Blackboard Basics 2.0

For faculty teaching a face-to-face course
This document includes the following topics:

1. Log in .................................................. Page 2
2. Find Your Courses ................................. Page 2
3. Group Your Courses by Term ................. Page 3
4. View Course Content ............................... Page 4
5. Edit Mode ............................................. Page 4
6. Add a Content Folder .............................. Page 5
7. Upload a File (ex: Syllabus) ..................... Page 6
8. Create an Assignment (“Drop Box”) .......... Page 7
9. Inline Grading (grading assignments from a drop box) Page 10
10. The Grade Center ................................. Page 11
    a. Overview and Tips ............................... Page 11
    b. View Full Grade Center ....................... Page 13
    c. Outline of steps for setting up Grade Center Page 13
    d. Create categories for groups of assignments (percentage-based grade center) Page 13
    e. Adjust the categories that are attached to columns in the Grade Center to align to the categories you are using (percentage-based grade center) Page 16
    f. Create a column in the Grade Center if nothing is submitted to a drop box (ex: Class Participation) Page 17
    g. Entering grades if nothing is submitted to a drop box (ex: Class Participation) Page 18
    h. Check that categories are correctly connected to columns (percentage-based grade center) Page 19
    i. Enter percentages for each category in the weighted total column (percentage-based grade center only) Page 20
    j. Set weighted total column as External Grade (percentage-based grade center) Page 22
    k. Points-based grade book: Set total column as External Grade Page 23
    l. Delete unnecessary columns .................. Page 24
    m. Create a Grading Schema (Letter Grade Scale) Page 25
11. Open Course to Students ....................... Page 27
12. Student Preview Mode ......................... Page 28
13. Copy a course in Blackboard to another Blackboard course Page 28
14. How to Request Help ............................ Page 32
15. Where to Find More Blackboard Learn Resources Page 32

*NOTE: Recommended internet browsers are Google Chrome or Mozilla Firefox*
1. Log in – Two Options
   a. Go to concordia.blackboard.com. Log in with the same user name and password as the portal.

   ![Concordia Blackboard Sign-in](image1.png)

   b. Log into the portal (my.cuw.edu), click on the Faculty tab, find the Blackboard channel, click where indicated to access Blackboard.

   ![Blackboard Access](image2.png)

2. Find Your Courses
   a. After logging into Blackboard look for your course under My Courses.
3. **Group Your Courses by Term**
   
   a. When you log into Blackboard Learn, you will first land on the My Institution page. You’ll see a list of your courses. Hover mouse over My Courses title. Click on the gear that appears on the right side.

   ![My Courses](image1)

   b. Click Group by Term. Click Submit.

   ![Personalize: My Courses](image2)

   c. Your courses will be grouped by term. You can click on any term code to collapse or show the courses listed for that term.

   ![My Courses](image3)

   **Notes:**
   
   - Your courses are also listed under the Courses tab. The above procedure can be used for that list of courses as well.

   ![My Institution](image4)

   - The term code matches the year the academic year ends. For example, the 201610 term is for Fall 2015 courses (since the academic year ends in May, 2016).

   - The last two numbers of the term code generally follow this pattern: 10 = Fall, 20 = Winterim, 30 = Spring, 40 = Summer
4. View Course Content
   a. To add or view course content (i.e., syllabus, assignment/drop boxes) click on Content.

5. Edit Mode. As you add content to your course, make sure the Edit Mode in the course is ON. Sometimes, for no apparent reason, the Edit Mode switches to OFF and you will be unable to add or edit any content in the course. If this happens, check the Edit Mode on the upper right corner of the screen. If it is OFF, click on it and switch it ON again.
6. Create a content folder to organize files into weeks, units, or topics.
   a. In the content pane, hover mouse over the Build Content button, then click on Content Folder.
   b. Enter the name of the folder, a description (if desired) and permit users to view the folder. If you want the folder hidden from students, click No. Then click Submit.
c. You’ve now created a folder.

7. Upload a File (example: course syllabus)
   a. Hover mouse over Build Content; click on File.

   b. Enter the file name. Browse your computer to find your file. Complete the Standard Options section to allow students to view the file. Then click Submit.
8. **Create an Assignment (“Drop Box”)**
   a. In your course, click on Content.
   b. Under Assessments, click on Assignment.
c. Enter assignment name, instructions, and attach a file if desired.

d. Enter due dates so the assignment appears on the student To Do list on the course home page. This is optional.

e. Enter the number of points. If it’s something that is not graded, enter zero.
f. Click on Submission Details to expand and display options. Select assignment type, number of attempts, and plagiarism tools (SafeAssign) as desired. Note: If enabling SafeAssign, check the box to exclude submissions from the Institutional and Global References Databases for DRAFT submissions.

<table>
<thead>
<tr>
<th>Submission Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment.</td>
</tr>
<tr>
<td>Assignment Type</td>
</tr>
<tr>
<td>- Individual Submission</td>
</tr>
<tr>
<td>- Group Submission</td>
</tr>
<tr>
<td>- Portfolio Submission</td>
</tr>
<tr>
<td>Selecting this option will require students to submit a portfolio as a response to this assignment</td>
</tr>
<tr>
<td>Number of Attempts</td>
</tr>
<tr>
<td>- Single Attempt</td>
</tr>
<tr>
<td>Plagiarism Tools</td>
</tr>
<tr>
<td>- Check submissions for plagiarism using SafeAssign</td>
</tr>
<tr>
<td>SafeAssign only supports English-language submissions. See Blackboard Help for more details.</td>
</tr>
<tr>
<td>If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from students to see SafeAssign Originality Reports depending on the state of the &quot;Allow students to view SafeAssign originality report for their attempts&quot; box.</td>
</tr>
<tr>
<td>- Exclude submissions from the Institutional and Global References Databases</td>
</tr>
</tbody>
</table>

h. Click Display of Grades. Students will see the score displayed in My Grades. If desired, click the drop-down menu to change the display students see such as percentage or letter grade. Note: A secondary display may be set but it is visible only to instructors (not students).

<table>
<thead>
<tr>
<th>Submission Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Options</td>
</tr>
<tr>
<td>Display of Grades</td>
</tr>
<tr>
<td>Display grade as</td>
</tr>
<tr>
<td>- Primary Score</td>
</tr>
<tr>
<td>and</td>
</tr>
<tr>
<td>Secondary None</td>
</tr>
<tr>
<td>Include in Grade Center grading calculations</td>
</tr>
<tr>
<td>Show to students in My Grades</td>
</tr>
<tr>
<td>Show Statistics (average and median) for this item to Students in My Grades</td>
</tr>
</tbody>
</table>
h. By default, the Assignment is visible to students. To limit when students can view the Assignment, enter dates in the Display After and Display Until fields. Click Submit.

i. You have now added an Assignment.

9. **How to grade an assignment using Inline Grading**
   a. With inline grading, there is no need to download the assignment to your computer for grading. Click on Grade Center and then click on Needs Grading. Click on the student name to show their assignment submission.
b. You’ll see the student’s paper. There is no need to download the paper to grade it. Click on the Comment button to add your feedback directly on the paper. Click on the pencil to draw directly on the paper*. Click on the small down arrow on the right for an additional feedback box. If you enabled SafeAssign, click on SafeAssign to view the similarity report. Finish grading by entering a score. Click Submit when finished. *Note: Blackboard is continuously improving the inline grading tools (comment box, pencil). Because of this, the options you see on your screen may look different.

10. The Grade Center
   a. Overview and Tips
      i. Before setting up your grade center, decide if you’ll have students turn in paper assignments to you, or directly to Blackboard (by adding a drop box). If you’re not sure, it’s recommended you add a drop box. NOTE: If you create a drop box, a column is automatically created for you in the grade center.
      ii. Definitions:
          1. Percentage-based grade center: There are groups of assignments (categories) weighted as a percentage of the overall course grade. Below is an example.

<table>
<thead>
<tr>
<th>Assignments (points each)</th>
<th>Percentage of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Quizzes (25 points each)</td>
<td>20</td>
</tr>
<tr>
<td>2 Reflection Papers (50 points each)</td>
<td>30</td>
</tr>
<tr>
<td>1 Final Project (100 points)</td>
<td>35</td>
</tr>
<tr>
<td>Weekly Class Participation (10 points x 8 wks)</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

2. Categories: When using a percentage-based grade center, the name of the assignment group that is graded as an overall percentage. In the example above, the categories are Quizzes, Reflection Papers, Final Project, and Weekly Class Participation.
3. Points-based grade center: The final grade is calculated by dividing the total points earned for all assignments by the total possible points. Categories are not necessary when setting up a points-based grade center in Blackboard. Below is an example.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Quizzes (25 points each)</td>
<td>75</td>
</tr>
<tr>
<td>2 Reflection Papers (50 points each)</td>
<td>100</td>
</tr>
<tr>
<td>1 Final Project (100 points)</td>
<td>100</td>
</tr>
<tr>
<td>Weekly Class Participation (10 points x 8 wks)</td>
<td>80</td>
</tr>
<tr>
<td><strong>Total points possible</strong></td>
<td><strong>355</strong></td>
</tr>
</tbody>
</table>

4. Columns: Regardless of the type of grade center you use, each graded item has its own column in the Full Grade Center. For example, Quiz 1 is a column in the grade center, Quiz 2 is another column in the grade center, etcetera.

5. Weighted Total column: A default column in the Full Grade Center used to calculate a final grade for a percentage-based grade center.

6. Total column: A default column in the Full Grade Center used to calculate a final grade for a points-based grade center.

iii. For a percentage-based grade center, three things work together and must be connected/aligned with each other in order to correctly calculate the student final grade: Categories, Columns, Weighted Total Column. A brief explanation is below. Specific instructions are later in this document.

1. Categories – are you using Blackboard default categories, or creating your own? Add all your drop boxes first, then look at Manage ➔ Categories and decide which default categories you want to use or if you need to make your own.

2. Columns – must be linked to categories you are using.
   a. Two ways to check (from the Full Grade Center):
      i. Manage ➔ Categories
      ii. Manage ➔ Column Organization (this view also allows you to change a category linked to a particular assignment)
   b. If you have items you are grading, but you don’t want a drop box, add a column to the grade center by clicking on Create Column. Make sure to connect this column to a category you are using. An example is Class Participation.

3. Weighted Total column – must include your categories and the percentages assigned to each category.

iv. One of the benefits of setting up a percentage-based grade center is it is flexible, should you want to add or subtract assignments throughout the course. If you add assignments (or columns) later, make sure they are connected to the correct category after you’ve added them (go back to step 2a).
b. **View Full Grade Center**
   i. After adding drop boxes to the course, view the Full Grade Center: Click on Grade Center, then Full Grade Center. You will see columns that were automatically added when the drop boxes were created (examples: Paper 1 Drop Box, Paper 2 Drop Box). Use the scroll bar to view columns.

c. **General Outline of Steps for Setting up Grade Center. Each step is further explained on the next pages.**
   i. Create categories for groups of assignments (percentage-based grade center only)
   ii. Adjust categories that are attached to columns in the grade center to align to the categories you are using (percentage-based grade center only)
   iii. Create a column in the grade center if nothing is submitted to a drop box, for example class participation.
   iv. Check that categories are correctly connected to columns (percentage-based grade center only)
   v. Enter percentages for each category in the weighted total column (percentage-based grade center only)
   vi. Set weighted total column as the external grade (percentage-based grade center only)
   vii. Create a grading schema to show a letter grade instead of score or percentage (optional)

d. **Create Categories for Groups of Assignments (percentage-based/weighted grade center).** If you have groups of assignments weighted as a percentage of the overall course grade, create categories for the groups of assignments. In the example below, categories would be created for Quizzes, Reflection Papers, and Weekly Class Participation. Note: The Final Project is only one item so a category is not needed. This will be explained in more detail later in this document.

<table>
<thead>
<tr>
<th>Assignments (points each)</th>
<th>Percentage of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Quizzes (25 points each)</td>
<td>20</td>
</tr>
<tr>
<td>2 Reflection Papers (50 points each)</td>
<td>30</td>
</tr>
<tr>
<td>1 Final Project (100 points)</td>
<td>35</td>
</tr>
<tr>
<td>Weekly Class Participation (10 points x 8 wks)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
i. To view and create categories, hover mouse on Manage, click Categories.

![Grade Center: fullGradeCenterMsg](image1)

ii. The Grade Center has several default categories that may meet your needs. To create a new category, click on Create Category.

![Categories](image2)
iii. Name the category (example: Class Participation) and click Submit.

iv. The new category appears. Create any additional categories. Return to the Full Grade Center by clicking OK.
e. **Adjust the categories that are attached to columns in the Grade Center to align to the categories you are using.** Any time a gradable item is created in Blackboard (Example: Assignment “Drop Box”) it is automatically linked to a default category (Example: Assignment). After creating your gradable items and any of your own categories, adjust the category the column is linked to by doing the following:

i. In the Full Grade Center hover mouse over Manage button. Click on Column Organization.

![Grade Center: Full Grade Center](image)

ii. The columns in the Grade Center now appear in rows. From here you can view the assignment names and the categories to which they are attached. To change a category, click on the box to the left of the assignment name. Hover mouse over the “Change Category to...” button and choose the category you want to change it to. Continue until all categories match the categories you are using. Click Submit to save changes.

Note: From this same screen, columns can be rearranged. Click on the icon and drag column to the desired location.
f. **Create a column in the Grade Center (if nothing is submitted to a drop box)**
   
i. Create columns in the Grade Center for manually grading items such as Class Participation (i.e. nothing is submitted to Blackboard). Click on Create Column.

   ![Create Column in Grade Center](image)

   ii. Enter the name, choose the category (if a percentage-based grade center), and enter the points. By default, the score will appear in the grade center columns (“Primary Display”). If you want a percentage to appear in the grade center columns, change the Primary Display to Percentage. Click Submit.

   ![Create Grade Column](image)
iii. You’ve now added a column for a manually graded item.

**Grade Center : Full Grade Center**

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate.

<table>
<thead>
<tr>
<th>Create Column</th>
<th>Create Calculated Column</th>
<th>Manage</th>
<th>Reports</th>
</tr>
</thead>
</table>

![Image of Grade Center](image)

**g. Entering grades if nothing submitted to a drop box (i.e., class participation).** From the Full Grade Center click on the box you want to grade (it will have a blue outline), enter a score*, then hit the Enter key.

![Image of Grade Center](image)

*NOTE: When entering grades directly into any cell (as in the above example) whatever number is entered MUST match the primary display for that column. For example, if you entered 8 (out of 10 points) in the cell and the Primary Display is Score, you entered the number correctly. However, if the Primary Display is set to Percentage, the grade center would calculate an 8 as 8% out of 100%. See page 17 (step f.ii.) to find out how to access and change the Primary Display.
h. **Check that categories are correctly connected to columns**
   i. From the Full Grade Center click on Manage, then Categories. You will see all categories on the left. On the right are the assignments that are correctly linked to each category. Click OK to return to the Full Grade Center.

   ![Diagram showing the connection between categories and columns](image)

   **Note:** If a column is not correctly linked to a category, return to the Full Grade Center. Find the column, click to the down arrow to the right of the column name, click Edit Column Information. Find the category box and adjust to attach it to the correct category. Click Submit to save your changes.
i. **Enter percentages for each category in the Weighted Total column (percentage-based grade center only)**
   
   i. This will weight each category (or column) according to specific percentage (example: Quizzes 20%, Reflection Papers 30%, Final Project 35%, Class Participation 15%). Hover mouse over the Weighted Total column and click on the chevron that appears to the right of the column title. Click Edit Column Information.

   ![Grade Center: Full Grade Center](image1)

   ![Select Columns](image2)

   ![Select Columns](image3)

   ![Select Columns](image4)

   ii. Select a category used for this course. Click on the bottom arrow to move it to the box on the right. Then enter the percentage for this category. If items in one category have the same point value, the Weight Columns line should stay set to **Equally**. If the items in one category have different point values, on the Weight Columns line click **Proportionally**.
iii. If you have only one gradeable assignment that is worth an overall percentage of the course, it does not need to be connected to a category. In the example below, there is one Final Project worth 100 points and it is worth 35% of the overall course grade. In this case select that grade center Column from the top left box, click on the top arrow to move it to the large box on the right.

<table>
<thead>
<tr>
<th>Assignments (points each)</th>
<th>Percentage of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Quizzes (25 points each)</td>
<td>20</td>
</tr>
<tr>
<td>2 Reflection Papers (50 points each)</td>
<td>30</td>
</tr>
<tr>
<td>1 Final Project (100 points)</td>
<td>35</td>
</tr>
<tr>
<td>Weekly Class Participation (10 points x 8 wks)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

iv. Enter the weighted percentage (in the example 35%).
v. Continue until you have moved all categories (or columns) for this course to the right and the total weight is 100%. Then click Submit.

3. **Select Columns**

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

<table>
<thead>
<tr>
<th>Include in Weighted Grade</th>
<th>Selected Columns: Enter the weight percentage for each item. Percentages should add up to 100 percent.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>% Category: Test</td>
</tr>
<tr>
<td>Paper 1 Drop Box</td>
<td>Weight Columns: equally Proportionately</td>
</tr>
<tr>
<td>Paper 2 Drop Box</td>
<td>Drop Grades OR Use only the Highest Value to Calculate</td>
</tr>
<tr>
<td>Session 1 Class Participation</td>
<td>Drop Lowest Grades OR Highest Value to Calculate</td>
</tr>
</tbody>
</table>

Categories to select:
- Survey
- Blog
- Journal
- Self and Peer

Total Weight: 100%

Submit

*See page 24 for important information about the External Grade*

j. **Set Weighted Total column as the External Grade***

i. If using a percentage-based grade center, the External Grade (green check mark) should be moved from the Total column to the Weighted Total column. From the Full Grade Center, hover mouse next to the Weighted Total heading. Click on the chevron that appears to the right of the title. Click on Set as External Grade*.
ii. A green checkmark will appear next to the Weighted Total heading indicating this column is Set as External Grade*.

k. **Points-based gradebook: Set Total column as External Grade***
   i. The Total Column will accumulate points as a running total and should be set as the external grade. (The Weighted Total column is not used.) From the Full Grade Center, hover mouse over the Total Column title, click on the chevron that appears. Click Set as External Grade.

   ![Set as External Grade](image)

*See page 24 for important information about the External Grade

ii. The Total column will now have a green checkmark.
*NOTE: Whichever column is set at the external grade (Weighted Total, or Total column) that column should also have the primary display set to percentage. To view and/or change the Primary display to percentage: Hover mouse over the Total orWeighted Total column. Click on the chevron that appears. Click Edit Column Information.

In the Primary Display field, click the arrow to display the drop down menu. Click Percentage. Click Submit.

1. **Delete unnecessary columns.** If you are using a percentage-based grade book, the Total column can be deleted. If using a points-based grade book, the Weighted Total column can be deleted.
   i. From the Full Grade Center, hover mouse over the title of the column you want to delete (Weighted Total or Total) and click on the chevron that appears to the right of the title. Click Delete Column.
m. **Create a grading schema to display letter grades (optional)**
   
   i. If you want to display letter grades, you will need to create a grading schema that matches your course grading scale. From the Full Grade Center click on Manage, then Grading Schemas.

   ![Grading Center: Full Grade Center](image1)

   ii. Click on the Default Grading Scale, then Edit.

   ![Grading Schemas](image2)
iii. Edit the schema to match your course grading scale. Click Submit when finished.

<table>
<thead>
<tr>
<th>Grades Scored Between</th>
<th>Will Equal</th>
<th>Grades Manually Entered as</th>
<th>Will Calculate as</th>
</tr>
</thead>
<tbody>
<tr>
<td>93% and 100%</td>
<td>A</td>
<td>A</td>
<td>93%</td>
</tr>
<tr>
<td>90% and Less Than 93%</td>
<td>A-</td>
<td>A-</td>
<td>90%</td>
</tr>
<tr>
<td>87% and Less Than 90%</td>
<td>B+</td>
<td>B+</td>
<td>87%</td>
</tr>
<tr>
<td>83% and Less Than 87%</td>
<td>B</td>
<td>B</td>
<td>83%</td>
</tr>
<tr>
<td>80% and Less Than 83%</td>
<td>B-</td>
<td>B-</td>
<td>80%</td>
</tr>
<tr>
<td>77% and Less Than 80%</td>
<td>C+</td>
<td>C+</td>
<td>77%</td>
</tr>
<tr>
<td>73% and Less Than 77%</td>
<td>C</td>
<td>C</td>
<td>73%</td>
</tr>
<tr>
<td>70% and Less Than 73%</td>
<td>C-</td>
<td>C-</td>
<td>70%</td>
</tr>
<tr>
<td>67% and Less Than 70%</td>
<td>D+</td>
<td>D+</td>
<td>67%</td>
</tr>
<tr>
<td>63% and Less Than 67%</td>
<td>D</td>
<td>D</td>
<td>63%</td>
</tr>
<tr>
<td>60% and Less Than 63%</td>
<td>D-</td>
<td>D-</td>
<td>60%</td>
</tr>
<tr>
<td>0% and Less Than 60%</td>
<td>F</td>
<td>F</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade display option, mappings from each symbol into a percentage of points possible must be provided.*

*Click Submit to proceed. Click Cancel to go back.*
11. **Open Course to Students – Two options.**

   a. **Option one:** From inside the course on the Home page there is a lock on the upper right corner of the screen. Click on the lock to open or close the course to the students. If the lock is closed, students cannot see your course. If the lock is open, students can see your course on Blackboard.

![Blackboard Support](image1)

   b. **Option two:** Open and close all your courses from one page using the Qwickly tool. Click on Qwickly Tools on the My Institution page (the page you land on when you first log into Blackboard) then click on Course Availability. Click On/Off to make each course available or unavailable.

![Qwickly](image2)
12. **Student Preview Mode.** Use Student Preview Mode to check what students can and cannot view in your course.
   a. In your course click on the icon near the upper right corner.

![Student Preview Mode](image1)

   b. At the top of your screen you will see a message that Student Preview mode is ON. When finished click Exit Preview.

   ![Student Preview Mode ON](image2)

13. **Copy a Course in Blackboard to another Blackboard Course.**
    This option is available if you’ve taught a course in the past and want to use that same course set up when teaching a current course.

    a. In the course you want to copy from, click on Packages and Utilities. Then click on Course Copy.

![Copy Course](image3)
b. Select “Copy Course Materials into an Existing Course”. Note: Do NOT copy your course into a New course; copy it into an EXISTING course. (You may not have all of the options shown below.)

c. Click Browse to find the course you want to copy the materials into. A box will pop up with your courses. Click the button on the left to choose the course you want to copy into. Click Submit.
d. Select the items you want to copy. In most cases, you can click Select All, then uncheck items you don’t want to copy (example: Announcements). Then click Submit. NOTE: If you are copying discussion boards, there are two options for copying:

i. The first option will copy the discussion board AND all of the threads created in that discussion board (even those created by students).

ii. The second option will copy ONLY the discussion board (no created threads). This option is most commonly chosen if your discussion prompt is in the forum description or your forum is a “post-first” discussion (students must post their response before reading other responses).

See d.i and d.ii regarding copying Discussion Boards.

e. You will receive a message that the copy action is queued (see green below). You will receive an email when the course copy is complete.
f. After the copy is complete, check the Full Grade Center for possible duplicate Total or Weighted Total columns. Click on Grade Center, then Full Grade Center. An extra Weighted Total and extra Total columns may be there. The next step explains how to adjust these redundant columns.

g. First, find the column you will use for the final grade for example, the Weighted Total column for a percentage-based grade center. If there are two of them, determine which column includes the weighting (percentages) copied from your course. Once determined, click on the chevron to the right of the title of that column. Click Set as External Grade. The green check mark will move to this Weighted Total Column.

h. The remaining Weighted Total and Total columns can be deleted. Click on the chevron to the right of each column and click Delete Column.
14. How to Request Help
   a. Click on the Blackboard Support tab near the upper right corner of your screen.

   [Image of Blackboard Support]

   b. There are two options: face-to-face and online courses. Determine which option applies to your course, then click the bar at the bottom of that option to request help. For face-to-face courses you can also call the CELT front desk directly at 262-243-2358.

   [Image of My Course is Primarily Face-To-Face]

   [Image of My Course is Primarily Online]

   c. You will need your course number and 5-digit CRN.
   In this example, the course number is EDG 963 and CRN is 12905.

   [Found of Adult & Community Ed EDG 963 DLD 12905-201810]