A. General Information About Blackboard

A **new Blackboard account is required each semester you teach.**

- Order a new “empty” account OR order a copy of an existing course.
  - Must have a netID to order an account.
  - Only instructors in the original course account can request that it be duplicated.
- The person who orders the account is automatically assigned an Instructor role.

Enrolling Students & Submitting Grades:

- Only the Instructor of Record, as listed with Registrar, can enroll students from a Registrar classlist and submit grades. TA and support staff can do neither.
- Departmental support staff arrange “Instructor of Record” status with the Registrar.
- To check if you are the listed Instructor of Record, check if you can:
  - see classlist in AccessPlus,
  - see classlist in Blackboard Course Tools > ISU AdminTools > Enrollment tab,
  - Classlists are available in Blackboard ~2 weeks before semester begins.
- As soon as you connect a classlist to a course, the enrolled students have access to the class.
- Student must have either an ISU netID or an Exception userid to access Blackboard.
  - Exception IDs are “live” (active user accounts) as soon as they are created.
- When a student registers, they should appear in the Blackboard class the next day.
- Students continue to have access to a course for ~ 4 weeks after the end of the semester.
  - Student can hide a course from their view but cannot unenroll themselves from Bb.

B. Requesting a Blackboard Course Account:

Order courses at [http://support.bb.its.iastate.edu/blackboard/for-instructors/create-course/](http://support.bb.its.iastate.edu/blackboard/for-instructors/create-course/)

Ordering options:

1. Create a **new (empty) account** *(comes with a bad default layout, which you should modify!)*
2. Create a **copy of an existing account** *(you must be an Instructor in the original course)*
3. Request a **Space for a non-course use** *(e.g. committee, project, also good if class doesn’t follow regular semester start/end dates)*

After selecting an option, you must enter your ISU netID and password.
When ordering an account, specify:

1. Semester and year the class will be taught.
2. Course prefix and number for new account.
   - You can specify a new prefix and/or number for copied courses.
   - Please do not continue to use old course prefixes!
3. The section number(s) you are teaching with THIS account.
   - Check the section number in the online schedule, [http://classes.iastate.edu/](http://classes.iastate.edu/)
   - If the course is dual listed, select one course number to enter on the form.
   - You can specify more than one section per Blackboard account if they will be taught as a single unit (i.e. same gradebook, same activity due dates, etc.).
   - If sections are taught as separate classes (different meetings time, activity due dates), then order a separate Blackboard account for each (i.e., fill out form multiple times).
4. Optional: Include netID of Co-Instructors, Teaching Assistants, and technical support staff.
5. Optional: If the course is co-listed, add a request in the “Special Instructions, Questions, or Comments” box asking that both course numbers be used in the account title.
6. Click the “Submit” button to send in your request.
   - The account will be available within 2 days (usually within 2 hours).
   - You will receive a submission receipt email within a few minutes.
   - When the account is created, all listed Instructors receive a notification email.

**INSTRUCTORS, TAS, AND COURSE BUILDERS CAN ADD STRUCTURE, CONTENT, AND ACTIVITIES TO A CLASS IF THE “EDIT MODE” TOGGLE (UPPER RIGHT CORNER) IS SET TO “ON”. CLICK ON THE TOGGLE BUTTON TO CHANGE ITS STATUS.**

**CLICK “STUDENT PREVIEW” TO VIEW A CLASS AS A STUDENT. IN PREVIEW MODE, CLICK “SETTINGS” > SELECT THE RADIO BUTTON LABELED “KEEP THE PREVIEW USER AND DATA”, CHECK “DO NOT ASK…” BOX, CLICK “SAVE”. WHEN YOU EXIT PREVIEW MODE, YOUR PREVIEW STUDENT REMAINS ACTIVE IN THE COURSE.**

**GUIDING PRINCIPLE**: HOVER OVER A LINK TO REVEAL ITS PULL DOWN ACTION MENU – MOST EDITS / SETTINGS ARE DONE THROUGH THE ACTION MENU OPTIONS.

**DATE/TIME SETTINGS::**

- “AVAILABILITY” START AND END = DICTATE WHEN LINK SHOWS TO STUDENTS.
  - SETS LATEST TIME THAT A TEST CAN BE STARTED OR AN ASSIGNMENT SUBMITTED
- “DUE DATE” IS A REMINDER THAT APPEARS IN CALENDAR AND STUDENT’S MY GRADES. DOES NOT CONTROL WHEN ACTIVITY IS AVAILABLE OR ENDS.
  - IF A TEST IS SUBMITTED AFTER THE DUE DATE, IT WILL NOT AUTO GRADE.
- THE TIMER ON A TEST CAUSES AN ONSCREEN CLOCK TO APPEAR. YOU MUST CLICK THE “ON” BUTTON IF YOU WANT TESTS TO AUTOSUBMIT WHEN THE TIME RUNS OUT.
C. Structuring a New Course

The **Course Menu** appears in the upper left side of a Blackboard class. It gives structure to the course and allows students to navigate class content and activities.

The Course Menu that comes with new accounts should be edited to reflect your course set up.

Click the **plus sign** above the Course Menu to add new elements. The most commonly used are:

- **Content Area** = Creates a menu page on which one or more links can be built that go to text block, files, activities, etc. Commonly used to group elements by week or topic ("Week 1", "Week 2", "Week 3"), or by type of activity ("Readings", "Assignments", "Tests").

- **Tool Link** = Create a link to one of the built-in course tools, such as Discussions, Blogs, or Email.

- **Web Link** = Create a link to an external web site, e.g. ISU Parks Library, http://www.lib.iastate.edu/

- **Divider** = Add a horizontal black line. Visually separates and groups links.

Select the desired element to add, name it, and indicate whether it should be visible to students immediately.

Course Menu links that are hidden to students display with a **gray box icon with a slash** in edit mode.

If the content area is empty, the menu link has a **gray hollow box** icon in edit mode. Students won’t see empty content areas even if they are made available.
Repositioning a Link: New links appear at the bottom of the Course Menu. Hover over a link to make the arrow icon appear. Drag the arrow up to place the link in the desired menu position.

Editing a Course Menu Link: Hover over a link to make its Action Menu pulldown menu appear (a gray circle with a white V.) Click the icon to expand the menu. Action menu options vary by type of link.

D. Reset a Copied Course

Resetting the class is done before new students are added. However some steps – such as placing students in groups and specifying test accommodations – can only be done after students are enrolled.

Students see the course as soon as you enroll them. Since the course account is likely a duplicate of the class as it existed at the end of a previous semester, there are many things that may need to be hidden and/or updated before it is appropriately structured for start of the semester use.

You will need to have an updated Syllabus and Schedule – i.e., know how points will be distributed and all due dates. Ideally, you should also have all assignments and rubrics ready so that a complete and accurate grade book can be created. Then when students are enrolled, they can see a direct relationship between the syllabus grade breakdown information and their My Grades listing.

Opening screen

- Select a new color template.
  - Click the fan icon in upper right, > Click one of options listed.
  - Provides a visual cue that this is a different version of the course. (Give each of your classes a unique template to reduce confusion.)
- Bulk delete all old Announcements
  - Packages & Utilities > Bulk Delete > check Announcements, type Delete, click Submit
    - Do not use Bulk Delete for any other content removal! It can wreck the course.
- Check Course Menu: anything to hide / remove / add?
  - Recommended Order: Global stuff on top, divider, course content
  - Recommended: Have course open with Announcements showing
    - Customization > Teaching Style > Entry Point = Announcements
  - Only those tools students will use should be visible: delete Course Tools and Groups.
Run a Date Management Report to get general idea of what needs updating –

- Bulk update any date settings that you can (easiest if review by activity category).
  - Course Tools > Date Management > List All Dates For Review > Start.

Once report is generated, click Next

Use Select Option to filter list to a specific type of activity (Discussions, Test, etc.)

Checkmark items > Adjust Dates > Enter # of days in bottom blue window > Go.
  - Cannot see or change Group Discussion Forum start/end dates (Bug)
  - Can change Group Discussion Due dates.
  - Cannot add time settings - can only modify existing ones.
    - To add date/time settings, edit the original link, activity, or announcement.

Grade Book

- Make sure no activity columns are hidden from instructor
  - Manage > Column Organization > select greyed out items > set Show/Hide menu on bottom = Show Selected columns > Submit

- While in Column Organization view:
  - Check each items listed point value.
    - You cannot tell which columns students see OR whether a column’s value is added to running Total from the Manage screen.
  - Check activity Due dates. Note any that need to be changed (can’t change from here).
  - Is the Total value correct? If not, will need to investigate.
  - Move any record related rows (college, term, classification..) up to top box.
    - Will normally be left hidden: they are set up so as to not be included in grades.

- In regular Full Grade View:
  - Delete Weighted Total column (a new one is added every time course is duplicated)
  - Delete extra Total column (a new one is added every time course is duplicated)
    - Cannot delete column that has the green checkmark. Must move check first.
  - Ensure all calculated columns have Running Total = No
  - Update column names if necessary
  - Add columns for new activities that will not be completed online.
    - Remember Extra Credit activities = 0 pt!
  - Check which columns students see (gray circle w red slash in header cell = hidden to students),

- It may be necessary to reorder columns once new activities are created and old ones removed.
  Also, the preferred column order at start of semester might be different than at end.
  - Manage > Column organization view > drag columns to desire place > Submit.
  - Example: at start of semester list columns in chronological order of due date, then at end of semester group by type of activity for final grade calculation purposes.
Go through each section of the course menu:
• Revise release dates for every week / unit folder.
• Check inside each folder and see if files need to be removed, updated, or added.
• Do dates need to be changed on folders, links, descriptions, or in attached files?
• Look for and remove any unnecessary Adaptive Release rules! (most are unnecessary!)
• Verify by icon appearance what is available to students (bold icon color) and what is not (faded icon color). Pay attention to onscreen messages about release/availability dates.

Midterm Project/Paper
Attached Files: GitzoffPeaceofMind.pdf (1,011.839 KB)

Final Paper
Availability: Item is no longer available. It was last available on Dec 16, 2015 9:00 PM.

Groups
If your course uses groups for assignment submission, group discussion forums, or other group based activities, it may be best to simply repopulate the group shells rather than remove the old groups and remake them all.
• If you delete groups, be sure to also delete associate group columns AND Smart Views.

Class Discussions & Group Discussions
• Delete old posts from each forum & update instructions and settings.
  o Group 1 > Group Discussion Board > First Forum > Select all > Delete.
  Backup to forum list and select next forum. Repeat until all of Group 1 forums are empty.
  o As you delete posts from inside forum, also update forum instructions, dates, points, etc.
    ▪ This is a good time to add “post first” setting preference to each forum id desired.
  o Once all the forums are revised/cleaned for Group 1, move on to Group 2 and repeat process.

Tests
• Remove any bad questions from existing question Pools
• Recommended: Make sure questions are stored in Pools, not in Tests. This is good time to move Qs.
  1. Course Tools > Tests, Surveys, and Pools > Pools > Build Pool > name it then click Find Questions > select test to copy questions from > Show all > check all questions > Submit
  2. Edit the test: Add questions from your new pool (as a random block, question set, or individual questions, based on how scores will be assigned) and adjust scoring for new questions (so now every question is duplicated and test is worth double its original value).
  3. Delete original questions that were built in the test. Verify accuracy of total score and total number of questions. Click OK.
• Check all Test Options: start / end / due dates, feedback settings
Assignments
• Update Assignment instructions, point value, and release settings.
• If using rubrics:
  o Update grading rubrics (Course Tools > Rubrics)
  o In each assignment’s property settings, make sure rubric is visible with scores to students
• Check whether group or individual submission is set
  o If group submission, need to specify which groups will be submitting – so groups must be formed first, though they do not need to be populated.

Journals
• Update Journal instructions, point value, and release settings. Be careful and check it over!
  o Journal activities are stored in Course Tools > Journals. Each activity can have date settings.
  o Typically a link is made in the course to a specific Journal activity. The link can have date settings.
  o Make sure only ONE of the date settings is used (leave the second undeclared) OR ensure they are set to same date/time.

Recheck Date Management
• Course Tools > Date management > Refresh.
  o Do all dates agree with your class schedule?

Review updated course with Preview Student
• Switch to Preview Student mode.
  o Click “Settings” button and ensure your student user will be saved when you exit preview mode.
  o If using Groups, you will need to switch back to Instructor view and enroll you saved student in one or more groups.
    ▪ Users and Groups > Groups > All Users (top right link: very hard to see) > in Groups column, click Add to group, pick groups, click Submit.
  o Verify which course elements show and which are hidden to student.
  o Check My Grades
    ▪ Do columns agree with Syllabus grade breakdown? Are there extra columns?
      • If activity has a future Start date, it will not show in My Grades
      • If the activity is over (end date has passed) and the student did not submit an activity and did not receive a grade, the activity will not be listed in My Grades.

Always enter a grade for every student once the submission deadline has been reached. Don’t leave grade center cells empty: enter a zero (0) so student sees this in My Grades view and can respond in a timely manner.

• In Instructor mode, give your student full points for every activity. Switch to Preview Student mode and verify that Total is correct.
E. Enrolling Students:

Instructors should not enroll students until after the Blackboard account has been made ready for the start of the semester, as explained above.

Instructors enroll students by making a connection between the Blackboard account and the relevant Registrar classlist(s). This can be done as early as 2 weeks before a semester begins (not earlier). Course enrollment then automatically adjusts every night.

Students have access to the course as soon as they are enrolled and continue to have access until they are removed by the instructor, dropped from the Registrar’s class list, or until about 4 weeks after the end of the semester.

Instructors use the established classlist linkage to submit grades to the Registrar during the midterm and final grade submission windows.

An Instructor can also manually insert student netIDs into the course.
  o The enrollment status of manually added students is not automatically updated.
  o The instructor will not be able to push grades to the Registrar from Blackboard for manually added students who are not on the registrar classlist.
  o If the manually added student gets added to the Registrar list, grades will transfer.