

## Getting Started in Blackboard



## How to Use this Guide

This guide has been designed to help academic staff get started in Blackboard 9.1. It assumes no previous knowledge of Learning Management Systems. Individual sandbox courses have been created in Blackboard in conjunction with this guide.

You can either access specific tasks or work through the whole document.

## Purpose of this Document

The aim of this document is to introduce Blackboard 9.1 to academic staff who are interested in creating and customising web-based learning and teaching content for their students.

## Different Users of Blackboard

- Teachers/Instructors
- Teaching Assistants
- Students
- Course Designers/Builders
- Graders
- System Administrators

## Learning Outcomes

When you have completed the tasks in this guide you should be able to:

- Log into Blackboard, and edit your profile.
- Navigate around various views of Blackboard and find the key features.
- Customise your Blackboard course web site.
- Upload, add, modify and remove some basic resources/activities to your course.

## Blackboard Resources

Blackboard provides a wide range of online resources for users that can be accessed within the learning management environment. The **Help** guide (in the Control Panel) and **On Demand** video tutorials are particularly useful.

More resources can be found on the PolyU wikispaces site - <http://blackboard-polyu.wikispaces.com/>. Everyone is free to add to this wiki.

The LMS Transition website also has useful information – <http://newlms.polyu.edu.hk>.

## Contacts:

- **ITS:** [itbb@inet.polyu.edu.hk](mailto:itbb@inet.polyu.edu.hk)
- **EDC:** [etian@inet.polyu.edu.hk](mailto:etian@inet.polyu.edu.hk) (Ian); and [etjeni03@inet.polyu.edu.hk](mailto:etjeni03@inet.polyu.edu.hk) (Jenny)

## Introducing the Course

You will use your Groupwise username and password.

### 1.1 Login details

Browse to: <http://learn.polyu.edu.hk>

Use your Groupwise username and password for entering Blackboard. You have been allocated the role of teacher in a sandbox (blank) course. You will also be enrolled as a student in another course.

The format of these workshops will be hands-on giving you an overview of how you can use different types of features within Blackboard.

### 1.2 Content files

In order to complete some of the tasks content files will have to be downloaded onto your desktop. More information will be given at the workshops.

# Task 1. Logging into Blackboard and Orientation

## Learning outcomes

After completing this task you should be able to:

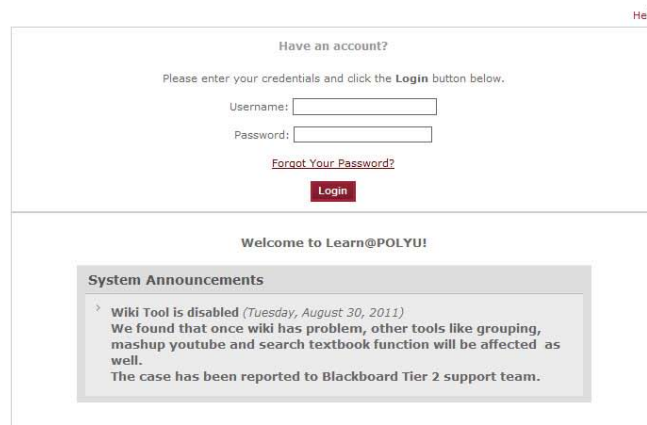
- log into the Blackboard system.
- know how and where to log out.
- understand the Blackboard interface including the My Institution tab and Notifications Dashboard.
- know where the courses are.
- customize the Welcome page.

## Method

Type in your username and password and log into Blackboard. Explore the entry page.

### 1.1 TASK: Logging in

- Browse to: <http://learn.polyu.edu.hk>
- Enter your Groupwise login details.
- Click on the **Login** button.

A screenshot of the Blackboard login page. At the top right is a "Help" link. The main content area has a heading "Have an account?" followed by the instruction "Please enter your credentials and click the Login button below." Below this are two input fields: "Username:" and "Password:". A link "Forgot Your Password?" is positioned below the password field. A red "Login" button is centered below the fields. Below the login section is a "Welcome to Learn@POLYU!" message. Underneath is a "System Announcements" box with a grey background, containing a message: "Wiki Tool is disabled (Tuesday, August 30, 2011) We found that once wiki has problem, other tools like grouping, mashup youtube and search textbook function will be affected as well. The case has been reported to Blackboard Tier 2 support team."

### 1.2 TASK: Orientation

Blackboard provides a single entry point (**LEARN@PolyU** tab) to all your courses. The **LEARN@PolyU** tab contains **modules**. Modules are windows of content that organize content and links, and help users navigate to areas in their courses. The system

administrator can rename modules and determines which will appear when users log in to their courses for the first time. Modules on the **LEARN@PolyU** tab collect information from all the courses users are enrolled in.

- Click **LEARN@PolyU**.
- Click on each item to explore the interface. Make sure you know where to find the courses you teach or study, how to access the built-in tools, and how to log out.

By default the **LEARN@PolyU** tab is shown when you first login. Also notice the other tabs.

The **logout** facility appears in this part of the page throughout Blackboard.

The screenshot shows the Blackboard LEARN@PolyU interface. At the top, there are navigation tabs: LEARN@PolyU, Courses, Community, Content Collection, Library, and SPECIAL ePortfolio. A 'Logout' link is visible in the top right. The main content area is divided into several sections:

- Tools:** A sidebar on the left containing links for Announcements, Calendar, Tasks, My Grades, Send Email, Personal Information, and Blackboard Sync.
- PolyU Institution Bookmark:** A section below the tools with links for subject registration, PolyU Homepage, Information Technology Services Office, NetID Management System, and Learning to Learn.
- My Courses:** A central section titled 'Courses you are enrolled on are listed'. It shows 'Courses you are teaching' (e.g., EDCDiscoverCourse001: Discover Blackboard) and 'Courses in which you are enrolled' (e.g., EDC101: EDC Planning and Collaboration).
- Hot Links:** A section on the right with links to 'First Year Experience Website', 'SPECIAL ePortfolio', 'RE@D PolyU', and 'Blackboard Mobile Learn'.
- My Announcements:** A section at the bottom showing no recent announcements.

Callout boxes provide additional information:

- One points to the 'Logout' link in the top right.
- Another points to the 'LEARN@PolyU' tab.
- A third points to the 'My Courses' section.
- A fourth points to the 'PolyU Hot Links' section.
- A fifth points to the 'Tools' sidebar.

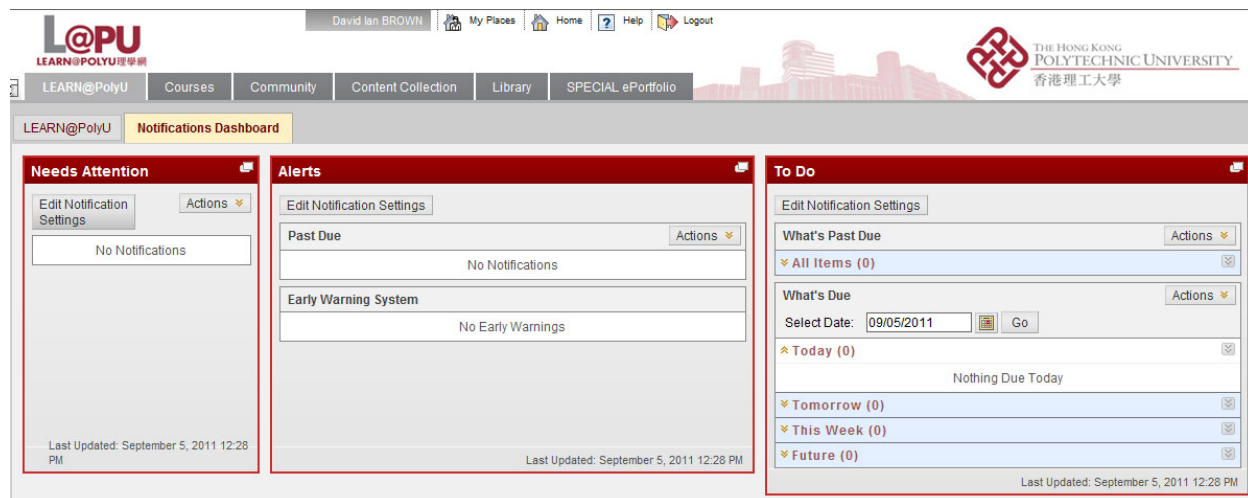
## 1.2 TASK: Customizing Welcome Page

The welcome page can be customized in different ways.

- Find out what kind of content can be added and deleted. Try re-ordering the modules around using drag and drop, and the buttons in top right hand corner of boxes.
- To move a module, point to the title bar to access the four arrows. Press and drag the module into its new location and release.
- To change the **colour** of your page click on **Personalize Page**.

### 1.3 TASK: Understanding the Notifications Dashboard

The **Notifications Dashboard** contains three basic modules that give information to users based on their enrollment and their role in the system. Users with multiple enrollments will receive information for all their classes.



## Task 2. Changing your Personal Details

### Learning outcomes

After completing this task you should be able to:

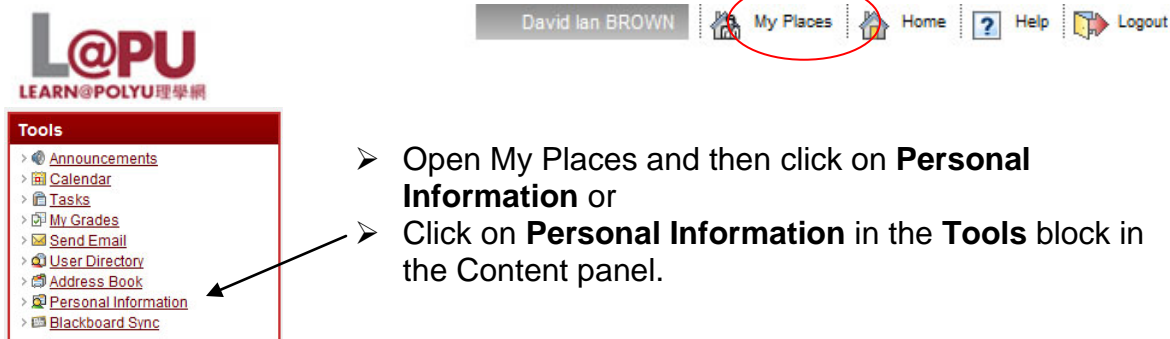
- edit your personal information
- add an avatar image

### Method

You will access your own profile and add some information.

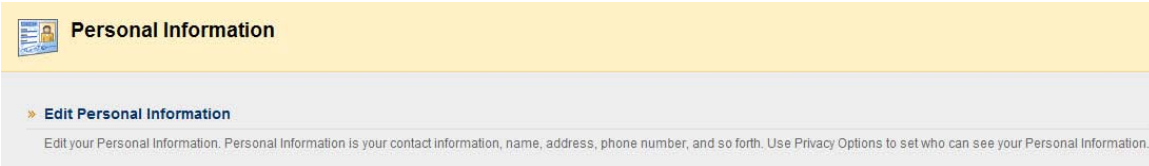
### 2.1 TASK: Updating your details

- First click **My Places** at the top of the screen (near the Logout button)



- Open **My Places** and then click on **Personal Information** or
- Click on **Personal Information** in the **Tools** block in the Content panel.

- Then click **Edit Personal Information**



- Add/change your email address.
- Scroll down and click on **Submit** at the bottom of the page to save your changes.

**Note**

- Some things cannot be changed for security reasons.

## 2.2 TASK: Personalizing Blackboard

You can personalize your Blackboard space by adding an avatar image. This will appear throughout the course, e.g. in the page header, in various modules, and with blog entries. The image can be a photo of yourself or any other object. The recommended pixel size is 150 x 150.

- In *My Places* click on **Personal Information**.
- Then click **Personalize My Places**.
- **Use custom avatar image**. Browse for image.
- **Choose links to display**.
- **Submit**.

**Note:**

- You can also add staff information for specific courses. Go to **Contacts** in **Course Tools** in the Control Panel. Then click **Create Contact**. Here you can add the staff profile information including photos and personal links.

## Task 3. Exploring a Course Web Site

### Learning outcomes

After completing this task you should be able to:

- identify the courses you are working on.
- use/understand the editing button, the main navigation area for content, and the homepage.

### Method

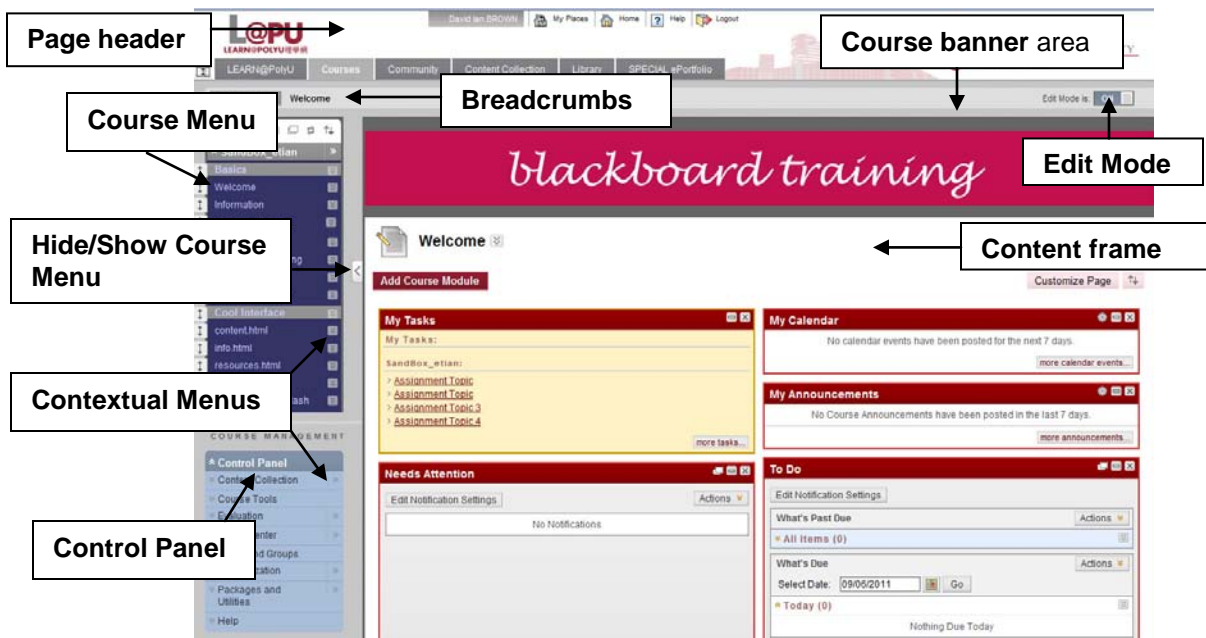
You will access your sandbox course and explore some of the features of the interface.

<b>3.1 TASK: Accessing a course and the Home Page</b>
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You access a course by clicking its title on the **LEARN@PolyU** tab. Courses will vary in design depending on the instructor and the institution, but there are some common features.

The **Welcome (Home) page** is the default start page for new courses that can be changed by the instructor. It informs students of new content and due dates. It is divided into modules. The System Administrator can control which modules are made available on a course Home Page. Each instructor can then select which of those modules become visible. The modules are similar to those found on the LEARN@PolyU tab, but the information appearing pertains only to the course currently being viewed.

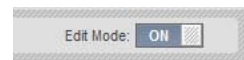




- Look at the courses you are enrolled on in the **My Courses** block.
  - *SandBox\_username*. You have been enrolled as a **teacher** on this course. (Use GroupWise details to log in).
  - *SandBox\_username\_student001*. You have been enrolled as a **student** on this course. (Use special password to log in).
  - *f2f Student Course*.
  - *Practice Course for f2f and Online*.
- Click on your **Sandbox** (teacher) course to see your course **home page**. Remember you are a teacher on this course.
- You can **add course modules** and change the colour theme to **customize** the Home Page.

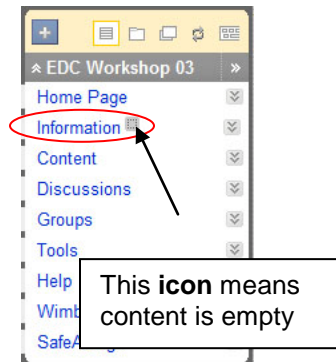
### 3.2 TASK: Exploring the course interface

- Explore the course interface.
- Turn on **Edit Mode** to see instructor controls. This needs to be **ON** to add, remove, and modify content and tools.

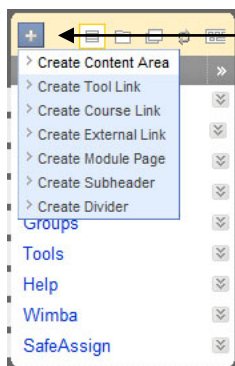


Courses in Blackboard contain content and tools for teaching & learning. The two narrower columns on the left contain information panels – the **content** panel or **course menu** (for developing content) and the **Control Panel** (for course management).

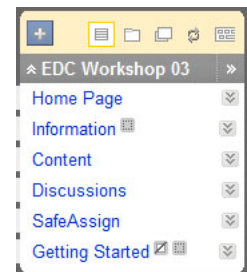
- Go to the top panel – the **course menu**. This is the main access point for **content**. Several types of menu items can be included in a course menu.
- Click on **Information**. This opens up a Content frame. It is currently empty but this is where you build content for course Information.
- Course **Content** areas are used to organize all course content and materials (e.g. assignments, tests, discussion boards etc). There is no limit to the number of Content areas. They can be organized by subject, text book chapter, by time or by unit.
- A course menu can include direct links to the most commonly used Course **Tools**, and direct links to other parts of the course for easier access. In addition **External Links** may also be added for important messages to students.



**3.3 TASK: Adding items to the Course Menu**



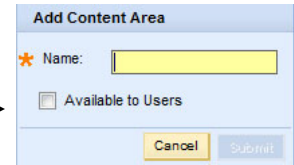
- To add a new **content area** click on **+**, and then type in a new name in the **Create Content Area** field, for example, *Getting Started*. Your new course content menu link appears. Create two more Content Areas: *Chapter One*, and *Chapter Two*.



- Add a **Tool Link** to the course menu. Name it *Bb Discussions*. Select the tool type – e.g. Discussion Board. Make it **Available to Users**. Submit.
- Add an **External Link** – *Hong Kong PolyU*. Enter its **URL** (including http://). Make it **Available to Users**. Submit.

Note:

- Checking **Available to Users** makes the course available to students. Leaving it unchecked means the course can be developed before being made available to students.
- Notice that each item in the panels have drop-down **contextual menus** with lists of options.
- Links can be hidden or shown to students.
- Content can be displayed in the content panel in lists or in folders.



## Task 4. Course Settings

### Learning outcomes

After completing this task you should be able to:

- customize some of your course settings.
- know which settings can and cannot be changed.

### Method

You will use **Customization** in the **Control Panel** block to edit the customization properties of the course.

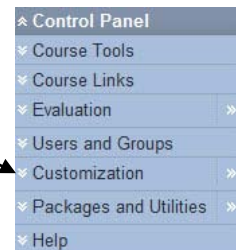
Customization allows instructors to control how they present their courses in Blackboard. Changing the settings will affect your course and how the students interface the content.

Note:

- The fields of some settings should be left to the default value.
- Not all settings can be customized by the instructor.

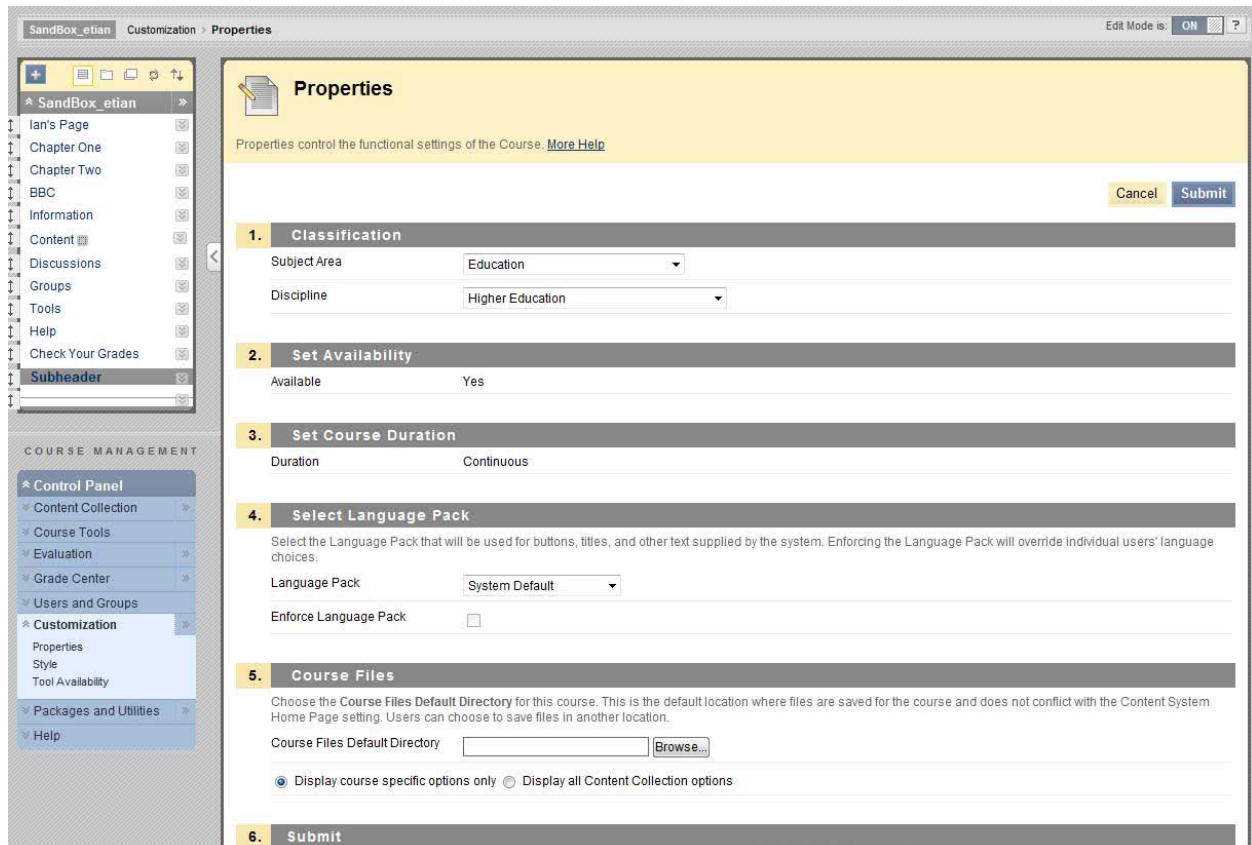
#### 4.1 TASK: Accessing the course settings

- Navigate to your course homepage (see Task 3.1 if unsure)
- In the **Control Panel** block click on **Customization**



#### 4.2 TASK: Change settings of the Course – change classification, language pack, and choose the Course Files Default Directory.

- Click on **Properties** in Customization (Control Panel)



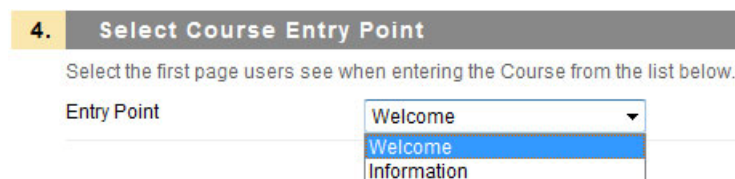
- In Classification select the **subject area** that best describes the course.
- Select a Chinese Language Pack (Make sure you know how to get back!)
- Look at the Course Files Default Directory. Notice how files can be saved in different locations.

**Note:**

- You can create a Web Folder and organize your Blackboard files on your desktop by setting up a local network.

**4.3 TASK: Change Style settings of the Course – change menu style, content view, and Course Entry Point.**

- Click on **Styles** in Customization
- Change the background **colour** of the **menu bar**
- Select a different **Course Entry Point**



## Task 5. An Introduction to Blackboard Tools

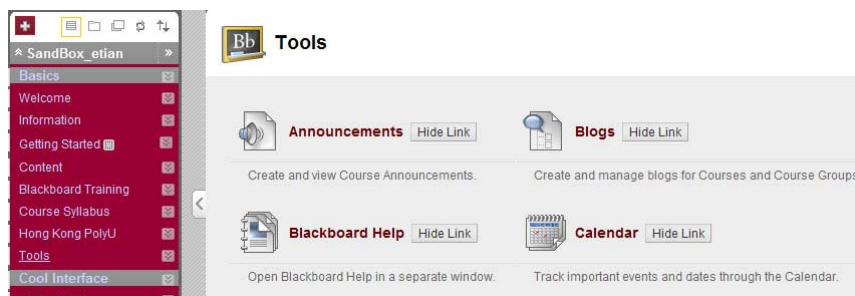
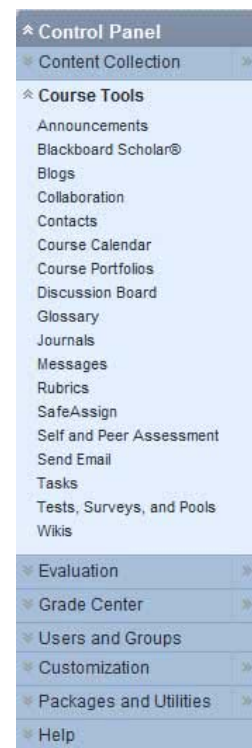
### Learning outcomes

After completing these tasks you should be able to:

- find the Blackboard tools.
- add an announcement to a course.
- consult the course calendar.

In Blackboard 9.1 there are many different tools that you can use for your course. Many of the tools can be found in the **Control Panel**. It is used by instructors to manage all of the Course Tools.

- Click on **CourseTools** in the Control Panel to view the different tools.
- You can also view them in **Tools** in the Content Panel.
- To find out more click on **Help** in the Control Panel.



We will look at many of these tools in more detail in the Communication and Assessment workshops .

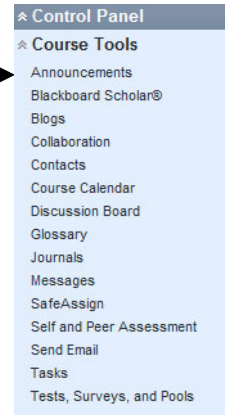
### Method

You will use **Announcements** in the Course Tools area of the Control Panel to place a course announcement.

The **Announcements** tool is often used by instructors to communicate essential information, e.g. assignment due dates, exam schedules, reminders. Instructors can control the order of the announcements and the time they are displayed.

## 5.1 TASK: Adding an announcement

- Click **Announcements** in the Course Tools area of the Control Panel
- Click **Create Announcement &** enter details



**1. Announcement Information**

★ Subject  Black

Message

Normal 3 Arial **B** *I* U **ABE**  $\times_2$   $\times^2$

Path: [body](#)

Save as Reusable Object

**2. Web Announcement Options**

Duration  Not Date Restricted  Date Restricted

Select Date Restrictions

Display After

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

Display Until

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

Email Announcement  Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

- In **Subject** box enter:  
*Office Hours*
- In **Message** box add:  
*Please note that my office hours this semester will be 10 - 6.*

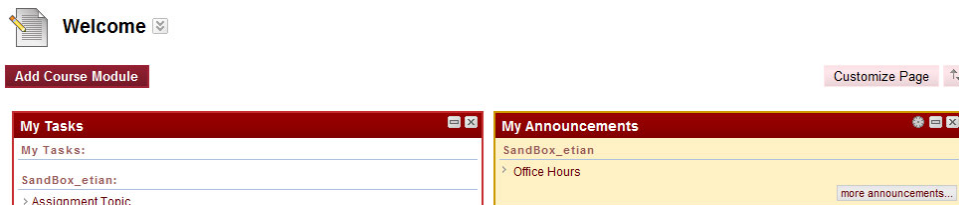
- Select **Date Restricted** and add dates (with boxes checked).
- Click on **Submit** to save changes.

### Note:

- To change an existing announcement click **edit** from the contextual menu.
- Use **Email Announcement** if you want the announcement to be sent by email to everyone enrolled in the course. This will ensure that all users are aware of the announcement even if they do not login to the course. (Ask your Systems Administrator to enable this feature).

## 5.2 TASK: Viewing your announcement

- Return to the course **Welcome page** and go to **My Announcements** block.



You can see the headline of your post listed in the **My Announcements** block.

- Click on **more** to see the announcement in full.

**Note:**

- Announcements can also be seen in the **What's New** block (if enabled).

### 5.3 TASK: Adding events to the Course Calendar

Students can consult the **calendar** to see events the instructor has added such as reminders of course meetings and due dates for assignments. It also allows the instructor to plan out activities for an entire semester before the first classroom sessions. (Some instructors may want to keep these things hidden.)

- Click **Course Calendar** in the Course Tools area of the Control Panel
- Select a **Calendar view: Day, Week, Month, or Year.**
- Click **Create Course Event.**
- Type **Event Name:** *Blackboard training workshop 1*
- Type **Event Description:** *Introduction to Blackboard 9.1*
- Type **Event Date:** *25 May 2011*
- Type **Event Start and End Times:** *10:00 – 12:00*
- **Submit**

The **Event Name** will appear as a link on the Course Calendar.

The screenshot shows a Blackboard course interface. At the top left, there is a 'Welcome' message with a document icon and a dropdown arrow. Below it is a red 'Add Course Module' button. On the right, there is a 'Customize Page' button with an up/down arrow. The main content area is divided into three red-bordered blocks:

- My Tasks:** Shows a list of tasks under the user 'SandBox\_etian'. The tasks are 'Assignment Topic', 'Assignment Topic', 'Assignment Topic 3', and 'Assignment Topic 4'. A 'more tasks...' link is at the bottom right.
- My Announcements:** Shows an announcement from 'SandBox\_etian' with the title 'Office Hours'. A 'more announcements...' link is at the bottom right.
- My Calendar:** Shows a calendar event for '4:00 PM - 5:00 PM on 9/6/11:'. The event title is 'Bb training workshop' and the description is 'Introduction to Bb'. A 'more calendar events...' link is at the bottom right.



## Task 6. Uploading Course Materials & Creating Basic Content

### Learning outcomes

After completing these tasks you should be able to:

- understand the Blackboard content management concept.
- upload files.
- move and delete folders and files.
- linking to websites.
- add YouTube content.
- upload multiple files using Content Collection.
- build a learning module.
- understand the concept of Adaptive Release.
- set review status.

### Method

You will use the **Content** block to upload course materials within Blackboard and make links to external websites.

#### Note:

- In Blackboard you have to **add the files to a content area associated with a course** before the learning material can be made available to students. All attached files are saved in Course Files (AKA Manage Files in WebCT).
- It is very important to think about the structure of your information before you start to build the course. It is a good idea to structure your information into folders.

You can add different types of files (web pages, audio files, video files, Word documents, PowerPoint presentations, spreadsheets or Flash animations) into your course and they will be stored within the Blackboard server. Once your files are on the server they can then be moved, renamed, edited or deleted.

#### 6.1 TASK: Accessing the content area and making a new content area

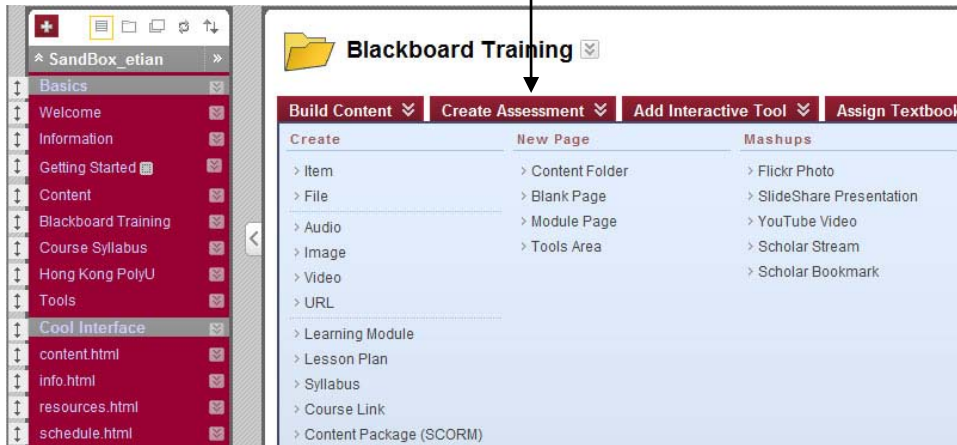
A content area is a container for course material (e.g. syllabus, notes, tests, & assignments). First, you need to create a new **Content area** (see Task 3.3).

- In the Content panel click on **+**, and then type in a new name in the **Create Content Area** field, for example, *Blackboard Training*.
- Make it available to students.
- **Submit**.



The new content area appears in the course menu.

- Open the content area, **Blackboard Training**.
- Look at the different options available.

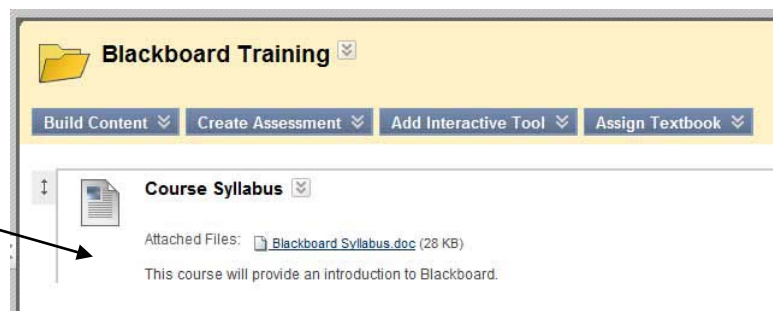


One of the first things the students will look for is the course **syllabus**. (This file can be accessed from your desktop.)

## 6.2 TASK: Creating a new item for the content area

- Click on **Create Item**.
- Insert *Course Syllabus* in the **Name** field.
- Add in the text field: *This course will provide an introduction to Blackboard.*
- **Attach** the file, *Blackboard Syllabus*.
- Under **Options** make content available and
- Schedule when it will be available.
- **Submit**

The new item and course description are displayed in the Blackboard Training content area.



### 6.3 TASK: Creating a folder for the content area

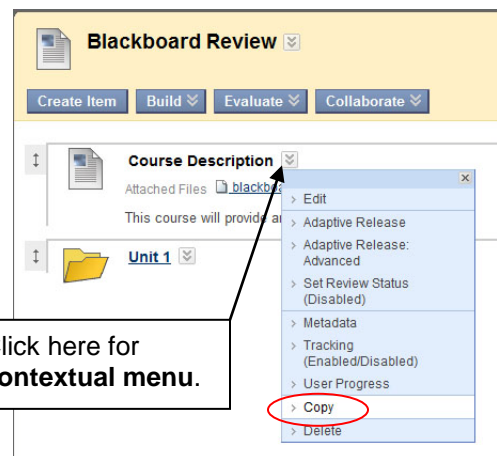
- Click on **Build Content** and then **Content Folder** in the drop-down menu.
- Type in the folder name *Unit 1*
- You have the option to add text to provide a description of the folder contents. Leave this blank.
- In the **Options** section, allow users to view the content.
- Ignore the date restrictions option.
- Scroll down the page and press the **Submit** button.

The folder you have just created should now appear listed in the **Content** area. You can add content to this folder by repeating steps in Task 6.2 (after clicking on the name of the folder).

### 6.4 TASK: Moving files

You can move or copy content items from one of your courses to another of your courses, and from one folder to another folder in the same course.

- Open content area, **Blackboard Training**.
- Make sure **Edit Mode** is on.
- Select **Copy** from the **contextual menu** for content item, **Course Syllabus**.
- Select the **Destination Course** from the drop-down menu. (The default setting is the current course).
- **Browse** to select the Destination Folder.
- **Submit**



### 6.5 TASK: Deleting files

Deleting folders or files is similar to copy and moving files.

- Click on the **contextual menu** of the content item you want to delete.
- Click **Delete**.

## 6.6 TASK: Adding a website link

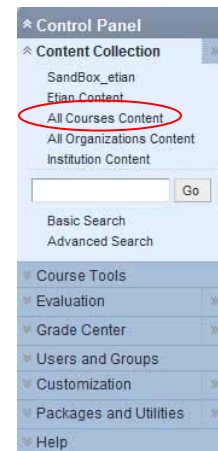
- Go into *Blackboard Training* and click on **Build**.
- In the drop-down menu click on **URL**.
- On the next screen type in a name: *Blackboard MobileLearn* and a summary: *Teaching with Blackboard*.
- Type in the **URL**: *http://www.niu.edu/blackboard/mobile/*
- Open in **New Window**.
- Keep other default settings.
- **Submit**.

In the *Blackboard Training* content area click on the Blackboard Learn link. It should appear in a popup window. Try again but this time don't select **New Window**. See what happens.

## 6.7 TASK: Uploading multiple files to a course (using Content Collection)

Content Collection provides central file storage for all content.

- Expand **Content Collection** in Control Panel.
- Click **All Courses Content**.
- Open a course folder.
- Move cursor over **Upload** button and select **Upload Files** from drop-down menu.
- Follow instructions on screen to drag and drop content. (Java plug-in is required.)
- Click the **Submit** button.



[View List](#) [View Thumbnails](#)

### Course Content: SandBox\_etian

The Content Collection provides central file storage for all content. Instructors can link to items anywhere in the Content Collection when creating content for this Course. When an Instructor changes an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, Instructors can access the content in this Course, in all of the Instructor's Courses, in all of the Instructor's Organizations, or in all of the Courses in the Institution. [More Help](#)

**Upload** ▾ **Create HTML Object** **Create Folder** [Set Up Web Folder](#)

> Upload Files [Copy](#) [Move](#) [Delete](#) [Refresh](#)

> Upload Package

File Type	Name	Edited	Size	Permissions
	Blackboard9	Sep 6, 2011 12:02:06 PM	3.86 MB	

## 6.8 TASK: Linking to newly uploaded content

- Go to course menu and open **Blackboard Training**.
- Move cursor over **Build Content** button and select **Item** from drop-down menu.
- Name the file: *Assessing Groups in Blackboard*.
- Add description for content: *Some tips for assessing group work in Blackboard*.
- **Browse Content Collection** to attach file: *Creating Group Assignments* (in Blackboard folder). In the file manager pop-up window select the content and click **Submit**.
- Permit users to view content.
- Leave date options blank.
- Click the **Submit** button.

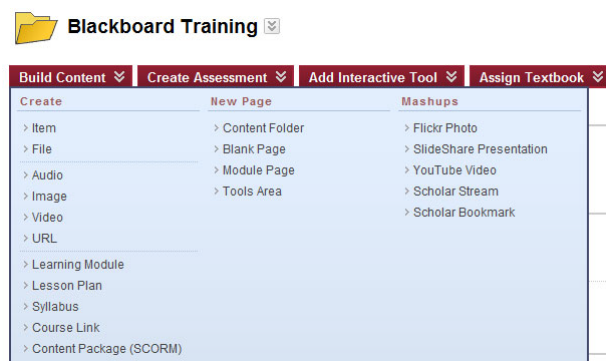
The file you have just created should now appear listed in the *Blackboard Training* content area.

## 6.9 TASK: Adding YouTube content

Blackboard allows the instructor to easily add content from Web 2.0 sites such as *YouTube, Flickr* and *SlideShare*.

To add a **YouTube** link:

- Open **Blackboard Training**.
- Move cursor over **Build Content** button.
- In **Mashups** select **YouTube**.
- Search for *Blackboard Education* video.
- **Select** video.
- Give description: *A view on education*.
- Leave default settings for **Mashup Options**.
- **Permit** users to view.
- **Submit**.



The YouTube video can now be viewed in the content area.

## 6.10 TASK: Building a Learning Module

Folders are an effective way to organize and structure content within a Content Area. However, content can also be viewed in a sequential manner using **Learning Modules**.



### Create Learning Module

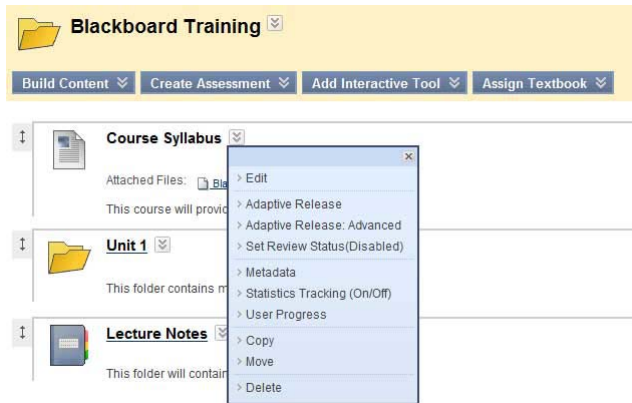
A Learning Module is a collection of Content Items focused on a specific subject that students can navigate at their own pace. For example, a Learning Module about the solar system can include lecture notes, links to websites with pictures of all the planets, and assignments. Instructors can create a structured path for progressing through the items. The path can be set so that students must view content sequentially, or set to permit users to view the content in any order. [More Help](#)

- Click on the **Build Content** button in your Content Area and then **Learning Module** in the drop-down menu.
- Type in the name *Lecture Notes*.
- Add text to provide a description of the folder contents: *This folder will contain copies of the daily lecture notes.*
- In **Availability** allow users to view content but leave date options blank.
- In the **View** section, you can decide to allow users to progress through the content sequentially if required.
- Show **Table of Contents** to users.
- Click the **Submit** button.



### 6.11 TASK: Make a file viewable after a specific date (using Adaptive Release)

**Adaptive Release** allows instructors to release content to students based on a set of rules (or criteria) related to, for example, availability, date and time, individual users and user groups, scores or attempts on any Grade Center item, or review status of another item in the course.



- Open the Content Area, **Blackboard Training**.
- Select **Adaptive Release** from the action menu for *Course Syllabus*.
- Select a **Date** criterion.
- Look at the other options.
- Click the **Submit** button.

To create multiple rules on an item or for deleting rules, use **Adaptive Release: Advanced**.

### 6.12 TASK: Setting Review Status

Review Status tracks user review of specific content items. It needs to be enabled by the System Administrator and also enabled by the Instructor for each content item to be tracked.

### 6.13 TASK: Using Help Tutorial Videos to Build Course Content



- In the Control Panel go to **Help** and click on **Video Tutorials**
- Click on *Understanding & Building Your Course*
- Watch the video *Creating a Lesson Plan*



## Task 7. Assignments

### Learning outcomes

After completing these tasks you should be able to:

- Create an assignment in Blackboard (as an instructor).
- Submit an assignment (as a student).

### Method

You will use the content area, **Blackboard Training** to create an assignment for your students, and use the Student course to submit the assignment.

Instructors can create **assignments** that list the name, points value and description of the assignment. Files may be attached to Assignments.

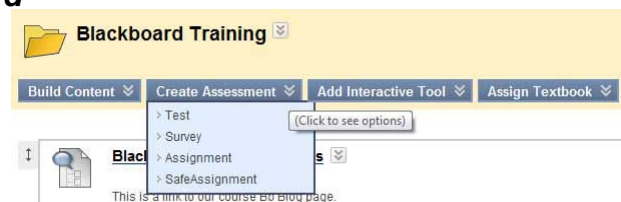
In Blackboard assignments are added to a content area. Students may access the assignment, complete it in a separate file, and send it back to the instructor. The instructor may respond to each student separately, sending comments about their individual assignment.

#### Note:

- Once a student completes and submits an assignment, the instructor may access this file in the Grade Center.

### 7.1 TASK: Creating an Assignment (instructor)

- Open the content area, **Blackboard Training**.
- Make sure **Edit Mode** is **ON**.
- Hover over **Create Assignment** and select **Assignment** from list.
- Type in an **Assignment name** : *Blackboard Assignment 1*.
- Write a **Description** for the assignment.  
(These are the questions and instructions for the students to follow.)
- Define **Points Possible** for **Grade**
- Make **Available** and specify **attempts**.
- Give **Due** dates for submission.
- Click **Submit**.



#### Note:

- The instructor can add an assignment as an attachment.



## 7.2 TASK: Submitting an Assignment (student)

You can use one of the dummy student accounts to access the student view. Log out of Blackboard as an instructor and then log back in as a student.

To download, complete and submit an assignment the student needs to:

- Download assignment to their desktop (or mobile device). Students can access their courses via the **My Courses** module. The assignment will be found in the content area.
- Complete the assignment.
- Save and rename the file.
- Browse to completed assignment. Attach the file (and include a note in the comments box).
- Submit to send it to the Grade Center.

## 7.3 TASK: Grading an Assignment

Log out and log back in as an instructor.

- Access course via the **My Courses** module.
- Click on **Grade Center** in the control panel and select **Full Grade Center**.
- Look for the Assignment. It will be the name of the last column (with a green exclamation in the first row).
- Click on the contextualized drop-down menu in the first row. Locate the submitted assignment by clicking on the **Action Icon**.
- Assess the assignment, and grade. This can be done in the text box in the first row.

**Grade Center : Full Grade Center**

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

Assignment

Sort Columns By: Layout Position Order: ▲ Ascending

Grade information bar Last Saved: May 24, 2011 1:52 PM

Last Name	First Name	Availability	Blackboard Tra	Bb Tools Wiki	Weighted Total	Total	Blackboard Ass
STUDENT	sandbox	Available	--	--	--	23.00	23.00

Selected Rows: 0

Action Icon

- > View Grade Details
- > Quick Comment
- > Exempt Grade
- > Attempt 5/24/11 23.00

**Note:**

- Ungraded assignments are marked with a green exclamation mark.
- The instructor can add an assignment as an attachment.

**7.4 TASK: Checking the Grades**

Students can check their grades by clicking on Check Your Grades in their course menu.