A Brief Guide to Working with CE 8 Tools

Blackboard CE 8

A Handout for the workshop on "Introduction to Blackboard CE"

October 2009

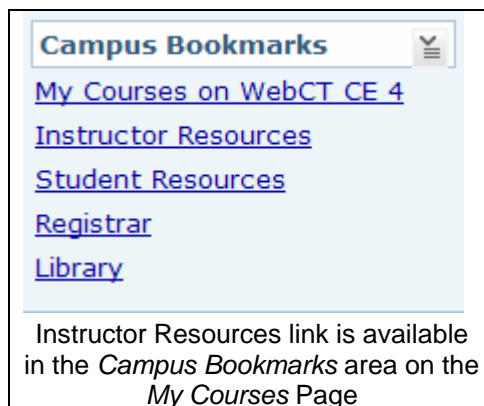# Table of Contents

Preface

This document has been prepared for the KFUPM faculty member, who attended the Blackboard CE (Formerly Blackboard) training workshops, with the intention to provide a concise reference for the faculty members to find a quick help while they work within Blackboard CE for their own courses. The document refers to the relevant sections of the official Blackboard CE 8 "Designer and Instructor Reference" document to direct those readers who are interested in further details. The document includes the description of only those Blackboard CE tools, which are discussed in the workshop. If you want to learn about other tools please see the other available help resources.

Following is the list of resources available for the help of Blackboard CE course designers:

- Context sensitive Blackboard online help, which can be accessed from anywhere within a Blackboard CE course by clicking the "Help" hyperlink on the Logo Bar (See Course Interface below)

- *Instructor Resources* area available on the KFUPM Blackboard CE server. It includes:
    - o Frequently Asked Questions (FAQ)
    - o KFUPM Blackboard CE 8 Guide
    - o Blackboard CE 8 Designer and Instructor Reference
    - o Guide for Migrating from CE 4 to CE 8

- On campus Blackboard CE Support (webcourses.support@kfupm.edu.sa)

- Faculty Resources at blackboard.com including Ask Dr. C community.
  http://behind.blackboard.com/s/faculty/
  http://www.blackboard.com/communities/ask_drc

Campus Bookmarks
My Courses on WebCT CE 4
Instructor Resources
Student Resources
Registrar
Library

Instructor Resources link is available in the *Campus Bookmarks* area on the *My Courses* Page

An Overview of Blackboard CE Tools

Following is a list of tools available in Blackboard CE.

Content Publishing

Syllabus	Used to provide course syllabus, outline, description etc.
Folders and Files	Used to provide access to a single file or page. Useful when the integrated navigation of *Learning Module* is not needed or is not appropriate.
Learning Modules	Used to build an integrated set of learning content and activities for a course lesson.
SCORM Modules	Used to provide access to learning content developed based on SCORM standards.

Course Resources

Media Library	Allows creating a searchable glossary of terms or a database of images.
Web Links	Allows specifying a set of links to websites on Internet for the students to visit.
My Grades	Students can see just their own grades through this tool as posted by the instructor.

Asynchronous Communication

|	
Announcement	Instructor can post announcements for the course students.
Discussion	Users can post messages in a discussion topic for all the members to read. Anyone can reply to the messages posted in a discussion topic. The discussion tool also allows to be used in the format of a Blog or a Journal.
Mail	A message can be sent to a specified person registered in the course.
Calendar	Can be used to make entries on a calendar such as class schedule, exam dates etc.

Synchronous Communication

Chat	The tool allows text based synchronous chat along with an online whiteboard for graphical synchronous communication.

Assessment and Activity

Goals	Allows specifying courses goals and providing links to course items for each course goal which are intended to meet that course goal.
Assignments	A digital drop box. Students can submit their assignments online through the tool which can be graded by the instructor.
Assessments	Allows giving online quizzes, surveys, and self-tests.
Discussion	A powerful tool to promote active learning where students can discuss in an asynchronous format.
Groups	Student groups can be made which can have private discussion topic and can be assigned to submit a group assignment through the assignment tool.
Tracking	The tracking tool provides logs of student activity within the course.
Grading Forms	Used to develop grading rubrics which can be used with any gradable tool.
Grade Book	Allows managing all student grades. The grades in grade book can be released to the students which they can see using the "My Grades" tool.

Course Interface

Student Interface
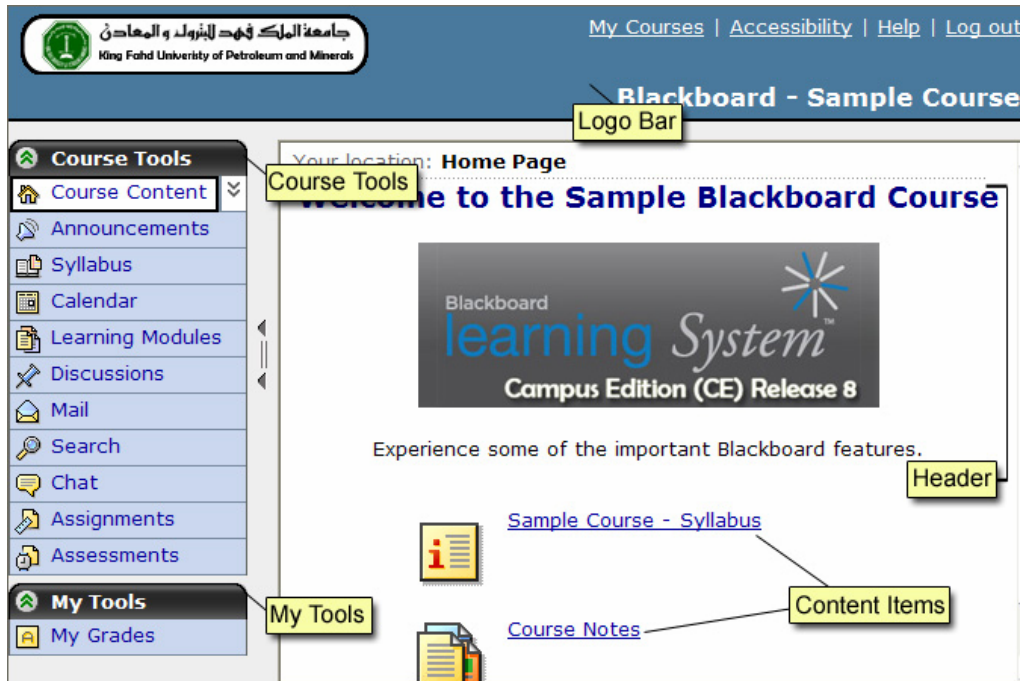
Course Tools: The highest level component of a Blackboard CE course is called a tool. Links to tool always appear on the "Course Tools" menu with some utility tools appear on the "My Tools" menu.

Content Items: Tools have content items. For example a "Learning Modules" tool can have a "Learning Module" as its item or an "Assessment" tool can have a quiz as its item. Links of such content items are always listed within the tool. For example click the "Learning Modules" tool icon in the "Course Tools" menu which lists all the items in the tool. Content items link can also be added to the course "Home Page" or any folders added to the course.

Interfaces for Instructors

Three interfaces are available to instructors through three tabs:

| Build | Teach | Student View |

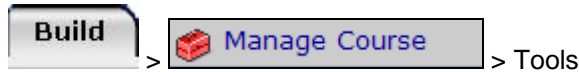| Tab	Instructor Can:
Build	• create, organize, and manage course content. • design quizzes and assignments for evaluating student progress. • change the visual presentation of a course.
Teach	• communicate with students. • grade assignments, quizzes, and gradable discussions. • manage grade book, assessments, assignments and discussions.
Student View	• experience the course as a student: for example, by taking a quiz, or submitting an assignment.

Following Menu Available through **Build** Tab

Designer Tools
- Manage Course
- File Manager
- Grading Forms
- Selective Release

Following Menu Available through **Teach** Tab

Instructor Tools
- Manage Course
- Assessment Manager
- Assignment Dropbox
- Grade Book
- Grading Forms
- Group Manager
- Tracking
- Selective Release

Announcements

Add Announcements Tool

If not already added, add Announcements tool as follows

Build > **Manage Course** > Tools

Select "Announcements" and click the "Save" button at the bottom of the page.

Adding an Announcement

Click the *Announcements* tool icon from the course tools menu. To proceed with creating a new Announcement, click the "Create Announcement" button.

- **Title**: Enter a title for the announcement in the title field.
- **Message**: Enter a message for the announcement in the message field. To apply text formatting (bold, italic etc.) use the "Enable HTML Creator" button to enable text formatting tool.

> Make sure to select the recipients.

- **Recipients**: Make sure to select the recipients. Note that students are not selected as recipients by default and must be selected if announcement is intended for students.
- **Delivery Dates**: Specify "Delivery Dates."
- The "Also deliver as a pop-up message" option can be selected to ensure that a student will see the announcement if it unread for him.

> An announcement cannot be edited once released (based on delivery dates).

- Click the "Send" button.

Once created the announcement is listed on the Announcements tool page.

- Use the ActionLinks button (▤) to edit, preview or delete any announcement. Please note that an announcement can be edited only if the delivery date has not passed.
- All new announcements are added at the bottom of the announcement list. Use the "Move Options" (▦) button beside each announcement to move an announcement to a new location in the announcements list.
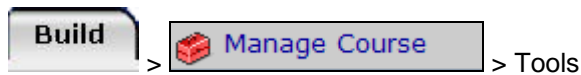
Click the "Student View" tab to preview an announcement.

Please refer to page 62 of Blackboard CE 8 Designer and Instructor Reference for further details.

Syllabus

Add Syllabus Tool

If not already added, add Syllabus tool as follows

[Build] > [Manage Course] > Tools

Select "Syllabus" and click the "Save" button at the bottom of the page.

Building the Syllabus

Click the *Syllabus* tool icon from the course tools menu. Two options are available to prepare and make syllabus available.

Use built-in syllabus

- If not already selected, select the "Use built-in syllabus" option and click the Select button.
- Click "Add Syllabus Item" button and select a type of syllabus section to add.
    - o Complete the form fields as required.
    - o Click the "Save" button.

- Use the "Move Selected Item Above" (📇) button beside each syllabus item to move a syllabus item to a new location.
- Use the ActionLinks button (📄) to edit, hide or delete any syllabus item.
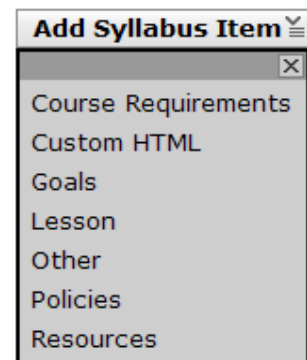
Use File

- Prepare a syllabus file in a format suitable for web delivery such as HTML or PDF. Microsoft Word format can also be used.
- If not already selected, select the "Use File" option and click the Select button.
- Click the "Browse..." button.
    - o Click the "My Computer" button.
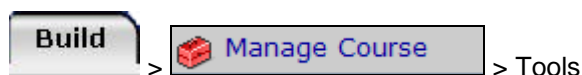   - o Select the Syllabus file from the computer disk and click the "Open" button.

Click the "Student View" tab to preview the syllabus.

Please refer to page 682 of Blackboard CE 8 Designer and Instructor Reference for further details.

Discussions

Add Discussions Tool

If not already added, add Discussion tool as follows

Build > Manage Course > Tools

Select "Discussion" and click the "Save" button at the bottom of the page.
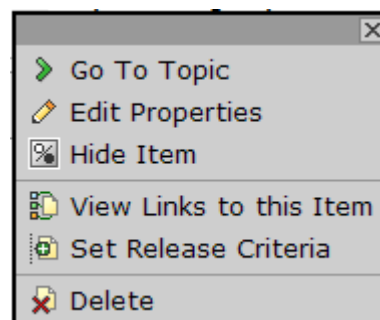
Discussion Topics

Click the *Discussions* tool icon from the course tools menu. The tool is organized in terms of topics which can also be categorized. Three types of topics are available:

- Threaded topic.
- Blog topic.
- Journal topic.

Let us see how a *Threaded Topic* can be added.

- Click the "Create Topic" button.
- Select "Threaded topic." option and click the "Next" button.
- **Title**: Enter a title for the discussion topic in the title field.
- **Description**: Enter a description for the discussion topic in the description field. To apply text formatting (bold, italic etc.) use the "Enable HTML Creator" button to enable text formatting tool.
- **Grading**: If the discussion will be graded then use the grading options to define a grading criterion.
- Click the "Save" button.

- Use the ActionLinks button (📋) of a topic to access the options available for editing the discussion topic.
- Use the "Move Options" (📑) button beside each topic to move a topic to a new location in the topics list.

Posting a Message to Discussion

Click the *Discussions* tool icon from the course tools menu.

In the list of topics, click the link of topic to which you want to post the message. This displays the topic screen.

Click the "Create message" button to post a new message. A new window pops up with the following fields and buttons:

- **Subject**: You must give a subject to the message.
- **Message**: Write the message text here. If you would like to apply text formatting in the message, use the "Enable HTML Creator" button to enable text formatting tool.
- **Attachments**: Attach a file to the message.
- **Post**: Click this button to post the message to the discussion topic.

Reading Discussion Messages

Click the *Discussions* tool icon from the course tools menu.

In the list of topics, click the link of a topic. This displays the topic screen with a list of messages posted to the topic.

Please note the following about the list of messages in a topic:

- The messages are generally listed in the threaded order. This means that the original message and all replies to it are listed together with replies indented under the message.

- As an alternate message can be listed in chronological order using the "Unthreaded" button.
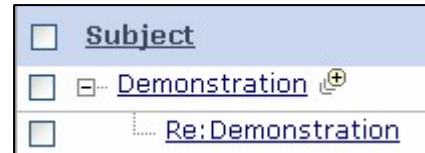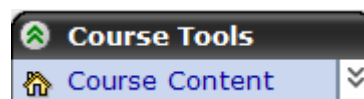

To read a message in a thread, expand the thread by clicking the tree expand button (⊞) beside the thread title. Now click the hyperlink of the message from the list to read the message. To read all message in a thread together, click the preview button (⊞) beside the thread title.

> **Please refer to page 256 of Blackboard CE 8 Designer and Instructor Reference for further details.**
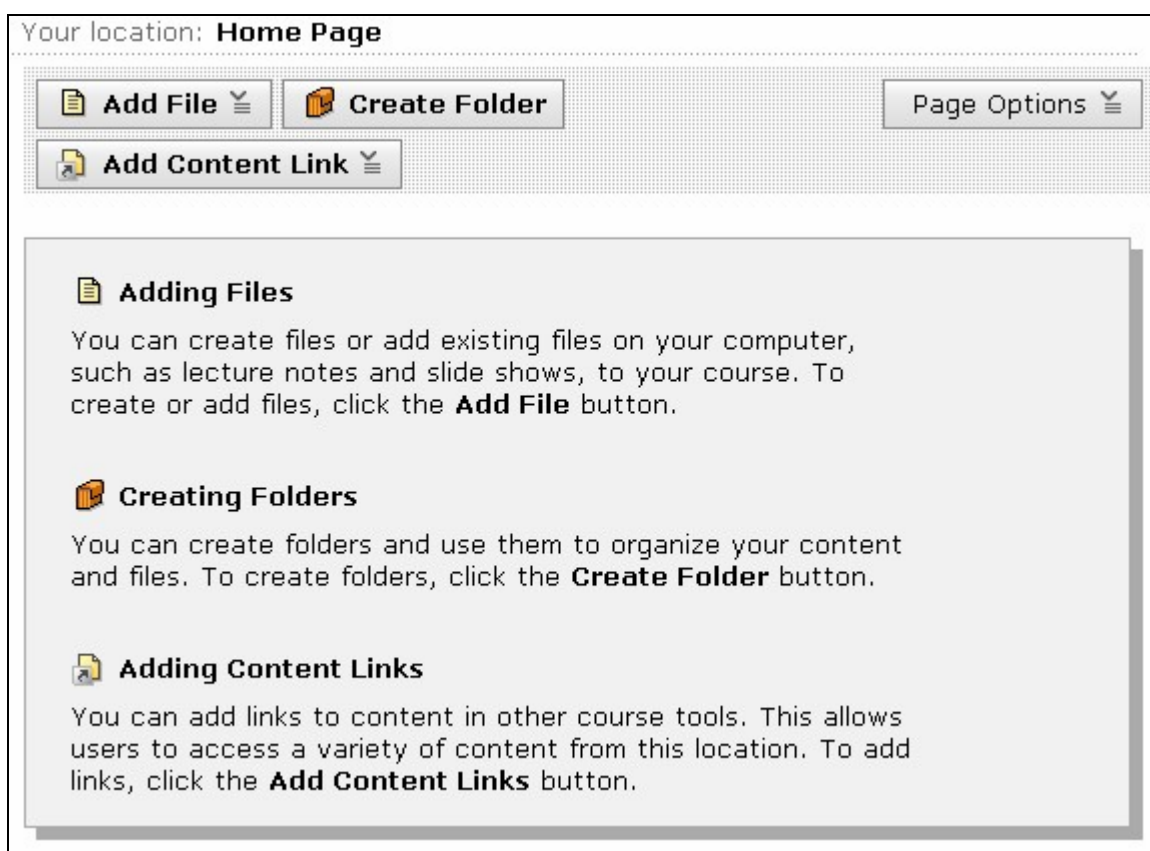
Home Page/Folders

The course content in Blackboard CE can be organized by making links on Home Page and Folders. The Home Page is accessed by clicking the "Course Content" icon on the "Course Tools" menu. The Home Page is always available in any Blackboard CE course and Folders can be added to further organize the content in logical units. The functionality of Folders is same like Home Page, i.e., to provide links to course content items with an option of adding a header and footer (See figure on page 3).

A "Course Content Map" button (⌄) is available beside the "Course Content" icon on the "Course Tools" menu. Clicking the button displays the organization of the content on Home Page and in Folders.

To design a Home Page/Folder, access the course through "Build" tab. If the Home Page/Folder does not have any items then it appears as shown below:

Following three buttons allow adding items on a Home Page/Folder:

- Add File (See Also: File Management Section)
- Create Folder
- Add Content Link

Note that "Content Links" are links to *content items* (see page 3) in a course tool already added to the course.

Home Page/Folders (Contd.)

Click the "Page Options" button to get ActionLinks to add/edit header and footer and to customize page display.

On selecting "Edit Header" or "Edit Footer" ActionLink a new window pops up with a textbox to enter header/footer text. HTML editor can be enabled by clicking the "Enable HTML Creator" button. This allows designing the header/footer with text formatting, images, tables etc.

The "Customize Page Display" option provides options to:

- Change layout of the links on the Home Page/Folder.
- Specify/Change a background image for the Home Page/Folder
- Change the background color of the Home Page/Folder

Page Options ⩔
Go to Power View
Customize Page Display
Edit Header
Edit Footer
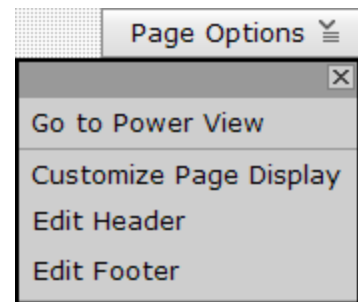
Please refer to page 217 of Blackboard CE 8 Designer and Instructor Reference for further details.
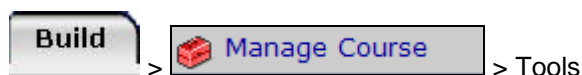
Learning Modules

Course content and resources can be made available by organizing their links on Home Page and with Folders as described in the previous section. Learning Modules, however, provide a more structured means of organizing courses in Learning Modules where all content and resources of a lesson are made available in a more integrated manner through a Learning Module. A Learning Module can have a table of contents and an "Action Menu" which provides a more efficient means of navigating through the content.

Action Menu of a *Learning Module*
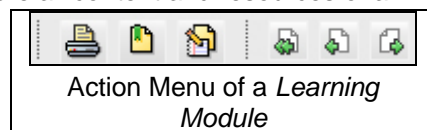
Note that each Blackboard CE course can have one "Learning Modules" tool while several Learning Modules can be added to the tool as per the requirement of the course structure.

Adding Learning Modules Tool

If not already added, add "Learning Modules" tool as follows

 > > Tools

Select "Learning Modules" and click the "Save" button at the bottom of the page.

Creating a Learning Module

Click the *Learning Modules* tool icon from the course tools menu. To add a Learning Module proceed as follows:

- Click the "Create Learning Module" button.
- **Title**: Enter a title for the new Learning Module in the title field.
- **Description**: Enter a description for the Learning Module in the description field.
- Click the "Save" button.

Adding Content to a Learning Module

Once a Learning Module has been created as described above, content then can be added to it. Click the link of the Learning Module to proceed to add content to it. This provides following options:

Add File	Add a file to the table of contents. (See Also: File Management Section)
Add Content Link	A link to an item within any of the Blackboard tool such as a "quiz," or a "discussion topics" can be added to the table of contents.
Create Heading	Create a heading within the table of contents.
Action Menu Settings	This allows customization of Action Menu that appears at the top when any of the Learning Module item is displayed.
Edit Link Titles	Titles of items appearing on the table of contents can be edited using this function.

Learning Modules (Contd.)

- Use the ActionLinks button ( ) beside each item added on the table of contents to access the options available for editing the item.

- Select an item by its checkbox ( ) and use the Indent button to indent an item under the preceding item on the table of content.

- Use the "Move Selected Item Above" ( ) button beside each item to move an item to a new location in the table of content.
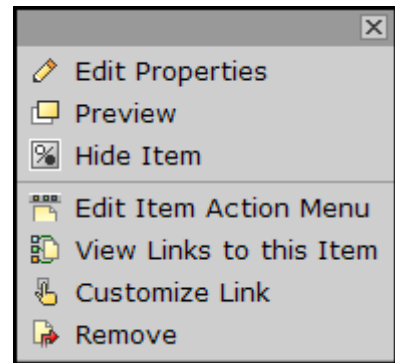
Please refer to page 416 of Blackboard CE 8 Designer and Instructor Reference for further details.

File Management

All course content files have to be saved in the "Class Files" area of a Blackboard CE course before any file can be added to a tool. Files are often added using the "Content Browser" while The "File Manager" available on the "Designer Tools" menu allows managing files in the "Class Files" area of a Blackboard CE course.

Content Browser

In the sections on "Home Page/Folders" and "Learning Modules", we learned that we have an option of "Add File". Clicking on the "Add File" options brings up a window called "Content Browser.
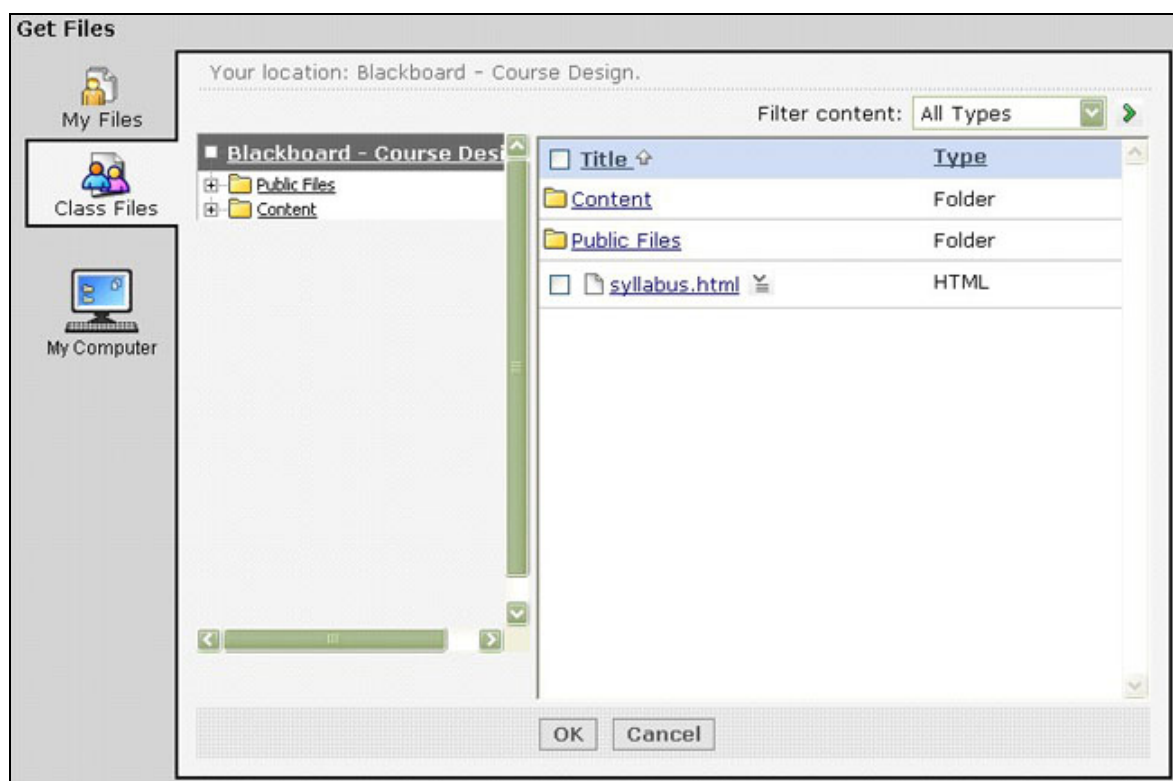
If a file already exists in the "Class Files" area then we can select the file by ticking the file's checkbox (☐) and by clicking the "OK" button.

If the file does not already exist then we can click the "My Computer" button which allows browsing our computer drive and selecting the files that we want to upload. The files selected using the "My Computer" button are first uploaded to the "Class Files" area and are then added to the tool from which we opened the "Content Browser".

File Manager

To access the "File Manager," proceed as follows:
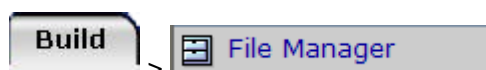
The File Manager has Following Options:

- **Create File**: Create a Text/HTML file directly with the Blackboard CE course.
- **Get Files**: Use this option to get files from one of the folders on your computer drives. Click the "Get Files" button to open up the "Content Browser" as discussed in the previous section. Click the "My Computer" tab to upload files.
- **Create Folder**: Create a sub-folder for saving files.

Any files or folders can be selected using their checkboxes ( ) and following options can be used:

- **Copy**: Copy the selected items to a different folder.
- **Move**: Move the selected items to a different folder.
- **Zip**: Make a Zip file of the selected items.
- **Delete**: Delete the selected items.

Use the ActionLinks button ( ) beside any file or folder to access the options available for editing the item.

Uploading multiple files together using Zip options

Multiple files on a computer can be zipped using a zip file creation software. One of the popular programs at KFUPM is WinZip. Make sure that WinZip is installed on your computer to use the zip option.

Using the WinZip program, zip all the files and folders that you want to upload.

In the File Manager area, use the "Get Files" option to select and upload the zipped file from the computer hard disk.

Use the ActionLinks button ( ) beside the uploaded zip file to access the ActionLinks menu and click the "Extract" option to extract the zip file in a new folder.
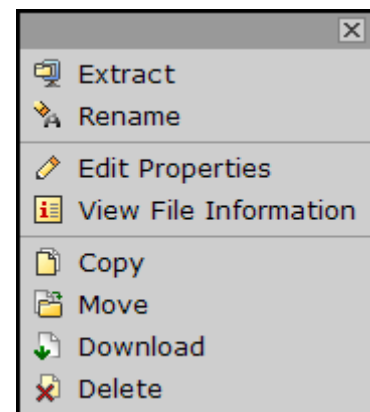
Using Web Folder to manage files

While using Microsoft Internet Explorer (does not work in other browsers), use the ActionLinks button ( ) available at the top of the "File Manager" page and click "Open as Web Folder" option. This opens "Class Files" area as a Web Folder.

Alternatively click the "View WebDAV Info" option to get the Web Folder URL of the "Class Files" area. Use the URL to "Add a network place" in the "My Network Places" of Windows XP.
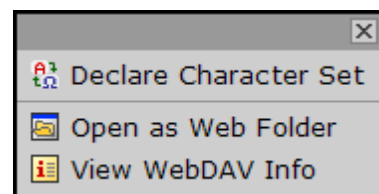
Please refer to page 294 of Blackboard CE 8 Designer and Instructor Reference for further details.

Assessments

Blackboard CE provides Assessments tool that allows creating quizzes, surveys and self-tests, which can include following nine types of questions.

1. **Multiple Choice**: The question can be designed such that student can select only one choice or it can be designed such that more than one choices can be correct. Based on the settings, Blackboard can present the choices in a different order to each student randomly.

2. **True False**: Students select either True or False in response to the question.

3. **Combination**: The question provides a list of combinations to choose from for the students.

4. **Matching**: The student has to match items listed on the left with that on the right.

5. **Jumbled Sentence**: Students are presented with a sentence with missing words which they need to select from dropdown boxes.

6. **Calculated**: This question is created such that a mathematical expression is specified in Blackboard for the question. Blackboard then randomly assigns some value for each variable of the expression based on which student has to calculate the answer.

7. **Short Answer**: This question type can be used when the student response in the form of a short phrase is required.

8. **Fill-in-the-Blank**: Students enter missing text in sentences by typing the text in the blank textboxes.

9. **Paragraph**: This question type is used to allow students to write answers in the form of paragraphs or essays.

Blackboard can automatically grade the first eight types of questions when included in a quiz or self-test. A grader can grade the "Paragraph" type of question and can override the grading done by Blackboard for the other eight types of question. Blackboard keeps all questions to be included in an assessment in a "Question Database".

A third party desktop application called Respondus is available at KFUPM, which allows creating assessment for Blackboard CE. Being a desktop application the software provides considerably more user friendly interface to create Blackboard CE assessment then is available directly in Blackboard. Therefore you can also considering installing Respondus on your computer and using it to create Blackboard assessments.

Adding Assessments Tool

If not already added, add "Assessments" tool as follows
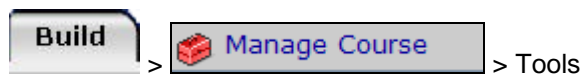
 > > Tools

Select "Assessments" and click the "Save" button at the bottom of the page.

Creating an Assessment

Click the *Assessments* tool icon from the course tools menu. To add an Assessment, click the "Create Assessment" button:
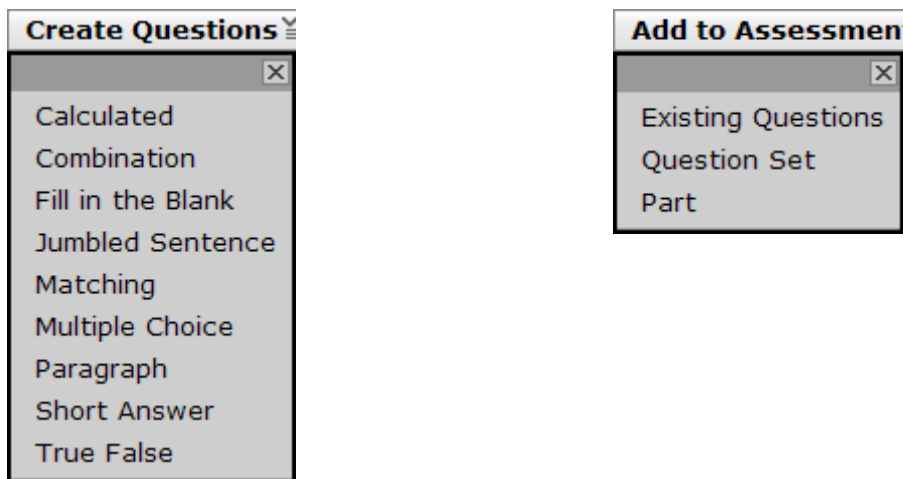
- **Title**: Enter a title for the new Assessment in the title field.
- **Description**: Enter a description for the Assessment in the description field if desired.
- **Type**: Select one of the three types of Assessments (Quiz/Survey/Self-Test) using its option button.
- Click the "Save" button. Alternatively click "Save and Add Questions" button to continue adding questions to the assessment.

Note that initially Blackboard does not allow changing "Item Visibility" setting of an assessment to "Show Item." An assessment must have at least one question in it only then the assessment can be made visible to the students.

Adding Questions to an Assessment

If not already there, click the *Assessments* tool icon from the course tools menu. From the list of the assessments click the link of the assessment to which you want to add questions.

To add a new question you have the ActionLinks menu "Create Questions." Click the button to open up the menu and then click the type of question that you want to add to the assessment. Any of the questions created using this method is automatically saved in the "Question Database" and is added to the current assessment.

Create Questions	Add to Assessment
Calculated	Existing Questions
Combination	Question Set
Fill in the Blank	Part
Jumbled Sentence	
Matching	
Multiple Choice	
Paragraph	
Short Answer	
True False	

If the questions already exist in the "Question Database" then use one of the following two options on the "Add to Assessment" ActionLinks menu:

- **Existing Questions**: This option allows adding one or more questions from the question database while each question is added individually.
- **Questions Set**: This option adds questions, selected from the question database, as a "Questions Set". Questions add as a "Questions Sets" are presented to the students in random order. For more information please see the online help.

Creating Multiple Choice Questions

On the "Create Questions" ActionLinks menu click "Multiple Choice" to start creating a multiple choice question. This displays a form to create a multiple choice question. The form has following sections:

- **Question**: Specify the following under this section:
    - o *Title*: Each question **must** be given a title. The title is used for the question identification when the question is listed in the question database.
    - o *Question*: Enter the question statement here.
    - o *Image*: An image uploaded in the "Course Files" area of the Blackboard course can be specified here to be displayed to the student along with the question.
- **Answers**:
    - o *Select mode*: Make a selection here that if student can select only "One answer" from the list or student can select "Multiple answers" from the list of choices.
    - o *Answer*: Provide a list of possible answers for the multiple choice question. Initially Blackboard provides places to enter five answers. If less than five answers have to be specified then unneeded answer boxes can be left blank. If more than five answers have to be specified then you can click the "Create Additional Answers" button at the bottom of the screen to get places for more answers.
    - o *Feedback*: For each answer you can also enter a feedback statement. The feedback is displayed to the student after the quiz has been graded along with the grading report.
    - o *Value*: Each answer should be assigned a value in %. As an alternate you can check the box "Correct answer" (☐) for the answers, which are correct and Blackboard automatically equally distribute the weight among correct answers and assign 0% value for the rest. Generally the values to answers are assigned such that the sum does not exceed 100 %.
- **Settings**: Please see Online Help → Creating or Editing Multiple Choice Questions for details.

Click the "Save" button at the bottom of the form to save the question.

The question should appear in the list of questions. The option to "Preview" the question is available by clicking use the ActionLinks button (⌨) located beside the question title in the list of questions.

Assessment Properties

Click the *Assessments* tool icon from the course tools menu. To edit properties of an assessment click the ActionLinks button (⌨) located beside assessment title and click "Edit Properties" icon on the menu. All three assessment types (Quiz/Survey/Self-Test) have different types of properties. For further details about assessment properties please see Blackboard Online Help

As mentioned earlier, Blackboard does not make any assessment visible to the students when it is initially created. After you have added some questions to the assessment you can make the assessment visible from this "Edit Properties" page by changing "Item Visibility" setting to Show Item.

Viewing Student Assessment Submissions and Grading

Switch to the "Teach" tab to view or grade student assessment submissions. Blackboards provides the "Assessment Manager" to view and grade student assessment submissions. To access "Assessment Manager" tool click "Assessment Manager" icon on the *Instructors Tools* menu. On clicking the "Assessment Manager" icon you get a screen with four tabs.

- Graded
- Not Graded
- Not Submitted
- All

The first three tabs allow filtering out list of students of that submission status. "All" lists all three types of the submission status together. Depending on which tab you select and status of submission you may get a list of submissions as shown in the figure below:

Following options are available to you for each submission listed on the screen either using one of the hyperlinks or using the ActionLinks (⬇).

- Assessment ActionLinks (Under Title column):
    - View Submissions
    - Grade All Attempts of a Single Question
    - View Reports
- Student ActionLinks (Under Name column):
    - View Performance Report: See student overall course performance.
    - Reset Entire Submission: Remove all student attempts from the record.
- Attempt Hyperlink (Under Attempt column): Click any hyperlink listed under attempt column to see student response to each question and the marks given on each question. The screen also allows instructor to change grades on any question automatically graded by Blackboard and to grade paragraph questions.
- Attempt ActionLinks (Under Attempt column):
    - Reset Attempt: Remove the attempt from the record. This can allow student to retake the quiz if multiple attempts were not allowed.
- Time Hyperlink (Under Time column): Gives a time log of student submission attempt.

Please refer to page 68 of Blackboard CE 8 Designer and Instructor Reference for further details.

Assignments

Blackboard assignments tool is used to allow students to upload files to Blackboard and thus submit their assignments in an electronic format. The tool allows specifying deadline for assignment submission and allows the instructor to grade the assignments online. Students can see their assignments grade directly form Blackboard.

Adding Assignments Tool

If not already added, add "Assignments" tool as follows

Build > Manage Course > Tools
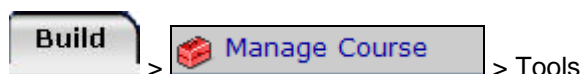
Select "Assignments" and click the "Save" button at the bottom of the page.

Creating an Assignment

Click the *Assignments* tool icon from the course tools menu. To add an Assignment, click the "Create Assignment" button.

- **Title**: Enter a title for the new Assignment in the title field.
- **Description**: Enter a description for the Assignment in the description field if desired.
- **Instructions**: Enter instructions for the Assignment in the instructions field if any instructions need to be provided.
- **Attachments**: If needed, attach files that need to be made available to the students for the assignment.
- **Student submission format**: You will generally select the "Text" option unless you want your students to upload a website like a package. If you choose the "Text" option students can upload files to submit the assignment.
- **Assignment recipients**: Select the recipients as desired. You will generally select the "All Students individually" option to let each student submit the assignment individually.
- **Dates**: Specify the "Due Date" and "Cutoff Date" for the assignment
- **Grading**: If the assignment will be graded online within Blackboard then use the grading options to define a grading scheme.
- Click the "Save" button. Alternatively click "Save and Add Questions" button to continue adding questions to the assessment.

Note that once the "Assignment recipients" have been specified, the assignment becomes immediately available to the recipient. After that it is generally not possible to make any changes to the assignment.

Grading Assignment

Switch to the "Teach" tab to view or grade student assignment submissions. Blackboards provides the "Assignment Dropbox" tool to view and grade student assignment submissions. To access "Assignment Dropbox" tool click "Assignment Dropbox" icon on the *Instructors Tools* menu. On clicking the "Assignment Dropbox" icon you get a screen with four tabs.

- Submitted
- Not Submitted
- Graded
- Published
- All

The first four tabs allow filtering out the list of students of that submission status. "All" lists all types of the submission status together. Instructor has the option to publish an assignment submitted by a student for the all the other students in the class to see. Such published assignments are listed under the "Published" tab.

☐ Title ⇧	Assigned to	Attempt	Due Date	Submitted Date
☐ HW # 1 ⩦	Demo Student ⩦	1		

☑: 🖨Create Printable View

To view a submission made by a student, click the hyperlink of student submission of that assignment under the "Title" column. This displays the student submission and allows entering a grade and comments on student submission.

If there are several students who have uploaded files as submission for their assignment that you need to open on your computer then it is generally more efficient to download all of the submission together on your computer. To do that select the submissions by the check box (☐) and click the button "Create Printable View". This brings up all submissions listed one above the other on a single page. Scroll down to the bottom of the page and click "Save to File" button to download all the submissions to your computer hard disk. This gives you a ZIP file package which you can extract to access all the submitted files.

Please refer to page 145 of Blackboard CE 8 Designer and Instructor Reference for further details.

Grade Book

The grades added in the grade book are accessible to the students through the "My Grades" tool if released to them. Each student can see just his own grade as entered in the grade book.

To access the grade book switch to the "Teach" tab and click "Grade Book" icon on the *Instructors Tools* menu. The grade book has a list of First Name, Last Name and User ID of all students. All Blackboard quizzes and assignments have corresponding columns in the grade book. In addition new columns can be created to publish grades of a test or an exam held outside of Blackboard. The grade book has options to enroll or unenroll students from the Blackboard and to manage student grades.

	Last Name Alphanumeric ↓	First Name Alphanumeric	User ID Alphanumeric	Role Alphanumeric	Midterm Calculated	Final Calculated
☐	Student	Demo	webct_demo_44	Student		

Enrolling Members

You can enroll anyone to your Blackboard course in a role of student or an auditor. You can add any of your colleagues among the faculty members or any KFUPM students using their KFUPM portal/e-mail username. Click the "Enroll Members" button at the top of Grade Book screen to get "Enroll Members into this Course" page. The page allows enrolling users one-by-one. Click the save button once you have enrolled all the members.

Unenrolling Members

Select checkboxes on the left of the member names you want to unenroll in the members list appearing on the Grade Book screen. Click the Unenroll button at the bottom of the screen to unenroll selected members.

Creating Columns

The grade book already has columns for mandatory fields including First Name, Last Name and User ID of all students. In addition a column is automatically created for each of the Blackboard quizzes and assignments. You can also add columns to manage grades of any activity held outside of Blackboard. Following types of Columns can be added to the grade book:

- Alphanumeric
- Calculated
- Letter grade
- Numeric
- Selection list
- Text
- Grading Form

Grade Book (Contd.)

For details of each type of column please see the online help. To add marks of a test or an exam add a numeric column. You can use a calculated column, which allows you to define a formula to calculate a grade based on the values in the other columns of the grade book.

Select the type of column you want to add by clicking the "Create Column" ActionLinks icon at the top of grade book screen. Complete the form for creating the column and click the save button.

Once the column is added you can enter the values of the column by using the "Edit Values" ActionLink on the column's ActionLinks menu.

A number of settings for the columns can be modified using the "Column Settings" option available through "Grade Book Options" button in the top right corner. This includes the setting to release a column to the students, as well as settings for releasing statistics of a numeric column to the students.
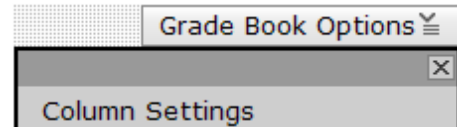
Please refer to page 327 of Blackboard CE 8 Designer and Instructor Reference for further details.