

Blackboard Tier One Training Documents

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Edit Mode

Edit Mode allows instructors to make changes to content and to view content from the student perspective. The Edit Mode toggles On and Off. The toggle appears in the top navigation bar on the right in each Course area and any subfolders.

Note: The Edit Mode toggle is displayed to users with a role of Instructor, TA, Course Builder, or System Administrator. Due to the size of the content editing pages, this method of editing is not recommended with an 800x600 screen resolution.

To Use Edit Mode

Step 1: Locate the Edit Mode toggle button



Step 2: To edit content, toggle Edit Mode to **On**.

Step 3: To view course content as a student would see it, toggle Edit Mode to **Off**.

Add a Syllabus Document

1. Select a Content Area. (The left navigation panel is the recommended location for the course syllabus.)
2. Edit Mode is **ON**.
3. Point to **Build Content**.
4. Select **Syllabus**.
5. Type a **Syllabus Name**.
6. Choose **Use Existing File** to browse for and upload a syllabus file.
7. Click **Submit**.

Add a syllabus link on the left navigation content area

1. Click the **+** symbol at the top, left corner.
2. Select **Create Content Area**.
3. **Name** the content area: Course Syllabus
4. Click the **Available to Users** box.
5. Click **Submit**.
6. The Syllabus link is added to the bottom of the left navigation panel.
7. You can click the Syllabus link to upload a syllabus document.

Uploading and Attaching Files

The instructions provided here are for uploading files to the course, or for attaching files to a page. These instructions apply to all areas of the course and are the same regardless of file type.

Uploading Files to a Course

1. Select a Content Area. (the left navigation panel, a learning module, a folder, or other content area in your course)
2. Edit Mode is **ON**.
3. Point to **Build Content**.

4. Select **File**.
5. Browse for the desired **file**.
6. **Name** the file.
7. Click **Submit**.

Attaching files to a page

1. Select the page or tool to attach the file.
2. Edit Mode is **ON**.
3. Click the drop down arrow next to the page or tool, click **Edit**.
4. Scroll down to the **Attachments Section**.
5. Browse for the desired **file**.
6. **Name** the file.
7. Click **Submit**.

Copy a Course

A new semester will require you to copy your course content into a new course section shell. Copying Course Materials into an Existing Course will add content to a Course, but it will not remove existing content. You can only copy materials into a Course when you have a role of Instructor, Teaching Assistant, or Course Builder.

NOTE: Course Copy works best for those courses designed natively in Blackboard Learn (MyHCC). Courses migrated from WebCT CE 8 (Online@HCC) you should use the Export/Archive, Import process.

Course Copy

1. Locate and click on the course in your course listing where the materials are located that you wish to copy to the new course.
2. On the **Control Panel**, under **Packages and Utilities**, click **Course Copy**.
3. Select **Copy Course Materials into an Existing Course**.
4. Click on the **Browse** button and locate the course you want to copy the materials into.
5. Select the course materials that you want to copy over to the new or existing course by selecting the radio button next to the course content item.
6. Select the option to **Copy links to Course Files** or **Include all Course Files**.
7. Click **Submit**.

Note:

- While copying, the **Course Availability** of the source course will be applied to the destination course. If the destination course's availability is set to unavailable, but the original course is available, the destination course's availability will be changed.
- Links to parts of a course that are not included in the copy will break when the links appear in the destination course. For example, if there is a link to a test in a course area and assessments are not copied, the link to the test will break.
- Content from course menu content areas that have the same name in each course will be added in the same content area. Nothing will be removed from the destination course and replaced with content from the source course.
- If Enrollment is selected, the list of users in the course will be copied. User records, such as discussion board posts, grades, and assessment attempts will not be copied.

Make a Course Available

1. Turn **Edit Mode** ON.
2. On the Control Panel, expand the **Customization** section, and select **Properties**.
3. Under the third section, **Set Availability**, click **Yes** to make the Course available to users.
4. Optionally, under the fourth section, **Set Course Duration**, choose one of the following options:
 - **Continuous** (default) to leave the Course available without a specified start or end date
 - **Select Dates** to choose a Start and/or End Date
 - **Days from the Date of Enrollment** to specify a specific length of time Users have to access the Course after enrolling. This is the best option for self-paced Courses.

The screenshot shows two sections of a course customization interface. The first section, titled '3. Set Availability', contains the text 'Make Course Available' followed by two radio buttons: 'Yes' (which is selected) and 'No'. A blue circle with the number '3' is positioned to the right of the 'Yes' button. The second section, titled '4. Set Course Duration', contains the text 'Duration' followed by three radio button options: 'Continuous' (selected), 'Select Dates', and 'Days from the Date of Enrollment'. Below the 'Select Dates' option are two date input fields, each with a calendar icon to its right. Below the 'Days from the Date of Enrollment' option is a text input field. A blue circle with the number '4' is positioned to the right of the 'Select Dates' options.

5. Click **Submit**.

Announcements

Announcements are accessed from the Control Panel under Course Tools.

Creating Announcements

Announcements will appear in the order posted with the most recent Announcements appearing first.

1. From the Control Panel under **Course Tools**, click **Announcements**.
2. From the action bar, click **Create Announcement**.
3. Provide a Subject and Message.
4. Set the Duration and Date Restrictions.
5. There is an option to link to a course area, tool, or item.
6. Click **Submit**.

Editing Announcements

Click Edit from the contextual menu of the Announcement you wish to edit. Make your changes and Submit.

Deleting Announcements

To delete an Announcement, click Delete from the contextual menu of the Announcement. Confirm the deletion. This action is final and cannot be undone.

Calendar Events

Events may be added or edited by accessing the Create Calendar Event page or Edit Course Event page. The fields on each page are the same.

How to Create a Course Event

1. Click **Course Calendar** in the Course Tools area of the Control Panel.
2. Click **Create Course Event** from the Calendar page.
3. Type an **Event Name**.
4. Type an **Event Description**. The maximum number of characters is 4000.
5. Type a date using the mm/dd/yyyy format OR click the Date Selection Calendar button and use the interface to select a date.
6. Type an Event Start Time using the hh:mm AM/PM format OR click the Time Selection Menu button and use the interface to select a time.
7. Type an Event End Time using the hh:mm AM/PM format OR click the Time Selection Menu button and use the interface to select a time.
8. Click **Submit**.

How to Edit a Course Event

There are a number of ways to edit a Course Event:

- From the View By Day and View by Week pages:
 1. Select Edit from the contextual menu for the Course Event.
- From the View By Month page:
 1. Click the appropriate Course Event link.
 2. Select Edit from the contextual menu next to the Name.
- From the View By Year page:
 1. Click the date on which the Course Event occurs.
 2. Select Edit from the contextual menu for the Course Event.

How to Delete a Course Event

Select **Delete** from the contextual menu of the appropriate Course Event.

Calendar Jump To

Calendar Jump To allows users to quickly access a month, week, or day in the Calendar. Calendar Jump To is useful when looking for events planned for months in advance of the current date.

How to Jump To a specific month, week, or day

1. Click **Course Calendar** in the Course Tools area of the Control Panel.
2. Click **Jump to** from the Calendar page.
3. Type a date using the mm/dd/yyyy format OR Click the **Date Selection Calendar** button and use the interface to select a date.
4. Choose how the date is displayed by clicking Month, Week, or Day.
5. Click **Submit**.

Messages

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. Messages are organized in Folders, marked as Read or Unread, moved to other Folders or deleted. The Messages Area has two Folders, Inbox and Sent that cannot be deleted or renamed. To read Messages, click a Folder, locate the desired Message, and click the Subject link.

Messages may be accessed through the Course Menu or Instructors may access Messages from the Control Panel.

How to Create and Send a Message (with Attachments)

1. Click **Create New Message**.
2. **Select the Recipients** using the To, Cc, and Bcc buttons.
3. Type the **Subject**.
4. Type the **Body**.
5. Browse for the **Attachment**.
6. Click **Submit**.

Organizing Messages into Folders

1. Access Messages from Course Tools
2. Click **Create Folder**
3. Type the folder name; click **Submit**
4. Access the message that you want to move to the folder
5. Click the **dropdown arrow** next to the message subject; click **Move**
6. Select the desired folder
7. Click **Submit**

Discussion Forums

Creating Discussion Forums and Threads

1. On the main **Discussion Board** page, on the Action Bar, click **Create Forum**.
2. On the **Create Forum** page, type a **Name**. Users click this name to access the forum.
3. Optionally, type instructions or a description in the **Description** text box. Format the text using the Text Editor functions, if you want. The **Description** will appear below the forum name.
4. Under **Forum Availability**, select the **Yes** option.
5. Select **Forum Settings**.
6. Click **Submit**.

Forum Settings

- Choose whether to allow anonymous posts, file attachments, thread creation, subscription, and member rating of posts.
- Choose whether to grade discussion posts. Once grading has been enabled, a Grade Center item is created.
- Select the **Grade Forum** option and enter a point value to evaluate students on performance throughout the forum.
- Select the **Grade Threads** option to evaluate students on performance in each thread chosen.
- If you chose to grade the forum or threads, you can determine when posts go into needs grading status. Select the check box for **Show participants in needs grading status** and select the number of posts from the drop-down list.

Students cannot create new threads or respond anonymously if the **Grade Threads** option is selected for the forum.

Creating Threads

1. Access the forum.
2. On the Action Bar, click **Create Thread**.
3. On the **Create Thread** page, type a **Subject**.
4. Type the reply in the **Message** text box. Format the text using the Text Editor functions, if you want.
5. Under **Attachments**, browse for a file to attach to your message. Use the Text Editor **Attach File** function to attach multiple files.
6. To add a grade column to the **Grade Center**, select the **Grade Thread** check box and type **Points possible**.
7. Click **Save Draft** to store a draft of the post or click **Submit**.

Assigning Forum and Thread Grades

1. Click the forum's Action Link to access the contextual menu.
2. Select **Grade**.
3. On the **Grade Forum Users** page, from a user's row.
4. The **Grade Forum** page for the user appears with a collection of the user's posts and a side panel containing three sections: • **Forum Statistics**: Includes information about the user's posts, such as **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
 - a. **Forum Grade**: Grade, Feedback, and Grading Notes are added in this section. The Grade Date appears here also.
 - b. **Contributors**: Users, who have submitted one or more posts, appear with exclamation marks, the needs grading icon. Use the **Previous User** and **Next User** arrows in this section to navigate among users to grade or click a user's name in the list. Click **Show All** to see all users in the course; users who have not posted to the graded forum are included in this list. Click **Show with Posts Only** to return to the list of users who have posts needing a grade.
5. In the content frame, evaluate the currently selected user's posts and click **Edit Grade** in the **Forum Grade** section.
6. Type a point total in the **Current Grade Value** text box. **NOTE**: If a Rubric has been created for this graded forum, click **View Rubric**.
7. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the forum Manager or Grader only. Optionally, use the **Spell Check** function in the bottom of each text box.
8. Click **Save Grade** to add the Feedback, Grade, and Grading Notes to the **Forum Grade** section and to the Grade Center.
9. The Grade or Feedback can be edited by clicking the **Edit Grade** function again at any time. The changes appear in the **Forum Grade** section and in the Grade Center. The changes are documented in the Grade Center in the **Grade History** tab on the user's **Grade Details** page.
10. When grading is complete, click **OK** to return to the **Grade Forum Users** page or use the breadcrumbs to return to the Discussion Board.

NOTE: Only users with a role of Manager or Grader can add grades for posts. A Grader cannot view his or her own work.

Grading Discussion Forums and Threads

1. Click the forum's Action Link to access the contextual menu.
2. Select **Grade**.
3. On the **Grade Forum Users** page, from a user's row.
4. The **Grade Forum** page for the user appears with a collection of the user's posts and a side panel containing three sections: • **Forum Statistics**: Includes information about the user's posts, such as **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
 - a. **Forum Grade**: Grade, Feedback, and Grading Notes are added in this section. The Grade Date appears here also.
 - b. **Contributors**: Users, who have submitted one or more posts, appear with exclamation marks, the needs grading icon. Use the **Previous User** and **Next User** arrows in this section to navigate among users to grade or click a user's name in the list. Click **Show All** to see all users in the course; users who have not posted to the graded forum are included in this list. Click **Show with Posts Only** to return to the list of users who have posts needing a grade.
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7. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the forum Manager or Grader only. Optionally, use the **Spell Check** function in the bottom of each text box.

8. Click **Save Grade** to add the Feedback, Grade, and Grading Notes to the **Forum Grade** section and to the Grade Center.
9. The Grade or Feedback can be edited by clicking the **Edit Grade** function again at any time. The changes appear in the **Forum Grade** section and in the Grade Center. The changes are documented in the Grade Center in the **Grade History** tab on the user's **Grade Details** page.
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NOTE: Only users with a role of Manager or Grader can add grades for posts. A Grader cannot view his or her own work.

Assignments

Edit Assignments

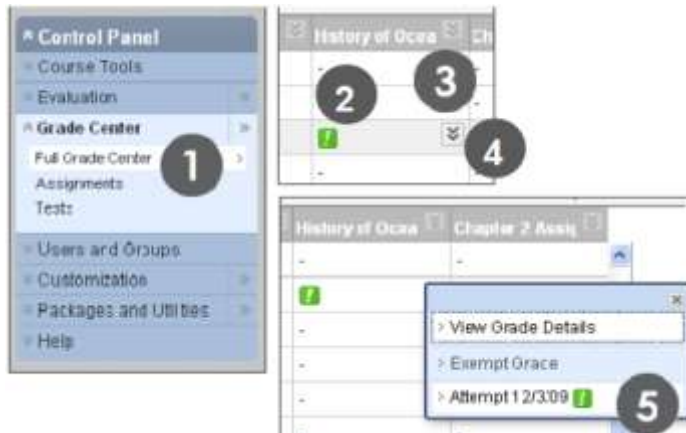
After you have created assignments, there are actions you can perform to keep assignments, and the course areas in which they appear, up-to-date.

- You can change the order of assignments in a Content Area using the drag-and-drop function to move an assignment to a new position. For example, reorder the assignments to keep the current one at the top.
- You can edit the assignment to change the name and instructions, add or delete file attachments, and adjust availability or availability dates.
- You can manage the assignment to apply Adaptive Release, Tracking, Metadata, and Review Status.
- You can delete assignments. When you do this, the assignment and all of its submissions are permanently deleted; however, the assignment grades are not removed from Grade Center.

Grade Assignments

Assignment submissions are reviewed and graded in the Grade Center. When an assignment is created, a grade column is automatically created. Assignments that have been submitted, but not graded, are indicated with an exclamation mark—the needs grading icon—in the Grade Center. When reviewing assignment submissions, you can provide a grade and feedback. You also have the option of returning the submission to the student with comments only, so the assignment can be refined further and then resubmitted for a grade.

1. In the **Control Panel**, select **Full Grade Center** in the **Grade Center** section.
2. In the Grade Center, locate the cell for the student's assignment containing an exclamation mark.
3. Move the mouse pointer over the cell to see the Action Link.
4. Click the Action Link to access the contextual menu.
5. Select **Attempt** at the bottom of the list.



On the **Grade Assignment** page:

- Click the file name under **Review Current Attempt** to view or download attachments.
 - Type a numerical value in the **Grade** box.
 - Optionally, type feedback in the **Feedback to user** area and attach files for the student to review.
 - Optionally, type **Instructor Notes** and attach files that only you will be able to access.
6. Click **Save and Exit** to return to Grade Center.
 7. To return an assignment attempt without a grade:
 - To return an attempt to a student with comments only, follow the preceding steps, but at step 7, click **Save as Draft**. The attempt remains ungraded and student can access your feedback.

When you **Save as Draft** instead of **Save and Exit**, the assignment remains ungraded and an exclamation mark appears in the Grade Center. Students access your comments through **My Grades** and can resubmit by accessing the assignment. If you type a score, **Save as Draft** will prevent the score from appearing in the Grade Center and **My Grades**.

Functions on the Grade Details Page

Attempts can also be viewed and graded from the **Grade Details** page.

Grade Details

User **Bruce Lopez (blopez)** < > Column **History of Ocean Exploration (Assignment)** < >

Current Grade: **10.00** out of 30 points
Grade based on Grade of Last Attempt
Due: None
Calculated Grade: 10.00
Grade Attempts

Edit: [Manually Override](#) [View Column Details](#) [Grade History](#)

Delete: Last Attempt [v] Go

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Dec 3, 2009 2:51:58 PM (Completed)	10.00	Needs more detail		View Attempt Clear Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt.

[Icon Legend](#)

[Return to Grade Center](#)

Under **Grade History**, all notes and actions performed on the assignment are listed.

- A. Jump to a different user or column to change your view without returning to the Grade Center.
- B. A grade **Override** supersedes all attempts, including attempts students have not yet submitted. When a grade is overridden, future attempts do not appear with exclamation marks in the Grade Center.
- C. The **Edit** tab allows the following:
 - a. **Open Attempt** – view the student’s entire submission and have the Save as Draft option.
 - b. **Edit Grade** – quickly type a score and feedback without opening the submission. Grades added here are not override grades. This option does not allow you to use Save as Draft and return an assignment without a grade.
 - c. **Clear Attempt** – allow the student to resubmit an assignment or use the previous attempt as the grade for the assignment.
 - d. **Allow Additional Attempts** – allow a student to submit

Reviewing Assignments Offline – Downloading Multiple Student Assignment Files

Rather than reviewing assignments online from the grading screen, you can download assignment submissions to your computer to review offline. You can download all the student files for a specific assignment, or only selected students' files.

Download Assignment: History of Ocean Exploration

Cancel Submit

1. Select Users

<input type="checkbox"/>	Name	Date	Grade (Select Ungraded)
<input type="checkbox"/>	Akbar, Mina	Wednesday, September 24, 2008 5:39:46 PM EDT	26.0
<input checked="" type="checkbox"/>	Farrell, Andy	Thursday, December 3, 2009 3:35:16 PM EST	Needs Grading
	Freedman, David		Not Available

The assignments have been packaged. [Download assignments now. \(5 KB\)](#)
Thursday, December 3, 2009 3:41:53 PM EST

When multiple files are downloaded, the files are downloaded as a zipped file. Each submission is saved as a separate file.

You will need to unzip the file to view the contents. Within the downloaded zipped file, each submission's file name includes the assignment title, username, and attachment file name. If students included comments when they uploaded their files, you will also find a related .txt document.

TIP: When using the **Assignment File Download** function, the usernames are automatically included in the file names for easy identification. However, if you plan to download files one by one, specify a root file name for your students to use and ask them to append their last names or usernames to it.

QUICK STEPS: Reviewing an assignment offline – Downloading multiple student assignment files

1. Locate the **Grade Center** from the Control Panel in the Course Management window at the left of your screen. Click on the **Action Link** to expand the options available for the Grade Center.
2. Select **Full Grade Center**.

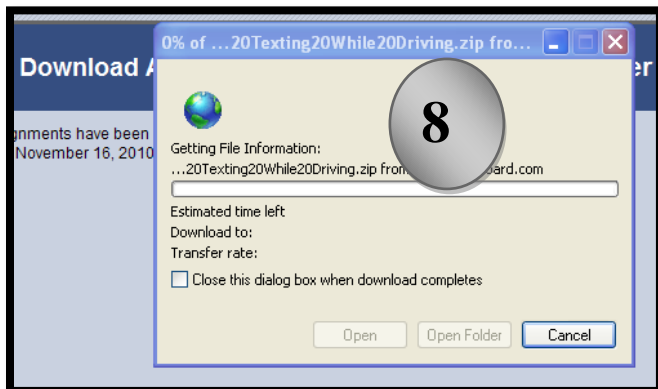
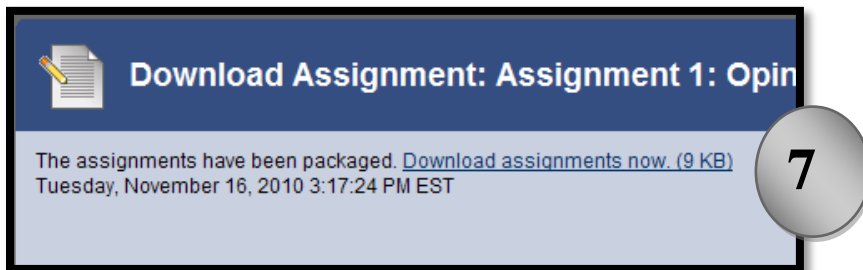


3. In the **Grade Center**, locate the assignment column containing the student assignment files you want to download, and click the **Action Link** for that assignment.
4. When the contextual menu appears, select **Assignment File Download**.
5. Select **Name** to automatically select all students, OR select individual students.
6. Click **Submit**.





7. On the **Download Assignments page**, click **Download assignments now**.
8. The assignment files will download to your computer. Click OK to return to Grade Center.



Reviewing Assignments Offline – Downloading Single Student Assignment Files

Rather than reviewing assignments online from the grading screen, you can download assignment submissions to your computer to review offline. At times, you may wish to only download a single student's files, rather than multiple students' work.

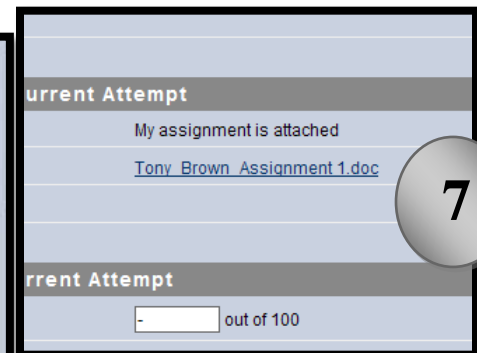
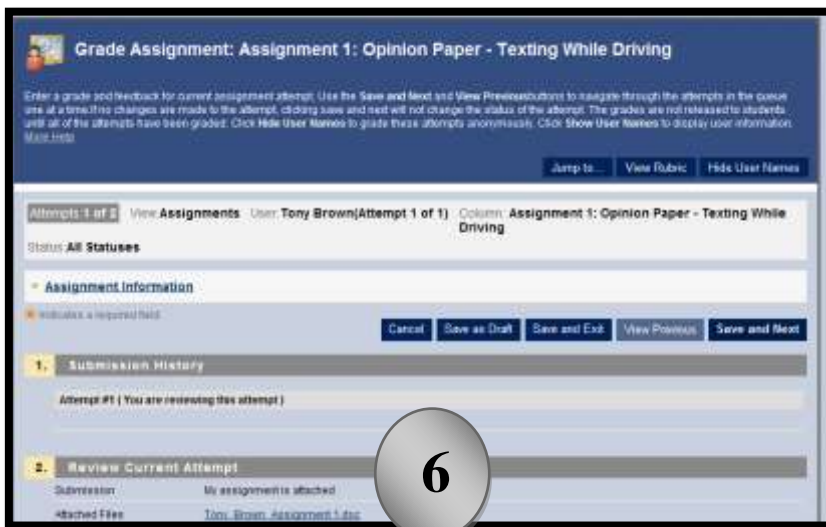
QUICK STEPS: Reviewing an assignment offline – Downloading single student assignment files

1. Locate the **Grade Center** from the Control Panel in the Course Management window at the left of your screen.

2. Click on the **Action Link** to expand the options available for the Grade Center. Select **Full Grade Center**.
3. In the **Grade Center**, locate the assignment column containing the student assignment files you want to download.
4. Place your cursor inside the cell for the student's assignment file. TIP: Place your cursor to the right of the green exclamation point, which indicates there is an assignment that needs to be graded. When the **Action Link** appears, click the link to access the contextual menu.
5. Locate the assignment submission attempt date and click the **Exclamation Point**.



6. On the **Grade Assignments** page, locate item 2, Review Current Attempt, and the student assignment file.
7. Right click on the student assignment file.
8. Select **Save Target As**
9. Select the **Save As** location to save the file, type in **File Name**, and select **Save**.



Assessments

Overview of Assessments

Once students have completed their assessments, the next step in the assessment process is to grade the submissions. When the assessment is built by an instructor, the grading process can be automated from the assessment settings; or the assessment can be set to grade manually. An assessment can also be constructed so that feedback is automatically given, or the instructor can provide specific and individual feedback manually. From the Grade Center, you can:

- Score question types that require manual grading, such as short answer, essay, and file response
- Review automatically scored question, such as multiple choice and matching
- Provide students with feedback

In the Grade Center, a column is automatically created for every assessment that has been created. Open the students' tests in the Grade Center to manually grade questions or adjust a grade for an automatically graded question. For example, if a student successfully defends an answer selection for a multiple choice question, the grade for the question can be edited.

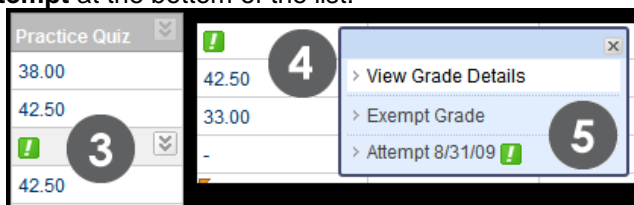
Viewing and Grading Assessments

Some types of questions, such as true/false and multiple choice, are graded automatically, while others, such as essay questions, must be graded manually. You also have the option of adjusting a grade for an automatically graded question. For example, if a student successfully defends an answer selection, the grade for the question can be edited. View and grade tests from the Grade Center, where there is a column for every assessment created.

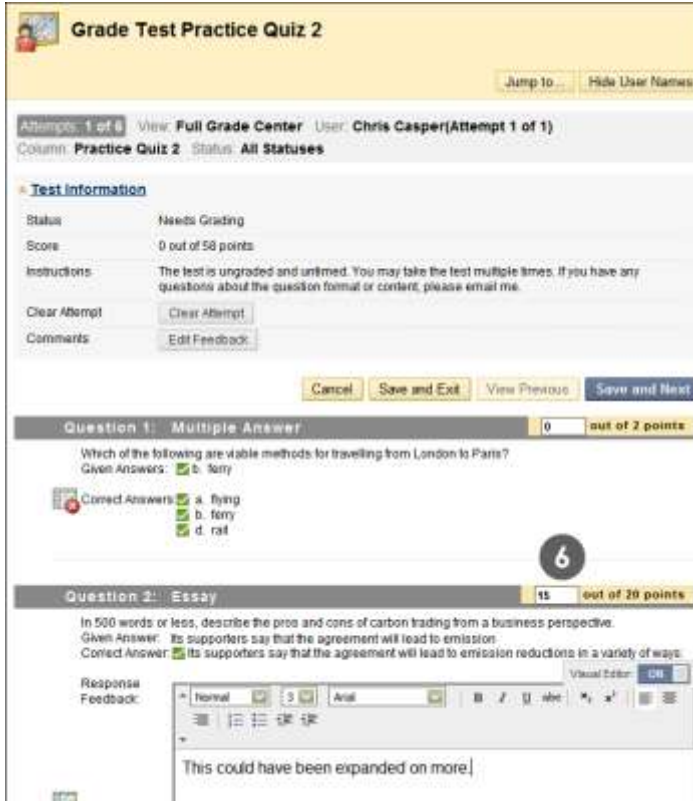
1. In the **Control Panel**, expand **Grade Center** and select **Full Grade Center**.
2. In **Grade Center**, locate the cell for the student's test containing an exclamation mark. The exclamation mark appears when a test requires grading.



3. Move the mouse pointer over the cell to see the Action Link.
4. Click the Action Link to access the contextual menu.
5. Select **Attempt** at the bottom of the list.



6. On the **Grade Test** page, review the student's answers, grade any questions that require manual grading, and type **Feedback**, if you want.



The screenshot displays the 'Grade Test Practice Quiz 2' interface. At the top, it shows 'Attempt: 1 of 6', 'View: Full Grade Center', 'User: Chris Casper (Attempt 1 of 1)', 'Column: Practice Quiz 2', and 'Status: All Statuses'. Below this is a 'Test Information' section with fields for Status (Needs Grading), Score (0 out of 58 points), Instructions, Clear Attempt, and Comments. A navigation bar includes 'Cancel', 'Save and Exit', 'View Previous', and 'Save and Next'. The first question is a 'Multiple Answer' question worth 2 points, asking for viable methods for traveling from London to Paris. The given answer is 'b. ferry', and the correct answers are 'a. flying', 'b. ferry', and 'd. rail'. The second question is an 'Essay' question worth 15 points, asking for pros and cons of carbon trading. The given answer is 'its supporters say that the agreement will lead to emission', and the correct answer is 'its supporters say that the agreement will lead to emission reductions in a variety of ways'. A feedback editor is open for the second question, showing a text box with the comment 'This could have been expanded on more.'

7. Click **Save and Exit**. You are returned to the Grade Center. Click **Save and Next** and go to the next Assessment.

Editing Grades

Occasionally you may need to edit a test grade. If a student successfully defends his or her answer selection for an automatically graded question, you can adjust the grade. Also, you may allow a student to retake a test. For example, if a student encountered technical problems and only partially completed a test, you can clear the grade to allow a retake of the test.

Any grade recorded in the Grade Center may be changed by the Instructor of the course. When grades are changed, the new data is automatically factored in to existing weighted, total points, or calculated grade columns, updating the information immediately. Grades that have been edited are denoted in the Grade Center by a triangular icon. Every time a grade is changed, an entry is made into the Grade History.

Grade History

Every time a grade is changed, whether the score is overridden or new comments are added, an entry is made to the Grade History. The Grade History acts like a log file that keeps track of all the changes made to each grade entry. Grades that have been edited are denoted in the Grade Center by a green triangular icon.

Exempting a Grade

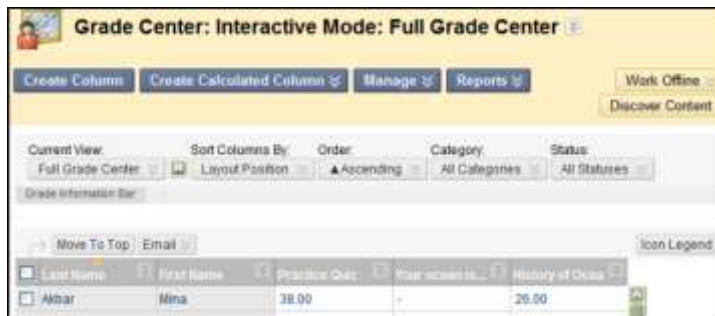
- You can exempt a grade from a student's record. When you exempt a grade, the grade is ignored in all Grade Center calculations. The grade cell displays a blue square.
- The grade remains available on the Grade Details page, and you can clear the exemption at any time.
- In the Grade Center, click the item's Action Link and select Exempt Grade.



Clearing Attempts

You may allow a student to retake a test. For example, if a student encountered technical problems and only partially completed a test, you can clear the grade to allow a retake of the test.

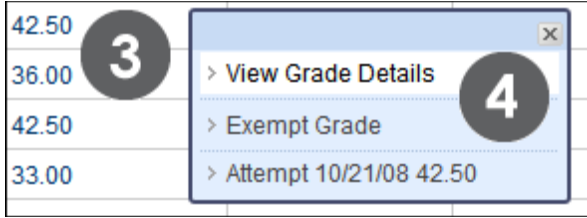
1. In **Grade Center**, locate the cell containing the student's test grade to clear.



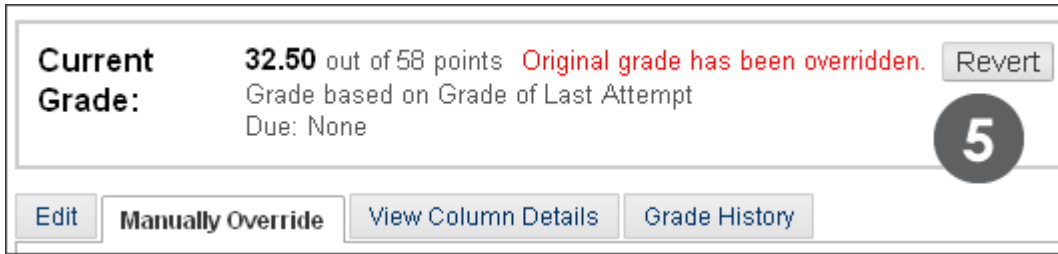
2. Move the mouse pointer over the cell to see the Action Link.



3. Click the Action Link to access the contextual menu.
4. Select **View Grade Details**.



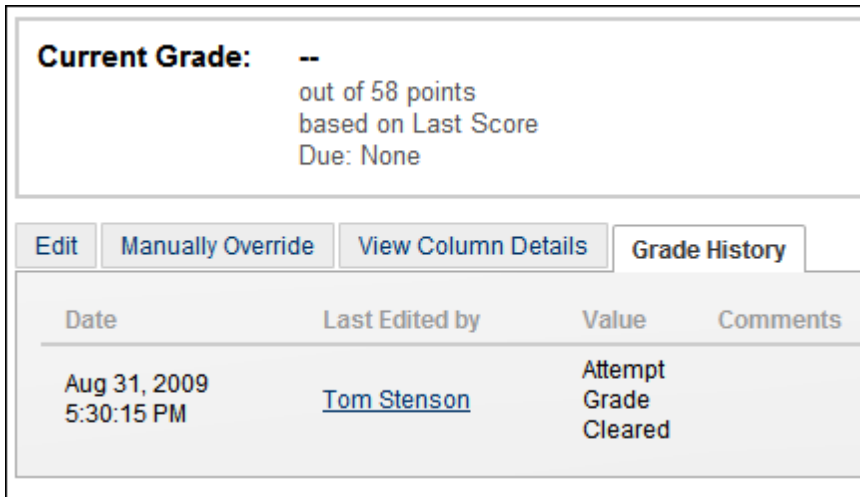
5. On the **Grade Details** page, click **Clear Attempt**. A warning message appears.



6. Click **OK**.

7. To return to the Grade Center, click **Return to Grade Center** at the bottom of the page, or use the breadcrumbs.

The grade is cleared under **Attempts** and the action is recorded under **Grade History**. The grade is also cleared in the Grade Center column.

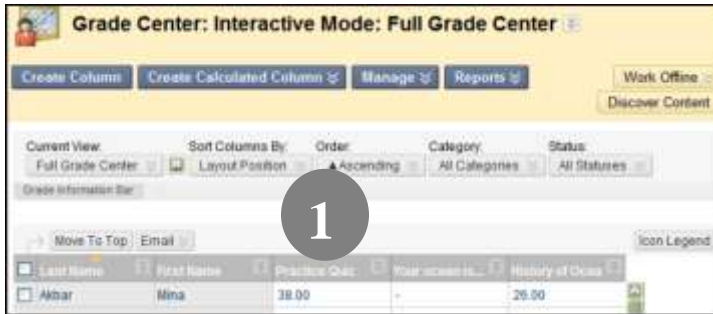


Editing or Overriding Test Grades

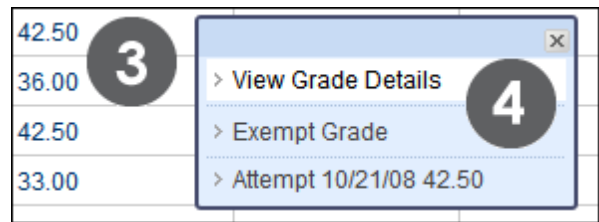
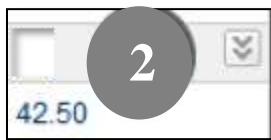
The Override Grade function is designed to ignore the results of all attempts and display the grade as entered. For automatically graded tests, this is useful in a worst-case scenario, such as if a Student is caught cheating. The grade is entered to reflect the incident regardless of student performance on any attempt. This is also why changing an automatically calculated grade on the page results in an override.

The edit attempt option is useful if a small error occurs. The Instructor mistakenly identified the correct answer and wants to give Students that took the test before she caught the mistake an extra 4 points. If multiple attempts are allowed and the Student takes the test again, they can do so and the change to the previous attempt does not apply.

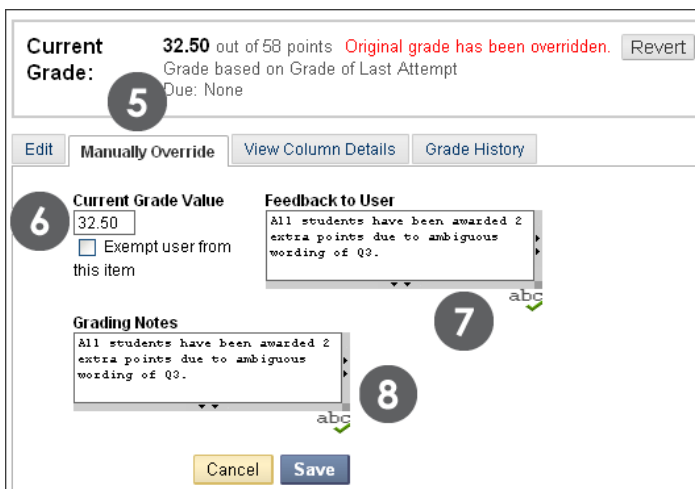
1. In **Grade Center**, locate the cell containing the student's graded test to override.



2. Move the mouse pointer over the cell to see the Action Link.



3. Click the Action Link to access the contextual menu.
4. Select **View Grade Details**.
5. On the **Grade Details** page, select the **Manually Override** tab.
6. The **Override** field opens. Edit the **Current Grade Value**.
7. Optionally, type **Feedback to User** which explains the grade change.
8. Optionally, type **Grading Notes** for yourself.
9. Click **Save**. The updated **Grade Details** page appears.



The **Override** field collapses and the new grade is now the **Current Grade Value**.



In the Grade Center column, the new grade is shown with a **Grade Edited Manually** icon in the cell's corner, indicating the grade has been modified. The icon can be deleted using the contextual menu and selecting **Clear Cell Modified Icon**.

Viewing Statistics

For each test in the Grade Center, you can view **Column** and **Attempts Statistics**.

Column Statistics provide information on overall class performance, including the following:

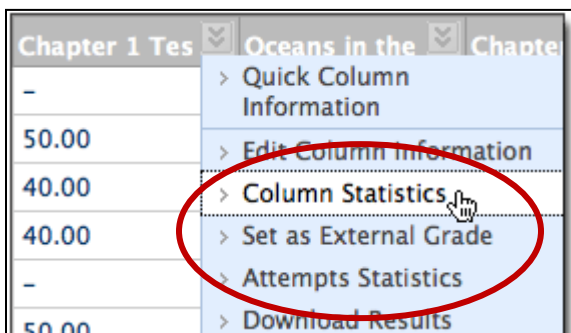
- Statistics, such as standard deviation and average score
- Status distribution
- Grade distribution

You can use this information for a rapid analysis of how well your students learned the material. In addition, you can compare the performance of the current class to other sections or previous terms.

The **Column Statistics** page also lists how many tests are in progress and how many need grading or are exempt. You will also find the grade distribution for the test in the final column.

Attempts Statistics show you how students fared on each question. And, since the overall quality of a test depends upon the quality of individual test questions, these statistics are also helpful in determining if content was unclear or questions were misinterpreted. Statistics will be available for the following:

- The average score for each question
- The number of graded student attempts
- The number of unanswered responses
- The distribution of student responses for each question



Grade Center Reports

Instructors can create printable Reports for their Courses and Students. An Instructor can create a Progress Report that contains all of the grades from a particular Grading Period for a defined group of Students in a class, such as special-needs students or transfer students. This Report can then be printed and given to each Student.

Prerequisites and Warnings

- Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.
- Reports are customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and so on.
- Reports print **one** Student per page.
- Instructors can only choose students within the section being used to appear in the Report. If there is more than one section of a course, a separate Report must be run for each section.

How to Create a Report

1. Point to **Reports** in the action bar and select **Create Report**.
2. Select information to be included in the **Header Information** of the Report and type in the appropriate fields.
3. Select the Users to be included in the Report:
 - **All Users:** This will include all students in the Course on the Report.
 - **All Users in Group:** Select a Group to be included in the report. A Group must be created before it is chosen when creating a Report.
 - **Selected Users:** Select one or more students in the course. To choose more than one student, press and hold the Ctrl key and select the names with the mouse.
4. Select the check box if you want to **Include Hidden Users in Reports**.
5. Select the **User Information** to be included in the report.
6. Select the **Columns** to be included in the Report:

Column	Description
All Columns	Select to include all of the Grade Center columns in the Report.
All Columns in Grading Period	Select to display all of the columns of a particular Grading Period in the Report.
All Columns in Category	Select to display all of the columns of a particular Category. Select a Category to display the Category's columns.
Selected Columns	Select the desired columns to be displayed in the Report.
Include Hidden Columns in Reports	Click this check box to display any column that was hidden from the Grade Center view.

7. Select the **Column Information** to be included in the Report. The Column Name and Current Grade will display automatically in the Report, and these cannot be deleted.
 - **Description:** Select to display the column's description in the Report.
 - **Due Date:** Select to display the column's Due Date in the Report.
 - **Statistics:** Click and then select to display the class **Average**, **Median**, or **Both** for each Calculated Column of Grade Column included in the Report.
8. Select the Footer Information to be included in the footer of the report. It includes the following:
 - **Custom Text:** Select and then enter any desired text to be displayed in the footer section of the Report
 - **Signature Line:** Select to display a signature line on the report.
 - **Date:** Select to display the Report creation date on the Report. This can be edited.

- **Course Information:** Select to display the Course Name and Course ID on the Report.
- 9. Click **Preview** to open the Report in a new browser window, leaving the Report creation browser open.
- 10. Click **Submit**. This will display the report in a new browser window, but the Report creation browser window will return to the Grade Center page.

How to Save a Report

1. Point to **File** on the browser's menu and select **Save As**.
2. Choose the save location. The Report will be saved as an Internet file.

How to Print a Report

1. Point to **File** on the browser's menu and select **Print**.
2. Select the appropriate options and print the Report.