found just beneath the Control Panel heading.
- Click the first item under the Content Collection heading which should match the ID of the course.
- Click the Size header until the larger value, usually listed in MB values, appears first.
- Work your way through the list, including sub-folders.

You may see that there are multiple copies of some files and others are orphaned.

*Deleting a content item (within Course Documents for instance) does not delete any file that was attached to it directly.

To see a file that's not being referenced in your course and is simply consuming disk space:

- Locate one of the files from the list.
- Hang your mouse over the file name until the chevron appears.
- Click the chevron.
- Choose 360° View.
- Locate the Links area in the window that appears.
- * Note that there is no link present that would indicate the file is actually being used in the course. *
- Close the 360 View window.

The files that are not linked should be downloaded by you as a backup and then removed from your

course. Otherwise your course is consuming far more disk space than is required and causing you to reach your quota far before your time.

You can also see the 360° view for all the files at one time. Click on the chevron beside the course ID code at the top of the page. Select 360° View. A new window opens and the Files and Subfolders show all the files and which are linked. It only tells you the name of the course item, not the location. Not good for a course with a lot of information.

Export and Archive Courses

Copy Files in a Course to your own Computer

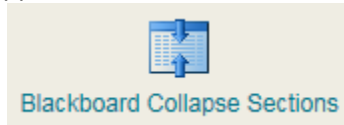
- Expand the Content Collection heading, normally found just beneath the Control Panel heading.
- Click the first item under the Content Collection heading which should match the ID of the course.

Select the file(s) to copy to the local computer by clicking in the selection box beside the filename.

At the top of the list, click on the Download Package button. In the Windows pop-up select to save the file(s). The files will be zipped even if it is only one file.

Course Collapse

In My Apps click on the Blackboard Collapse Sections icon and fill out the form.



The instructor logs in, selects their Term and selects the sections to collapse where the person is the only instructor.

Screens are similar to below:

1 Courses Eligible For Collapsing

This area displays sections of courses in which you are the **sole** instructor. If more than one instructor is assigned to the same section of a course, all instructors must first agree to the course collapse and a "lead" instructor designated. It is the responsibility of this lead instructor to complete a "Multi-instructor Course Section Collapse" request form that can be accessed on our Blackboard Support staff site or by clicking [here](#).

	Course Num.	Title	Details		
Collapse	ENSL1931	Writing - Level 4	Section	Acad. Group	Class Num.
			01	SK	2286
			02	SK	2287
Collapse	ENSL1934	Grammar - Level 4	Section	Acad. Group	Class Num.
			01	SK	2292
			02	SK	2293

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Your newly collapsed Blackboard Course will be given the following name:

1054_ENSL1931_AA Writing - Level 4

Here are the sections that will be combined into the single collapsed course:

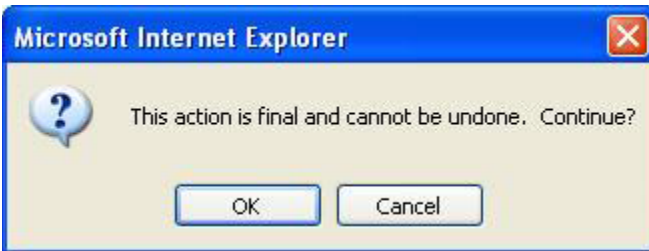
Course Num.	Title	Details		
ENSL1931	Writing - Level 4	Section	Acad. Group	Class Num.
		01	SK	2286
		02	SK	2287

Type the word **Yes**.
Click **Submit** to commit changes.

Yes

Cancel

Submit



Collapse Blackboard Courses

Receipt: Success
Collapsed course 1054_ENSL1931_AA will be created in approximately 24 hours.

OK

On the **Collapse Blackboard Courses** page, you will now see that your course has been moved down to the **Collapsed Courses (or in process of being collapsed)** section.

2 Collapsed Courses (or in process of being collapsed)

This area displays courses which have already been collapsed or are in the process of being collapsed.

Note: It can take up to 24 hours for your collapsed course to replace the individual section courses in Blackboard. Until this replacement is complete, do not modify or add content to the individual courses.

Blackboard Course ID	Course Num.	Title	Details			
1054_ENSL1931_AA	ENSL1931	Writing - Level 4	Section	Acad. Group	Instructor(s)	Class Num.
			01	SK	JDOE	2286
			02	SK	JDOE	2287

Note: It can take up to 24 hours for your new collapsed course to replace the individual section courses in Blackboard. Until this replacement is complete, do not modify or add content to the individual courses.

If there is more than one instructor, they would click on the link multi-instructor request form. The form appears and it needs to be filled out by the instructor, listing the course I.D. (DENT 2324), course title (name) and Term (2015 Fall). Give the number of sections to collapse, click I understand ... in the Terms and Conditions. Click the Submit Request button.

Multi-Instructor Course Section Collapse Request Form

This form is used to request multiple sections of a course, involving either more than one instructor or one that is unable to be collapsed via the [Single Instructor Course Collapse](#) utility, to be collapsed into a single Blackboard course. Once the sections are collapsed, all of the students, as well as the instructors listed below, will be enrolled into the new (combined) Blackboard course.

Note: This process will remove all of the Blackboard courses that were created previously for the individual course sections. Therefore, if instructors have already added content to any of these courses, they must archive the courses to prevent the information from being lost. The person identified as the lead instructor is responsible for obtaining the consent of all other instructors teaching these sections before submitting this request form.

Primary ("Lead") Instructor Information	
Instructor Name: <input type="text"/>	
Position: <input type="radio"/> Part Time <input type="radio"/> Full Time	
College E-mail Address: <input type="text"/>	
Telephone Extension: <input type="text"/>	
Course Information	
Official Course Number: <input type="text"/> (e.g. MATH1234)	
Official Course Title: <input type="text"/> (e.g. Mathematics 3)	
Term: <input type="text" value="Select Term"/>	
Section and Instructor Information	
How many sections will be included as part of this course collapse? <input type="text" value="0"/>	
Terms and Conditions	
<input type="checkbox"/> I understand that all of the sections listed above will be collapsed into a single Blackboard course, and that all of the instructors listed will be enrolled as instructors in this course.	
<input type="button" value="Submit Request"/>	

This completed form will then be sent to the Help Desk.

The Blackboard Administrator will then email each of the instructors to confirm that the course sections can be collapsed. After receiving confirmations, the course will be collapsed.

Collapsed courses have new ID codes where the section numbers are replaced with letters.

Student missing from Grade Center

Hide Row(s) ... Look in Users list

Creating a Test

Generally, this is a training issue.

https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys

Making a Test Available

Go to Edit the Test Options -> in part 2 Test Availability, Make the Link Available - Click on the Yes button and Submit.

2. Test Availability

Make the Link Available ☐ Yes ☒ No

[Create Tests and Surveys](#)

[Test and Survey Options](#)

Photos for Class Lists

Photos are available when a Freedom of Information form is filled out and signed by the Associate Dean for each instructor. The class list is then created by the Associate Dean's office.

Adding Faculty and Staff to Courses

1. Under Control Panel
2. Click: Course Tools
3. Click: Manage Users
4. Add or remove users by role
5. Select a course role: Instructor, Teaching Assistant, Student

Audio Feedback for Assignments

[Audio Feedbacks](#)

Also, can use Voice Authoring in the Mashup.

Grade Center

[Creating a Grade Center column for Assignments](#)

[Grade Columns](#)

Deleting Extra Weighted Total and Total columns

A new empty course shell will have 3 Grade Center columns. **Weighted Total** (with a Running Total); **Total** (with a green check mark indicating that it is set as the external grade); a 2nd **Weighted Total** (without the Running Total option).

Both the Total and 2nd Weighted total may confuse both the instructor and students, especially when all 3 columns may give different grades.

To delete a **Weighted Total** column, open the option drop-down list (contextual menu) and select Delete Column. Click OK on the pop-up window to confirm.

To delete the **Total** column, the green external grade check mark will have to be removed. To do this, open the Weighted Total column's option menu and select Set as External Grade. This will move the green check mark from the Total column to the Weighted Total column. Now the Total column can be deleted. Open the contextual menu and select Delete Column. Click OK on the pop-up window to confirm.

Re-order Grade Columns in the Grade Center

Is it possible to re-order the columns in grade centre? I'd like to move a self-reflection and a few others around.

Yes you can re-order the columns. In the Grade Centre, in Manage, go to Column Organisation and in the screen that opens, you can move the column names up or down the list. Farthest to the bottom is the furthest to the right in the Grade Centre spreadsheet.


Adding Extra Credit – Weighted

NOTE – This is easiest if this is thought out at the beginning of the course in order to make the weighted areas equal to 99% plus 1 for the extra credit.

Setting up an Extra Credit Item

If you would like to create an Extra Credit item in your Grade Center there are two different ways depending on if you weight the grades or not.

If your Grade Center is Weighted, you can still add Extra Credit. First, you'll need to Add a New Category with the name Extra Credit. Say you want to give your students an extra 15 points of the total course grade for completing some particular Extra Credit tasks, then you may simply create the New Grade Column, set the Category to Extra Credit, make the Possible Points one ("1"), and set the Weighting to 1%. Make sure you modify the whole Weighting point value to equal 100%.

 **Add Grade Column**

1 Column Information

* Column Name:

Grade Center Display Name:

Description:

Times New Roman B I U

- EC: Presentation 5 pt
- EC: Presentation 5 pt
- EC: Presentation 5 pt

Primary Display:
Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades.

Secondary Display:
This is an additional display option which will be shown in the Grade Center only.

Category:

* Points Possible:

In the Grade Center, give all the students 1 point to avoid complaints that only a total of 99% is possible without the extra credit value.

Extra credit						
1.00						
1.00						
1.00						
1.00						
1.00						
1.00						

Weighted Total	Total	Exam 1	exam 2	term paper 1	quiz 1	Extra credit
75.62%	246.00	80.00	75.00	50.00	40.00	1.00
78.22%	256.00	75.00	80.00	65.00	35.00	1.00
80.95%	264.00	80.00	83.00	60.00	40.00	1.00
78.53%	256.00	82.00	78.00	55.00	40.00	1.00
76.03%	246.00	75.00	75.00	55.00	40.00	1.00
75.70%	245.00	70.00	80.00	54.00	40.00	1.00

When the students had completed the Extra Credit items, add the point value to the Grade Center.

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Weighted Total	Total	Exam 1	exam 2	term paper 1	quiz 1	Extra credit
90.62%	261.00	80.00	75.00	50.00	40.00	16.00
93.22%	271.00	75.00	80.00	65.00	35.00	16.00
80.95%	264.00	80.00	83.00	60.00	40.00	1.00
78.53%	256.00	82.00	78.00	55.00	40.00	1.00
76.03%	246.00	75.00	75.00	55.00	40.00	1.00
90.70%	260.00	70.00	80.00	54.00	40.00	16.00

Adding Extra Credit Items (non Weighted)

To display Extra Credit items, create the New Grade Column, set the Category to Extra Credit, make the Possible Points zero ("0"), and include the item in the Grade Center. Making the Possible Points equal to zero will insure that anyone who does not get points for Extra Credit does not have it count against their grade. This will be the column in which to enter points for extra credit to be added to the Total of all points earned.

1 Column Information

* Column Name:

Grade Center Display Name:

Description:

Times New Roman **B** *I* U [List Icons] [Checkmark] [Undo] [Redo] [Color Picker] [Image Icon]

Primary Display:
Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades.

Secondary Display:
This is an additional display option which will be shown in the Grade Center only.

Category:

* Points Possible:

2 Dates

Creation Date: Mar 16, 2009

Due Date: ☒ None
☐ Mar 13 2009 [Checkmark]


3 Options

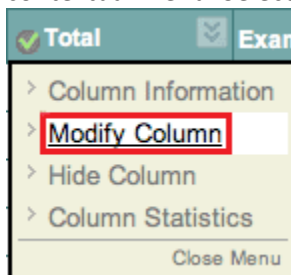
Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations: ☒ Yes ☐ No

Show this column in My Grades: ☒ Yes ☐ No

Show Statistics (average and median) for this column in My Grades: ☐ Yes ☒ No

From the Grade Center, click on the Action Link  on the existing Total Grade Column to open the contextual menu. Select Modify Column from the menu.



Scroll down to 3, the Select Columns pane, and find Include in Total. Choose "Selected Grade Columns, Calculated Columns and Categories."

Under "Columns to Select," highlight ALL of the columns listed (you may select all by holding down the Shift key and clicking the last column) including the Extra Credit column you created previously. DO NOT include any Calculated Columns (Weighted Total, Average, etc).

Include in Total

- ☐ All Grade Columns
☒ Selected Grade Columns, Calculated Columns and Categories

Columns to Select:	Selected Columns:
<div>Weighted Total</div> <div>Exam 1</div> <div>exam 2</div> <div>term paper 1</div> <div>quiz 1</div> <div>Extra credit</div>	
<div>Column Information</div> <div>Exam 1: Category: Test/ Points Possible: 100</div> <div>exam 2: Category: Test/ Points Possible: 100</div> <div>term paper 1: Category: Assignment/ Points Possible: 75</div> <div>quiz 1: Category: Test/ Points Possible: 50</div> <div>Extra credit: Category: Extra Credit/ Points Possible: 0</div>	
<div>Categories to Select:</div> <div>Assignment</div> <div>Survey</div> <div>Test</div> <div>Discussion</div> <div>Extra Credit</div>	
<div>Category Information</div>	

Click the triangle-in-a-circle arrow between "Columns to Select" and "Selected Columns" to move the highlighted columns over to selected columns. This will make certain that ALL columns are used in the Total calculation. Under that section, choose "No" for "Calculate as a Running Total." Having "Yes" selected will ignore any columns with zero "Points Possible" including Extra Credit, so make sure that it is not enabled.

Columns to Select:	Selected Columns:
<div>Weighted Total</div>	
<div>Column Information</div> <div>Exam 1: Category: Test/ Points Possible: 100</div> <div>exam 2: Category: Test/ Points Possible: 100</div> <div>term paper 1: Category: Assignment/ Points Possible: 75</div> <div>quiz 1: Category: Test/ Points Possible: 50</div> <div>Extra credit: Category: Extra Credit/ Points Possible: 0</div>	
<div>Categories to Select:</div> <div>Assignment</div> <div>Survey</div> <div>Test</div> <div>Discussion</div> <div>Extra Credit</div>	
<div>Category Information</div>	

Calculate as running total

☐ Yes ☒ No

A running total only includes items that have grades or attempts. Selecting No for this option includes all items in the calculations, using a value of 0 for the item if there is no grade.

Scroll down to the bottom of the screen and click on the Submit button. The Total column will now reflect the total of all columns, including the Extra Credit.

Troubleshoot why the Final Grades do not appear to be accurate

- **Running Total vs Non Running Total**
Running total is an option under the Weighted Total column in the Grade Center. The purpose of this option is to calculate the grade up to the current point. A blank cell will be ignored and a running total will not penalize students for ungraded items.
Sometimes an instructor will set the Running Total to “No” and if the cell is left blank, it will be treated as a zero grade.
- **Categories**
Categories used when there are duplicate categories. Assessments could be divided between categories with the same name. When it calculates, only one of the categories is used.

Hiding Columns from Students

Columns hidden from the Grade Center does not mean that they are hidden from the students.

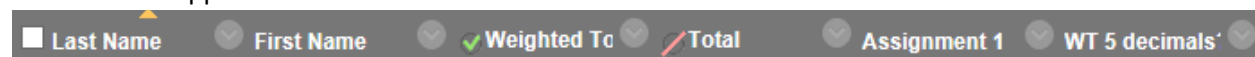


The above columns will be visible to the students when they open the My Grades tool. The Total column has a Green check mark beside it. This indicates that it is the External Grade. When a column has this set, it cannot be hidden from students or deleted. To hide the Total column from students, the green check mark will need to be moved to another column. Open the Weighted Total column’s contextual menu and select Set as External Grade.

Student View with the Total Column

My Grades		
<div> <div>All</div> <div>Graded</div> <div>Upcoming</div> <div>Submitted</div> </div> <div>Order by: Course Order</div>		
ITEM	LAST ACTIVITY	GRADE
Weighted Total View Description Grading Criteria		-
Total View Description Grading Criteria		-
Assignment 1 Assignment	UPCOMING	- /10
WT 5 decimals? Grading Criteria		-
one	UPCOMING	- /22

In the Grade Center, open the Total column’s contextual menu and select Hide from Students (on/off). A new icon will appear beside the column name to indicate it is a hidden column.



Student View with the Total Column Hidden

ITEM	LAST ACTIVITY	GRADE
Weighted Total View Description Grading Criteria		-
Assignment 1 Assignment	UPCOMING	- /10
WT 5 decimals? Grading Criteria		-
one	UPCOMING	- /22

Remove Extra Weighted Total Column and Total Column

Initially when a course is created by Blackboard, it may have a second Weighted Total column and a Total column. (After importing an Archive, there may be even more duplicate columns.)

The Weighted Total column is used to calculate a “final grade” for the student using a weight factor, e.g. final exam = 35% etc.

The Total column is just a raw total of the points possible when adding up each column.

The Total column may have a Green check mark beside the name. This indicates that it is the External Grade. The external grade designation will need to be removed in order to delete the column. The green check mark cannot be removed, it needs to be transferred to another column.

- Open the Weighted Total contextual menu and select Set as External Grade.
- The Green check mark will be transferred to the Weighted Total column.
- The Total column can now be deleted.
- Open the Total column’s contextual menu and select Delete Column.
- A pop-up confirmation window will open warning the action is final and cannot be undone. Click the OK button.

Deleting Columns appearing after an Export/Archive Import

If there are duplicate columns after importing an archive or export package, these can be deleted. When you open the column’s contextual menu and see Delete Column, the column can be deleted.


If you do not see the Delete Column option, it is because the column is linked to an assignment or test in the course. You would first have to locate and delete the assessment. After the link is no longer there, the Delete Column option will appear.

- Open the Total column’s contextual menu and select Delete Column.
- A pop-up confirmation window will open warning the action is final and cannot be undone. Click the OK button.

Entering Grades/ Viewing Attempts for Tests

One of my students, had difficulty with an on-line test. The system doesn't record her score due to a timing problem. Can I enter in a manual grade for her (or can you?).

You can enter the grade manually in the Grade Center.

Open the Full Grade Center to investigate a test that is showing as  Attempt in Progress and the student has contacted the instructor to say that they cannot submit or get back into the test. Click on the Attempt. In the Test Information you can open Access Log*, Clear Attempt, Edit Test or Submit Attempt*. (* = New)

Submit Attempt where the instructor can alter the grade for each question or just save the test the way it comes up.

Access Log gives information - The Test Time column shows times relative to the start of the test and the Time Spent column shows the time between the current Access Type and the previous Access Type.

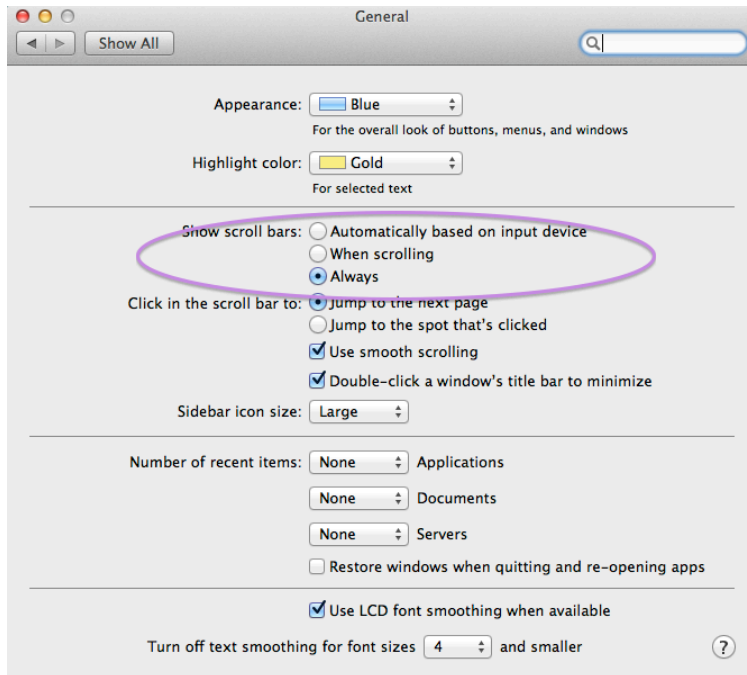
Edit Test takes you back into the test questions if a change is required. If a change is made, the test will automatically be re-graded for all students.

Clear Attempt allows the student to re-take the test.

Horizontal Scroll Bar Missing or Do not see all the Columns

New Grade Center Columns are always added to the right end of the Grade Center. When there are more columns than fit on the screen, you will need to scroll to the right.

Macintosh - Go to your System Preferences and click “General”. Select the radio button “Always” below “Show Scroll Bars”. Sometimes the scroll bar will work in Safari but not in Firefox.



Windows 7 - Missing Grade Center scroll bars are a symptom of the default font size on your computer being set too high.

1. Logout of Blackboard and close your web browser
2. Open your computer's Control Panel [Windows Start Button > Control Panel]
3. Under Appearance and Personalization, click Change the theme (or select **Personalization**)
4. Click **Window Color** (at bottom of Window)
5. Click **Advanced** appearance settings
6. In the Item: drop-down list, select **Scrollbar**
7. Select a number less than 20 from the Size: option (17 is the default value) NOTE: If the size is less than or equal to 17, reduce it further.
8. Click OK, Apply
9. Close any open control panel windows
10. Reopen your web browser and login to Blackboard

NEED A NEW LINK

Creating a Student Class List from the Course Rather than from PeopleSoft

In the Full Grade Center, click on the Work Offline tab and select Download. The Download Grades page will open. In the Data section, select User Information Only.

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

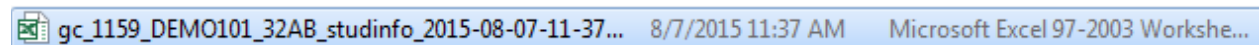
☐ Full Grade Center
☐ Selected Column Weighted Total ☐ Include Comments for this Column
☒ User Information Only

Leave all the default selections as is. Click Submit.

On the Download Grades page, Click the Download button.

A Windows prompt will give the name of the file (with the course code as part of the name) asking you to Open, Save or Cancel. Click the Save button.

A second pop-up prompt will appear when the file has been saved. It can then be opened or closed. The Downloads folder is the default location where the file will be saved.



Click the OK button on the bottom of the page to return to the Grade Center. The file will open in Excel with 3 columns, Last Name, First Name and Username.

Adding Instructors, Teaching Assistants and a Student Role to a Course

Use the **Manage User** tool to add an Instructors, Teaching Assistant or Student. These are defined roles where the instructor can add users using their Niagara College username. All roles only add a person to the course with the restrictions of that role. None of the roles are official.

Instructors are officially added by the Scheduling department.
Students are officially add by the Registrar's Office.

Make the Manage Users tool available in Control Panel → Customization → Tool Availability list.

Scroll down to Manage Users and click in the box. Click the Submit button.

Open the Course Tools menu and select Manage Users.



Add Users by Role

Add one or more users, specifying the role to grant them.



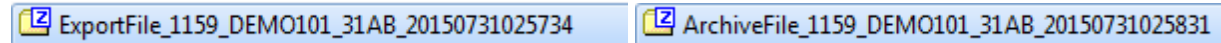
Remove Other Users by Role

Remove one or more users from this course, optionally specifying particular role(s). You **can't** use this tool to remove yourself.

[Blackboard Manage Users Documentation](#)

Import Package Duplicates Cleanup

Export and Archived Courses



After importing an Export package the instructor should clean up (delete) the duplications that are created when importing to a new course shell.

Duplicated –

Course Information contents (Course Outline, Course Feedback, Copyright for Students, Niagara College Library) are added to the bottom. Delete these one at a time using the contextual menu, select Delete and OK in the pop-up window to confirm.

Contacts Menu Item – An extra Contacts is added to the bottom of the Course Menu. Delete this using the contextual menu, select Delete and Delete this menu item in the pop-up window, and click the Delete button in the next pop-up menu to confirm.

Grade Center Columns – A second Weighted Total and Total columns are added to the course shell. Check that these columns are empty before deleting them. Delete columns using the contextual menu, select Delete Column and OK in the pop-up confirmation window.

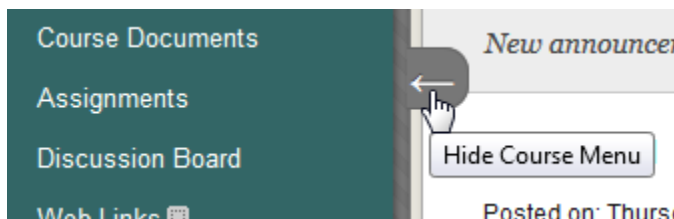
Categories – Under the Manage tab, click Categories to see a list of categories. If there are duplicates, delete the duplicate categories by selecting them (check the box to the left of the name). Click the Delete button and then click OK on the pop-up confirmation window.

Blackboard Export and Archive Courses

Blackboard Import Course Packages

Course Menu has Disappeared

This is a “feature” in Blackboard. The course menu can be “hidden” by clicking on the arrow pointing toward the menu. It will appear when you hover the mouse over the right side of the menu. The purpose is to make the content page fill the screen for better viewing.



The menu will appear again when you hover the mouse over the left side of the page.

Click on the arrow for the menu to appear and the content page will shift to the right.

Inline Grading

Inline grading will only be available when a student submits an assignment as a Word or PDF document. If the document is written using the built-in Content Editor, you will see the assignment but will not be able to mark it up within Blackboard.

The inline viewer uses a third-part, cloud based company called Crocodoc.

Link to check the status of Crocodoc <http://status.blackboard.com/services/inline-grading-crocodoc>

→ [Blackboard Inline Grading Documentation](#)

Where to Find the Assignments to Grade

This usually comes from an instructor that is team teaching a course where one instructor does the setup etc. and another is doing some grading. It sometimes is confusing to them where to find the submissions.

The easiest way to locate submissions is to open the Grade Center menu and select **Needs Grading**. The submissions are listed based on the Date Submitted. By clicking on another column heading, submissions will be sorted and displayed either by Category, Item Name, User or Due Date.

Cannot Find the Following Tools and Functionality?

If an instructor cannot find a tool in the list of course tools or within the Build Content tabs, it has not been made available.

Here is the list of the most popular tools and functions that would need to be made available under the Control Panel → Customization → Tool Availability list.

Blackboard Collaborate

Blackboard Collaborate Voice Authoring

Blackboard Collaborate Voice Board

Blackboard Collaborate Podcaster

LTI

Manage Users

McGraw-Hill Assignment

Pearson's MyLab & Mastering

Portfolio's

Record from Webcam

Rubrics

SafeAssign

WileyPLUS

[Blackboard Course Tool Availability](#)