MOVING FROM

BLACKBOARD 5

TO

BLACKBOARD 6:

A GUIDE FOR FACULTY

Dominican University
River Forest, Illinois
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Who Should Be Reading This Guide?

This Guide is intended for Dominican University faculty members who have used Blackboard in the past--specifically version 5 of Blackboard, which was introduced to the Dominican community in August 2001. This Guide will give an overview of what is NEW in Blackboard 6, the latest version of Blackboard, which Dominican is introducing in May 2004. If you have NOT used Blackboard in the past, you are required to attend a four-hour training session and consult our more complete publication, Using Blackboard at Dominican University: A Faculty Guide.

We will look at some of the major changes to the "look and feel" of Blackboard 6. In an attempt to keep this Guide to a somewhat reasonable length, we are only looking at the major enhancements here; you will likely discover many more as you use the system.

First the Good News . . .

Do not fret about Blackboard 6! While there are many changes to the system, if you are used to using Blackboard 5, Blackboard 6 is not so tremendously different that you will feel lost the first time you use the new version. Still, been some terrific changes that you will likely appreciate.

Tabs on Top

One "Dominican-specific" change we have made is we have eliminated the Academic Web Resources tab on the top (which few of you used, anyway...it just sent you to Blackboard's web site), and changed the Courses tab to read My Courses/Blackboard Course Catalog. We hope the latter will help clear up the confusion of where students need to go to "enroll" in their Blackboard classes.

Look Ma, No Menu!

We will deal with how to change the entire appearance of your menu shortly, but first let's deal with that icon you see on the upper left of each menu. This icon collapses the menu to give users more screen "real estate." After it is collapsed, this replaces it:

- Brings back menu
- Course Map
- Control Panel (in Instructor's view only)
Control Panel

The Control Panel has mostly some wording changes, but there are a few new places worth exploring. Here is its new appearance:

<table>
<thead>
<tr>
<th>Content Areas</th>
<th>User Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information</td>
<td>List / Modify Users</td>
</tr>
<tr>
<td>Assignments</td>
<td>Remove Users from the Course</td>
</tr>
<tr>
<td>Course Documents</td>
<td>Create User</td>
</tr>
<tr>
<td>External Links</td>
<td>Manage Groups</td>
</tr>
<tr>
<td></td>
<td>Enroll User</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Tools</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Send E-mail</td>
</tr>
<tr>
<td>Course Calendar</td>
<td>Collaboration</td>
</tr>
<tr>
<td>Staff Information</td>
<td>Digital Drop Box</td>
</tr>
<tr>
<td>Tasks</td>
<td>Glossary Manager</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>Messages</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Course Menu</td>
<td>Course Copy</td>
</tr>
<tr>
<td>Manage Tools</td>
<td>Import Package</td>
</tr>
<tr>
<td>Settings</td>
<td>Resources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Manager</td>
<td>Support</td>
</tr>
<tr>
<td>Survey Manager</td>
<td>Manual</td>
</tr>
<tr>
<td>Pool Manager</td>
<td>Contact System Administrator</td>
</tr>
<tr>
<td>Gradebook</td>
<td>Course Statistics</td>
</tr>
<tr>
<td>Gradebook Views</td>
<td></td>
</tr>
</tbody>
</table>

Settings is what used to be called Course Settings; Staff Information is what used to be called Faculty Information, and was moved from Content Areas to Course Tools. There are a few other minor differences (mostly in Assessment, which we deal with later). One big change is the addition of Manage Course Menu, which used to be buried in the old Course Settings.

"Slicker" Looking Menus

If you get a brand new, non-copied course in Blackboard 6, you can expect to see the following new menu style and banner image:
This is a nice improvement, primarily because many users will no longer have to scroll up and
down to see all the menu items on the left.

To "convert" your existing "button"-style menus to the newer text menus, click on the
Settings link in the Control Panel, and then click Course Design.

Course Design

Set navigation style and properties for this course.

Course Banner
Add or remove a banner on the first page in your course.

From the above menu, click the Course Design link. You will see the following screen:

Course Design

Select Navigation Style

To change from the "button"-style of the course menu to text, first click this Text button (it will be
set to Buttons otherwise, since the older courses already have the button style) . . . .

. . . and then make absolutely, positively CERTAIN you change either the background color or the
highlight color (i.e., text color) or both, using the Pick
color palettes below! Note that if you do not, the
default for BOTH is white! (In other words, you will
have white text on a white background!)

Select Style Properties

Instructions:
Pick an item. Click on the color palette to assign a color to that item. Submit your color changes when you are finished.

Select background color for navigation:

Select highlight color for navigation:

Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

After making your changes, click Submit, as usual. The other option from the preceding menu,
Course Banner, allows you to remove the Dominican shield photo that will be placed on all new
Blackboard courses by default--or allow you to substitute another photo.
Customize Your Menu Choices

The **Manage Course Menu** section of the Control Panel will allow you to change your Course Menu options. If you think there are too many choices in the default Course Menu or you do not like the wording, this should be your first stop. Here is the **Manage Course Menu** screen:

Removing a Course Menu item is simple--just click the corresponding **Remove** button on the far right. If you want to change the wording of an existing one, click the **Modify** button instead. Adding a Course Menu item forces you to make a decision as to the type of item you want to add: Content Area, Tool Area, Course Link, or External Link.

If you do not like the order of your Course Menu items, click any of the drop-down menus to change it instantly!
Modify a Course Menu Item

To change the wording of an existing item, click the Modify button. You will see a screen like the one shown below after, for example, clicking the Modify button for Assignments:

### Update Assignments Area

<table>
<thead>
<tr>
<th>Set Area Properties</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area Type:</strong></td>
<td>Content Area</td>
</tr>
<tr>
<td><strong>Area name:</strong></td>
<td>Assignments</td>
</tr>
<tr>
<td></td>
<td>Assignments</td>
</tr>
<tr>
<td><strong>Allow guest access:</strong></td>
<td>✓</td>
</tr>
<tr>
<td><strong>Make available for Student/Participant users:</strong></td>
<td>✓</td>
</tr>
</tbody>
</table>

Click the drop-down to select another name from a list of pre-defined terms, OR type your own name in the text box below. You do not want to exceed the recommended 18-character limit.

Always remember to click the Submit button!

Click "Submit" to finish. Click "Cancel" to abort this process.

Your Control Panel Will Change As You Change Menu Items

Thankfully, your Control Panel links will change when you change the wording on your menu items. For example, if you change the Course Documents menu item to Chaucer and then add a Content Area (described next) and name it Shakespeare, and change the Assignments item to Homework, your Control Panel will look like this:

**ENGL200-SEC1-FA04: ENGL 200 - Historical Survey of Eng**

Raymond Johnson (Instructor)

### Content Areas

- Course Information
- Chaucer
- Shakespeare
- Homework
- External Links

### Course Tools

- Announcements
- Course Calendar
- Staff Information
- Tasks
- Discussion Boards
- Send Email
- Collaboration
- Digital Drop Box

Note, however, that this only applies to the Content Areas. The Course Tools section sticks with Blackboard's default names--even if you rename them from the student's perspective. The Faculty Information section, for example, will always be called Staff Information in the Control Panel.
Adding a Course Menu Item

Adding a Course Menu Item means clicking one of these buttons first:

| Add | Content Area | Tool Area | Course Link | External Link |

Adding a Content Area leads to a screen very similar to the one shown previously, where you can select a drop-down menu item or type in your own choice. The Tool Area is a bit different, in that it refers specifically to other Blackboard-specific tools, such as what students see under their Tools menu or what you see in the Manage Tools>>Enable Blackboard Tools section of the Control Panel. The screenshot below shows the drop-down menu choices:

You must select an Area Type: first before assigning your own name, so you will have to be acquainted with what these tools actually do first. It will be best to test the Course Menu immediately after changing these options!

Remember--the Course Tools Area of Your Control Panel Will Not Change!
As we stated on the previous page, you can rename any course tool, but your Control Panel wording remains the same. For example, you may want to call your Discussion Board something like Chat Central on the Course Menu, but it will still be called Discussion Board in your Control Panel.
**New Feature: Course Link!**

The **Course Link** button ( Course Link ) allows you to add a Course Menu item that, in turn, leads to specific area within your course. Think of it as kind of creating a hyperlink to an area within your course. Here is what the screen looks like after clicking the **Course Link** button:

### Add New Area

<table>
<thead>
<tr>
<th>Set Area Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area Type:</strong></td>
</tr>
<tr>
<td><strong>Area name:</strong></td>
</tr>
</tbody>
</table>

Click the **Browse** button to navigate to the area of your course you wish to have the new Course Menu item link to. Note there are plus signs next to each folder, which, in turn, cascade to display each item you presently have within a course area. In this case, we select an already uploaded syllabus document that is in the **Course Information** area of the course:

Click the **Browse** button to navigate to the area of your course you wish to have the new Course Menu item link to. Note there are plus signs next to each folder, which, in turn, cascade to display each item you presently have within a course area. In this case, we select an already uploaded syllabus document that is in the **Course Information** area of the course:
After clicking the **Submit** button in the folder window, you will see the **Link location:** box on the preceding screen now filled in:

Click "**Browse**" to choose item to link to.

Click the **Submit** button on *this* screen, and the new Course Menu item will be seen on your *Manage Course Menu* screen. As always, you should check the student's view by clicking on your course name in the Control Panel navigation path to see your student's view:

You will see your added new Course Menu item immediately:

The final option for adding a Course Menu item, **External Link**, adds a Course Menu item that will itself be a hyperlink to another web site. Use your own judgment on this, since, as you know, *Blackboard* has a specific course area for external links (called, oddly enough, **External Links**, as you can see on the menu above) and ALSO now allows you to add them *anywhere* within specific course areas (such as **Course Documents, Course Information**, etc.), which is a new feature we discuss below on page 16. So, do you really want a *menu item* for a hyperlink?? Anyway, here is what the screen looks like after clicking the **button:**
Here is the result from the student's perspective:

THIS is why you want to stick to the recommended 18-character limit while naming menu items! Your users will have to use the horizontal scroll bar (at the bottom) just to see the menu items!
Adding Course Content

The general process of adding content (messages, attachments, etc.) is the same, but there is new button layout and, best of all, the ability to add external links anywhere in the system. Clicking on any link from within the Content Areas section of the Control Panel, whether it is Course Information, Course Documents, or others will lead to a screen that looks like this:

The options you see circled above are standard throughout any Content Area of Blackboard. We will go into some detail on each of these except for Test, which will be dealt with in more detail in the section on Assessment later on. Over on the far right, you will notice a new drop-down menu, too. This drop-down menu leads to the following choices: Learning Unit, Survey, Assignment, and LRN Package. We will discuss Assignments later, but not go into detail on the others. They are explained in Blackboard’s online manual, which you can check by clicking on the Manual link Control Panel. (They are typically employed only in course cartridges supplied by textbook publishers.)

Adding an Item

To add an item, you click the Item icon ( ), and will see a somewhat familiar screen, but with a major enhancement seen below--namely the new text box editor:

We hope you've memorized your icons from using Word, because all the same features are now available in Blackboard! Two symbols you won't recognize are for equation editors that have been added (inner circle). These are explained on the next page.
Blackboard's new text editor allows you to use bold, italics, etc., all without any knowledge of HTML, which used to be the case.

**A Few Notes on the Text Box Editor**

All those icons you see in the text box editor built into Blackboard should look familiar to most of you Word users out there. In fact, most of the same shortcut keys work, too. (For example, you can press Ctrl-B on your keyboard to toggle on bold-faced font, and then press it again to turn it off.) Even better, anything you **cut and paste from Word will retain all formatting**! If you had something italicized in Word and cut and paste it into this text box, it will stay italicized! Also, you should be aware that **students have the text box editor, too**, in the Discussion Board.

**HOWEVER** (you knew this was coming, didn't you?), you should note that the text box editor as shown on the previous page is **only available to Windows Operating System users with Internet Explorer version 5.x or higher**. Macintosh users and Netscape users will still have a text box, but without the majority of the handy editing buttons. Here is the text box editor as seen from a Netscape browser:

```
Text:
```

![Text Box Editor](image)

The two equation editors (see below) and the spell checker are still accessible (circled above), but if you want to use italics or other text decorations, you must use HTML tags in Netscape or on a Macintosh rather than rely on the buttons shown on the previous page.

That said, the text box editor is a wonderful tool. It includes a spell checking button as well as various equation editors. You can also change the font color and size. Please note, however, that the **font size** is not by point size (as it is in Word), but rather **relative size**. By default, it is set to 3. This is in keeping with standard HTML font sizes, as font size is on a scale from 1 (smallest) to 7 (largest).

There are **two** equation editors included with Blackboard 6. Clicking the \( \sqrt{x} \) icon will open the **Web EQ Equation Editor** that will allow you to insert math and scientific notations into the text box. Clicking the ✉ icon opens the **MathML Equation Editor**, which presumes you already know the requisite XML.
New Method of Adding Attachments

With the new text box editor comes a second way of adding attachments. While you will likely find the usual method just fine (clicking the **Browse** button next to **File to Attach:** when adding an item), you may like this new method.

**Adding Attachments: Method Two**

This additional method for adding attachments is available only to Windows/Internet Explorer users, as it relies on one of the buttons available in the text box editor. Here is an example of posting an attachment using this method, within the **Course Documents** section of a course after clicking the **Add Item** icon. First, we get the usual screen:

From here, you can create a link to a file by clicking on the **Attach File** icon (        ). After clicking it, a separate browser window will open over your current browser window, prompting you for the file location:

**Note this one very important difference from the previous method of adding an attachment. Here, Blackboard prompts you with whether or not you want the attachment to open in a separate browser window. The default choice is No, but here we selected Yes.**
After clicking the **Submit** button, you will receive a confirmation message, also in a separate browser window:

![File Link Inserted](image)

Click the **Submit** button here, and you will finally be returned to *Blackboard*. Note that the link appears *exactly wherever your cursor was* when you clicked that **Attach File** icon. (You can always hit the ENTER key a few times to separate the text.)

![Content Information](image)

Scroll to the bottom of the screen and click the **Submit** button. As always, check things out in the student's view. Here is what the **Course Documents** section now looks like:
When the Assignment One link is clicked upon, it opens in a separate browser window, just as we had specified when adding the attachment.

Easier Editing From the "Student View"

We have always emphasized how critical it is to constantly check the "student view" of your Blackboard course after posting something. It is very easy to forget that students will not always see everything you do! To see this view, click on the course name in the navigation path at the top of the screen:

You will then be back at the main screen in Blackboard, where you can click on the Course Menu item in an area to check your added content.
The New "Edit View" Link

In case you spot an error in your posting, you will note that there is now an **Edit View** link (circled on the screenshot below) in the upper right-hand corner of every content area in Blackboard.

This handy feature essentially allows you to return to a Control Panel view immediately while viewing a course this way. Clicking **Edit View** brings the following screen:

You can now click the **Modify** button you always have to make changes, or **Remove** the item. This is very similar to the screen you would get in the Control Panel, though as you will notice from the screenshot above, you have a little bit less screen space to work with.

To return to the screen you were viewing before (i.e., the "student's view") click the **Display View** link in the upper right-hand corner, circled on the previous screenshot.
Creating an External Link Anywhere

Another new button in any Content Area is the External Link button. If you have mastered using the old External Links section in the Control Panel (which is still there), you know how to use this. This button in every content area allows you to create "ready-made" hyperlinks for your students. Like the Item and Folder buttons, this can be done directly in a content area or within a folder in a content area.

For example, say you want to direct your students to an article on the Internet. First, in Control Panel, go into the content area (and folder) where you want to place the link. In the example below, we are in the Shakespeare Material folder within Course Documents:

Clicking External Link brings up the following screen:

Since you will be linking to an Internet site, it is obviously critical that you type in the URL correctly! A bit of explanatory text in the text box does not hurt, either. See the next page for what the rest of this screen looks like.
As is the case with all items in content areas, you can even add attachments to your posting. More important, however, is the second decision under Options, below. **Launch item in external window** is set to No by default. This is ultimately up to you, but our recommendation is to set this to Yes. Not allowing an item to be opened in an external (i.e., separate) browser window can lead to a "cramped" looking page! We have an example on the next page.

After clicking **Submit** at the bottom of the screen, you will have created a hyperlink for students in the designated place.

**Copying Material From One Folder to Another (or Elsewhere)**

Now *this* nice new feature will make many of you happy. If you added material or uploaded a document to one area (or folder) of your course and later decide that it would be better placed in a *different* area, you used to have to DELETE it, and then RE-UPLOAD it. Not anymore! *Blackboard* now provides the ability to copy or move material from one area or folder to another. While in the Control Panel, you will see a button labeled **Copy** next to every item you have added thus far, and here is where it comes into play.

For example, say we want to place a Shakespeare timeline currently in our "root" **Course Documents** area *within* a Shakespeare folder we created. First, click the **Copy** button next to the item to be moved:
This brings up the following screen. Here, it is safest to click the Browse button next to the Destination Folder: box to select the destination. Note that the default setting in Blackboard will be to copy the item rather than move it:

**Copy/Move Shakespeare Timeline**

1. **Content Information**

   Shakespeare Timeline
   This timeline comes from the Absolute Shakespeare site, as cited in your list of sources.

   **Shakespeare Timeline**

   Shakespeare Timeline describes the many chapters in Shakespeare’s colorful life. From humble beginnings in Stratford to his marriage to the older Anne Hathaway and popular acclaim for his works, Shakespeare Timeline follows the life of literature’s most famous playwright.

   **1564.** William Shakespeare is born in Stratford upon Avon to local tanner John and Mary Shakespeare. His actual birthday is unknown but assumed and celebrated today on April the 23rd, just three days before his baptism was recorded in the Parish register of the Holy Trinity Church on April the 26th.

2. **Destination**

   Destination Folder

   **Delete item after copy?**
   - Copy
   - Move

   Delete item after copy? may remain set to No if you want to COPY the item from one folder to another. If, however, you want to MOVE it, this should be set to Yes. (Or, you may want to play it safe and copy it first, and then come back to the original and delete it afterwards.)

   Click the Browse button to bring up a listing of all content areas and folders in your Blackboard course.
After clicking **Browse**, a separate browser window will open with all of your content areas listed. Note that there are + signs next to the folders. Clicking on a plus sign will reveal contents of the folder. (You can also simply click on **Open All**):

...the contents of all areas will be seen. Here, we click the folder destination we want to move the item to. In this case, we are moving it to the folder **Shakespeare Material**.

After clicking **Submit** button in this window, you will be returned to the Copy/Move screen with the correct path filled in. Click the **Submit** button on that screen, and Blackboard will give you a warning box if you chose to remove the file (no warning appears if you are simply moving it from one area to another), followed by a receipt screen.
Speaking of Copying . . .

Another new link on the Control Panel is the **Course Copy** link within the **Course Options** section. Clicking on **Course Copy** leads to the following screen:

**Copy Course**

- **Copy Course Materials into an Existing Course**
- **Copy Course with Users (Exact Copy)**

We do not allow Instructors to create new courses on the server; all such requests must be emailed to Ken Black at kblack@dom.edu. (The main reason is to retain consistency in our course numbering system and to keep an eye on server space.) We do, however, allow you to copy materials from one course to another.

Clicking on **Copy Course Materials into an Existing Course** will take selected items from the course you are presently in and copy them into another course you are teaching. Clicking on this link leads to the next screen, the top portion of which we show below:

**Copy Course Materials into an Existing Course**

To copy course materials from this course to a destination course, select the course from the list below and then select the course materials to copy to the destination course. You must have appropriate user privileges in order to copy course materials to a destination course.

1. **Select a Course**

   - **Destination Course ID:**
     
   ![Browse button](image)

2. **Select Course Materials**

   - Content
   - Course Information

Because Blackboard is extremely particular about the formatting of the course number you want to copy to, it is **highly recommended** you click the **Browse** button next to **Destination Course ID**. This will bring up a search screen. Simply specify the **Instructor** option and type in your last name and click **Search**. This will retrieve a list of your courses on our Blackboard server, as shown on the next page:
After clicking Select, you are returned to the original screen, with the course number filled in. At this point, you should check off all items you want copied into the specified course:

**Copy Course Materials into an Existing Course**

To copy course materials from this course to a destination course, select the course from the list below and then select the course materials to copy to the destination course. You must have appropriate user privileges in order to copy course materials to a destination course.

1. **Select a Course**

   Destination Course ID: [engl555-sect01-2004]

2. **Select Course Materials**

   - [ ] Content
     - [ ] Course Information
     - [x] Course Documents
     - [ ] Assignments

The list of choices under Select Course Materials is much longer than that shown here, but you can select anything, including user names (though not grades associated with the user). After clicking Submit, you are done. Check the course you copied to, and you will find the material added. (And lest you are concerned, Blackboard ADDS the material without overwriting material already there!)
Collaboration

The new **Collaboration** link in the Control Panel replaces the old "Virtual Classroom" feature in Blackboard 5. **Collaboration** allows you access to **two** "real time" (what the online education people like to call *synchronous*) chat functions. Blackboard's two tools for this function are called (still) **Virtual Classroom** and **Lightweight Chat**. The former includes not only a chat feature, but also a whiteboard (for drawing and/or equations, for example) and group web browsing. The latter is just a conventional online chat tool. *Both* require students to have Java-enabled browsers. (Don't worry--if a student does not have it, they will be prompted for a download from within their browser.)

After clicking on this link, you will see the following screen:

**Collaboration Sessions**

After clicking on this link, you will see the following screen:

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Tool</th>
<th>Start Date</th>
<th>End Date</th>
<th>Join</th>
<th>Manage</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Hall</td>
<td>Virtual Classroom</td>
<td></td>
<td></td>
<td>Join</td>
<td>Manage</td>
<td>Remove</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Lightweight Chat</td>
<td></td>
<td></td>
<td>Join</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Blackboard has two sessions that one can **Join** straight away--one each for the **Virtual Classroom** and **Lightweight Chat**. If you prefer, though, you can click on the **Create Collaboration Session** button on the top to create your own:

1. **Name Your Session**
   - **Session Name**: engE90-sec1-w04-hd3/18/04-15-17:49

2. **Schedule Availability**
   - **Select Date(s) of Availability**: Mon, 10/2004 PM, 03/15 PM
   - **Available**: Yes

3. **Collaboration Tool**
   - **Choose a collaboration tool for this session**: Virtual Classroom, Lightweight Chat

You may want to change **Blackboard's default Session Name**.

Choose here whether you want the feature-laden **Virtual Classroom** or "chat-only" **Lightweight Chat**.
Once created, you can **Join** it by clicking the appropriate button, seen on the first screenshot on the previous page.

Students join the session via the **Communication** link on the course menu, then by clicking **Collaboration** on the following screen. They **Join** a session much as you do at that point:

![Collaboration Sessions](image)

Like in the previous version, you have the ability to draw something on the whiteboard, and compose a message to send to all students (assuming they are in the **Virtual Classroom**, too) at the bottom of the screen:

![Virtual Classroom](image)

Instructors can "record" a session (archive it) using these controls.
Students can contribute to the "chat" session while viewing all your fancy artwork on the whiteboard:

![Image of Blackboard Virtual Classroom interface]

Shadwater Weir
Water

Down here is where one types to compose a message.

**Disable Popup Blockers!**

If you plan on using either chat function, be sure to disable popup blockers and tell students likewise! These chat sessions open a separate Java window, which many popup blockers will block.

The Lightweight Chat is very similar, but opens a smaller window with just the chat functionality. The Lightweight Chat may be just the thing for people who are dialing into Blackboard and/or do not have newer, faster PCs. If you are interested in the many abilities of Virtual Classroom or Lightweight Chat and the Instructor controls within them, consult the online documentation within your Blackboard course by clicking on the Manual link the Control Panel (in the Support section), and going to Chapter 3.
New Method of Adding an Assignment

Blackboard 6 has a new way of adding an assignment so that it automatically gets included in the online gradebook, has a grade posted in the online gradebook, and allows you to exchange the file with the student using a method other than the Digital Drop Box. This is available within any content area of Blackboard, via the menu at the far right:

Click **GO**, not the OK button when doing this.

The screen that follows (shown on the next page) will allow you to post instructions for the assignment and add an attachment. This is similar to any other file upload you have done in Blackboard, but note that you also input the total points for the assignment. Doing this will automatically add the entry to your online gradebook.
Next time you check your Gradebook, you will see that this assignment has been added.

**Student's View of Assignment**

Once posted, students will see the assignment in the content area you placed it within like this:

```
MY COURSES/BLACKBOARD COURSE CATALOG > ENGL 200 - HISTORICAL SURVEY OF ENGLISH ... > COURSE DOCUMENTS
> HARDY MATERIAL

Poem Analysis

Write a brief, one-paragraph explication of the Hardy poem *She, At His Funeral*. The poem itself is attached as a Word document.

>>> View/Complete Assignment: Poem Analysis
Upon clicking the link, they will see the file you have uploaded and see a dialog box where they, in turn, can submit the assignment back to you:

### Upload Assignment: Poem Analysis

#### Assignment Information
- **Name:** Poem Analysis
- **Instructions:** Write a brief, one-paragraph explication of the Hardy poem *She, At His Funeral*. The poem itself is attached as a Word document.
- **Assignment Files:** She, At His Funeral (*she_at_his_funeral.doc*)

#### Your Files
- **Comments:** Here my explication of the poem, Prof. Johnson.

#### Submit
- **File To Attach:** *currents\explication_of_poem.doc*  
- **Currently Attached Files:**

Press save to continue working on this assignment later, or submit when you are ready to turn in this assignment.

### What You Do Next

To access what the student submitted, go into the Gradebook, and click directly on the exclamation point icon:

That will bring you to the **Modify Grade** screen, where you will later be able to enter your grade, but for now be able to download what the student submitted by clicking on the **View** button, as seen on the next page:
This, in turn, leads you to a screen where you can download the assignment, and add your own comments. (You can even upload yet another file specifically to that student):

The student will be able to view your comments (or additional file) by going back to the content area where it was originally posted.
Assessment--Including Gradebook Features

By far the largest number of enhancements to a single area in Blackboard 6 is within the 
Assessment area, which includes the Gradebook and the ability to create tests and surveys. 
Many of you will attest that the online Gradebook feature of Blackboard has proven to be 
extremely popular for you and students alike. Faculty can input grades at any time, and (if 
faculty allows the grades to be seen) students can view their grades on an ongoing basis 
throughout the semester. The Assessment area features six choices.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Gradebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Manager</td>
<td>Gradebook Views</td>
</tr>
<tr>
<td>Survey Manager</td>
<td>Course Statistics</td>
</tr>
</tbody>
</table>

Interested Only in the Gradebook?
If you only want information on the online Gradebook, skip ahead to page 35. The next few 
sections deal with creating purely online tests and surveys. You CAN use Blackboard's online 
Gradebook feature without using ANY online tests.

Test Manager and Survey Manager

Both of these functions work in a similar manner, which is why we have grouped them 
together here. As far as Blackboard is concerned, a test is a graded exercise that will be 
automatically placed into the online Gradebook upon completion. A survey can look much like 
a test, but is not graded. Once a test or survey is created, they may be posted in any content area 
of Blackboard that you choose.

Clicking on the Test Manager link within the Assessment area of the Control Panel will 
bring you the following screen:

Test Manager

Create new tests and modify existing Tests. Test results are recorded in the Gradebook. Please note that once a Test is created, it 
is not available to students until it is added to a Content Area.

Click "Add Test" to begin.

Obviously, the only choice here is Add Test, where you are prompted to select a name for the 
test and give instructions to students:
After clicking the Submit button, you will be brought to the Test Canvas screen, where you can begin creating your questions. For additional information on this, consult the online Manual or check our full Guide for Blackboard 6. The test creation area of Blackboard 6 has one little oddity, explained in the box below.

Remember, you are creating instructions for the ENTIRE test. This is NOT the place to start asking questions for the test proper!
Hey, Where's My Text Box Buttons--and the Ability to Create Equations???

For whatever reason, by default, the text box editor in the test creation area of Blackboard 6 does not display all toolbars possible. To "enable" them, simply click the down arrow to the left of the uppermost toolbar:

Whenever you can't see all the toolbars in the text box editor that you've seen before, click this little down arrow over here to display them.

Also, make sure you check the options in the Test Creation Settings area while creating a test:

Test Canvas

Posting a Test in a Content Area

One thing not immediately evident is what you want to do when you are finished creating a test. "Posting" a test, interestingly, is not done from the Test Management area of Blackboard, but rather than within a Content Area. You may recall that there were four buttons available in each Content Area. Here, for example, is our view within the Control Panel area for the Content Area Assignments:

We have covered all of the buttons in the Add category except one: the one marked Test (circled above). Clicking the Test button in the Content Area of your choice will retrieve a screen listing all of the tests you have created thus far:
Simply click on the test name and click **Submit** button. Unlike other *Blackboard* acknowledgement screens, you do not simply click **OK** and move on with your life. In this case, you will get another screen giving you two choices:

- **Modify the test**
  - Modify the test in the Test Canvas
- **Modify the test options**
  - Modify the test options, such as availability and feedback

The **Modify the test** option is self-explanatory. However, in order to ensure your students will be able to see and take the test, you **must** click **Modify the test options**. This brings up an extremely long list of choices on the screen shown on page 34. Most of these options are self-explanatory, but a few are detailed below.
| **Do you want to make the link visible?** | Assuming you want your students to take the test, you absolutely must change this from the default setting of No to Yes. However, leaving this set to No does give you the ability to create several tests and one time, without making all of them available yet. |
| **Do you want to create an announcement for this Quiz?** | Setting this to Yes automatically generates a message on the Announcements page. The Announcement typically takes the following form: An assessment has been made available in Assignments |
| **Allow multiple attempts** | Good for "practice" quizzes, but probably not for the mid-term! |
| **Force completion (NEW in Blackboard 6!)** | Students must complete it once the test is launched. When students take a test, there is a Save button available that allows them to save their progress in a test up to the point they click it. When you have force completion enabled, the Save button returns them to the page with a message that the test must be completed. |
| **Display After/Display Until** | For whatever reason, our experience has shown that the Display Until checkbox is enabled by default, with a date and time set that equals the date you are posting the test! In other words, students would have exactly one minute after you post the test to take it! This is likely NOT a good idea. Set it to a reasonable date, or (in the case of practice quizzes) just uncheck this box altogether. |

If you need assistance on the other options, an explanation is available in the online Manual (in the Support section of the Control Panel) in Chapter 2 (Content Areas) in the section called Add Test.
If you have the test launch in an external window, BE SURE to tell your students to disable any pop-up blockers they may have!

Careful! The Display Until setting is enabled by default, and usually has a time and date that matches the date of posting! Look carefully at this date—or simply uncheck the box.
Create First, Then Post
In this version of Blackboard, you can create a test almost anywhere. In addition to the Control Panel link Test Manager as we demonstrated here, you can add a test to any content area by clicking the Add Test button within that area. You will notice from earlier screenshots that there is a Create button available even when you want to modify an existing test. In fact, adding it from the content area is probably the preferred method for test creation.

What we find not always intuitive, however, is posting the test so your students can take it. That is where modifying the test options come into play, as outlined above. To post it, you must modify the test by going into the Content Area where you created it (see page 32). Clicking the Modify button while in Test Manager accomplishes nothing as far as posting it is concerned—it only allows you to modify the test itself! You must instead click the Modify button within the Content Area where the test was created to post it! (It is much more confusing to read about this than doing it. Just try it!)

No Copying of Tests!
No, we don't mean your students copying from tests—we mean you! Remember when we demonstrated how you could copy material from one folder or content area to another? This does NOT apply to tests. Tests and surveys cannot be copied, though if you are interested in using the same questions in different tests, that is where the Pool Manager comes into play.

Gradebook

A popular feature in Blackboard for faculty and students alike, the online Gradebook allows the instructor to keep track of all grading in a course while at the same time allowing students the ability to check their progress. We should make clear that you do not have to use online tests or quizzes in order to use the Gradebook. Although any online tests you create are indeed added automatically to the Gradebook, you can add anything you want to the Gradebook manually, and input scores manually.

The Blackboard Gradebook has NOTHING to do with the grades you turn in to the Registrar!!!

With all the automation around, it is easy to get the technologies confused. There is NO "communication" between Blackboard and our Campus Web server. Campus Web gives you the ability to submit your grades via the Web to the Office of the Registrar. Blackboard does not.

The first time you click on Gradebook, assuming you have not already administered any purely online tests or surveys (which will populate the Gradebook automatically), you will get a listing of all students who enrolled themselves into your Blackboard course that definitely has a different look than the older Blackboard:
For the sake of example, let's assume you just graded a term paper worth 100 points. To add this to the Blackboard Gradebook, click the Add Item button (circled above). You will get the screen shown on the following page. There are a couple of options you want to pay particular attention to. We have circled these and they are explained after the screenshot:
It is critical to understand what some of these options mean, explained in the table below.
After setting these options and clicking the **Submit** button, you will get the usual acknowledgement screen. The screen following the usual acknowledgement screen will return you to the Gradebook view. You can enter grades at any time through this Gradebook screen by clicking directly on the item name, as is shown on the next page.
After clicking on the item name, you will get the following screen:

**MY COURSES/BLACKBOARD COURSE CATALOG > ENGL 200, SECT. 1 - H1**

- **Item Options: Term Paper**
  - **Item Grade List**: View and modify users' grades
  - **Item Detail**: View detailed statistics for this item
  - **Item Information**: Modify the properties of this item

Finally, you can click on **Item Grade List**, and start typing in grades on the subsequent screen:

**View Item Grades: Term Paper**

You type your grades in these text boxes.
Once you click submit, the Gradebook will look something like this:

Letter Grades--Brand New in *Blackboard 6*!

One thing worth pointing out is if you choose to display an item as a letter grade, *Blackboard* dutifully interprets a numeric score you input as a letter grade, as shown below:

Never fear if you want to see the actual points assigned, however. You can always check this by clicking on the item name and then **Item Grade List**, as shown on the previous page.

While you may not choose to use a fixed grade scale, be aware that *Blackboard* allows you to customize the letter grade scale used. To do this, click the **Gradebook Settings** button on the top of the spreadsheet view of the Gradebook. You will get the following screen:
Gradebook Settings

- **Spreadsheet Settings**
  Change the way student information is displayed in the spreadsheet.

- **Manage Gradebook Categories**
  Create new categories into which gradebook items can be grouped.

- **Manage Display Options**
  Create and modify grade display options and set their values.

Next, click on **Manage Display Options**, which will give you the following screen:

**Manage Display Options**

<table>
<thead>
<tr>
<th>Display Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete/incomplete</td>
</tr>
<tr>
<td>Letter</td>
</tr>
<tr>
<td>Percentage</td>
</tr>
<tr>
<td>Score</td>
</tr>
<tr>
<td>Text</td>
</tr>
</tbody>
</table>

From here, click the **Modify** button (circled above) in the **Letter** row, and you will **finally** get to the screen where you can set *Blackboard*’s letter grades, shown on the next page. Be aware what you set here affects EVERY letter grade in your Gradebook. You cannot make separate settings for each individual assessment. Note that there are **Add** and **Remove** buttons allowing you to add/remove rows. For example, Dominican University does not officially have an "A+" grade. You can remove this and any other grades that you would like to remove.

Check the "will be calculated as" settings (shown on next page)!

It is worth noting that if you are relying on *Blackboard*’s Gradebook to actually calculate your final grades and/or grade weights and you are using letter grades, *Blackboard* will take your letter grades and "convert" them to specific percentage scores. For example, in the screenshot on the next page, anyone receiving a B+ will be given a score of 88.5%, though their actual score may have been anywhere from 87% to 90%.

Also, take care with the letter grades. These are **case-sensitive**! There is a difference between a "b" and a "B" when typing in grades.
## Add/Modify Grade Display Options

1. **Name**
   - Name: Letter

2. **Add Symbols and Values**

   Gradebook items that are automatically graded (such as Assessments) will be converted to this display option according to the translations provided on the left. In order to enter grades into the gradebook manually using this display option, translations from each symbol into a numeric score must also be provided (on the right) for calculation purposes.

<table>
<thead>
<tr>
<th>System-graded items with a grade of</th>
<th>Manually-graded items entered as</th>
<th>Will be calculated as</th>
</tr>
</thead>
<tbody>
<tr>
<td>97.0 % to 100.0 % will display as: A+</td>
<td>will be calculated as 96.5 %</td>
<td>Add</td>
</tr>
<tr>
<td>94.0 % to 97.0 % will display as: A</td>
<td>will be calculated as 95.0 %</td>
<td>Add</td>
</tr>
<tr>
<td>90.0 % to 94.0 % will display as: A-</td>
<td>will be calculated as 91.5 %</td>
<td>Add</td>
</tr>
<tr>
<td>87.0 % to 90.0 % will display as: B+</td>
<td>will be calculated as 86.5 %</td>
<td>Add</td>
</tr>
<tr>
<td>84.0 % to 87.0 % will display as: B</td>
<td>will be calculated as 85.0 %</td>
<td>Add</td>
</tr>
<tr>
<td>80.0 % to 84.0 % will display as: B-</td>
<td>will be calculated as 81.5 %</td>
<td>Add</td>
</tr>
<tr>
<td>77.0 % to 80.0 % will display as: C+</td>
<td>will be calculated as 76.5 %</td>
<td>Add</td>
</tr>
<tr>
<td>74.0 % to 77.0 % will display as: C</td>
<td>will be calculated as 75.0 %</td>
<td>Add</td>
</tr>
<tr>
<td>70.0 % to 74.0 % will display as: C-</td>
<td>will be calculated as 71.5 %</td>
<td>Add</td>
</tr>
<tr>
<td>67.0 % to 70.0 % will display as: D+</td>
<td>will be calculated as 66.5 %</td>
<td>Add</td>
</tr>
<tr>
<td>64.0 % to 67.0 % will display as: D</td>
<td>will be calculated as 65.0 %</td>
<td>Add</td>
</tr>
<tr>
<td>60.0 % to 64.0 % will display as: D-</td>
<td>will be calculated as 61.5 %</td>
<td>Add</td>
</tr>
<tr>
<td>50.0 % to 60.0 % will display as: F</td>
<td>will be calculated as 55.0 %</td>
<td>Add</td>
</tr>
</tbody>
</table>

   **Note:** To avoid any omissions, the upper limit of a range must be equal to the lower limit of the range directly above. Thus, a range of 80 to 90 includes all grades up to, but not including 90. The highest range does, however, include 100%.

3. **Submit**

   Click "Submit" to finish. Click "Cancel" to abort this process.

---

### Weight Grades

The **Weight Grades** feature is NOT new to this version of *Blackboard*, but it definitely has a different look to it. To use this feature, click the **Weight Grades** button at the top of the Gradebook:
This brings you to the screen below. For the sake of simplicity, let's say we have four total items in the Gradebook: a term paper, a PowerPoint presentation, a mid-term exam, and a final exam. We want them to be worth, respectively, 15%, 20%, 30%, and 35% of the grade. The first step (already completed) is to add the items to the Gradebook. Afterwards, clicking on the Weight Grades button will show the following:

**Weight Grades**

The following error(s) have occurred:

- Total of all weights must equal 100%. Current total is 0.0

After clicking **Submit**, the spreadsheet view of your Gradebook will look something like this:
Note that after adding the weight to the Mid-Term and Final Exam, Blackboard will not calculate a weight thus far. It takes into account the full 100% and weighs each item accordingly.

**Student View of Gradebook**

Assuming you enabled the ability for students to view the online Gradebook, students may access it by clicking the **Tools** menu item, and then clicking **View Grades** from the ensuing screen (which they will have to scroll down a bit to see). No changes from Blackboard 5 there!! But do not forget you can make a separate menu item for anything now--including the Gradebook. This is a nice extra to give to students to make it easier to find. To do this, go into the Control Panel, click on **Manage Course Menu** (under the **Course Options** section), and from the ensuing screen click on the **Add Tool Area** button. (Since the online Gradebook is considered a "tool," you want to click this rather than the Add Content Area button.) Finally, in the **Area Type** drop-down menu from the following screen, click on **Student Gradebook**. This will add the item to the menu:
In any event, once students get into their Gradebook, they will be able to see all grades you have entered. Here is where that option to **Include item in gradebook score calculations** seen on the Add/Modify Gradebook Item screen (page 38) comes into play. If you selected **No** to this option for, let's say, the Mid-Term and the Final, here is what they will see:

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Date</th>
<th>Grade</th>
<th>Points Possible</th>
<th>Class Average</th>
<th>Weight</th>
<th>Weighted Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Paper</td>
<td>4/12/04 3:40 PM</td>
<td>88</td>
<td>100</td>
<td>82.12</td>
<td>15%</td>
<td>127</td>
</tr>
<tr>
<td>PowerPoint Presentation</td>
<td>4/12/04 3:46 PM</td>
<td>C+</td>
<td>60</td>
<td>44.12</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Mid-Term</td>
<td>2/26/04</td>
<td>-</td>
<td>75</td>
<td>-</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>4/29/04</td>
<td>-</td>
<td>100</td>
<td>-</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>127</td>
<td></td>
<td></td>
<td>28.8%</td>
</tr>
<tr>
<td><strong>Weighted Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On the other hand, if you selected the default of **Yes** for all items in the Gradebook, note the slight difference:

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Date</th>
<th>Grade</th>
<th>Points Possible</th>
<th>Class Average</th>
<th>Weight</th>
<th>Weighted Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Paper</td>
<td>4/12/04 3:40 PM</td>
<td>88</td>
<td>100</td>
<td>82.12</td>
<td>15%</td>
<td>127</td>
</tr>
<tr>
<td>PowerPoint Presentation</td>
<td>4/12/04 3:46 PM</td>
<td>C+</td>
<td>50</td>
<td>44.12</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Mid-Term</td>
<td>2/26/04</td>
<td>-</td>
<td>75</td>
<td>-</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>4/29/04</td>
<td>-</td>
<td>100</td>
<td>-</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>127</td>
<td></td>
<td></td>
<td>325</td>
</tr>
<tr>
<td><strong>Weighted Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See the difference? Leaving at the default **Yes** adds in *everything* to the **Total** row in the **Points Possible** column. Saying **No** to the two they have not completed yet does not. (Of course, one alternative is to simply not add the items not completed yet to the Gradebook at all, but students may appreciate knowing what's ahead!)

Unfortunately, the **Weighted Total** may throw students off a bit, because it takes into account *everything* in the Gradebook, and does not reflect the weighted total taking into account only those things they've completed so far.

**Class Average a Necessary Evil**

One thing some instructors have complained about in the student view of the online Gradebook is that students can see the class average. There is NOT any way to suppress this information from the student view.
Downloading/Uploading Grades

You could always download a spreadsheet from Blackboard. Now, Blackboard 6 gives you the ability to download and upload grades from a spreadsheet application. Sort of. While uploading something directly from an Excel workbook sounds good in theory, odds are it will not work properly in Blackboard UNLESS you download Blackboard's version first. So for best results, you should FIRST download a Gradebook from Blackboard and use that Gradebook in Excel. That way, everything will be formatted the way Blackboard expects it to be formatted when you decide to re-upload it.

This new feature allows you to avoid "double-entry": entering your grades in both Excel and Blackboard. Once you download a Gradebook from Blackboard and start using it in Excel, you can then enter your grades in Excel, and upload them to Blackboard. Moreover, you can even get by with adding a new item in Excel. Here's the process.

Download First!

First, get the Gradebook going in Blackboard. Here is what we have so far in our Gradebook:

![Download Grades button](circle)

We click the Download Grades button (circled above) and get the following:

**Download Gradebook**

Instructions

The gradebook has been saved to a file. To download this file to your computer, follow the instructions below.

1. After saving the file, open Microsoft Excel or a similar program, and go to the File menu. Select Open. On a Macintosh, this may be the only way to open the file, as the system may not automatically associate the saved file with Excel.
2. Locate the directory where the file is saved and double-click the file name (the file is named gb_export.csv by default).

Download Tip: When downloading the gradebook, you may want to save it to a more permanent location, rather than the default location. This will help you locate the gradebook more easily once download is complete.
After reading the instructions, click the **Download** button and you will get a **File Download** dialog box similar to what you may have seen in the past when downloading files from the Internet:

![File Download Dialog Box]

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

- **File name:** gb_export.csv
- **File type:** Microsoft Excel Comma Separated Values File
- **From:** bb6test.dom.edu

Would you like to open the file or save it to your computer?

- [Open]
- [Save]
- [Cancel]
- [More Info]

- [Always ask before opening this type of file]

At this point, you should click the **Save** button and specify the file location from the ensuing dialog box:

![Save As Dialog Box]

![Save As Dialog Box]

Note that the file type is a **.csv** file, which some of you spreadsheet veterans are likely used to seeing. Go ahead and click the **Save** button (you can obviously rename the file if you want to), and you are done with this part.
Open Your Saved File in Your Spreadsheet Application

Next, we will open the saved file in our spreadsheet application of choice here at Dominican: Excel. In Excel, click File..Open. Remember, however, that since it was downloaded as a .csv file, you must remember to set the Files of type: drop-down menu at the bottom either to Text Files or to All Files:

At this point, it is important to note the following.

The Total and Weighted Total Columns Are Text, Not Formulas!
Although the Total and Weighted Total (if you used weighted grades) columns are included, they are plain numeric values and not formulas, as seen on the formula bar in the next screenshot. This is because these values are generated by Blackboard within the Gradebook feature. When your file is later uploaded to Blackboard (should you choose to do this), it is important to remember that these columns ARE NOT UPLOADED. Therefore, do not bother changing any values in these columns.

Here is what the spreadsheet will look like:
Uploading a Gradebook Back Into Blackboard

Uploading back to Blackboard is fairly simple, but let's throw a new wrinkle in. Say you decide to add a Gradebook item to your spreadsheet in Excel. What then? Fortunately, it is a fairly simple process. As seen in the screenshot below, we have added a column called Oral Presentation and typed in the scores:
DO NOT ADD OR MODIFY USERS!
Any Gradebook upload that contains user data for any user name (i.e., students) who are not enrolled in Blackboard will not be processed. Also, do not modify the user names. If you plan on uploading a Gradebook to Blackboard, this is not the place to start getting fancy with the user names, such as adding preferred nicknames, etc. (As we will see, Blackboard's Upload Gradebook screen will reiterate this.)

Next, click File...Save As. We will not do a "regular" save, because it is not a bad idea to rename it to a different file name (just in case something bad happens!). Note that the file type should be set to type csv, which should be on by default, but we type in a new name:

Excel will give you a warning that some things may be incompatible. This is normal for a CSV file type. Go ahead and click Yes in this dialog box and will save it.

Close Excel and go back into Blackboard. Click the Upload Grades button from the spreadsheet view of the Gradebook:
You will get a screen like the one below. By now, you are familiar with using the Browse button next to a file name, which we have already done. (Note the statement that students cannot be added in this upload file):

**Upload Gradebook**

1. Choose File

   Note: When uploading grades into the gradebook, it is recommended that you first download the gradebook, then modify the data to be uploaded. This will help ensure that students listed in the uploaded file match those in the gradebook. Also, students cannot be added via this upload file. Students must be added to the gradebook via the course control panel.
   
   Select File: C:\Gradebook

2. Submit

   Click "Submit" to finish. Click "Cancel" to abort this process.

   ![Submit button](image)

When you click the Submit button, Blackboard will ask you which specific column you wish to upload. This is one way Blackboard helps ensure you will not accidentally overwrite an existing column with new grades you may have put in the Excel spreadsheet:

**Choose Column to Import**

1. Choose Imported Item

   Please select the column you wish to upload from a file:
   
   - Term Paper
   - PowerPoint Presentation
   - Oral Presentation
   - Mid-Term
   - Final Exam
   - Total
   - Weighted Total

2. Choose Existing Item

   Please select the destination column for the uploaded data, or select "Create New Gradebook Item" if you want the data to appear as a new gradebook item:
   
   - Term Paper
   - PowerPoint Presentation
   - Mid-Term
   - Final Exam
   - Create New Gradebook Item

   ![Create New Gradebook Item](image)

3. Submit

   Click "Submit" to finish. Click "Cancel" to abort this process.

   ![Submit button](image)

   Suffice to say that if you DID create a new column in the spreadsheet (as we did in our example), you should make sure you select Create New Gradebook Item!
Moving From Blackboard 5 to Blackboard 6: A Guide for Faculty

When you click **Submit**, you will immediately get the following **Add/Modify Gradebook Item** screen. Treat this as you would for any item you add to the Gradebook. Note that the **Item Name** is already filled in for you. The main thing you want to do is fill in the **Points Possible** and, if you want, change the **Category**:

**Add/Modify Gradebook Item**

<table>
<thead>
<tr>
<th>Item Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name: Oral Presentation</td>
</tr>
<tr>
<td>Category: Presentation</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Date: Apr 13 2004</td>
</tr>
<tr>
<td>Points Possible: 25</td>
</tr>
<tr>
<td>Display As: Score</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 'No' for the first choice if you do not want students to see this Gradebook item in the Student Gradebook. Select 'No' for the second choice if you want this Gradebook item to be excluded from summary calculations. Please note that if Gradebook items are excluded from summary calculations, they are also excluded from weighting.</td>
</tr>
<tr>
<td>Make item visible to students: [ ] Yes [ ] No</td>
</tr>
<tr>
<td>Include Item in gradebook score calculations: [ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click &quot;Submit&quot; to finish. Click &quot;Cancel&quot; to abort this process.</td>
</tr>
</tbody>
</table>

Click **Submit**, and you will get an acknowledgement screen, where you should click **OK** . . .

**Gradebook Item successfully updated.**

. . . after which, you will get a screen asking you to choose the rows to import. The "rows" are the students, and assuming you recorded a grade for all students in your new item (which we did in our example), it is quickest to simply click the **Select All** column to place a checkmark next to everyone's name:
Click the Select All button to place a check next to all names. (The are NOT checked by default.)

Click the Submit button after checking all names, and you will receive yet another Gradebook Item successfully updated screen like the one we have already seen. Click OK at that screen, and you will FINALLY be returned to the spreadsheet view of your Gradebook, with your new column added!

Note that Blackboard added the column at the end. Fortunately, you can simply click on the Manage Items button at the top to get a screen that will allow you to place these items in any order you want.