For faculty teaching a face-to-face course

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*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 University Login](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](image)

   b. Click Group by Term. Click Submit.

   ![Group by Term](image)

   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](image)

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

   ![Courses Tab](image)

   - 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. Organize content using folders for units or weeks and organize materials within units following the Before-During-After course design model.

**COURSE CONTENT 2020**

- **Welcome to the course**
  Welcome to the course.
  - My contact information:
  - Office hours:
  - Zoom link for course meetings:

- **Syllabus**
  This is an Item. Items allow for multiple files to be uploaded and contained within one Item.
  - Upload Syllabus and Course Schedule here.

- **Unit 1**

- **Unit 2**

- **Unit 3**

- **Unit 4**
7. Create a content folder to organize files into weeks or units.
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.
8. **Upload a File (example: course syllabus)**
   a. Hover mouse over Build Content; click on File.
   
   ![Image showing Build Content interface]

   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.

   ![Image showing Create File interface]
9. **Add an Item.** With an Item, instructors can add a variety of content to the course. The most common are typed text, an image, a link, and a document. The following steps will explain these common content types.

   a. In the Content pane, hover mouse over Build Content. Click on Item.

   ![Image of Blackboard interface showing the build content option]

   ![Image of Blackboard interface showing the item selection]

   b. Type a name for the Item and desired text. When you are finished adding content to the Item, click Submit to save changes.

   > * Indicates a required field.

   **CONTENT INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Instructor Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color of Name</td>
<td>Black</td>
</tr>
</tbody>
</table>

   **Text**

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

   ![Blackboard toolbar with various icons]

   Welcome to the course! I'm Susan Gallen, your course instructor.
c. To add an image, click on the image icon (bottom row, third icon from the left).

   ![Image Icon]

   * Name: Instructor Introduction
   * Color of Name: Black

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

   ![Toolbar]

   We're starting the course! I'm Susan Gallardo, your course instructor.

d. A pop-up box will appear. Click Browse My Computer.

   ![Pop-up Box]

   You can drag a file from your computer to the Attach File area or use the browse functions. Files are saved in the attach file area, so it's important to get the file's permanent URL in the repository.

   ![Image Description]

   ![Image URL]

   ![Image Title]

   ![Open Button]

   e. Find the image on your computer and click Open to choose it.
f. Type an image description (for people with visual impairments) and click Insert. NOTE: Image size is important. You may need to edit the image size before inserting it in an Item.

![Image Description and Insert Button]

---

**g.** The image is added. When you are finished adding content to the Item, click Submit to save changes.
h. To add a link to an item, copy the link then paste it into the Item description box.

i. Highlight the link you just pasted, then click on the hyperlink icon (looks like a chain link).

j. A pop-up box will appear. Paste the link in the Link Path box. Click on the drop down menu for the Target field. Choose Open in New Window (_blank). Click Insert.
k. The link will now appear as a hyperlink and open in a new browser window when clicked. Click Submit to save changes.

l. To add a document to an item click on the paperclip icon.

m. A box will pop up will appear. Click Browse My Computer to locate the file(s).
n. Locate the document on your computer and click Open to choose it.

o. Click Submit to continue.
p. Click Submit to continue.

q. The document will appear as a hyperlink in the Item text box. Click Submit to save your changes.

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

Report Ideas 02162018.docx

10. Embed a YouTube video into an Item. Embedding a YouTube video in a Blackboard course allows the students to view the video within the course.
   a. From the Content pane, hover mouse over Build Content. Click on Item.
b. Enter Name and (optional) description.

<table>
<thead>
<tr>
<th>Edit Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTENT INFORMATION</td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Color of Name</strong></td>
</tr>
</tbody>
</table>

Text:

For the toolbar, press ALT+F10 (PC) or ALT+F9+F10 (Mac).

Watch this video prior to Week 2 class.

---

c. Locate the YouTube video embed code.

i. Open a separate browser window. The procedure will be slightly different depending on the Internet browser you are using. For example, using Google Chrome, click on the small grey box to the right of your current window.

ii. A new window (or tab) opens. You can then type www.YouTube.com to find the video you want to embed into your course.
iii. When you have the video you want to embed, click on Share, then click on Embed. Copy the link provided (control + C).
d. Back in the course (within the Item) click on the HTML button. Another box will pop up. At the end of the text in that box (p>) paste the embed code (control + V). Click Update.

Watch this video prior to Week 2 class.

```
<p>Watch this video prior to Week 2 class.</p>
<iframe width="420" height="315"
    src="https://www.youtube.com/embed/XXPcNk1sY7g" frameborder="0"
    allowfullscreen></iframe>
```

e. You will see a yellow square. This means the video was correctly embedded. Click Submit.
The YouTube video is embedded into your course using the Item tool.

11. 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.

g. 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.
You have now added an Assignment.

New Assignment
Here are the instructions.

12. 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. Click on SafeAssign to view the Originality Report (if enabled). Click the small chevron to show feedback box. Enter score next to total possible score (example: 45). See next step to see how to enter comments directly onto the paper with Bb Annotate. When finished, click the Submit button (not pictured) to complete grading and send feedback to the student.
There is no need to download the paper to grade it. Above the paper are the tools to navigate the paper and provide comments (see description below). Watch this video for an overview of using the Bb Annotate tools for inline grading: https://youtu.be/WFaEf_7-KaM

**Bb Annotate is supported on current versions of Firefox, Chrome, Edge, and Safari.**

As part of the responsive design, the menu display changes based on the screen size. On medium and small screens, the Document View settings display the page number you’re viewing. Annotation tools are stacked under the View Annotation Tools icon. On small screens, the Content Library is hidden.

**Document View Settings**

A. **Sidebar**: View Thumbnail, Outline, Annotation, or Bookmark views of the submission.

B. **Pages**: Use the arrows to jump to different pages in the submission.

C. **Pan**: Move the submission on the page.

D. **Zoom** and **Fit**: Zoom in and out of the submission or adjust the view to fit the page, fit the width, or select the best fit.

**Annotations**

E. **Annotation tools**: Select each tool to view the tool properties.

   **Drawing, Brush,** and **Eraser**: Draw freehand on the submission with various colors, thickness, and opacity. Select the eraser to remove annotations. You can erase parts of a freehand drawing with the eraser or select the **Delete** icon to delete the whole drawing.

   **Image** or **Stamp**: Choose a preloaded stamp or create your own customized stamp or image to add to the submission.

   **Text**: Add text directly on the submission. You can move, edit, and change the text and select the font, size, alignment, and color of the text.

   **Shapes**: Choose Line, Arrow, Rectangle, Ellipse, Polygon, and Polyline. Each shape has its own settings to change the color, width, opacity, and more.

   **Comment**: Provide feedback in comments. Your comments appear in a panel next to the submission.

   Students can access the annotated files but won’t be able to add annotations in their submissions.

   **Print** or **Download**: Print or download the submission with the annotations.
13. The Grade Center
   a. Overview and Tips
      i. **NOTE:** When you create a Blackboard Assignment/drop box, a column is automatically created for you in the grade center. This is true for any gradable item in Blackboard (Discussion board, Test, etc.).
      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><strong>Total</strong></td>
<td><strong>100%</strong></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.

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

   **Scroll Bar**

   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](image)

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

![Create Category](image)
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.

![](image1)

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.

   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.
iii. You’ve now added a column for a manually graded item.

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.

*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.

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.

   ![Image of Grade Center: Full Grade Center]

   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**.

   ![Image of Select Columns]

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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**

Continue until you have moved all categories (or columns) for this course to the right and the total weight is 100%. Then click Submit.

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.

*See page 36 for important information about the External Grade*
ii. A green checkmark will appear next to the Weighted Total heading indicating this column is Set as External Grade*.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Last Access</th>
<th>Availability</th>
<th>Weighted To</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evans</td>
<td>Elizabeth</td>
<td></td>
<td>Available</td>
<td></td>
<td>--</td>
</tr>
<tr>
<td>Frisque</td>
<td>Justin</td>
<td>August 14, 2014</td>
<td>Available</td>
<td>75.00% (C)</td>
<td>C (175.00)</td>
</tr>
<tr>
<td>Gallanis</td>
<td>Susan</td>
<td>January 7, 2015</td>
<td>Available</td>
<td>82.50% (B-)</td>
<td>B- (185.00)</td>
</tr>
<tr>
<td>Lecato</td>
<td>Kaitlin</td>
<td>November 14, 2014</td>
<td>Available</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Zipay</td>
<td>Katherine</td>
<td>November 4, 2014</td>
<td>Available</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

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.

*See page 36 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 or Weighted 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](image)

   From the Full Grade Center click on Manage, then Grading Schemas.

   ![Grading Schemas](image)

   Click on the Default Grading Scale, then Edit.

   ![Grading Schemas](image)
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>91%</td>
</tr>
<tr>
<td>90% and Less Than 93%</td>
<td>A-</td>
<td>B+</td>
<td>91%</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>C+</td>
<td>80%</td>
</tr>
<tr>
<td>77% and Less Than 77%</td>
<td>C+</td>
<td>C</td>
<td>77%</td>
</tr>
<tr>
<td>73% and Less Than 73%</td>
<td>C</td>
<td>C-</td>
<td>73%</td>
</tr>
<tr>
<td>70% and Less Than 70%</td>
<td>C-</td>
<td>D+</td>
<td>70%</td>
</tr>
<tr>
<td>67% and Less Than 67%</td>
<td>D+</td>
<td>D</td>
<td>67%</td>
</tr>
<tr>
<td>63% and Less Than 63%</td>
<td>D</td>
<td>D-</td>
<td>63%</td>
</tr>
<tr>
<td>60% and Less Than 60%</td>
<td>D-</td>
<td>F</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.
14. Announcements
   a. In your course, click on Course Tools, then Announcements.

   b. Click on Create Announcement
c. Enter the Subject and Message. Choose if the announcement will be restricted by date. Choose if a copy of the announcement will go to student CUW email inboxes.

1. Announcement Information

   - **Subject**
   - **Message**

2. Web Announcement Options

   - **Duration**
     - Not Date Restricted
     - Date Restricted

   - **Select Date Restrictions**
     - Display After
     - Display Until

   - **Email Announcement**
     - Send a copy of this announcement immediately

*Students are still notified of this announcement even if this option is not selected.*
d. You can include a course link. Click Browse. Click on the area in the course you want to include a course link. Click Submit.

e. The announcement (with a course link) is complete.

Test Announcement

Posted on: Tuesday, January 20, 2015 10:00:24 AM CST
Hello!

Course Link /Content/Final Paper
15. Email

(NOTE: email can only be sent in Blackboard Learn. Any subsequent responses will occur in CUW/CUAA [Outlook] email.)

a. In your course click on Course Tools, then Send Email. Choose who you want to send the email (example All Student Users).

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**Send Email**

Instructors can send email to all or selected individual Users, course.

**All Users**
Send email to all of the users in the Course.

**All Groups**
Send email to all of the Groups in the Course.

**All Teaching Assistant Users**
Send email to all of the Teaching Assistant users in the Course.

**All Student Users**
Send email to all of the Student users in the Course.

**All Instructor Users**
Send email to all of the Instructor users in the Course.

**All Observer Users**
Send email to all Observer users in the Course.

**Single / Select Users**
Select which users will receive the email.

**Single / Select Groups**
Select which Groups will receive the email.

**Single / Select Observer users**
Send an email to selected Observer users.
b. Enter a subject, message, and attachments (if desired). Click Submit.

16. **Open Course to Students.** 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.

17. **Another option: Open course to students and set date course opens** (the Friday before the course begins).
   a. From the Course Menu (column on left side) click on Customization. Then click on Properties.
b. Under the section “Set Availability”:
   i. Click Yes for Make Course Available.

   ![Set Availability Image]

   Make this course available to users?

   Make Course Available
   - Yes
   - No


c. Under the section “Set Course Duration” click the following:
   i. Select Dates
   ii. Start Date
   iii. Click the calendar icon to set the date, for example January 4, 2019 (a Friday) (Do not select and end date).
   iv. Click Submit.

   ![Set Course Duration Image]
18. **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 from Blackboard](image)

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.)

![Copy Course to Blackboard](image)
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. Under File Attachments, select **option 2** (may be automatically selected).
f. Click Submit

![Submit Button]


g. 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.

![Copy Action Queued]

h. 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.

![Grade Center with Extra Columns]

i. 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.

![Set External Grade]

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j. The remaining Weighted Total and Total columns can be deleted. Click on the chevron to the right of each column and click Delete Column.

![Delete Column](image)

k. NOTE REGARDING RESPONDUS: If the course you copied included tests that used Respondus LockDown Browser or Respondus Monitor, you must go to the Respondus LockDown Browser dashboard in the new course to update the Respondus settings. Once that is done, you will see the message below.

![Respondus LockDown Browser Dashboard](image)

19. If you entered due dates or availability dates, they can be updated from one page using the Date Management Tool. This video explains how to use this tool: [Date Management Tool](#)

20. How to Request Help
   a. Click on the Blackboard Support tab near the upper right corner of your screen.

![Blackboard Support](image)

   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.
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