MCTC Blackboard Documentation

Release

Christopher McComas

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Welcome to the Mountwest Online Learning Handbook documentation. This documentation will walk you through, step-by-step, through Blackboard Learn 9.1. If you have any questions you can contact the IT Help Desk (http://www.mctc.edu/is-support/).

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CHAPTER

ONE

GENERAL MCTC BLACKBOARD INFORMATION

As of September 1, 2012 at Mountwest we are currently running Blackboard Learn 9.1, Service Pack 9. It is highly recommend that you use Mozilla Firefox as your browser when using Blackboard. You can download Firefox for free at http://www.firefox.com.

Also of note for technologies and SP9:

- Blackboard Learn requires the latest version of Sun JRE 6. The JRE can be downloaded from http://java.sun.com/javase/downloads/index.jsp. JRE 7 is not supported.
- **The following technologies are not supported:**
    - Internet Explorer 6 and Internet Explorer 7
    - Firefox 1.x, 2.0, 3.0, and 3.5
    - Safari 2.0, 3.x (or any version on Windows)
    - Mac OSX 10.4 “Tiger”
    - Java 5
- Internet Explorer 8 and Internet Explorer 9 are tested in Standards Mode. Some known issues can be resolved by using Compatibility Mode (emulates IE7 behavior).
- Both Google Chrome and Mozilla Firefox have moved to a rapid release cycle. At the time of testing, Chrome 16.0 and Firefox 9.0 were the latest available versions. Since then, new stable versions may have been released and widely adopted. Blackboard is supporting all newer stable versions of Chrome and Firefox.

1.1 Blackboard Support

If you have questions regarding technologies on your personal computers, office computers, or lab computers on campus please contact the MCTC Help Desk at http://www.mctc.edu/is-support/

CHAPTER

TWO

MOUNTWEST FACULTY ONLINE LEARNING HANDBOOK

2.1 Getting Started

Below you will find information that will help you get started on Blackboard Learn 9.1. Be sure to check out *General MCTC Blackboard Information* for basic technology information needed for Blackboard.

2.1.1 I am a new faculty member on campus. Where do I start?

Faculty can request a Blackboard training session for one-on-one assistance in getting started by contacting the Manager of Technology for Learning Management Systems. In addition, there will be various training sessions held throughout the year that are open to all faculty.

2.1.2 Logging in to Blackboard

1. Visit Mountwest's official website (http://www.mctc.edu) and in the upper left click on the link for MyMCTC.
2. Click on the image that says **"Login to myMCTC Self-Service"**.
3. Enter your 942 number and your PIN and click **"Submit"**.
4. Click the link that says **"Faculty & Advisors"**.
5. Click on the link that says **"Blackboard"**.
6. Click on the blue button that says **"Login to Blackboard"**.

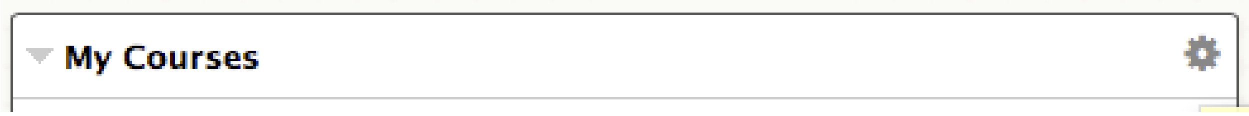
2.1.3 Where is the Content that I Created in the Old Version of Blackboard?

All content created in the previous version of Blackboard from courses taught in the Fall 2011 or Spring 2012 semesters will automatically transfer to version 9.1. Once you login to Blackboard, you will be taken to the Home Page. By clicking on the, **"Courses"** tab, you will see a list of your Blackboard courses. To access a course, click on it. Old courses will include "vista." before the course title.

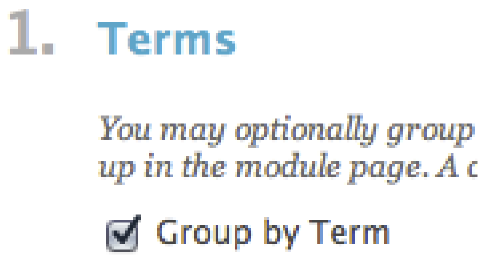
2.1.4 Organizing your courses in Learn by Term

You can reorder the courses on the homepage and Course page by Term to allow for better organization.

1. Login to Blackboard
2. Mouse over the **"My Courses"** heading and click the gear (or S on some browsers) in the top right.



3. Check by box to the left of **"Group by Term"**.

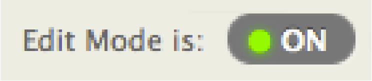


You may optionally group
up in the module page. A c

4. Click **Submit**

2.1.5 Editing content in my Courses

As you enter your courses in Learn you may notice in the top right a green dot notifying you that Edit Mode is ON by default. When Edit Mode is set to ON you can edit all aspects of your course. If you want to view what the students see in the course simply click the green button to turn Edit Mode OFF. Clicking it again to to Edit Mode ON allowing you to edit the course content.



2.2 Learn's New Course Menu

Blackboard Learn 9.1 has significanlty upgraded the Course Menu giving course instructors complete control over their menu, allowing them to easily add content areas, course links, web links, and more. Also, instructors can order their class menu how they feel best fits their class and decide which items to show or hide from students.

NOTE: Ensure that Edit Mode is set to ON before doing any of the tasks below.

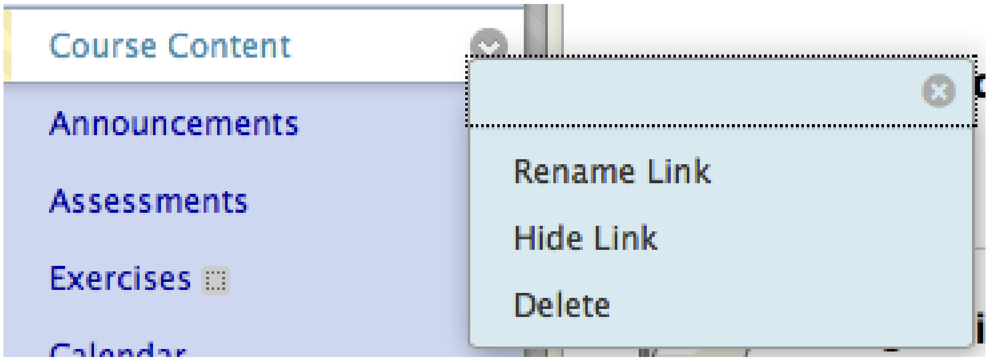
2.2.1 How do I create a new Menu Item in a course?

1. Login to your Blackboard course.
2. Click the, **"+"** sign at the top of the course navigation menu.
3. Select the type of menu item that you would like to add.
4. Enter a name for the item.
5. Select, **"Available to Users"** to make the page visible to students. To make page invisible, leave it blank.
6. Click, **"Submit"**.

The above example creates a Content Area for your course where you can include folders, files, assignments, assessments, learning modules and more.

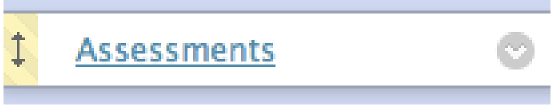
2.2.2 How do I edit or remove a Menu Item in a course?

1. Login to your Blackboard course.
2. On Course Navigation Menu, mouse over the menu item that you would like to modify or delete.
3. Click on the down-facing double arrows to see the options for that menu item.
4. Select the desired option from the drop-down list. If you select Hide Link, the "This link hidden from students" icon appears on the menu item. You can show the menu item by activating its dropdown menu and selecting "Show Link."
5. If you select "Delete," a confirmation window appears. Click "OK" to permanently delete the menu item or click "Cancel" to cancel the deletion.



2.2.3 How do I edit or reorder the Menu in my course?

1. Login to your Blackboard course.
2. Hover over the up/down arrow to the left of the menu item to reorder. *This example assumes the menu is in "list" view in lieu of, "buttons" view.*
3. Drag and drop the item to the desired location in the menu.



2.3 Content Areas

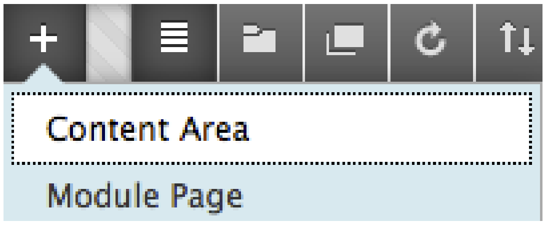
Content Areas in Learn can contain a wide-range of course content items including: Test, Assignments, Learning Modules, Course Links, Multimedia Files and more.

NOTE: Ensure that Edit Mode is set to ON before doing any of the tasks below.

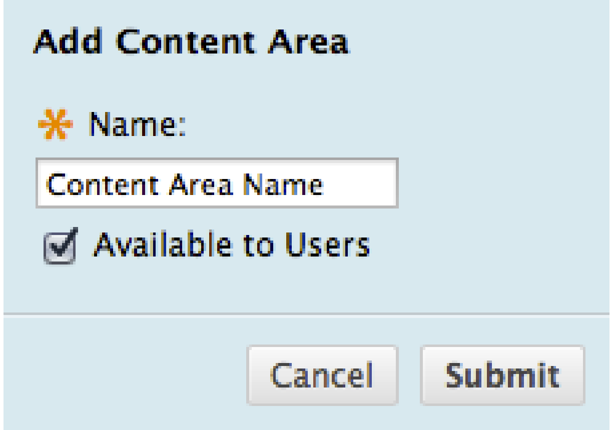
2.3.1 Creating Content Areas

1. Login to your Blackboard course.

2. Click the, **"+"** sign at the top of the course navigation menu.
3. Select the option for **"Create Content Area"**.


Content Area
Module Page

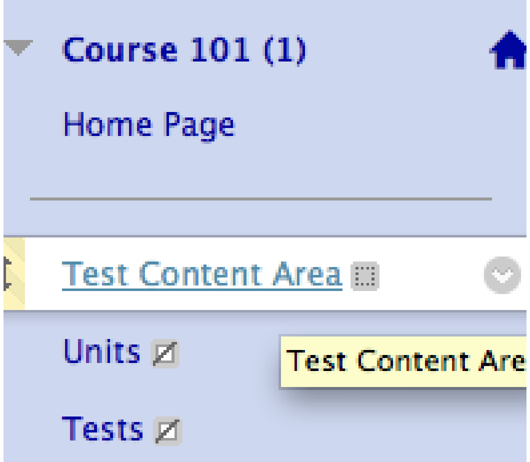
4. Enter the name for the new Content Area, check the box for **Available to Users**, and click, **"Submit"**


Add Content Area
Name:
Content Area Name
Available to Users
Cancel
Submit

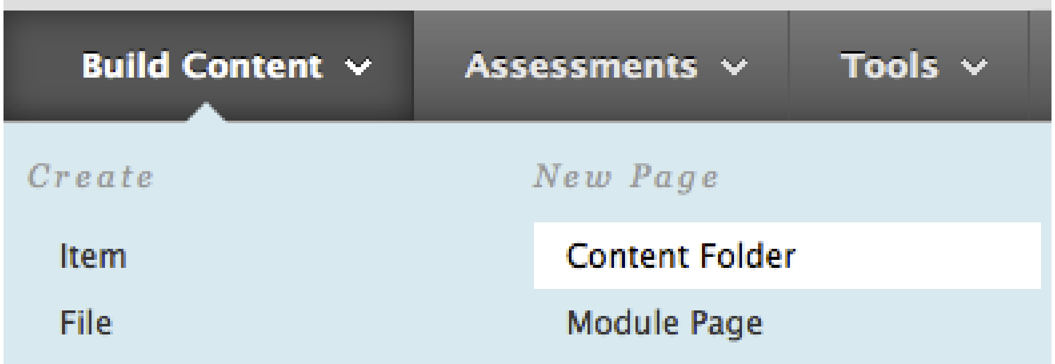
The new Content Area will be displayed at the bottom of the menu. Use the drag-and-drop functionality to move the Content Area up or down in the menu.

2.3.2 Creating Folders in Content Areas

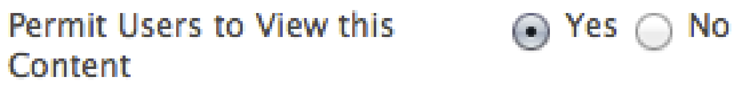
1. Login to your Blackboard course.
2. Click on the desired Content Area from the Course Menu. In the below example, "Test Content Area" was selected.


Course 101 (1)
Home Page
Test Content Area
Units
Test Content Are
Tests

3. Select the **"Build Content"** tab and then **"Content Folder"**.


Build Content
Assessments
Tools
Create
Item
File
New Page
Content Folder
Module Page

4. Type in a name for the folder in the **"Name"** box. If you would like to add a more detailed description of the folder, type this within the text box provided.
5. If you want students to be able to view this folder make sure the option for **Permit Users to View this Content** is set to **Yes**.

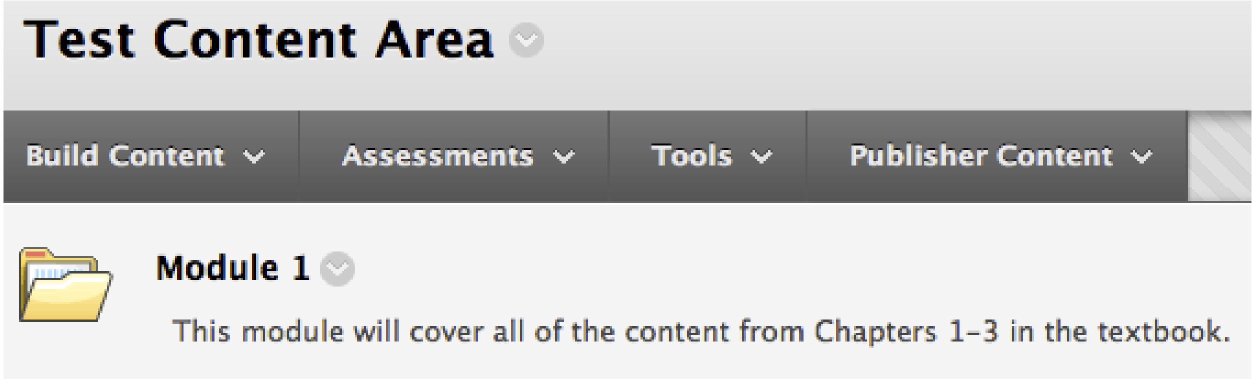


Permit Users to View this Content ● Yes ○ No

5. You can also set it to **Track Number of Views** and set a date range the folder is available with the **Select Date and Time Restrictions** option.
6. Click the **Submit** button on the bottom right.

2.3.3 Adding Content to a Folder

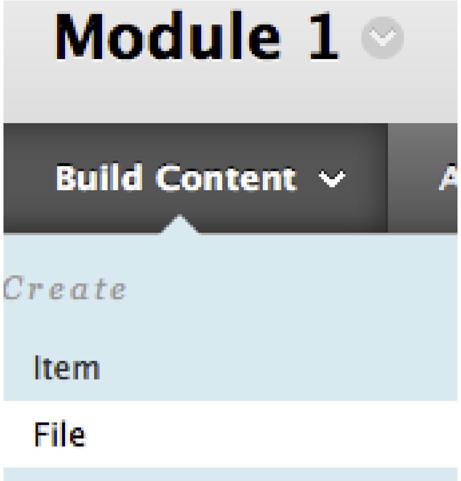
1. Login to your Blackboard course.
2. Select the desired Content Area from the Course Menu.
3. Select the Folder where you wish to add the content.


Test Content Area
Build Content
Assessments
Tools
Publisher Content
Module 1

This module will cover all of the content from Chapters 1-3 in the textbook.

Adding Documents (PowerPoint, Word, PDF, etc) to your Folder

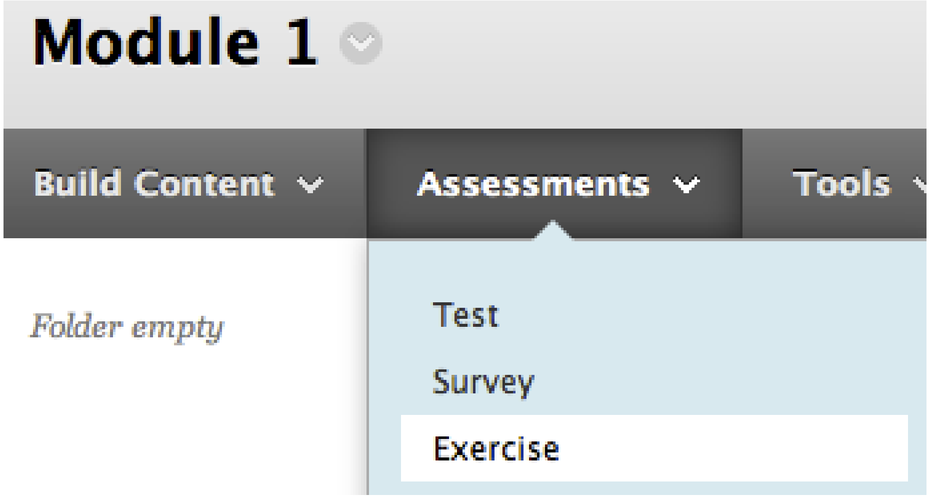
1. Follow the steps above in Adding Content to a Folder
2. Mouseover **Build Content** and select **File** from the options



3. Select **Browse My Computer** and find the file you wish to upload on your computer
4. The **Name** field will default to the name of the file, you can change **Name** to whatever you would like.
5. If you want students to be able to view this file make sure the option for **Permit Users to View this Content** is set to **Yes**.
6. You can also set it to **Track Number of Views** and set a date range the file is available with the **Select Date and Time Restrictions** option.
7. Click the **Submit** button on the bottom right.

Adding an Exercise to your Folder

1. Follow the steps above in Adding Content to a Folder
2. Mouseover **Assessment** and select **Exercise** from the options



3. Give your Exercise a name and be sure to include the instructions for the exercise in the **Instructions** text box.
4. To attach files to the exercise select **Browse My Computer** and find the file on your computer to upload. You can upload multiple files to an exercise, but they must be uploaded one at a time.
5. When you enter the **Points Possible** for the exercise it will automatically create a column for the exercise in the Results Center. *When uploading a Rubric for exercises note that with Learn the students will NOT be able to*

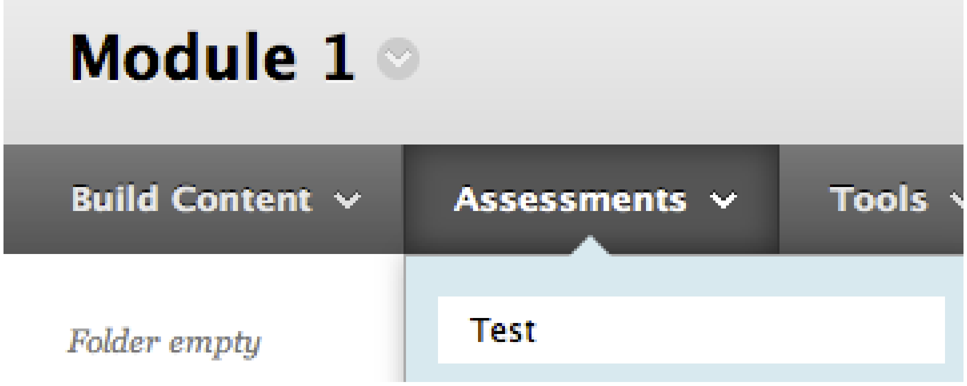
see the Rubric.

6. Make sure the box for **Make the Exercise Available** is checked.
7. You can set options for the exercise including **Number of Attempts** and **Track Number of Views**.
8. With the **Limit Availability** you can set the date range that students will be able to see and access the exercise. If the **Display Until** date is later than the **Due Date** students will be able to view, complete, and submit the exercise past the Due Date, but it will be marked as submitted late.
9. Enter the **Due Date** for the exercise.
10. Click the **Submit** button on the bottom right.

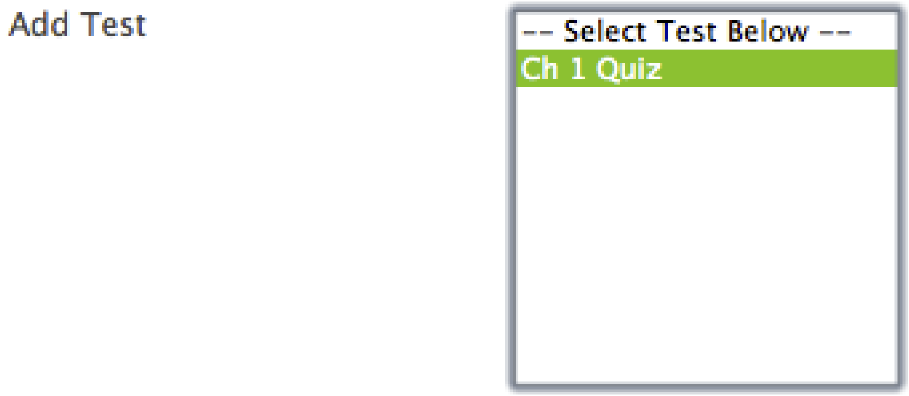
Adding an Assessment to your Folder

These instructions will assume you've created a test/quiz in your course. If you have not, the instructions for that is located HERE. LINKAGE.

1. Follow the steps above in Adding Content to a Folder
2. Mouseover **Assessment** and select **Test** from the options. This is called **Deploying the Assessment**.



3. Select the test you wish to add to the folder.



4. Make sure the option for **Make the Link Available** is set to Yes.
5. If you set the option for **Add a New Announcement for this Test** to Yes, it will automatically create an Announcement that will be viewable by the students.
6. You can set the number of attempts allowed by each student when taking the assessment.

7. The **Force Completion** option will require once students open/start the assessment they will be required to finish it in one sitting.
8. You can select to **Set Timer** for the assessment that will require the students to complete the assessment in the allotted time. The default time is one hour, you can change that fit your assessment.
9. With the **Limit Availability** you can set the date range that students will be able to see and access the assessment.
10. With the **Password** option you can set a password that students will be required to enter before being able to access and start the assessment. This option has the use of proctors for exams in mind, where the instructor would send the password to the assigned proctor.
11. Enter the **Due Date** for the assessment.
12. Under the **Self-Assessment** options the default option selected is for **Include this Test in Results Center Score Calculations** that will create a column in the Results Center and automatically enter the students score. The second option, **Hide Results for this Test Completely from Instructor and the Results Center**, is for assessments that are anonymous surveys.
13. As the instructor you can set the type of feedback a student sees when completing the assessment. The default option is that they only see their **Score**, but you can also set it to show them their **Submitted Answers**, the assessments **Correct Answers**, and the correct and incorrect **Feedback** you entered when initially setting up the test.
14. You can set the options for how the assessment is displayed to students with the default option being **All at Once*. If you select to only display **One at a Time** the student will see only one question at a time and you have the option to prevent them from going back once they submit a previous option with **Prohibit Backtracking**.
15. It is HIGHLY recommended, especially if students will be taking the assessment all together in the classroom, that you turn the option for **Randomize Questions** to prevent any cheating.
16. Click the **Submit** button on the bottom right.

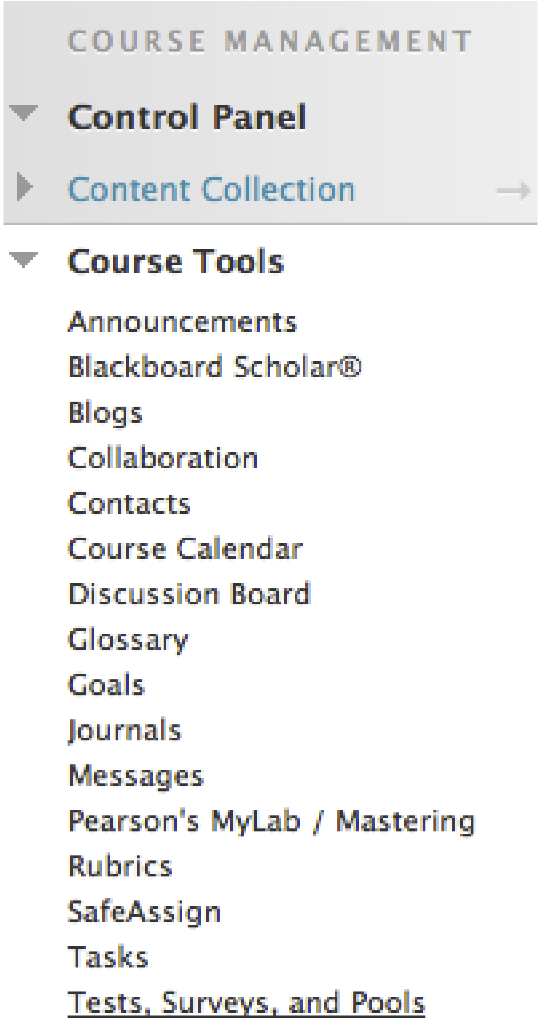
2.4 Assessments

This section will cover creating an assessment in Learn. Once you've created the assessment you will need to deploy (see *Adding an Assessment to your Folder*) it prior to students being able to complete the assessment.

NOTE: Ensure that Edit Mode is set to ON before doing any of the tasks below.

2.4.1 Creating a Test or Quiz in Learn

1. Login to your Blackboard course.
2. Click the, **"+"** sign at the top of the course navigation menu.
3. From the Control Panel select **"Course Tools"**. Then, select **"Tests, Surveys, and Pools"**.

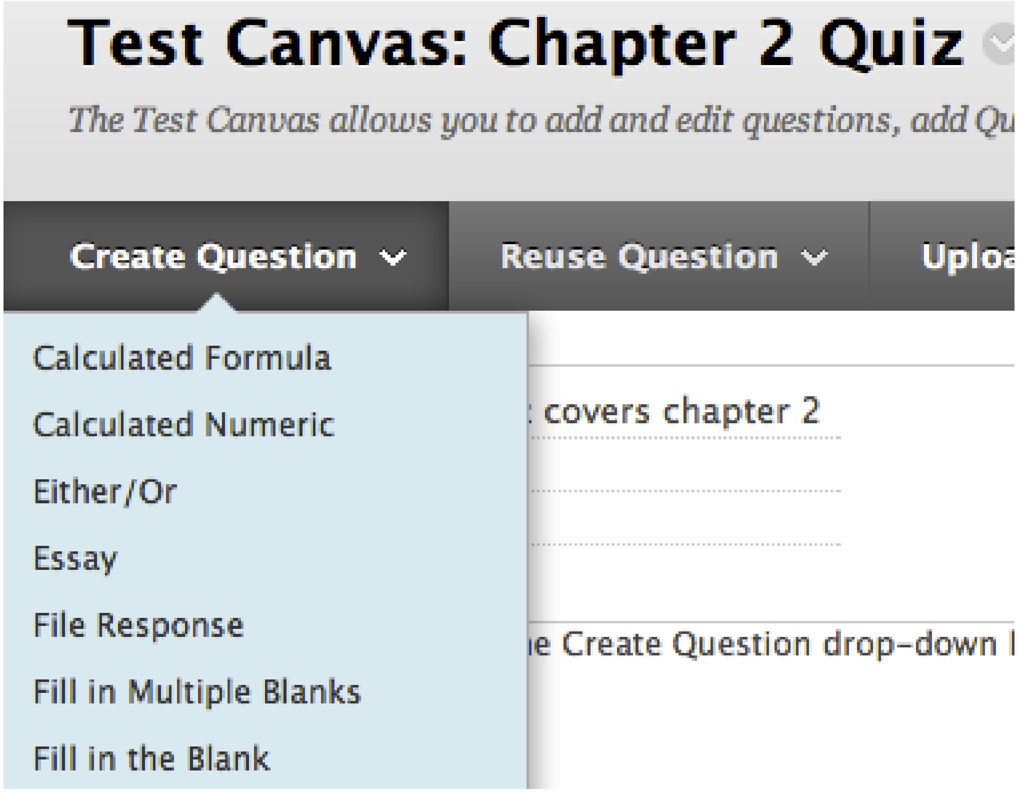

COURSE MANAGEMENT
Control Panel
Content Collection
Course Tools
Announcements
Blackboard Scholar®
Blogs
Collaboration
Contacts
Course Calendar
Discussion Board
Glossary
Goals
Journals
Messages
Pearson's MyLab / Mastering
Rubrics
SafeAssign
Tasks
Tests, Surveys, and Pools

4. Select **Tests**.
5. Select the option to **Build Tests**.
6. Enter the **Name**, **Description**, and **Instructions** for the assessment.
7. Click the **Submit** button on the bottom right.

Creating New Questions for Test

If you are creating all the questions from scratch then you'd follow the steps below.

1. Select the **Create Question** option from the test menu.



Test Canvas: Chapter 2 Quiz

The Test Canvas allows you to add and edit questions, add Qu

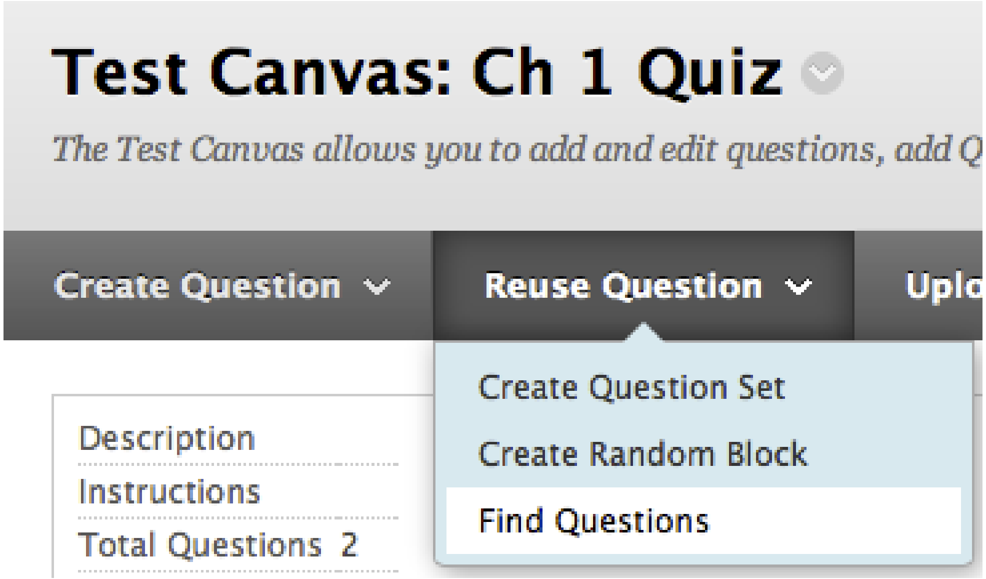
Create Question
Reuse Question
Uplo
Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Fill in Multiple Blanks
Fill in the Blank
covers chapter 2
e Create Question drop-down

2. Choose the type of question you wish to create, see *Question Types*.
3. When creating the question enter all the question type specific information, then be sure to include **Feedback** for correct responses and incorrect responses. You can choose to display this content or not when deploying the assessment within the course.
4. Optionally, you can include information in the **Instructor Notes** section of the question. The contents here will only be visible to the instructor and not the students.
5. Click the **Submit** button on the bottom right.

Using Questions that have already been created

If you have already created questions, are using a test bank from a book publisher, or copied over the course from a different section that includes test questions already follow the steps below.

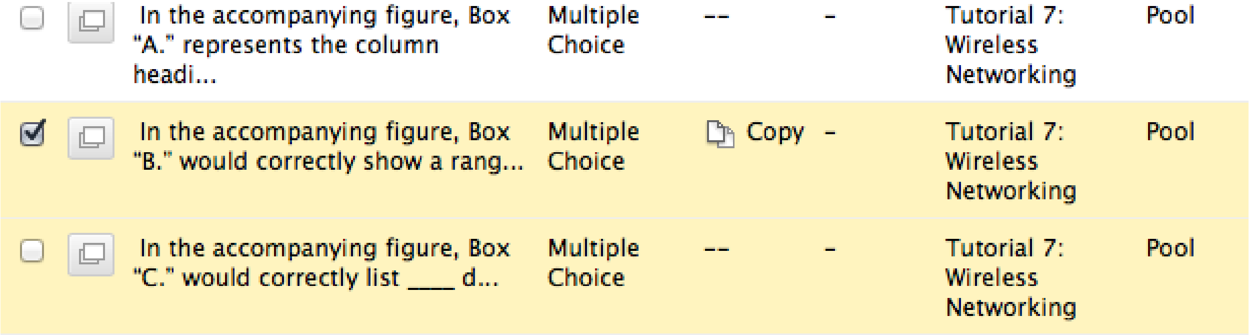
1. Select the **Resuse Questions** option from the test menu.
2. Select the option for **Find Questions**



The Test Canvas allows you to add and edit questions, add Q

Total Questions 2

3. A **Find Questions** window will open up with a list of all the questions in your course. You can filter the questions by a search query, based on current Question Pools in the course, from other tests, by question type, and other options.
4. To add a question, click the box to the left (you can select multiple questions).



☐	In the accompanying figure, Box "A." represents the column headi...	Multiple Choice	--	-	Tutorial 7: Wireless Networking	Pool
☑	In the accompanying figure, Box "B." would correctly show a rang...	Multiple Choice	Copy	-	Tutorial 7: Wireless Networking	Pool
☐	In the accompanying figure, Box "C." would correctly list ____ d...	Multiple Choice	--	-	Tutorial 7: Wireless Networking	Pool

5. Click the **Submit** button on the bottom right.

2.4.2 Question Types

- **Calculated Formula** - A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated.
- **Calculated Numeric** - This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.
- **Either/Or** - Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers
- **Essay** - Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or Graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page.
- **File Response** - Users upload a file from the local drive or from the Content Collection as the answer to the question. This type of question is graded manually

- **Fill in Multiple Blanks** - This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank.
- **Fill in the Blank** - Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling.
- **Hot Spot** - Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.
- **Jumbled Sentence** - Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop- down lists.
- **Matching** - Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.
- **Multiple Answer** - Multiple answer questions allow users to choose more than one answer. The number of answer choices is limited to 20.
- **Multiple Choice** - Multiple choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.
- **Opinion Scale/Likert** - Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction.
- **Ordering** - Ordering questions require users to provide an answer by selecting the correct order of a series of items.
- **Quiz Bowl** - Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. The user is shown the answer and responds by entering the correct question into a text box.
- **Short Answer** - Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box.
- **True/False** - True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False

2.5 Results Center

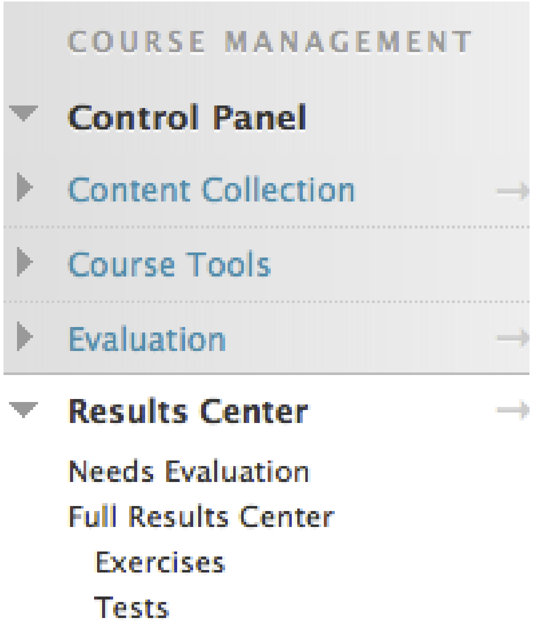
For anyone that used the Blackboard WebCT Grade Book the new Results Center will be a much welcomed changed as it is much easier to use! So, what all is new with the Results Center?

- Smart Views can be used by instructors to see specific information and data in the Results Center, such as viewing only Assignments, Assessments, Blogs, Discussion Boards, or Journals.
- Create rubrics in the Results Center for grading and completing assignments.
- Instructors will have the option of making students anonymous when grading assignments and tests.
- Instructors will have the option to enter grades by question for all students as opposed to grading all questions of one student at a time.

NOTE: Ensure that Edit Mode is set to ON before doing any of the tasks below.

2.5.1 Accessing the Results Center

1. Login to your Blackboard course.
2. **Select "Results Center" within the Control Panel menu.**
    - To view only assignments that need grading, select the "Needs Grading" option.
    - To obtain full access to the Results Center, select "Full Results Center."



2.5.2 Getting to know the Results Center

The Results Center in Blackboard contains various phrases that need to be clarified in order to ease the understanding and application of instructions. This section will define the more common terms, which will hopefully aid in avoiding confusion.

- **Row** - Rows are the horizontal sections in the Results Center. Rows contain a single student name and all of the grades that correspond to that student.
- **Column** - Columns contain all of the student grades for one specific assignment.
- **Calculated Column** - Calculated columns are vertical sections in the Results Center that perform specific tasks. Examples include weighted columns, total columns, average columns and minimum / maximum columns. Calculated columns look the same as normal columns, but function differently. The double chevron arrow allows access to column menus in the Results Center.
- **Double Chevron Arrows** - Double chevron arrows are located at the top of each column and will show their menu when hovered over.
- **Categories** - Categories are specifically created groups that contain columns that are similar in some way. Examples of categories include homework, tests, participation, quizzes and any number of other possibilities.

2.5.3 Results Center Organization

Within the Results Center in Blackboard, there are several options that allow instructors to organize their grading environment. Options in the Results Center include custom categories, specific columns, and various other organizational tools.

2.5.4 Adding Grade Columns

Grade columns in the Results Center act as columns where external grades can be entered. Grades to be entered into grade columns must be manually added.

1. Access the Results Center by selecting **“Full Results Center”**.
2. Click the **“Create Column”** button.
3. Enter a name and display name for the column, as well as a description.
4. Set the primary and secondary grade displays.
5. Categorize the column. (Optional)
6. Set a points possible value for the column. (This is required as it will be used in Calculated Columns)
7. Optionally, select a due date.
8. Set the display option for the column and its contents.
9. Click **“Submit”**

2.5.5 Categories in the Results Center

Categories in the Results Center allow for grouping similar columns together. For example, you could include all the tests in one category, quizzes in another, and exercises in yet another. Using categories eases the use of weighted columns and adding multiple assignments into calculated columns.

1. Click on the double chevron arrow next to **“Manage”**. Then, select **“Categories”**.
2. To add a category, select the **“Create Category”** button.
3. Enter the category name and description.
4. Click **“Submit”** to save your changes.

2.5.6 Calculated Columns

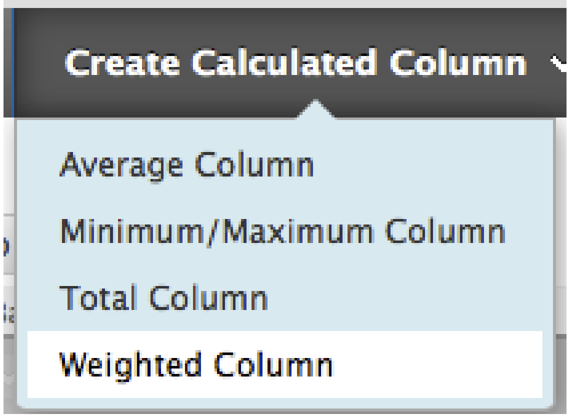
Within the Results Center, there are 4 different types of calculated columns. Calculated columns are capable of performing computations that some users find convenient when calculating student grades. Using calculated columns is completely optional in the Results Center.

NOTE: The Average Column in Learn will actually give you the average score based on the points earned divided by the points possible for the assignments. It is highly recommended you create a Mid-Term and Final Average Column to easily calculate grades in your course.

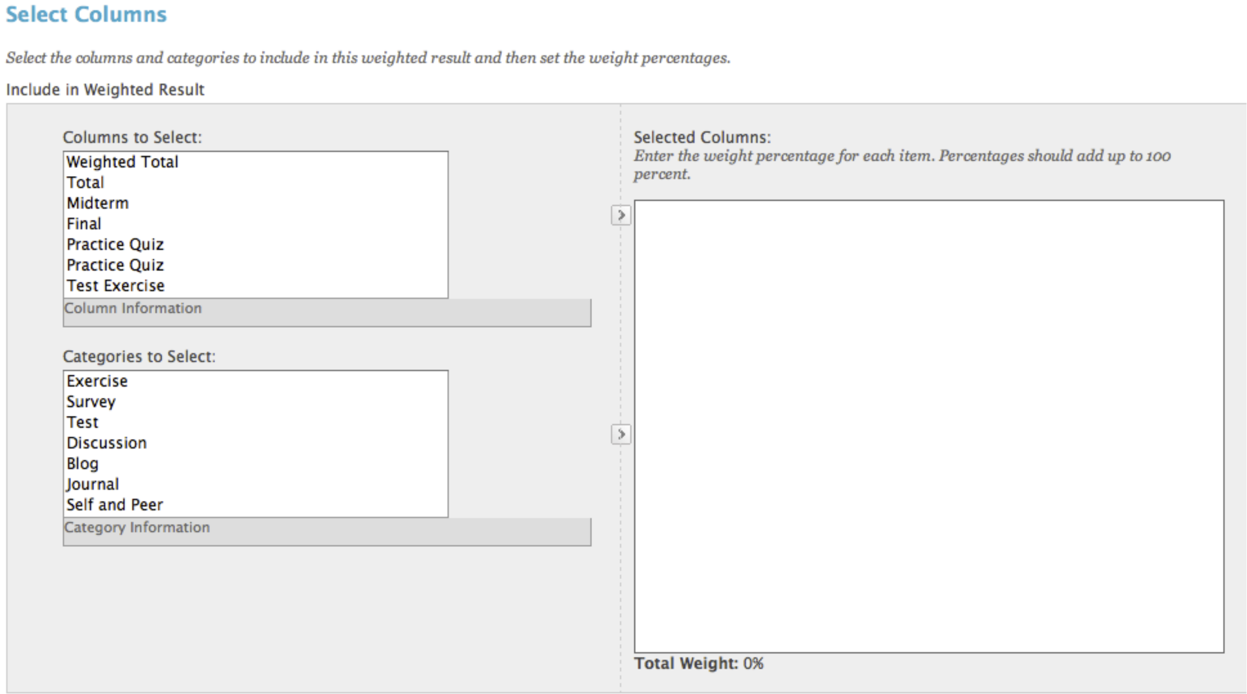
- **Weighted Column** - Weights multiple columns into a total
- **Total Column** - Calculates the total grade from multiple columns
- **Average Column** - Calculates the average from multiple columns
- **Minimum/Maximum Column** - Finds the lowest or highest value of multiple columns

Weighted Columns

1. Access the Results Center by selecting **"Full Results Center"**.
2. Click the **"Create Calculated Column"** button and select **"Weighted Column"**



3. Enter a name and display name for the column as well as a description.
4. Set the primary and secondary display options.
5. Select either individual columns or entire categories to include in the weighted column calculations, using the arrow button to move items over.



Select Columns

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

Include in Weighted Result

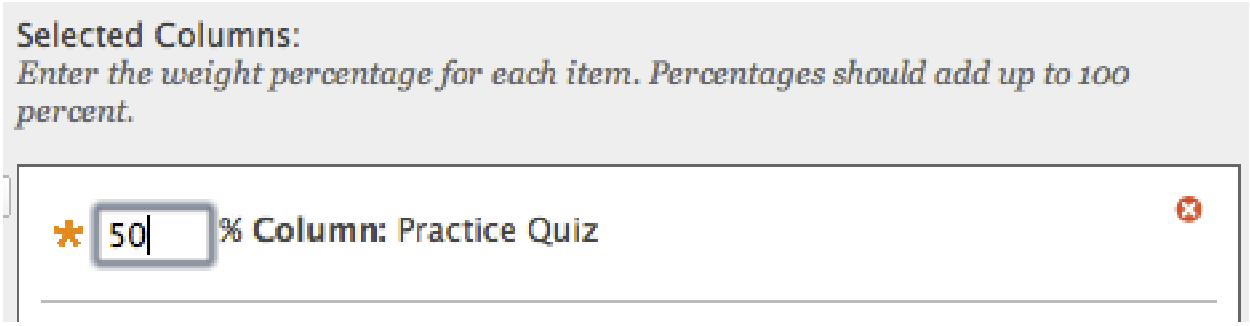
Columns to Select:
Weighted Total
Total
Midterm
Final
Practice Quiz
Practice Quiz
Test Exercise
Column Information

Categories to Select:
Exercise
Survey
Test
Discussion
Blog
Journal
Self and Peer
Category Information

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

Total Weight: 0%

6. Enter percentages that each item should contribute toward the total for the weighted column. Make sure that the "Total Weight" shows 100% when finished.



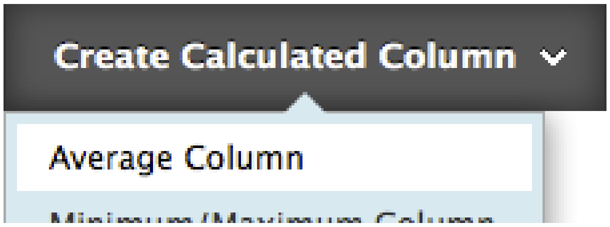
Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

* 50 % Column: Practice Quiz

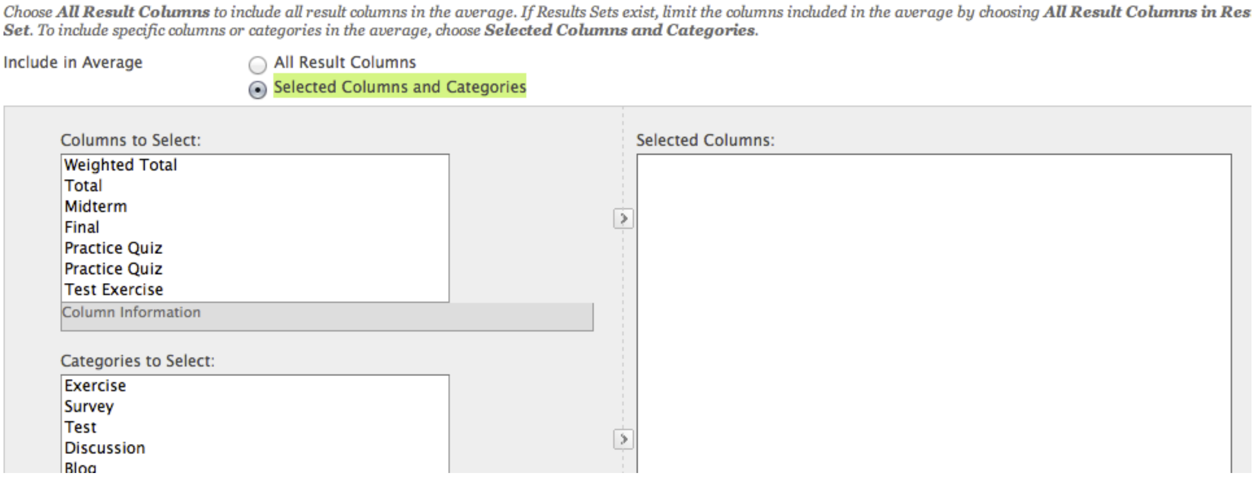
7. Select how to display the weighted column.
8. Click **Submit**.

Total, Average, Minimum, and Maximum Calculated Fields

1. Access the Results Center by selecting **"Full Results Center"**.
2. Click the **"Create Calculated Column"** button at the top of the screen and select the type of column that you wish to create.



3. Enter a column name, display name, and description.
4. Select the primary and secondary display options.
5. Select whether to include all grade columns in the calculated column, or only specific columns and categories.



*Choose **All Result Columns** to include all result columns in the average. If Results Sets exist, limit the columns included in the average by choosing **All Result Columns in Res** **Set**. To include specific columns or categories in the average, choose **Selected Columns and Categories**.*

Include in Average
○ All Result Columns
● Selected Columns and Categories

Columns to Select:
Weighted Total
Total
Midterm
Final
Practice Quiz
Practice Quiz
Test Exercise

Column Information

Categories to Select:
Exercise
Survey
Test
Discussion
Blog

Selected Columns:

6. Select whether to calculate the column as a running total or not.
7. Choose how to display the calculated column.
8. Click "Submit" to create the column and save your changes.

2.5.7 Exporting in the Results Center

The Results Center can be exported using Microsoft Excel to organize the data.

If you would like to print the Results Center, it is HIGHLY recommended you download the Results Center into Microsoft Excel and printing the document.

1. Mouse over the **"Work Offline"** button and select **"Download"**.
2. Select the information to include in your download of the Results Center. By default all columns are downloaded for each student.
3. Select the delimiter type (recommended keeping this set to **"Tab"** so that the file will work in Microsoft Excel).
4. Click **"Submit"** to process your request.
5. Click the **"Download"** button.
6. Click **"OK"** to open in Microsoft Excel.
7. To save the file, select **"File > Save As..."**
8. Select **"Test (Tab delimited)"** from the **"Save as type:"** drop-down menu.
9. Click **"Save"** to save your file.

2.5.8 Automatic Entries in the Results Center

In the Results Center, assignments or tests that have been created using Blackboard's tools will automatically be added. Certain user submissions to assignments and tests will require further grading than merely what the Results Center calculates.

When creating an assessment in Blackboard, the following question types will be automatically graded and entered into the Results Center's calculations:

- Calculated Formula
- Either / Or
- Fill in the blank
- Jumbled Sentence
- Multiple Answer
- Ordering
- True / False
- Calculated Numeric
- Fill In Multiple Blanks
- Hot Spot
- Matching
- Multiple Choice
- Quiz Bowl

When creating an assessment in Blackboard, the following question types will not be automatically graded and entered into the Results Center's calculations, meaning that they will need to be manually graded:

- Essay

- File response
- Short answer

2.5.9 Viewing Grade Attempts

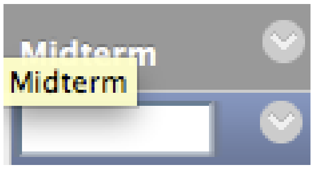
Submitted assignments that require grading are marked using a "!" in the Results Center. Click on the double-chevron arrow next to the "!".

1. Click on the **"Attempt (Date)"** link from the drop down menu.
2. Click on the file name under **"Review Current Attempt"** to view the assignment submission. Optionally, you may choose to enter a grade and feedback to provide to the user.
3. Enter notes about the submission or grade that only the Instructor can view.
4. Click **"Submit"** to save your changes.

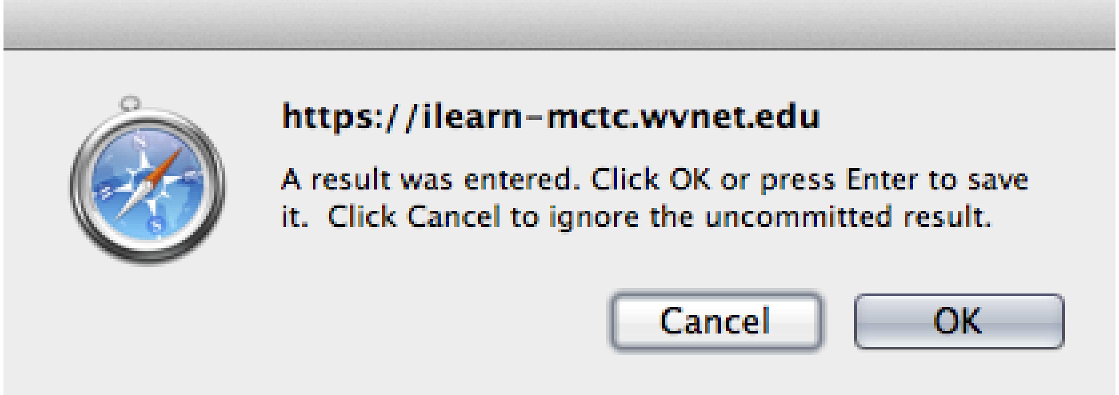
2.5.10 Entering Grades in the Results Center

The Results Center in Blackboard has optimized manual grade entering by taking advantage of the keyboard. In order to edit the Results Center, you must be viewing it in, **"Edit"** view.

1. If you are unable to click on a box and directly enter a grade, toggle the **"Edit Mode"** button located in the upper right-hand corner of the Results Center. Verify that Edit Mode is, **"ON"** If it is not, click the button to change it.
2. When you first click on a grade box, the box will allow you to type in a value.



3. Type in the value and hit the **"Enter"** or **"Return"** key on your keyboard.
4. If you enter a grade and do not push the **"Enter"** or **"Return"** key, you will see this warning message.



https://ilearn-mctc.wvnet.edu

A result was entered. Click OK or press Enter to save it. Click Cancel to ignore the uncommitted result.

5. If you enter a grade and do not push the **"Enter"** or **"Return"** key, you will see this warning message.
6. To navigate between grade boxes, up and down rows, and side to side in columns, simply use the arrow keys on your keyboard
7. Alternatively, you can click directly on the box you wish to edit.

2.5.11 Overwriting Grades in the Results Center

Manually entered grades can be overwritten easily by clicking on the grade box and entering a new grade. Grades that were calculated by Blackboard for an assignment or assessment that need to be overwritten require a few more steps:

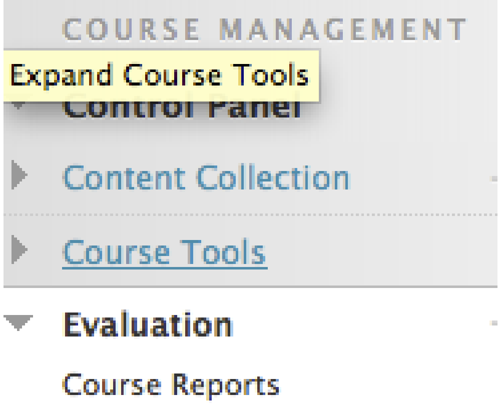
1. Click on the double chevron arrow next to a grade. Then, select **"View Grade Details"** from the drop-down menu.
2. Select **"Manually Override"**, then enter the new grade.
3. Optionally, enter feedback to the user and grading notes. Click **"Save"** to submit your changes.

2.5.12 Viewing Attempts in the Results Center

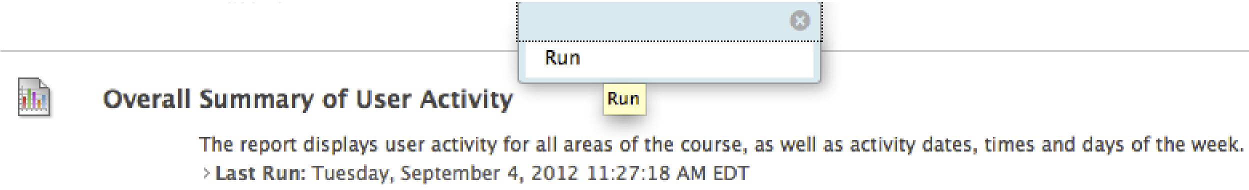
1. Click on the double chevron arrow next to a grade. Then, select **"View Grade Details"** from the drop-down menu.
2. Click on the **"Attempt (Date)"** button located under the Actions Column to view the user's attempt.

2.6 Getting Attendance Information for Online Courses

1. Login to your Blackboard course
2. On the left navigation below **"COURSE MANAGEMENT"** click the option for **"Evaluation"**.
3. When the menu expands select the option for **"Course Reports"**.



4. On the Course Reports page mouse over next to **"Overall Summary of User Activity"** and click the arrow to the right of it and select the "Run" option.



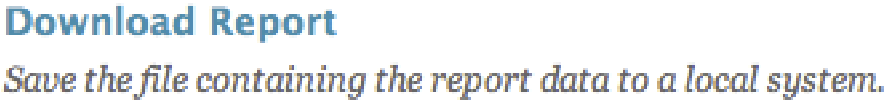
The report displays user activity for all areas of the course, as well as activity dates, times and days of the week.

› **Last Run:** Tuesday, September 4, 2012 11:27:18 AM EDT

5. Use the following settings for your report:
   - Select Format: PDF
   - Select a Start Date: The start of the semester, or start reporting period
   - Select a End Date: The current date, or end of the reporting period

   - Select Users: Select all of the users in the course

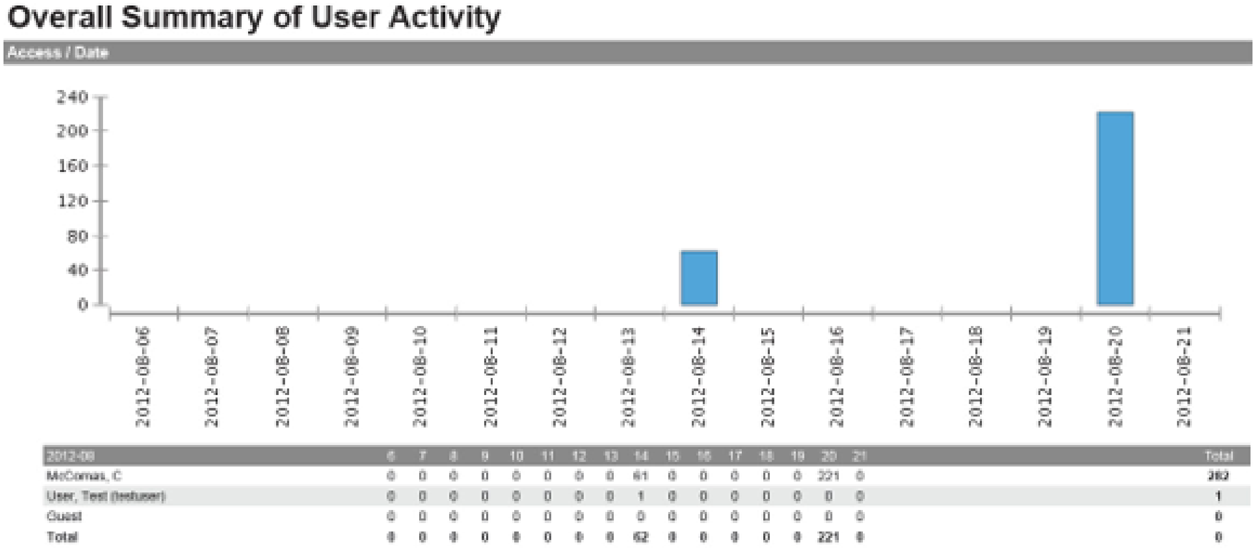
6. Click **“Submit”**
7. If the PDF file does not pop up in a new window, on the page select **“Download Report”** and it will open the PDF which you can print and/or save to report your attendance. **It is recommended that you save a copy of this report to your computer, the span of the report is limited 180 days from Start Date to End Date.**



Download Report

Save the file containing the report data to a local system.

8. On the report you will see a page like this below. Vertically along the left side is a list of your students, horizontally across the top are days in the month starting with your Start Date and finishing with your End Date (the example below starts on August 5th and runs to August 21). The numbers below each date is the number of minutes the student spent in that course on that particular day. A zero would indicate the student did not access the course that particular day.



Overall Summary of User Activity

Access / Date
240
200
160
120
80
40
0
2012-08-06
2012-08-07
2012-08-08
2012-08-09
2012-08-10
2012-08-11
2012-08-12
2012-08-13
2012-08-14
2012-08-15
2012-08-16
2012-08-17
2012-08-18
2012-08-19
2012-08-20
2012-08-21

2012-08	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
McComas, C	0	0	0	0	0	0	0	0	61	0	0	0	0	0	221	0	282
User, Test (testuser)	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Guest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	62	0	0	0	0	0	221	0	0

CHAPTER

THREE

MOUNTWEST STUDENT ONLINE LEARNING HANDBOOK

3.1 Getting Started

Below you will find information that will help you get started on Blackboard Learn 9.1. Be sure to check out *General MCTC Blackboard Information* for basic technology information needed for Blackboard.

3.1.1 Logging in to Blackboard

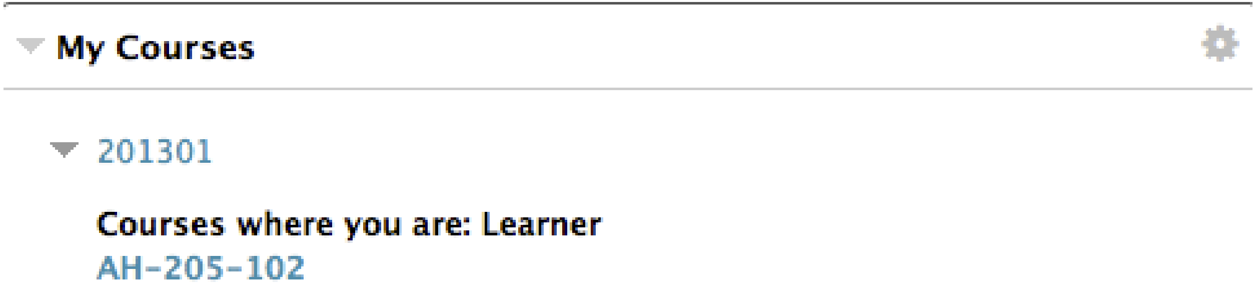
To login to Blackboard you will need to know your Student ID number. This is a nine digit number that starts with "942". You also will need to know your PIN number to access MyMCTC. If you do not know your 942 or your PIN you should contact the MCTC Help Desk at helpdesk@mctc.edu to have your information reset and sent to you.

1. Visit Mountwest's official website (www.mctc.edu) and in the upper left click on the link for MyMCTC.
2. Click on the image that says **"Login to myMCTC Self-Service"**.
3. Enter your 942 number and your PIN and click **"Submit"**.
4. Click the link that says **"Student & Financial Aid Information"**.
5. Click on the link that says **"Online Classes"**.
6. Click on the blue button that says **"Login to Blackboard"**.

This should log you in to Blackboard, if it does not please visit the Support page (http://www.mctc.edu/is-support/) of our website and open a support ticket.

3.1.2 Accessing a Course

To access a course find the course in your Courses module and click the link (example: AH-205-102) for the course.



3.2 Assignments

With Blackboard Learn 9.1 “Assignments” will likely appear as “Assignments” or “Exercises” in the course.

Depending on how your instructor setup the exercise you have three options when submitting an assignment in Blackboard:

- Text typed on the **Upload Exercise** page
- Files attached from your computer or from the Content Collection
- A combination of both text and attached files

3.2.1 Why can’t I open my assignment?

If you are having trouble opening assignments in Blackboard first contact your course instructor to ensure the assignment is available and that the assignment is properly setup on their end. Also, you want to make sure you have a browser that is supported by our version of Blackboard (see *General MCTC Blackboard Information* for more information).

3.2.2 Why can’t I find my assignment?

Instructors have the option to make assignments available during certain periods of time, so your assignment might have not been made available yet or the availability period has expired. Please contact your instructor for more information on specific assignments.

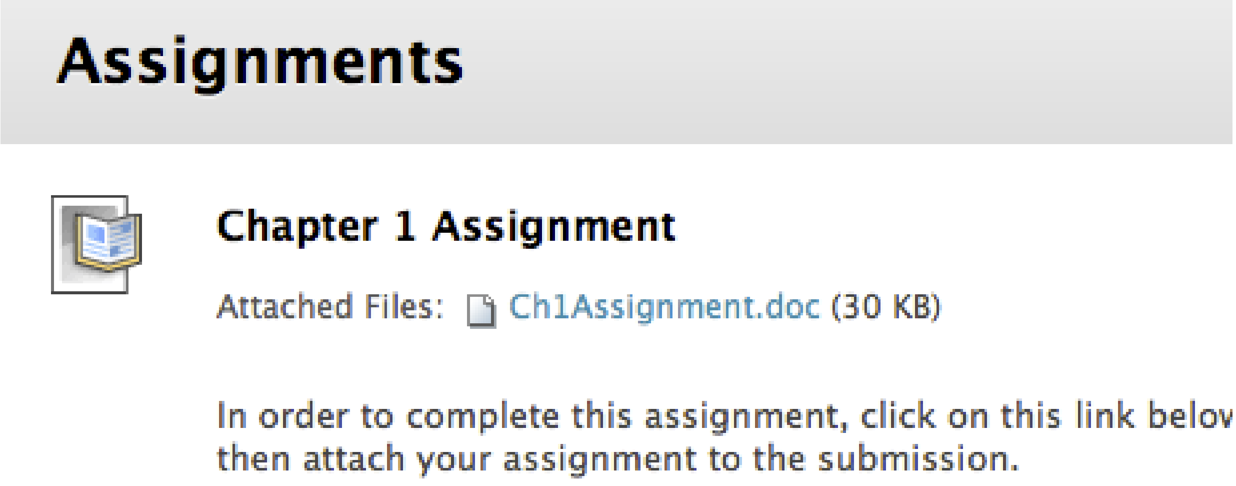
3.2.3 How do I know whether my assignment has been graded?

On the Course Menu, click Tools, and then click **My Grades**. If your assignment has not been graded the column contains a symbol indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment’s **Review Submission History** page.

3.2.4 How to Submit an Assignment

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

1. On the Course Menu, select the Content Area that holds the assignments (usually “Course Content”, “Assignments”, or “Exercises”). If you are unsure you can contact your instructor.
2. Click on the name of the assignment. In the below example you’d click **“Chapter 1 Assignment”**.



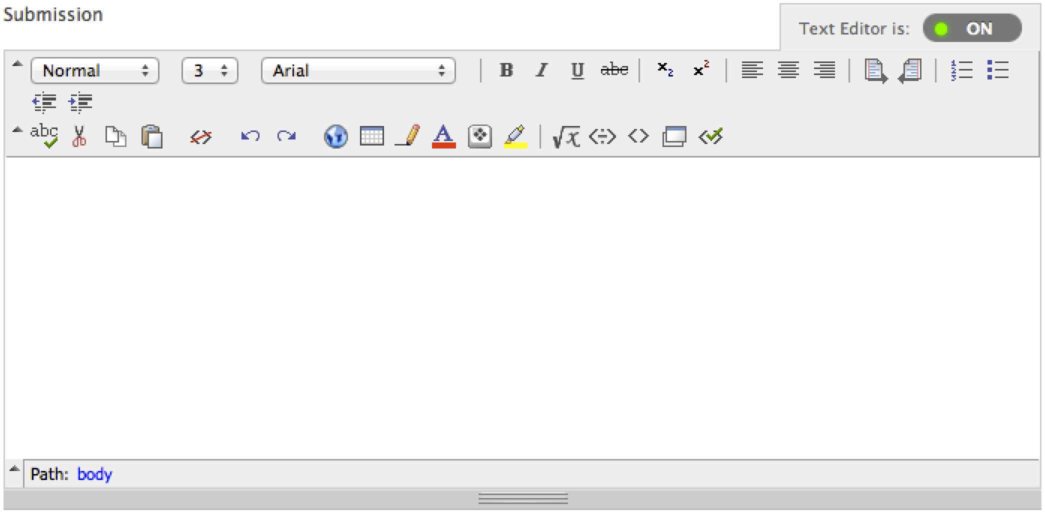
Assignments

Chapter 1 Assignment

Attached Files: Ch1Assignment.doc (30 KB)

In order to complete this assignment, click on this link belov then attach your assignment to the submission.

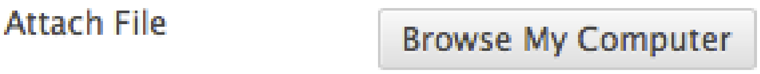
3. On the Upload Assignment page, download any files provided by your instructor and complete the assignment using one or both of the following:
   - In the Submission box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, and multimedia.



Submission

Text Editor is: ON

   - If your response to the assignment is in a separate file, click Browse My Computer and select a file to attach. If you attach a file, type a Link Title. Be sure to follow any instructions that your instructor provided for naming your files.



4. Optionally, in the Comments box, type your comments.

5. Click Submit. **WARNING! If your instructor has NOT allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before clicking Submit.**

3.3 Assessments

You can find tests in any Content Area, Content Area folder, or Learning Module. If you cannot find the assessments for your course please contact your instructor.

3.3.1 Question Types

There are a variety of options of question types faculty can select when created tests in Blackboard.

- **Calculated Formula** - A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated.
- **Calculated Numeric** - This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.
- **Either/Or** - Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers
- **Essay** - Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or Graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page.
- **File Response** - Users upload a file from the local drive or from the Content Collection as the answer to the question. This type of question is graded manually
- **Fill in Multiple Blanks** - This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank.
- **Fill in the Blank** - Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling.
- **Hot Spot** - Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.
- **Jumbled Sentence** - Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop- down lists.
- **Matching** - Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.
- **Multiple Answer** - Multiple answer questions allow users to choose more than one answer. The number of answer choices is limited to 20.
- **Multiple Choice** - Multiple choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.
- **Opinion Scale/Likert** - Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction.
- **Ordering** - Ordering questions require users to provide an answer by selecting the correct order of a series of items.
- **Quiz Bowl** - Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. The user is shown the answer and responds by entering the correct question into a text box.

- **Short Answer** - Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box.
- **True/False** - True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False

3.3.2 Grading My Test

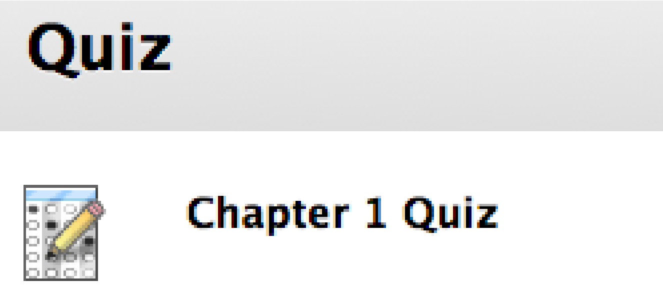
The majority of these questions will be auto-graded. Your instructor defines correct answers and assigns points for each question. If all of the questions are auto-graded and your instructor setup the exam to show your results, you will be able to see your score immediately after completing the exam.

Essay, file response, and short answer questions are not auto-graded. Your instructor must grade these questions manually. When you submit your test the instructor must login to the system, review your submission, and manually grade these questions. Your grade will not be available to review until your instructor completes this task.

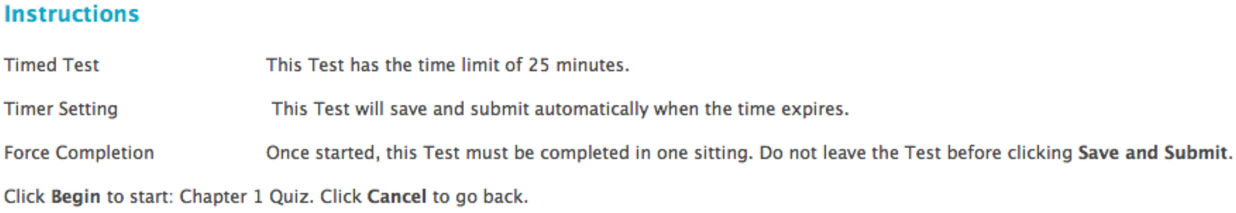
3.3.3 Taking an Assessment

Assessments are located within Content Areas of a course (usually in “Assessments”, “Exams”, “Course Content”, or “Learning Modules”). If you encounter a problem finding the assessments please contact your instructor.

1. Navigate to an assessment and click the link associated with it. In the below example you’d click **Ch 1 Quiz**.



2. Click Begin to take the assessment
3. Be sure to review all the **Instructions** prior to starting to determine if there is a time-limit, what that time-limit is set to by your instructor, and other important information. NOTE: Most exams will be set so that once you click **Begin** it will start the assessment and you must complete it then, you won’t be able to come back to it later.

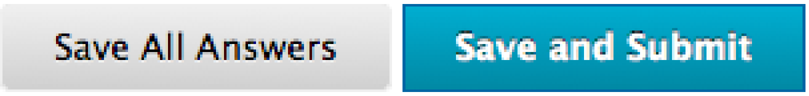


Instructions

Timed Test	This Test has the time limit of 25 minutes.
Timer Setting	This Test will save and submit automatically when the time expires.
Force Completion	Once started, this Test must be completed in one sitting. Do not leave the Test before clicking **Save and Submit**.

Click **Begin** to start: Chapter 1 Quiz. Click **Cancel** to go back.

4. Answer all the questions, and when you complete the assessment click Save and Submit. **WARNING! If the Assessment is timed, the remaining time appears in the bottom of the browser. Also, do NOT use the browser’s Back button during an assessment.**



3.3.4 Feedback and Grades

The performance results you receive after completing a test depends on the options selected by your instructor. For example, your instructor may only show the final score for one test, while for another test the final score and correct answers will be displayed. Feedback includes one of more of the following:

- Final score for the test
- Answers submitted by the user
- Correct answers
- Feedback written by the instructor for the questions

To access Feedback and Grade information, select the test in the Content Area or use the **My Grades** tool.

3.3.5 Presentation Options

These are options your instructor has when setting up the assessment in Blackboard. If they've used these options it will show up on your instructions page prior to starting the assessment.

Force Assessment Completion

You must complete the assessment the first time it is launched if Force Completion is enabled. If Force Completion is enabled, this is noted at the top of the assessment. You may not exit the assessment and continue working on it at a later date. The **Save** function is available for you to save the assessment as you work through it.

Backtrack Prohibited

You may not go back to questions you have already answered if your instructor enabled the Backtracking Prohibited option. If backtracking is prohibited, this is noted at the top of the assessment. When you take an assessment that does not allow backtracking, an error appears if you attempt to use the **Back** function.

Assessment Presentation

Your instructor has two different options for presenting Assessments: all-at-once or one-at-a-time.

With all-at-once assessments all of the questions are shown at the same time. When taking this kind of assessment you have the option to **Save All Answers** which stores your current selected answers without submitting the assessment. You may change answers after they are saved. When finished with the assessment you select **Save and Submit** after which you will receive confirmation and be directed to a new page that states the assessment has been completed.

With one-at-a-time assessments questions are presented with one question at a time on the screen. You can navigate through the questions using the navigation arrows (<<. <, >, or >>) and the overall number of the questions. Like the all-at-once assessment the **Save All Answers** option will save all questions answered up to that point. When finished with the assessment you select **Save and Submit** after which you will receive confirmation and be directed to a new page that states the assessment has been completed.