

# Blackboard Fundamentals for Face-to-Face Faculty 2.0

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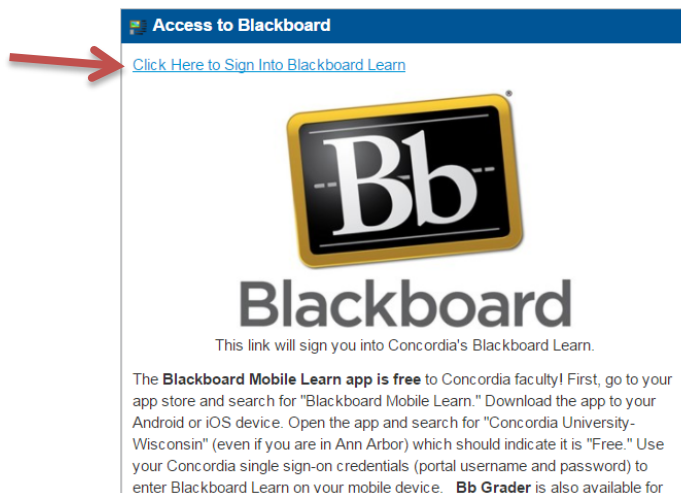
*\*NOTE: Recommended internet browsers are Google Chrome or Mozilla Firefox\**

## 1. Log in – Two Options

- a. Option 1: Go to **concordia.blackboard.com**. Log in with the same user name and password as the portal.

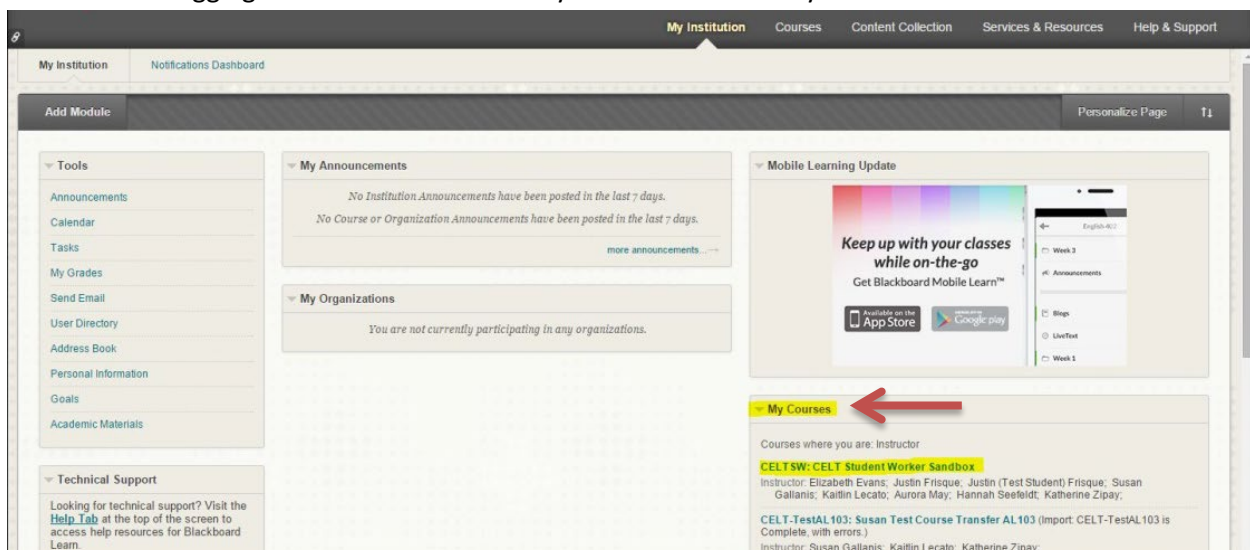


- b. Option 2: Log into the portal ([my.cuw.edu](http://my.cuw.edu), [my.cuaa.edu](http://my.cuaa.edu)), click on the Faculty tab, find the Blackboard channel, click where indicated to access Blackboard.



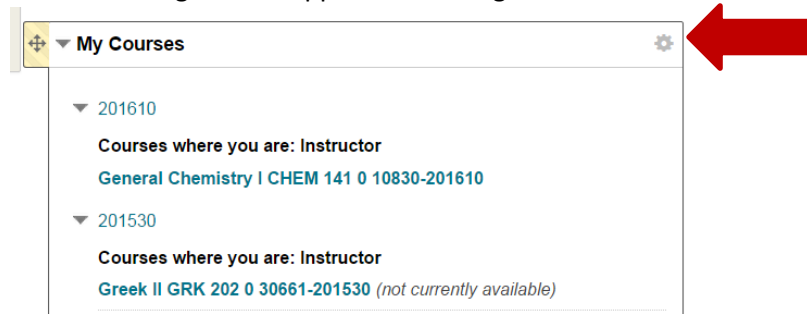
## 2. Find Your Courses

- a. After logging into Blackboard look for your course under My Courses.



### 3. Group Your Courses by Term

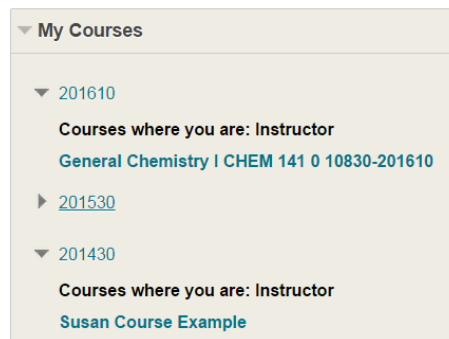
- a. When you log into Blackboard Learn, you will first be on the My Institution page. You'll see a list of your courses. It will be easier to view your courses if they are group by term. To do that, hover mouse over My Courses title. Click on the gear that appears on the right side.



- b. Click Group by Term. Click Submit.

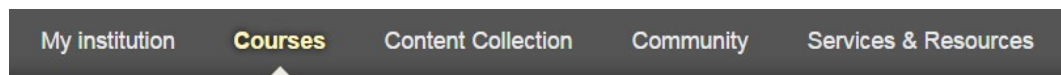


- c. Your courses will be grouped by term. You can click on any term code to collapse or show the courses listed for that term.



#### Notes:

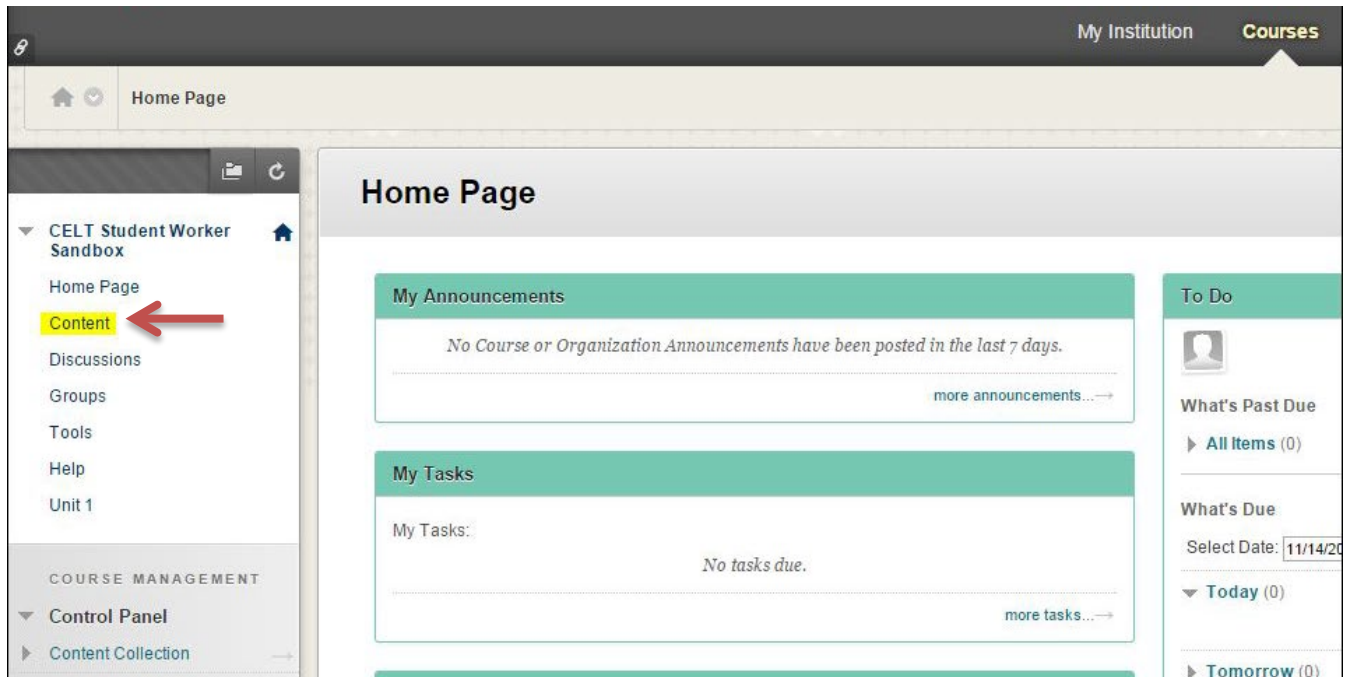
- Your courses are also listed under the Courses tab. The above procedure can be used for that list of courses as well.



- 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

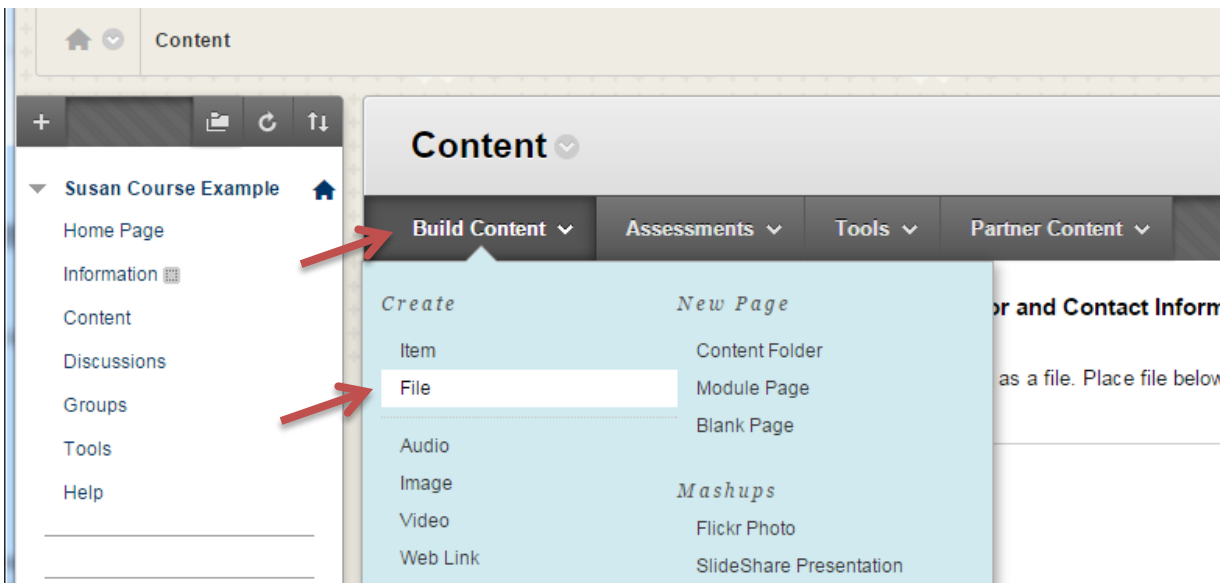
#### 4. View Course Content

- a. To view/upload course content (i.e. course syllabus) click on Content.



#### 5. 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. By default, students will be able to view the file. Complete the Standard Options section to customize student viewing options. Click Submit.

**Create File**  
Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

\* Indicates a required field.

**1. Select File**  
Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection** to display it as a separate piece of content with no Course page heading.

\* **Name**

Color of Name  Black

\* **Find File**

**2. File Options**

Open in New Window  Yes  No

Add alignment to content  Yes  No

**3. Standard Options**

**Permit Users to View this Content**  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

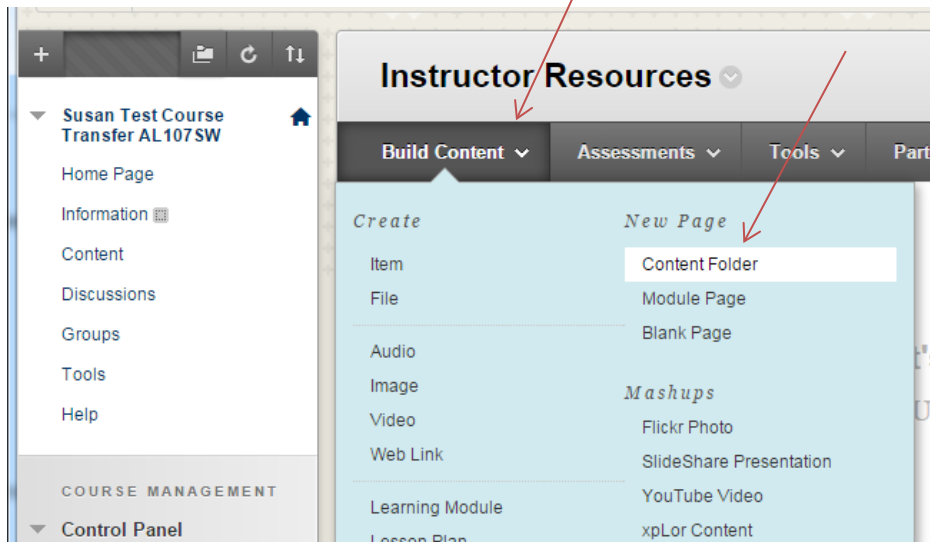
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**4. Submit**  
Click Submit to proceed. Click Cancel to quit.

## 6. Create a content folder.

- a. If you upload multiple files, you can organize them by uploading them to folders. 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.

## Create Content Folder

*A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)*

\* Indicates a required field.

Cancel **Submit**

### 1. Content Folder Information

\* Name

Color of Name  Black

Text

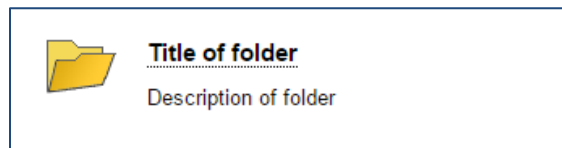
Description of folder

Path: p Words: 2

### 2. Standard Options

Permit Users to View this Content  Yes  No

- c. You've now created a folder. Click on the folder title to view the folder contents and to upload files into that folder.



## 7. The Grade Center: Definitions and Tips

### a. Definitions:

- i. Percentage-based grade center: There are groups of assignments (categories) weighted as a percentage of the overall course grade. Below is an example.

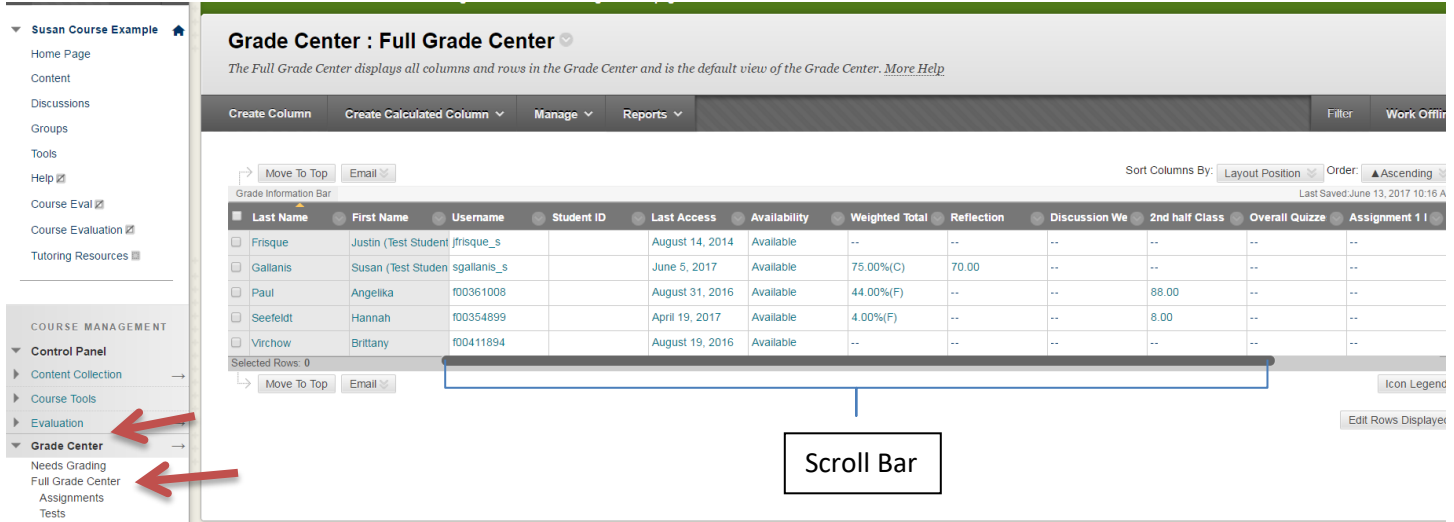
Assignments (points each)	Percentage of Course Grade
3 Quizzes (25 points each)	20
2 Reflection Papers (50 points each)	30
1 Final Project (100 points)	35
Weekly Class Participation (10 points x 8 wks)	15
Total	100%

- ii. 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.
- iii. 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.

Assignments	Points
3 Quizzes (25 points each)	75
2 Reflection Papers (50 points each)	100
1 Final Project (100 points)	100
Weekly Class Participation (10 points x 8 wks)	80
Total points possible	355

- iv. 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.
  - v. Weighted Total column: A default column in the Full Grade Center used to calculate a final grade for a percentage-based grade center.
  - vi. Total column: A default column in the Full Grade Center used to calculate a final grade for a points-based grade center.
- b. 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.
- i. Categories – groups of assignments weighted with a percentage that is part of the overall course grade.
  - ii. Columns – must be linked to categories you are using.
    1. Two ways to check (from the Full Grade Center):
      - a. Manage → Categories
      - b. Manage → Column Organization (this view also allows you to change a category linked to a particular assignment)
  - iii. Weighted Total column – must include your categories and the percentages assigned to each category.

- c. 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).*
- d. View Full Grade Center. To view the Grade Center, click on Grade Center, then Full Grade Center. You will see the list of students in the course and some default columns. Once columns are added for entering grades, use the scroll bar that appears to view all columns.



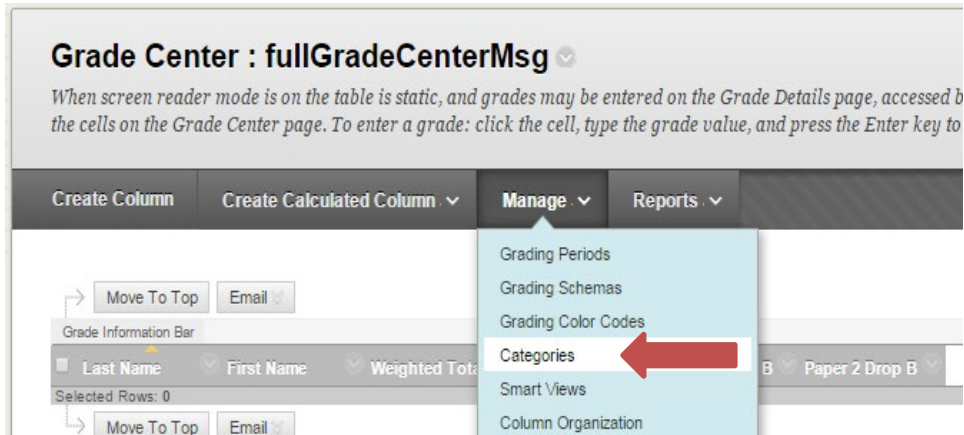
**8. Set up the Grade Center: The basic steps of setting up the Grade Center (for a percentage-based grade center) include:**

- a. Create categories
  - b. Create a grade center column for each gradable item; attach column to the appropriate category
  - c. Check that all columns are attached to their respective category
  - d. Set up the Weighted Total column (add percentages to each category)
  - e. Set the Weighted Total column as the External Grade
- a. **Create Categories for Groups of Assignments (percentage-based or weighted grade center).** If you have groups of assignments weighted as a percentage of the overall course grade, create categories for them. In the example below, categories would be created for Quizzes, Reflection Papers, Final Project, and Weekly Class Participation.

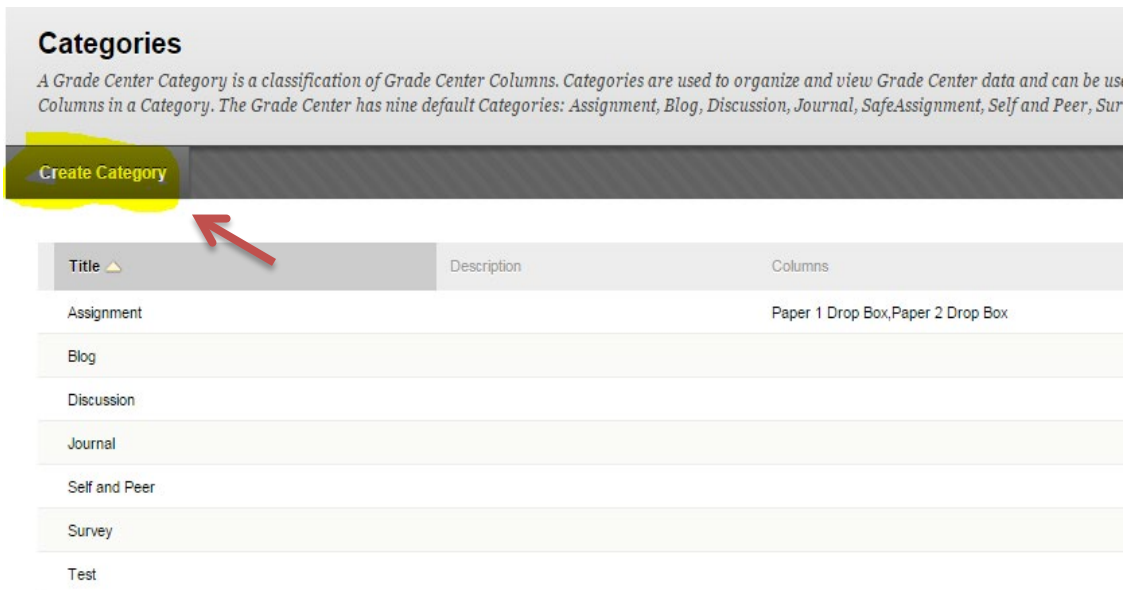
Assignments (points each)	Percentage of Course Grade
3 Quizzes (25 points each)	20
2 Reflection Papers (50 points each)	30
1 Final Project (100 points)	35
Weekly Class Participation (10 points x 8 wks)	15
Total	100%



- i. To view and create categories, from the Full Grade Center, hover mouse on Manage, click Categories.



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



- iii. Name the category (example: Class Participation) and click Submit.


## Create Category

Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.

\* Indicates a required field.

Cancel Submit

### 1. Category Information

\* Name  

Description

### 2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit** 


- iv. The new category appears. Create any additional categories. Return to the Full Grade Center by clicking OK.

### Categories

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category

Title	Description	Columns
Assignment		Paper 1 Drop Box, Paper 2 Drop Box
Blog		
<b>Class Participation</b>		
Discussion		
Journal		
Self and Peer		
Survey		
Test		

Displaying 1 to 8 of 8 items | Show All | Edit Page | **OK** 

- b. Create a grade center column for each gradable item; attach the column to the appropriate category.
  - i. Click on Create Column.

### 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 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

**Create Column** | Create Calculated Column | Manage | Reports

Move To Top | Email

Grade Information Bar

Last Name	First Name	Weighted Total	Total	Paper 1 Drop B	Paper 2 Drop B
-----------	------------	----------------	-------	----------------	----------------

Selected Rows: 0

Move To Top | Email

ii. Enter the assignment name, choose the category, and enter the points. Click Submit.

### Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

\* Indicates a required field.

Cancel Submit

#### 1. Column Information

\* Column Name

Grade Center Name

Description

Path: p Words: 0

Primary Display   
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display   
This display option is shown in the Grade Center only.

Category

\* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

Cancel Submit

iii. You've now added a column for a manually graded item and linked it to a category.

### 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 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

Create Column Create Calculated Column Manage Reports

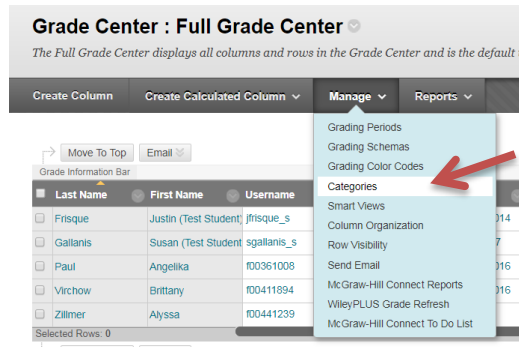
Grade Information Bar		Sort				
Last Name	First Name	Weighted Total	Total	Paper 1 Drop B	Paper 2 Drop B	Session 1 Clas

Selected Rows: 0

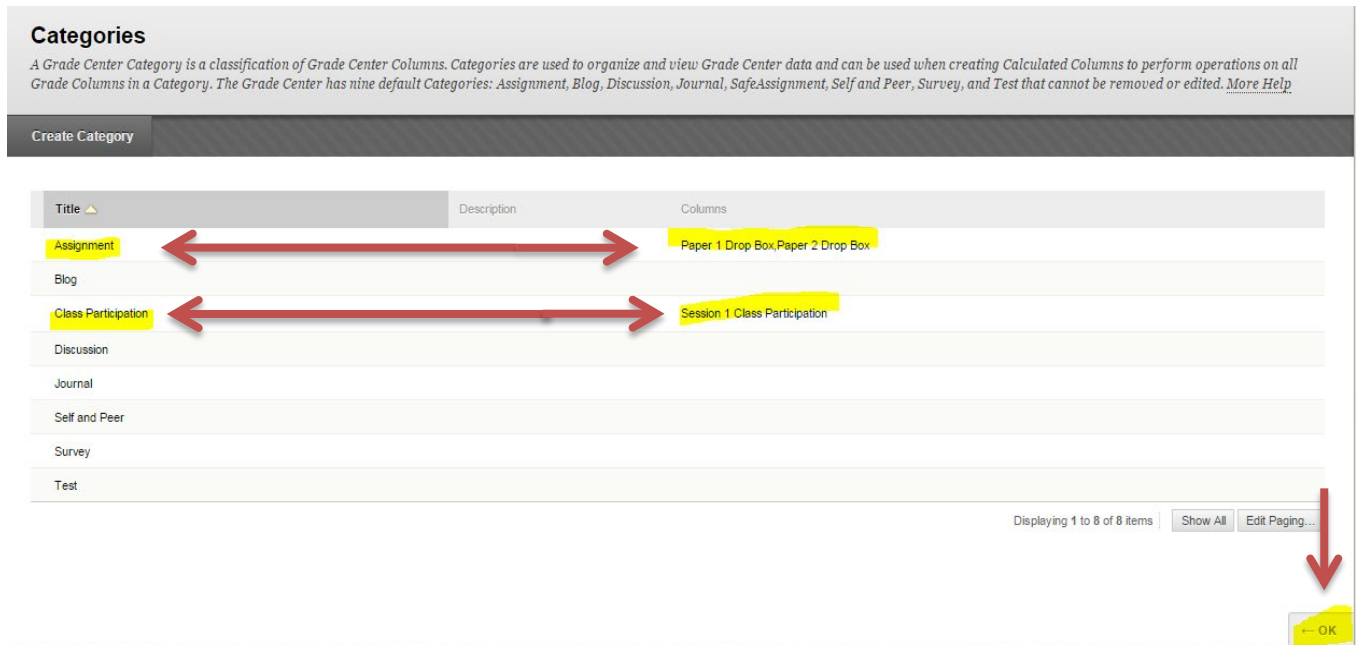
Move To Top Email

c. Check that all columns are attached to their respective category.

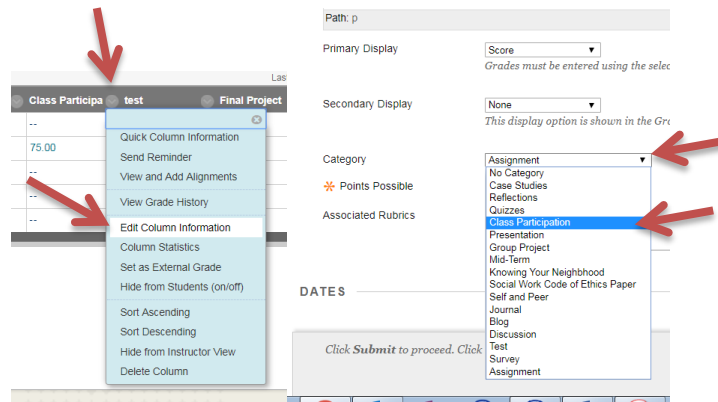
- i. After creating all of grade center columns, it's a good practice to verify that you've attached them to the correct categories. From the Full Grade Center hover on Manage, click Categories.



- ii. You will see all categories on the left. On the right are the assignments that are correctly linked to each category.

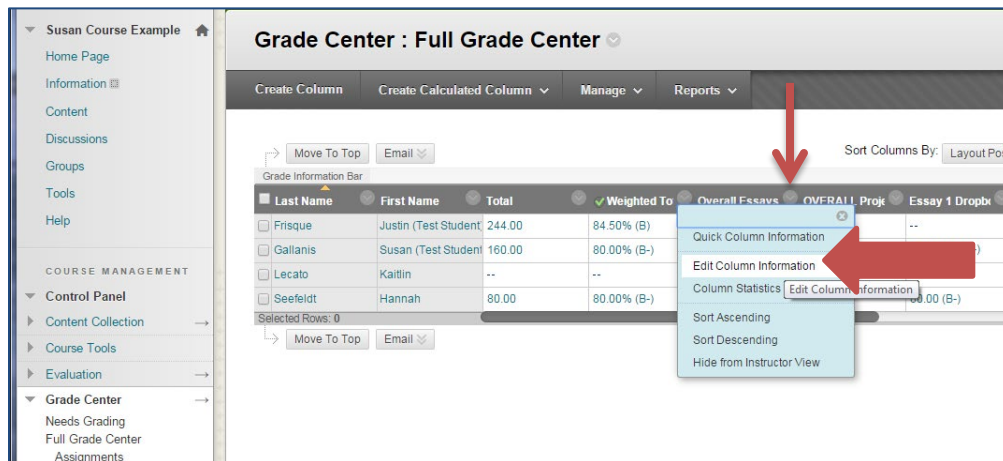


Note: If a column is not correctly linked to a category, return to the Full Grade Center. Find the column, click to the down arrow to the right of the column name, click Edit Column Information. Find the category box and adjust to attach it to the correct category. Click Submit to save your changes.



d. **Set up the Weighted Total column.**

- i. This will weight each category 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 down arrow (chevron) that appears to the right. Click Edit Column Information.



- 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**.

### Select Columns

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

Include in Weighted Grade

Columns to Select:  
Total  
Paper 1 Drop Box  
Paper 2 Drop Box  
Session 1 Class Participation

Column Information

Categories to Select:  
Assignment  
Survey  
Blog  
Journal  
Self and Peer  
Class Participation  
Test

Category Information  
Class Participation:Session 1 Class Participation

Selected Columns:  
Enter the weight percentage for each item. Percentages should add up to 100 percent.

15% Category: Discussion

Weight Columns:  Equally  Proportionally

Drop Grades OR  Use only the  
Drop  Highest Grades  Lowest Value to Calculate  
Drop  Lowest Grades  Highest Value to Calculate

Total Weight: 15%

- iii. Continue until you have moved all categories 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

Columns to Select:  
Total  
Paper 1 Drop Box  
Paper 2 Drop Box  
Session 1 Class Participation

Column Information

Categories to Select:  
Survey  
Blog  
Journal  
Self and Peer

Category Information

Selected Columns:  
Enter the weight percentage for each item. Percentages should add up to 100 percent.

40% Category: Test

Weight Columns:  Equally  Proportionally

Drop Grades OR  Use only the  
Drop  Highest Grades  Lowest Value to Calculate  
Drop  Lowest Grades  Highest Value to Calculate

30% Category: Assignment

Weight Columns:  Equally  Proportionally

Drop Grades OR  Use only the  
Drop  Highest Grades  Lowest Value to Calculate  
Drop  Lowest Grades  Highest Value to Calculate

15% Category: Discussion

Total Weight: 100%

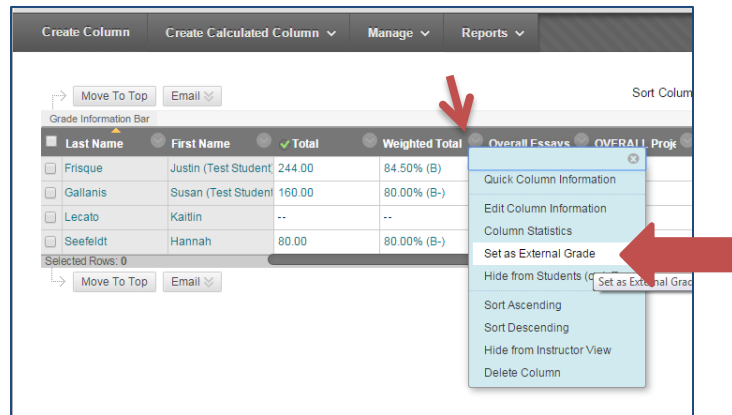
Submit

Click Submit to proceed. Click Cancel to quit.



e. **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. This will indicate to students which grade is the overall grade for the course. From the Full Grade Center, hover mouse next to the Weighted Total heading. Click on the chevron that appears on the right. Click on Set as External Grade\*.



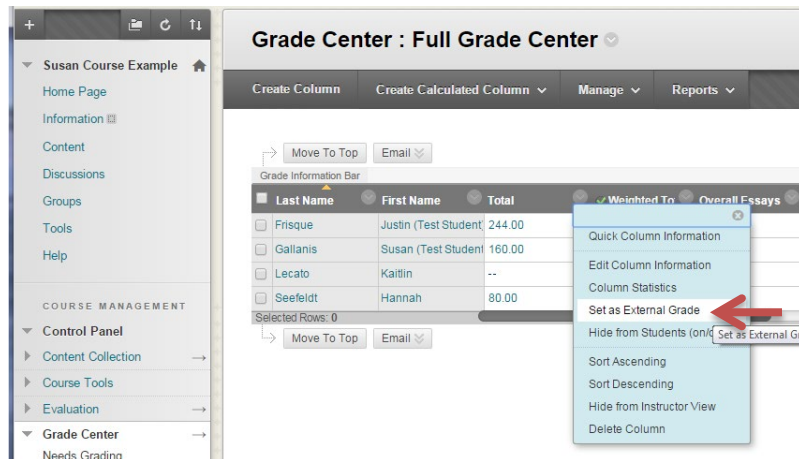
- ii. A green checkmark will appear next to the Weighted Total heading indicating this column is Set as External Grade\*.

Grade Information Bar							
Last Name	First Name	Last Access	Availability	Weighted Total	Total	OV	
Evans	Elizabeth		Available	--	--	--	
Frisque	Justin (Test Student)	August 14, 2014	Available	75.00% (C)	C (175.00)	75.00	
Gallanis	Susan (Test Student)	January 7, 2015	Available	82.50% (B-)	B- (185.00)	82.50	
Lecato	Kaitlin	November 14, 2014	Available	--	--	--	
Zipay	Katherine	November 4, 2014	Available	--	--	--	

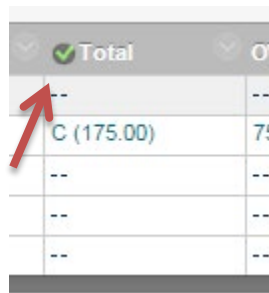
Selected Rows: 0

9. **Points-based gradebook: Set Total column as external grade\***

- a. If using a points-based grade book (For example: total points for the course is 1200. If a student earns 1000 points, their grade is calculated as  $1000 \div 1200$ ) it is not necessary to create categories or use the Weighted Total column. Create columns as described in step 8b, but it is not necessary to attach the column to a category. Instead, the Total Column will accumulate points as a running total. The Total column will need to be set as the external grade (with a green checkmark). If the Total column does not have the green checkmark, click on the arrow next to the title Total Colum, then click Set as External Grade.

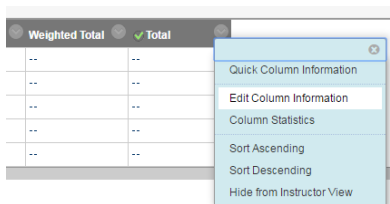


- b. The Total column will now have a green checkmark.



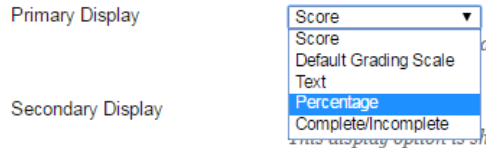
**\*NOTE:** Whichever column is set at the external grade (Weighted Total, or Total column) that column should also have the primary display set to percentage. To view and/or change the Primary display to percentage:

- a. Hover mouse over the Total or Weighted Total column. Click on the chevron that appears. Click Edit Column Information.



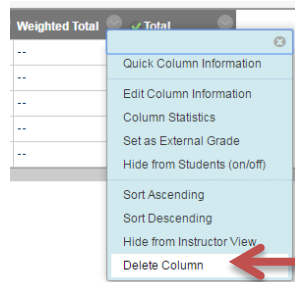


- b. In the Primary Display field, click the arrow to display the drop down menu. Click Percentage. Click Submit.



10. **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.

- a. From the Full Grade Center, click on the arrow next to the Weighted Total (or Total) column, then click Delete Column.



11. **Entering grades.** 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.

Grade Information Bar							
Grade Type: Grade   Points Possible: 10.00   Displayed As: Score   Visible to Users: Yes							
	Last Name	First Name	design 1 projec	Essay #3	Essay 2	Talk about Test	frida
<input type="checkbox"/>	Evans	Elizabeth	--	--	--	--	--
<input type="checkbox"/>	Frisque	Justin (Test Student)	--	100.00	50.00	--	--
<input type="checkbox"/>	Gallanis	Susan (Test Student)	--	--	85.00	80	--
<input type="checkbox"/>	Lecato	Kaitlin	--	--	--	--	--
<input type="checkbox"/>	Zipay	Katherine	--	--	--	--	--

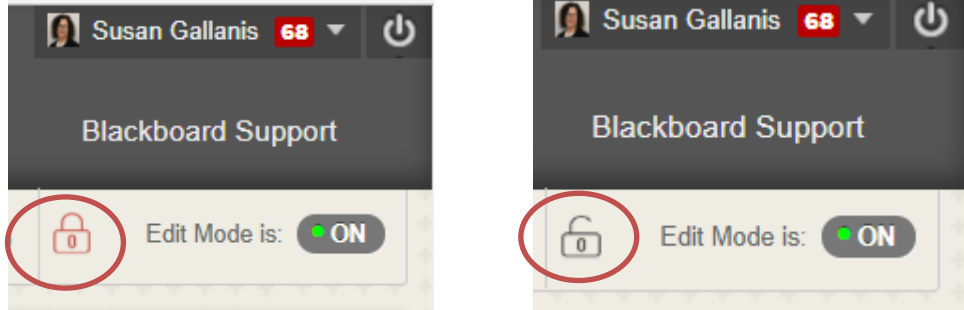
Selected Rows: 0

Move To Top | Email

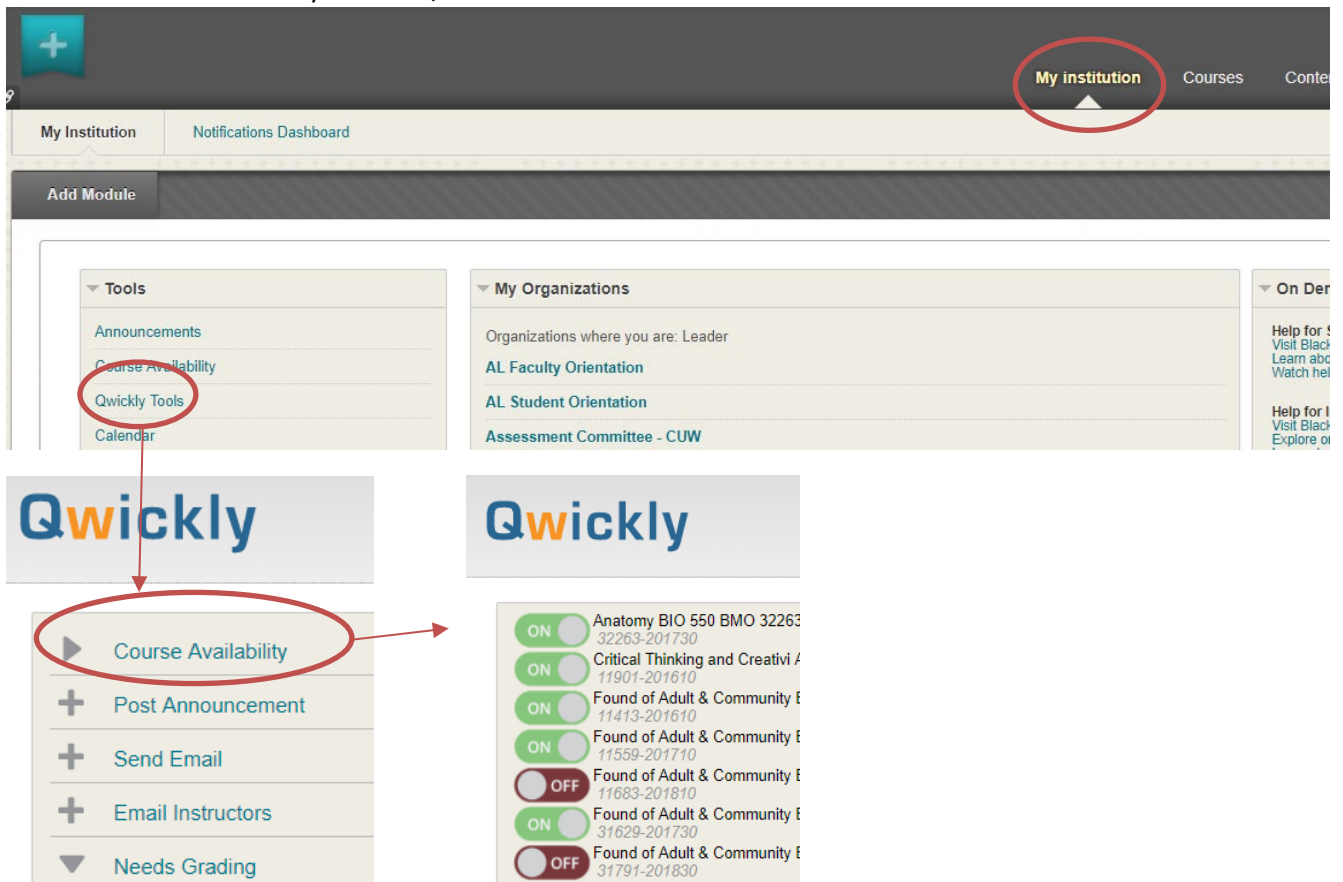
\*NOTE: When entering grades directly into any cell (as in the above example) whatever number is entered MUST match the primary display for that column. For example, if you entered 8 (out of 10 points) in the cell and the Primary Display is Score, you entered the number correctly. However, if the Primary 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.

12. 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. Of the lock is open, students can see your course on Blackboard.

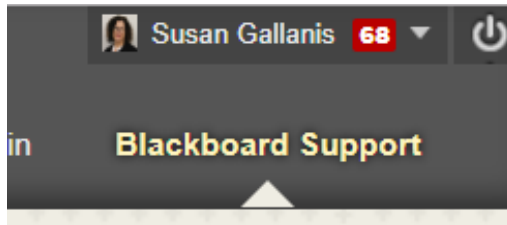


- b. Option two: Open and close all your courses from one page using the Quickly tool. Click on Quickly Tools on the My Institution page (the page you land on when you first log into Blackboard) then click on Course Availability. Click On/Off to make each course available or unavailable.




### 13. How to Request Help

- a. Click on the Blackboard Support tab near the upper right corner of your screen.



- 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.

 My Course is Primarily Face-To-Face

Choose this option if you're using Blackboard and the course you need assistance with is primarily face-to-face or in the classroom. If you're not having course-specific issues, choose this option if you primarily take or teach courses face-to-face.

**Support for Face to Face Courses**

 My Course is Primarily Online

Choose this option if the course you need assistance with is primarily online with little to no classroom meetings. If you're not having course-specific issues, choose this option if you primarily take or teach courses fully online.

**Support for Online Courses**

- 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**

- ### 14. Where to find more Blackboard Learn Resources
- There are many document and video tutorials on the CELT blog: <http://bit.ly/BBL4instructors>