

Blackboard Tier Two Training Documents

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Building Content

To create a content item:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under Create, click **Item**.
4. Type a brief **name** for the new item.
5. Provide any **text or information** about the item (instructions for students).
6. **Attach files** to the item (if applicable).
7. Set the item **options**.
8. Click **Submit**.

To upload/add a file:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under Create, click **File**.
4. **Browse** for the file.
5. Type a brief **name** for the new file.
6. Set the file **options**.
7. Click **Submit**.

To create a content folder:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under New Page, click **Content Folder**.
4. Type a brief **name** for the folder.
5. Provide any **text or information** about the (instructions for students).
6. Set the folder **options**.
7. Click **Submit**.

To create a Blank Page:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under New Page, click **Blank Page**.
4. Type a brief **name** for the new page.
5. Add the page content (text, graphics, videos, URL links, etc.).
6. **Attach files** to the page (if applicable).
7. Set the page **options**.
8. Click **Submit**.

To create a Module Page:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under New Page, click **Module Page**.
4. Type a brief **name** for the new page.

5. Add the page content (text, graphics, videos, URL links, etc.).
6. Select the **page type**.
7. Set the page **options**.
8. Click **Submit**.

To create a Learning Module:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under Create, click **Learning Module**.
4. Type a brief **name** for the new page.
5. Type a **text description or instructions** for students.
6. Select the **Availability** options.
7. Select the **View** options.
8. Select the **Table of Contents** options.
9. Click **Submit**.

Adding Audio files:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under Create, click **Audio**.
4. **Browse** for the audio file.
5. Type a brief **name** for the audio file.
6. Select the **audio** options.
7. Select the **standard** options.
8. Click **Submit**. (or click Preview to listen to the audio file prior to submitting)

Adding Video files:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under Create, click **Video**.
4. **Browse** for the video file.
5. Type a brief **name** for the video file.
6. Select the **video** options.
7. Select the **standard** options.
8. Click **Submit**. (or click Preview to view the video file prior to submitting)

Adding Image files:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under Create, click **Image**.
4. **Browse** for the image file.
5. Type a brief **name** for the image file.
6. Select the **image** options.
7. Select the **standard** options.
8. Click **Submit**. (or click Preview to view the image file prior to submitting)

Adding a URL Link:

1. Select the preferred **content area** in the course.
2. Point to **Build Content** on the action bar.
3. Under Create, click **URL**.
4. Type a brief **name** for the URL link.
5. Type a text description of instructions for students.
6. Add a file attachment (if applicable)
7. Select the **standard** options.
8. Click **Submit**.

How to Add a Syllabus using the Syllabus Tool

1. Select a **Content Area**.
2. Edit Mode is **ON**.
3. Point to **Build Content**.
4. Select Syllabus.
5. Type a Syllabus Name.
6. Choose **Create New Syllabus** to use the Syllabus Builder tool.
7. Click **Submit**.

Adding a Home Page and Changing the Course Entry Point

To add a home page to your course:

1. Add a **module page** to the left navigation (you learned how to do this as part of the Tier 1 training course). Name the module page *Home Page*. (Make the page available to users.)

To change the course entry point:

1. Under the Control Panel, click **Customization**.
2. Click **Style**.
3. In section #4, **Select Entry Point** by setting the entry point to the new **home page** that you just created.
4. You are now ready to design your home page!

Adding a Content Module to the Course Home Page

1. Access the course home page.
2. **Edit Mode** is **ON**.
3. Click **Add Course Module**.
4. Select Modules to add by clicking the check boxes.
5. De-select any modules that you do not want to use by un-checking the check boxes.
6. Click **Submit**.

How to Edit Content Modules

1. Access the course home page.
2. **Edit Mode** is **ON**.

3. Move the Modules around the page by dragging and dropping them with the mouse.
4. Click the **Manage Module Settings** button to manage the settings for the appropriate module.
5. Make any necessary changes and click **Submit**.

How to Create Blank Page as Part of the Course Menu

1. In Edit Mode, point to the plus sign above the Course Menu. The **Add Menu Item** drop-down list appears.
2. Select **Create Blank Page**.
3. Type a Name for the link.
4. Select the **Available to Users** check box.
5. Click **Submit**. The Edit Blank Page appears in the content frame and the new Blank Page link appears last on the Course Menu.

Create a Content Area in the Course Menu

1. Turn Edit Mode **ON**.
2. Point to the plus sign at the top of the Course Menu.
3. Select **Create Content Area**.
4. Type a **Name** for the Content Area in the text box.
5. Select the **Available to Users** check box.
6. Click **Submit**.

Create a Tool Link in the Course Menu

1. Turn Edit Mode **ON**.
2. Point to the plus sign at the top of the Course Menu.
3. Select **Create Tool Link**.
4. Type a **Name** for the Tool Link in the text box.
5. Select the **Tool** from the drop down menu.
6. Click **Submit**.

Chat Tool

To Create a Virtual Classroom

Users can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom. The Session Administrator establishes which tools in the Virtual Classroom users can access.

1. Access the desired content area.
2. Edit Mode is on.
3. Click Add Interactive Tool.
4. Click Virtual Classroom.
5. Click Create New Session.
6. Name the session.
7. Select availability dates and status.
8. Click Submit.
9. To create the virtual classroom link on the content page, click the Title of your session.
10. Click Next.
11. Type your instructions.

12. Select the appropriate options.
13. Click Submit.

To Create a Chat Session

1. Access the desired content area.
2. Edit Mode is on.
3. Click Add Interactive Tool.
4. Click Chat.
5. Click Create New Session.
6. Name the session.
7. Select availability dates and status.
8. Click Submit.
9. To create the chat link on the content page, click the Title of your chat session.
10. Click Next.
11. Type your chat instructions.
12. Select the appropriate options.
13. Click Submit.

Blogs

Blog writing assignments are another medium for reflective learning. With this type of assignment, Students are expected to display their research, analytical, and communication skills through a series of commentaries meant for public consumption and comment. In the course environment, Blogs are only able to be viewed by enrolled users. Similar to Journals, Blogs can be used as a graded assignment or ungraded to gather opinions and information. Instructors can create one or more Blogs for use by Students in their courses. Blog topics must be created before Students can add their entries.

How to Create a Blog Topic

1. Access the Course.
2. Ensure **Edit Mode** is **ON**.
3. In the **Control Panel**, expand the **Course Tools** section.
4. Select **Blogs**.
5. On the **Blogs** listing page, click **Create Blog** on the Action Bar.
6. On the **Create Blog** page, type a **Name** for the Blog.
7. Type optional **Instructions** for the Blog. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.
8. Under **Blog Availability**, select the **Yes** option to make it available to users.
9. Use the **Display After** and **Display Until** date and time fields to limit the availability of the Blog. Select the **Display After** and **Display Until** check boxes in order to enable the date and time selections.
10. Under **Blog Participation**, select **Individual to All Students** or **Course**. Select **Allow Anonymous Comments** for Individual Blogs or **Allow Anonymous Entries and Comments** for Course and Group Blogs, if needed.
11. Under **Blog Settings**, select **Monthly** or **Weekly Index Entries**.
12. Optionally, select the check box to **Allow Users to Edit and Delete Entries**.
13. Optionally, select the check box to **Allow Users to Delete Comments**.
14. Select **No grading** or the **Grade** option and type the number of **Points possible**. Points possible will apply to one or more entries made by the user to the Blog topic. Once a Blog is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be set to **No grading**.

15. Optionally, select the box and the number of entries required to show participants in **Needs Grading** status. Applying this setting will show the Needs Grading icon in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of entries have been made.
16. Optionally, associate a rubric by pointing to **Add Rubric**.
17. Click **Submit**.

The Blog topics appear in alphabetical order on the **Blogs** listing page. Columns can be sorted by clicking the column title or caret.

Creating Blog Entries

Instructors and users can create Blog entries and other Course members can make comments on the entries. Instructors can use Blog entries to provide structure for discussions on class topics and other issues. On the **Blogs** listing page, under each Blog title, Students can see if the Blog belongs to a Group, the Course, or to Individual Students. Group Blogs can be read by all Course members, but to make an entry, the user must be a Group member.

How to Create a Blog Entry

1. On the **Blogs** listing page, select a Blog title.
2. On the Blog's topic page, click **Create Blog Entry** on the Action Bar.
3. On the **Create Blog Entry** page, type a **Title** for the Blog entry.
4. Type text in the **Entry Message** text box. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.
5. If enabled, select the check box for **Post Entry as Anonymous**, if appropriate.
6. Alternatively, under **Blog Entry Files**, browse for a file to attach to the Blog entry.
7. Click **Post Entry** to submit the Blog entry or click **Save Entry as Draft** to add the entry later.

Creating Blog Comments

Because Blogs are meant to be read by others, Students can comment on one another's Blog entries, whether they belong to an individual, the Course, or a Group. The Instructor determines if comments can be made anonymously or deleted. The Instructor can delete any user's comment by clicking the X. Comments cannot be edited after they are posted.

How to Comment on a Blog Entry

1. On the **Blogs** listing page, select a Blog title.
2. On the Blog's topic page, select a Blog to view by selecting the user's name in the side panel under **View Entries by**. The user's Blog entries open in the content frame.
3. Click **Comment** following the user's entry. The **Comment** text box appears.
4. Type a comment in the **Comment** text box.
5. Click **Spell Check** at the bottom of the **Comment** text box to check the spelling of the content before continuing.
6. If enabled, select the check box for **Comment on Entry as Anonymous**, if appropriate.
7. Click **Add**. Click the **Comments** link below the entry to view the comment.

Editing and Managing Blogs

Instructors can edit basic properties of a Blog topic, including the name, instructions, availability, and some settings. Once a Blog topic is designated for individuals or the Course, it cannot be changed to the other. Instructors can edit any user's Blog entries and can delete Blog topics. Comments can be deleted by the Instructor, but no user is allowed to edit Comments.

How to Edit a Blog

1. Ensure **Edit Mode** is **ON**.
2. On the **Blogs** listing page, click a Blog's Action Link to access the contextual menu.
3. Select **Edit**.
4. On the **Edit Blog** page, make changes.
5. Click **Submit**.

How to Delete a Blog

1. Ensure **Edit Mode** is **ON**.
2. On the **Blogs** listing page, click a Blog's Action Link to access the contextual menu.
3. Select **Delete**.
4. Click **OK** in the confirmation window. All entries and comments are deleted.

Note: When a graded Blog is selected for deletion, a **Delete Confirmation** page appears. Select the appropriate check box or boxes to delete the Blog or the Blog and the Grade Center column.

How to Change the Availability of a Blog

1. Ensure **Edit Mode** is **ON**.
2. On the **Blogs** listing page, select the check box next to the appropriate Blog.
3. Point to **Availability** on the Action Bar to access the drop-down list.
4. Select **Make Available** or **Make Unavailable**.

Grading Blogs

Instructors can grade participation in Blogs and Journals for individuals and Groups. Once a Blog or Journal topic is set to be graded, a grade column is automatically created in the Grade Center. Then, individual Student and Group entries can be graded from the Blog or Journal topic page, where all entries and comments can be referenced, as the grade is determined. An assigned grade can also be edited from the Blog or Journal topic page and the Grade Center is updated. Students can view their Blog or Journal grades in the My Grades tool.

Before You Begin

For individuals or the Course as a whole, add Blog and Journal topics and assign points. For Group Blogs and Journals, follow these steps:

1. Create a Course Group or edit an existing Course Group.
2. Select the **Blogs** or **Journals** tool.
3. Select **Grade** and type a number in the **Points possible** text box.
4. Click **Submit**.

How to Grade Blog Entries for Individuals

1. Access the Blog topic page and select the Blog entry or entries to grade by selecting the user's name in the side panel under **View Entries by**. The user's Blog entry or entries open in the content frame.
2. Under **Blog Grade** in the side panel, click **Edit Grade**.
3. Type a point total in the **Current Grade Value** text box. **Note:** If a Rubric has been created for this graded Blog, click **View Rubric**.
4. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the Instructor and Grader only. Optionally, use the **Spell Check** function in the bottom of each text box.
5. Click **Save Grade** to add the Feedback, Grade, and Grading Notes to the **Blog Grade** section and to the Grade Center.
6. The Grade, Feedback, or Grading Notes can be edited by clicking the **Edit Grade** function again at any time. The changes appear in the **Blog 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.

Note: If a Rubric will be used to grade Blog or Journal entries, it must be created and added in advance.

How to Delete a Gradable Blog

If a gradable Blog or Journal is no longer needed, it can be deleted. It is permanently deleted and the action cannot be undone. On the Blogs or Journals listing page, select **Delete** from the contextual menu for the item and the **Delete Confirmation** page appears.

There are two options on the **Delete Confirmation** page:

- **Do not select check boxes:** The Blog or Journal will be deleted, but the Grade Center column and scores assigned are retained. For example, all Student entries have been graded and you want to keep the Grade Center column for the final grade calculations. If the Blog or Journal is deleted, yet the Grade Center column is retained, the column can be deleted from the Grade Center at any time.
- **Select the check boxes:** The grade column in the Grade Center and the Blog or Journal are deleted. For example, if you do not want to include the grade column for the Blog or Journal entries in the final grade, you can safely delete all.

How to Grade a Blog for all Group Members

A Group Blog or Journal is graded following the same steps as for an individual. When the entries are submitted, all Group members' names appear with the exclamation mark, the needs grading icon. When a grade is added for a Group Blog or Group Journal, the grade is automatically given to all the members of the Group and is populated in the corresponding column in the Grade Center for each Group member. All members are assigned a grade, regardless if a member did not contribute. The Instructor can read all the entries for the Group Blog or Group Journal and add one grade on the Group Blog or Group Journal topic page.

Students can view their Group Blog or Group Journal grades in the My Grades tool and on the Group Blog or Group Journal topic page by selecting their names.

How to Change an Individual Member's Group Grade

An individual Group member can be assigned a different grade than the Group by selecting his or her name to access the Grade section. In the content frame, the individual member's entries and comments appear. After assigning a new Grade and Feedback for the individual member, the new information appears in the side panel. The Grade the individual member received and the Grade the Group received are both shown.

If a Group member's grade is changed, and a new Group grade is given, the new Group grade will not affect the individual's new grade. The individual's new grade will not appear to the other Group members.

The Group grade and the individual Group member's edited grade appear in the Grade Center in the column that was automatically created when the graded Group Blog or Group Journal was enabled. Grayed out cells appear in the Group Blog or Group Journal column for course members who are not part of the Group. A Group or individual member's grade can also be edited from the Grade Center.

Groups

How to Create a Single Group

1. On the **Control Panel**, select **Groups** in the **Users and Groups** section. Alternatively, use the Groups link on the Course Menu, if you have made it available.
2. On the **Groups** listing page, point to **Create Single Group** on the Action Bar to access the drop-down list.
3. Select **Self-Enroll** or **Manual Enroll**.
4. On the **Create Group** page, type a **Name** and optional **Description**.
5. Select **Yes** to make the **Group Available** or select **Sign-up Sheet Only**.
6. Select the **Tools** available to the Group by selecting the appropriate check boxes.

7. Select the **Grade** option and type **Points possible** for **Blogs, Journals, and Wikis**, if Student submissions will be graded.
8. Select the check box for **Allow Personalization** to allow individual Group members to add Personal Modules to the Group Homepage.
9. Select the **Sign-up options** for Self-Enroll, including titling the Sign-up Sheet. Select the **Maximum Number of Members**. Select any other Sign-up options you want to include.
OR
In the **Membership** section for Manual Enroll, select the Students from the **Items to Select** box and click the right-pointing arrow to add the selected names to the **Selected Items** box.
10. Click **Submit**.

How to Create a Group Set

1. On the **Control Panel**, select **Groups** in the **Users and Groups** section. Alternatively, use the Groups link on the Course Menu, if you have made it available.
2. On the **Groups** listing page, point to **Create Group Set** on the Action Bar to access the drop-down list.
3. Select **Self-Enroll, Manual Enroll** or **Random Enroll**.
4. On the **Create Enrollment Group Set** page, type a **Name** and optional **Description**.
5. Select **Yes** to make the **Group Available** or select **Sign-up Sheet Only**.
6. Select the **Tools** available to the Group by selecting the appropriate check boxes.
7. Select the **Grade** option and type **Points possible** for **Blogs, Journals, and Wikis**, if Student submissions will be graded.
8. Select the check box for **Allow Personalization** to allow individual Group members to add Personal Modules to the Group Homepage.
9. Select the **Sign-up options** for **Self-Enroll**, including titling the Sign-up Sheet. Select the **Maximum Number of Members**. Select any other Sign-up options you want to include.
OR
In the **Group Set Options** section for **Manual Enroll**, type the **Number of Groups** to create.
OR
In the **Membership** section for **Random Enroll**, type the **Number of Students per Group** to create or the **Number of Groups**. Select an option to determine how to enroll any remaining members in the Groups.
10. Click **Submit**.

Create a Journal

1. Access the Course.
2. Ensure **Edit Mode** is **ON**.
3. In the **Control Panel**, expand the **Course Tools** section.
4. Select **Journals**.
5. On the **Journals** listing page, click **Create Journal** on the Action Bar.
6. On the **Create Journal** page, type a **Name** for the Journal.
7. Type optional **Instructions** for the Journal. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.
8. Under **Journal Availability**, select the **Yes** option to make it available to users.
9. Use the **Display After** and **Display Until** date and time fields to limit the availability of the Journal. Select the **Display After** and **Display Until** check boxes in order to enable the date and time selections.
10. Under **Journal Settings**, select **Monthly** or **Weekly Index Entries**.
11. Optionally, select the check box to **Allow Users to Edit and Delete Entries**.
12. Optionally, select the check box to **Allow Users to Delete Comments**.
13. Optionally, select the check box to **Permit Course Users to View Journal**. If selected, the Journal becomes public. All users can view all Journal entries made to the Journal topic.
14. Select **No grading** or the **Grade** option and type the number of **Points possible**. Points possible will apply to one or more entries made by the user to the Journal topic. Once a Journal is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be set to **No grading**.
15. Optionally, select the box and the number of entries required to show participants in **Needs Grading** status. Applying this setting will show the Needs Grading icon in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of entries have been made.
16. Optionally, associate a rubric by pointing to **Add Rubric**.
17. Click **Submit**.

How to Create a Journal Entry

1. On the **Journals** listing page, select a Journal title.
2. On the Journal's topic page, click **Create Journal Entry** on the Action Bar.
3. On the **Create Journal Entry** page, type a **Title** for the Journal entry.
4. Type text in the **Entry Message** text box. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.
5. Alternatively, under **Journal Entry Files**, browse for a file to attach to the Journal entry.
6. Click **Post Entry** to submit the Journal entry or click **Save Entry as Draft** to add the entry later.

Viewing Drafts

To view or add saved drafts, click **View Drafts** on the Action Bar on the **Journals** listing page.

How to Comment on a Journal Entry

1. On the **Journals** listing page, select a Journal title.
2. On the Journal's topic page, select the Journal entry to view by selecting the user's name in the side panel under **More Journals**. The Journal entry opens in the content frame.
3. Click **Comment** following the user's entry. The **Comment** text box appears.
4. Type a comment in the **Comment** text box.
5. Click **Spell Check** at the bottom of the **Comment** text box to check the spelling of the content before continuing.
6. Click **Add**. Click the **Comments** link below the entry to view the comment.

How to Edit a Journal

1. Ensure **Edit Mode** is **ON**.
2. On the **Journals** listing page, click a Journal's Action Link to access the contextual menu.
3. Select **Edit**.
4. On the **Edit Journal** page, make changes.
5. Click **Submit**.

How to Delete a Journal

1. Ensure **Edit Mode** is **ON**.
2. On the **Journals** listing page, click a Journal's Action Link to access the contextual menu.
3. Select **Delete**.
4. Click **OK** in the confirmation window. All entries and comments are deleted.

Note: When a graded Journal is selected for deletion, a **Delete Confirmation** page appears. Select the appropriate check box or boxes to delete the Journal or the Journal and the Grade Center column.

How to Change the Availability of a Journal

1. Ensure **Edit Mode** is **ON**.
2. On the **Journals** listing page, select the check box next to the appropriate Journal.
3. Point to **Availability** on the Action Bar to access the drop-down list.
4. Select **Make Available** or **Make Unavailable**.

How to Grade Journal Entries for Individuals

1. Access the Journal topic page and select the Journal entry or entries to grade by selecting the user's name in the side panel under **More Journals**. The user's Journal entry or entries open in the content frame.
2. Under **Journal Grade** in the side panel, click **Edit Grade**.
3. Type a point total in the **Current Grade Value** text box. **Note:** If a Rubric has been created for this graded Journal, click **View Rubric**.
4. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the Instructor and Grader only. Optionally, use the **Spell Check** function in the bottom of each text box.
5. Click **Save Grade** to add the Feedback, Grade, and Grading Notes to the **Journal Grade** section and to the Grade Center.
6. The Grade, Feedback, or Grading Notes can be edited by clicking the **Edit Grade** function again at any time. The changes appear in the **Journal 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.

Note: If a Rubric will be used to grade Blog or Journal entries, it must be created and added in advance.

How to Grade a Journal for all Group Members

A Group Journal is graded following the same steps as for an individual. When the entries are submitted, all Group members' names appear with the exclamation mark, the needs grading icon. When a grade is added for a Group Journal, the grade is automatically given to all the members of the Group and is populated in the corresponding column in the Grade Center for each Group member. All members are assigned a grade, regardless if a member did not contribute. The Instructor can read all the entries for the Group Journal and add one grade on the Group Journal topic page. Students can view their Group Journal grades in the My Grades tool and on the Group Journal topic page by selecting their names.

How to Change an Individual Member's Group Grade

An individual Group member can be assigned a different grade than the Group by selecting his or her name to access the Grade section. In the content frame, the individual member's entries and comments appear. After assigning a new Grade and Feedback for the individual member, the new information appears in the side panel. The Grade the individual member received and the Grade the Group received are both shown. If a Group member's

grade is changed, and a new Group grade is given, the new Group grade will not affect the individual's new grade. The individual's new grade will not appear to the other Group members.

How to Delete a Gradable Journal

If a gradable Journal is no longer needed, it can be deleted. It is permanently deleted and the action cannot be undone. On the Journals listing page, select **Delete** from the contextual menu for the item and the **Delete Confirmation** page appears.

Create Wiki

1. Access the Course.
2. Ensure **Edit Mode** is **ON**.
3. In the **Control Panel**, expand the **Course Tools** section.
4. Select **Wikis**.
5. On the **Wikis** listing page, click **Create Wiki** on the Action Bar.
6. On the **Create Wiki** page, type a **Wiki Name**.
7. Type optional **Instructions** for the Wiki. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.
8. Select the **Yes** option to make the Wiki available to users.
9. Use the **Display After** and **Display Until** date and time fields to limit availability of the Wiki. Select the **Display After** and **Display Until** check boxes in order to enable the date and time selections. Display restrictions do not affect the content in the Wiki, only the appearance of the Wiki.
10. Select the **Student Access** option. Student Access can be changed at any time.
 - **Closed to Editing**: Select this option when the Instructor will be the only one contributing pages or to disallow further page editing by users, such as when the Wiki pages are set to be graded. Wikis can still be viewed when Closed to Editing is selected.
 - **Open to Editing**: Allows users to modify any Wiki page. In a Group Wiki, a user must be a member of the Group to edit a Wiki page.
11. Select **No grading** or the **Grade** option and type the number of **Points possible**. Points possible will apply to one or more pages added and all edits by the user. Once a Wiki is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be set to **No grading**.
12. Optionally, select the box and the number of Page Saves required to show participants in **Needs Grading** status. Applying this setting will show the Needs Grading icon in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of Page Saves have been made.
13. Optionally, associate a rubric by pointing to **Add Rubric**.
14. Click **Submit**.

Create Wiki Page

Each newly created Course or Group Wiki requires a first page, which is the home page. The Instructor or any Course or Group member can create the home page. The home page cannot be deleted, but if the Wiki is open to editing, it can be edited by any Course or Group member. The home page and all subsequent pages are created following the same steps.

1. On the **Wikis** listing page, select a Wiki title.
2. On the Wiki's topic page, click **Create Wiki Page** on the Action Bar.
3. On the **Create Wiki Page**, type a **Name** for the Wiki page.
4. Type text in the **Content** text box. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.
5. Click **Submit**.

Edit Wiki Content

1. Access the Wiki. The Wiki topic page appears.
2. Select the page to review and edit. The Wiki page opens in the content frame.
3. In the side panel, click the page's Action Link to access the contextual menu and select **Edit -OR-** click **Edit Wiki Content** next to the page's title in the content frame.
4. On the **Edit Wiki Page**, changes can be made to the name and content of the page. Additional content can be added also. Use the functions in the Text Editor to format existing text or add links, images, multimedia, Mashups, attachments, and link to other Wiki pages.
5. Click **Submit**.

Link to Other Wiki Pages

1. Access the Wiki.
2. On the Wiki topic page, click **Create Wiki Page**.
3. On the **Create Wiki Page**, type a Wiki **Name** and **Content**.
4. In the **Content** text box, position the mouse pointer where a link will be added to another Wiki page.
5. Click the **Link to Wiki page** function in the Text Editor, represented by several sheets of paper. If there is only one page in the Wiki, this function is disabled.
6. In the pop-up window, select the Wiki page to link to from the drop-down list.
7. Optionally, type a name for the link in the **Rename Wiki Page Link** text box. If the link is not renamed, the original page title is used as the link.
8. Click **Submit**. The link appears in the Text Editor.
9. Click **Submit**. The new page with the link to the other page is added to the Wiki.

Comments to a Wiki

1. Access the Wiki.
2. On the Wiki topic page, select the page to view in the side panel. The Wiki page opens in the content frame.
3. Click **Comment** following the user's contribution. The **Comment** text box appears.
4. Type a comment in the **Comment** text box.
5. Click **Spell Check** at the bottom of the **Comment** text box to check the spelling of the content before continuing.
6. Click **Add**. Click the **Comments** link below the contribution to view the comment.

Grading Course Wikis

The grading process for wikis can begin from the Grade Center, the Needs Grading page, the Course Tools area, or the course location where the wiki has been deployed.

1. Access the wiki to be graded.
2. On the wiki topic page, click **Participation and Grading** on the Action Bar.
3. On the **Participation Summary** page, select a user's name in the **View Contributions** section. Users with contributions ready for grading appear with the exclamation mark, the needs grading icon.
4. On the **Participant's Contribution** page, a list of the user's pages and page versions open in the content frame. You can also view information about the contributions. In the **Page Version** column, click a page's title to review it.
5. When ready to grade, in the **Grade** section in the side panel, click **Edit Grade**. The grading field appears in the side panel.
6. Type a numeric grade in the **Current Grade Value** text box, or if a rubric has been created for this graded wiki, click **View Rubric**.
7. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the Instructor and Grader only. Optionally, use the **Spell Check** function in the bottom of each text box. Click **Text Editor** to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia.
8. Click **Save Grade** to add the Grade, Feedback, and Grading Notes to the **Grade** section and to the Grade Center.

- The Grade, Feedback, or Grading Notes can be edited by clicking the **Edit Grade** function again at any time. The changes appear in the **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.

Use the **Previous User** and **Next User** arrows in the **View Contributions** section to quickly access other users' contributions to grade.

Note: If a rubric will be used to grade wiki contributions, it must be created and added to the wiki in advance.

Grade Center/Evaluation Tools

Grading Schemas

A Grading Schema is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display Letter option is chosen, the B+ will display to the Student. Grading Schemas may be edited or added to an ongoing Course and grades will be edited to reflect the changes.

A copy of the system default grading schema is included in all Course sections. Instructors can edit the pre-defined grading schema and save changes within their Course sections. Instructors also have the ability to create additional Grading Schemas within in their Course sections to reflect the multiple ways in which they may need to grade throughout their Courses.

How to Add a Grading Schema

When a Grading Schema is employed, and depending on the grade display option, the Grade Center will translate the entry according to the Grading Schema and display the corresponding value. For example, if a column is configured to display Pass for all percentages above 70%, then, when the Instructor enters 89%, the Grade Center will display Pass. There is no limit to the number of Grading Schemas an Instructor can create.

Upon creation, a Grading Schema is included as an option in the Primary and Secondary Display option in creating a Grade Column or Calculated item. For more information on creating a Grade Column or Calculated Column, see **Create Calculated Columns**.

- Point to **Manage** on the Action Bar of the Grade Center, select **Grading Schemas** from the Action Link menu.
- Click **Create Grading Schema**.
- Type a **Name** for the Grading Schema. The name is shown in the drop-down list for Primary Display and Secondary Display when adding an item to the Grade Center as well as on the Manage Grading Schema page.
- Type a **Description** for the Grading Schema. The description is shown on the Manage Grading Schema page and can assist with identifying the Grading Schema.
- Type the **Schema Mapping** information. By default, any new grading schema will have two ranges of percentiles from 50% to 100% and from 0% (zero) to less than 50%. For example, a pass/fail schema might be set up like this:

| Grades Scored Between | Will Equal | Grades Manually Entered as | Will Calculate as |
|-----------------------|------------|----------------------------|-------------------|
| 50% and 100% | Pass | Pass | 75% |

| Grades Scored Between | Will Equal | Grades Manually Entered as | Will Calculate as |
|------------------------|------------|----------------------------|-------------------|
| 0% and less than 50.0% | Fail | Fail | 25% |

- Click the **Insert New Row** arrow to insert a new row into the schema to enter additional display values to the schema. Each Display Symbol must be unique in the Grading Schema. The dash symbol "—" cannot be used as an entry. The dash represents a Null value.
 The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap.
 For example A = 90 – 100%, B = 80 – 90%, C = 70 – 80% and so on. Ranges must be set up in this way to avoid gaps that could occur when a score falls in between two numbers in the range. The range of 80 – 90% includes all grades up to but not including 90%. The top range does include 100%.
 Click **Delete Row** to delete a value range (row) from the schema.
- Click **Submit** to save the Grading Schema.

How to Edit a Grading Schema

- Point to **Manage** on the Action Bar of the Grade Center, select **Grading Schemas** from the Action Link menu.
- Select the Grading Schema to edit and select **Edit** from the schema's contextual menu.
- Make any changes to **Name**, **Description** or **Schema Mapping**.
- Click **Submit**. Once submitted, all columns using the Grading Schema are edited to reflect the changes.

How to Copy a Grading Schema

Once created, Grading Schemas can be copied and used again.

- Point to **Manage** on the Action Bar of the Grade Center, select **Grading Schemas** from the Action Link menu.
- Find the Grading Schema to copy and select **Copy** from the schema's contextual menu. The copied Grading Schema appears on the list with a number appended to the name. Copied Grading Schemas may be edited by using the steps in the section above.

How to Delete a Grading Schema

Instructors may delete the default Grading Schema only if they have made modifications to it. Instructors may delete any Grading Schemas they created as long as the schemas are not in use. Grading Schemas currently in use do not have a **Delete** button. Removing a Grading Schema cannot be undone.

- Point to **Manage** on the Action Bar of the Grade Center, select **Grading Schemas** from the Action Link menu.
- Find the Grading Schema to delete and select **Delete** from the schema's contextual menu.
- Click **OK**.

Categories

A Grade Center Category is a classification of a Grade Center column of a Course. For instance, "Homework," "Test," or "Quiz" are possible Categories that may have Grade Center columns associated with them.

Categories are helpful in organizing and utilizing the Grade Center. An Instructor may sort the Grade Center by a specific Category to compare how all the Students scored in the "Homework" Category, for example. Categories may also be used when creating Smart Views (a saved view of Grade Center data) comprised of a columns associated to specific Category or Categories.

Categories can integrate with Grade Center columns such as Weighted Grade Column, Total Points Column, or Average Grade Column. For example, an Average Grade Column is created to calculate statistics for all Columns that are in the "Homework" category. Gradable items added to the course that are categorized as "Homework" will automatically be included in the average calculation.

Categories can also be used in the creation of a Report. An Instructor may create a printable Report that displays Statistics of performance for all of the columns in a certain Category. This information is used by Instructors to make decisions about instruction, planning, and assessment.

It is possible to assign columns to Categories through the Column Organization page.

Default Grade Center Categories

The Grade Center contains default Categories that are created by the Grade Center columns that are created through the Blackboard Learning System. The default Categories are:

- Assignment
- Blog
- Discussion
- Journal
- Self and Peer
- Survey
- Test

Instructors can create their own Course Categories, such as Labs, Group Work, Quiz, and so on, through the Categories page.

Creating New Categories

New Categories are created using the Manage Categories page. The Manage Categories page displays the default Categories and any other Categories that have been created. Each Category displays the Grade Center columns associated with that particular Category.

To create a new Category, follow these steps:

1. Point to **Manage** on the Action Bar of the Grade Center, select **Categories**.
2. Click **Create Category**.
3. Type a **Name** for the Category.
4. Type a **Description**. The Description field can help differentiate Categories and explain a Category's purpose.
5. Click **Submit**.

Columns associated with a Category are listed on the Manage Categories page.

Tip: Grade Center items that are not assigned a Category upon creation are automatically assigned to "No Category". To avoid this, create Categories before creating Grade Center Items. Having Grade Center Items associated with Categories is helpful when creating Smart Views.

Editing a Category

Default Categories cannot be edited. However, any Categories the user creates can be edited. To edit an existing Category, follow these steps:

1. Point to **Manage** on the Action Bar of the Grade Center, select **Categories**.
2. Select the Category to edit and select **Edit** from the contextual menu.
3. Change the Category **Name** or **Description**.
4. Click **Submit**.

Deleting a Category

Default Categories cannot be deleted from the Grade Center. Only Categories that have been created by a user and that are not in use in a course may be deleted. To delete a Category, follow these steps:

1. Point to **Manage** on the Action Bar of the Grade Center, select **Categories**.
2. Select the Category to remove and select **Delete** from the contextual menu. The Delete button is shown only for Categories that can be deleted from the Grade Center.
3. Click **OK**.

Weighted Grade Columns

A Weighted Grade is a Calculated Column that displays the calculated result of quantities and their respective percentages. A Weighted Grade is displayed as a column in the Grade Center. Instructors control the visibility of the column in the Grade Center as well as controlling the release of the column to students and other users. For example, an Instructor may create a Weighted Grade column that calculates a semester grade, in which each Category, such as Test, Survey, and Assignment are given a certain percentage of the final grade.

Instructors can create any number of Weighted Grade columns, including Weighted Grade columns that include other Weighted Grade columns. For example

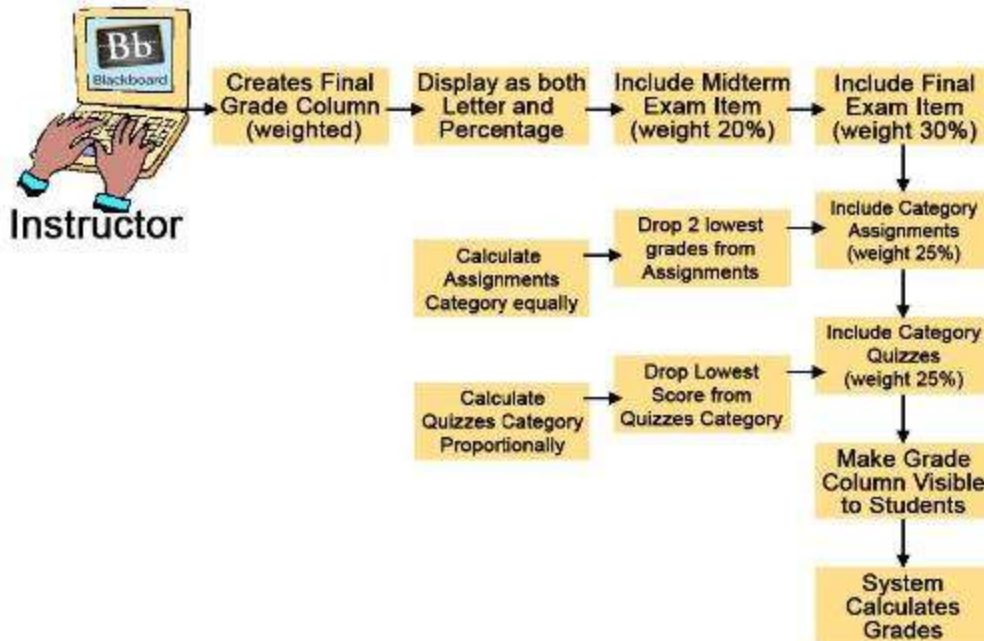
$(\text{Quiz} = 20\%) + (\text{Homework} = 10\%) + (\text{Participation} = 20\%) + (\text{Exam} = 50\%) = (\text{Term Grade})$

Instructors can create a Weighted Grade based on any column, or any Category in the Grade Center. Any Grade Center columns with text as the primary display cannot be used in the Weighted Grade calculation.

Simple Weighted Grade Workflow

The following diagram displays the workflow for creating a Weighted Grade column based on four (4) columns:

- Mid-term Exam = 20%
- Final Exam = 30%
- Assignments Category = 25%
- Quizzes Category = 25%



How to Create a Weighted Grade Column

Tip: To keep a Calculated Column in view, despite the addition of other columns, freeze the column.

1. On the action bar, point to **Create Calculated Column** and select **Weighted Column**.
2. Type a **Column Name**. The Column Name is the formal name for the Item, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will only display the first 15 characters in the column header.
3. Type a **Grade Center Display Name**. This appears as the column header in the Grade Center. This field displays 15 characters in the column header. The Grade Center is the only area where this name is used.
4. Type a **Description**. A description will help Instructors and other graders identify the Column.
5. Select a **Primary Display** option from the drop-down list. The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Weighted Grade Item in the Grade Center.
6. Select a **Secondary Display** from the drop-down list. This selection displays the secondary format for this Weighted Grade column in the Grade Center. The Secondary Display is denoted by parentheses.
7. Select a **Grading Period** from the drop-down list. This will designate to what Grading Period the column is associated.
8. Select the items to be included in the Weighted Grade Column, and enter the percentages for each column or Category to be included in the Weighted Grade.
 - **Columns to Select** – List of all columns in the Grade Center. Select the Column and click the arrow to add it to the Weighted Grade column.
 - **Categories to Select** – List of all Categories in the Grade Center. Select the category and click the arrow to add it to the Weighted Grade column.

9. Type the percentage for each selection. To delete a selected Grade Item or Category from consideration, click the red "x". When a Category has been selected, several other options appear:
 - Select how to weigh columns within the Category **Equally** or **Proportionally**. Choosing **Equally** applies equal value to all Columns within a Category. Choosing **Proportionally** applies the appropriate value to a Grade Item based on its points compared to other columns in the Category.
 - Decide whether to **Drop Highest** or **Lowest Grades** within the Category or **Use only the Lowest** or **Highest Value to Calculate** in the category. A Grade column that is set to "no" for the Include in Grade Center Score Calculations setting will not display in the selection list.
10. **Calculate as a running total** – Select **Yes** to calculate the weight as a running total to include only the Columns that have been graded. Select **No** to include all items.
11. Share Weighted Grade column with users. The following permissions are selected to add the column to My Grades:
 - **Include this Column in Grade Center Calculations** – Makes the Column available for use in other calculations.
 - **Show this Column to Students** – Shows the column in My Grades.
 - **Show Statistics (average and median) for this column to Students in My Grades**– Shows the Weighted Grade column statistics in My Grades.
12. Click **Submit**.

Download Grade Center Data

Instructors have the ability to download Grade Center data as a delimited file that is used in other applications such as Spreadsheet programs or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center data set. Downloaded files are saved on a local computer drive or in the Content Management if it is available.

Instructors planning on uploading Grade Center data from an external application such as a grading tool or spreadsheet may wish to download Grade Center data first in order to have a delimited file that is formatted for uploading.

How to Download Grade Center Data

1. Point to **Work Offline** on the action bar and select **Download**.
2. Select the data to download:

| Radio Button Option | Description |
|---------------------------------|--|
| Full Grade Center | Contains all columns and associated data |
| Selected Column | Using the drop-down list, select one column and its data. Check the box to include comments for the column. Select to Include comments for this Column , if applicable. |
| Student Information Only | Only columns containing student data such as User Name are included. |

3. Select the file delimiter, **Comma** or **Tab**.
 Comma delimited files contain data surrounded by quotation marks (quote character) and have the file extension .CSV. Comma delimited files will not open directly in Microsoft Excel.
 Tab delimited files do not contain quote characters and have the file extension XLS. Tab delimited files will open directly in Microsoft Excel.
4. Select whether or not to **Include Hidden Information** in the downloaded data. Hidden information includes columns and students that have been hidden from the view being downloaded.
5. Select the location for the download. Files downloaded to **My Computer** will default to the Desktop. Files downloaded to the **Content Management** need to be saved in a folder in the Content Management. Click **Browse** to select the folder.
6. Click **Submit** to finish the download.

How to Download from the Grade History Page

The Grade History is exported as a delimited file and downloaded to local machine.

1. On the action bar, point to **Reports**, click **View Grade History**.
2. Click **Download**.
3. Select the **Delimiter Type** for the file, either Comma or Tab.
4. Select **Yes** to **Include Comments** or **No** to exclude them from the download.
5. Click **Submit**.
6. Click **Download** to save the file to a local machine.

Early Warning System

The Early Warning System is a tool used to communicate warnings to instructors that a performance problem is beginning to appear or has become more serious. Warnings are generated based on graded performance, late or missing course work, or attendance within the online course.

Note: The Early Warning System does not continuously monitor the course. The Instructor must check the Early Warning System periodically and click Refresh to discover incidents of Student performance that trigger an alert. The Early Warning System consolidates these incidents and allows the Instructor to easily report problems. The Early Warning System does not automatically detect problems and notify Students and Observers. Remember to refresh rules manually on a regular basis.

Managing Early Warning System Rules

Rules determine when the Early Warning System flags student performance. It is up to the Instructor to communicate the warning to the user. There are three options for rules:

- **Grade Rule:** Identifies when student performance on an Assignment, Assessment, or manually graded item is equal to or below a certain level. It is also possible to set a Grade Rule that identifies when a user exceeds a performance level. This is a useful tool for positive feedback.
- **Due Date Rule:** Identifies when a Student does not complete course work when it is due. A Due Date Rule can only be used to track an Assignment or Assessment created through the Blackboard Learning System. Due Date Rules cannot be created for manually graded items.
- **Last Access Rule:** Identifies the last time a Student accessed the course online. Please keep in mind that rules are not constantly running in the background checking for events. Regularly refresh the Early Warning System to run the rules and check for events that will trigger a warning.

Add Rule

1. Click **Evaluation** on the Control Panel.
2. Click **Early Warning System**.
3. Click **Grade Rule**, **Due Date Rule**, or **Last Access Rule**.
4. Type a name and availability for the rule and then set the rule criteria.

Edit Rule

1. Click **Evaluation** on the Control Panel.
2. Click **Early Warning System**.
3. Select **Edit** from the contextual menu for a rule from the list.
4. Change the rule information and criteria.

Remove Rule

1. Click **Evaluation** on the Control Panel.
2. Click **Early Warning System**.
3. Select one or many rules from the list.
4. Click **Remove**. Confirm that the selected rules should be deleted.

Refresh Rules

1. Click **Evaluation** on the Control Panel.
2. Click **Early Warning System**.
3. Select one or more rules from the list.
4. Click **Refresh** from the action bar. The selected rules are run and any events that trigger the rule create a warning.

Viewing Alerts

The Review Rule Status page lists all the users in the course and identifies whether or not their performance meets the criteria for the rule and lists details regarding performance. For example, if the Instructor set a Grade rule to trigger an alert for all users with a score less than 65, those users with a score with less than 65 would show Yes in the Meets Criteria column. The page also shows when the user was last notified regarding their performance. Please keep in mind that communicating an alert to users does not happen automatically. The Instructor can customize the message as well as who receives the alert.

Finally, click the **Username** to see a detailed view of the user's performance against all rules.

1. Click **Evaluation** on the Control Panel.
2. Click **Early Warning System**.
3. Click the name of a rule in the list.
4. The **Review Rule Status** page appears.

Creating and Editing a Test or Survey

This topic describes how to build and edit a Test or Survey. Once a Test or Survey is built, questions are created or added from existing questions from Tests, Surveys, and Pools.

About the Warning Page

A warning page appears if any students are in the process of taking the Test or have already taken the Test when **Edit** is selected. Certain areas of the Test will not be available to edit if the Test has already been taken by students. If the Instructor edits a Test after a Student has submitted it, the Student will view the new, edited Test when they view their grade and feedback. They will not view their original Test attempt.

About Surveys

The Survey Manager lists all existing surveys, where they are deployed, and the date they were last edited. From this page, surveys are built, edited, imported, exported, copied, and deleted. Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points
- Surveys cannot include Random Blocks of questions
- Feedback cannot be included with questions
- Surveys cannot be graded
- Survey questions cannot be categorized
- Questions that are uploaded may not include correct and incorrect answers.

How to Build a Test or Survey and Create New Questions

1. Click **Tests** or **Surveys** on the Tests, Surveys, and Pools area on the Control Panel.
2. Point to **Build Content**.
3. Type a name, description, instructions and click **Submit**.
4. Select a question type from the **Create Question** drop-down button on the Test Canvas.
5. Type the necessary information to create a question and click **Submit**.
6. On the Test Canvas, type the **Point Value** for the question.
7. Repeat **Step 4** through **Step 6** until finished adding questions.
8. Click **Submit**.

How to Edit an Existing Test or Survey

1. Click **Tests** or **Surveys** on the Tests, Surveys, and Pools area on the Control Panel.
2. Point to the Action Link for the Test or Survey to edit.
3. Click **Edit**.
4. Make changes to the Test or Survey.
5. Click **OK**.

Deploying Tests and Surveys

Once a Test or a Survey has been created, the next step is to deploy it to users. This is a two step process: adding the Test or Survey to a Content area and then making it available.

About Unavailable Tests

There is a difference between unavailable Tests and deleted Tests. Deleted Tests have been deleted from the Course. Unavailable Tests are added to a Content Area but a link does not appear to Students. Instructors can access the assessment when **Edit Mode** is **ON** and through the Control Panel under Course Tools > Tests, Surveys, and Pools.

Assessment availability is managed on the Test Options page. Assessment availability is limited to a specific time period by setting the **Display After** and **Display Until** fields. The availability can also be open ended by setting only a start date or only an end date. If the link to an assessment is available, but neither date is set, the assessment is immediately and always available.

Before You Begin

Create the Test or Survey. Create new questions or use [Find Questions](#) to copy or link existing questions to the Test or Survey.

How to Add a Test or Survey to a Content Area

1. Navigate to a Content area of the Course.
2. Point to the **Create Assessment** drop-down list and select **Test** or **Survey**.
3. Select a Test or Survey from the **Add Test** or **Add Survey** list.
4. Click **Submit**. The **Test Options** page appears.

How to Make a Test or Survey Available

Test and Survey availability is set after the assessment is added to a Content Area. Availability is managed on the Test Options page.

1. On the Test Options page, click **Yes to Make the Link Available** to Users. If this option is set to **No**, it will not appear to Students. Instructors may make the link available, and then use the Display After and Display Until fields to limit the amount of time the link appears.
2. Set the appropriate options for the test.
3. Click **Submit**.

How to Control the Presentation of a Test or Survey

The remaining options control the presentation and feedback for an assessment.

| Option | Function |
|--|--|
| Include this Test in Grade Center Score Calculations | <p>Test results can be used in Grade Center calculations by selecting this option. Test scores do not need to be revealed to Students to be used in Grade Center calculation. Self-Assessment Tests are generally not included in Grade Center calculations.</p> <p>If the test is not included, the score will not affect any Grade Center calculations. This Test is also excluded from weighting.</p> |
| Hide Results for this Test Completely from Instructor and Grade Center | <p>If selected, this Test behaves as a Survey. The display in the Grade Center will read Complete / Incomplete and N/A or zero appears on the Grade Details page. The Instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.</p> <p>This is only available for Tests.</p> |
| Test or Survey Feedback | <p>Determine the kind of Feedback that is displayed upon completion:</p> <ul style="list-style-type: none"> • Score - presents the final score to Students. This is only available for Tests. • Status - presents the completion status to Students. • Submitted Answers - presents the Student's answers. • Correct Answers - presents the correct answers to the questions. This is only available for Tests. • Feedback - presents the question feedback to the Student. This is only available for Tests. |
| Presentation Mode | <p>All at Once - Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. If this is selected, Prohibit Backtracking cannot be selected.</p> <p>OR</p> <p>One at a Time - Displays one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the assessment. Prohibit Backtracking and Randomize Questions may be selected.</p> |

| Option | Function |
|-----------------------|---|
| Prohibit Backtracking | Click the check box to prevent Users from going back to questions they have already answered. If backtracking is prohibited, questions will be presented one at a time and the buttons <<, <, or >> do not appear to Users during the Test or Survey. |
| Randomize Questions | Click to display questions in a random order each time the Test or Survey is taken. |

Reusing Questions

Instructors can reuse questions by using the Find Questions page, which contains every question from all existing tests, surveys, and pools in the Course.

Copying and Linking to Questions

When using the Find Questions page, Instructors can choose to **Copy a Question** from an existing test to a new test, or **Link to the original question** in the new test. The difference is that if a linked question is changed, those changes are reflected everywhere a link to that question occurs. Questions that are linked display an icon that indicates they are used in other tests. Alternatively, when the question is copied, changes made to one instance of the question are not reflected in the other instances. Copy is the default selection.

Selected Questions

Questions that are selected through this process are displayed at the bottom of the page. Click **Show List** to view all the questions that have been selected. Click **Hide List** to minimize the Selected Questions. Questions are deleted from the Selected Questions list by clicking the red **X** link next to the question. This action does not delete the question.

How to Find Existing Questions and Add them to a Test or Survey

1. Point to the **Reuse Question** drop-down list and select **Find Questions**. The **Find Questions** pop-up window appears.
2. Choose a method for adding questions, **Copying** or **Linking**. The difference between the two, is that if a linked question is changed, those changes are reflected in every test and survey where that question appears. Once you have selected a question, you can change this option before adding the question to a test or survey. **Note:** The option to change the method is located above the table of questions. Select the correct option before you add the questions to the test.
3. Expand one or all of the following criteria: **Pools, Tests, Question Types, Categories, Topics, Levels of Difficulty, or Keywords**.
4. Use the **Search Current Results** field to narrow the search.
5. Select the questions to add using the check boxes.
6. Click **Submit**. The Question will be added to your Test or Survey as a Copy or a Link.