

Using Blackboard 9.1



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Blackboard

Onderwijscentrum VU

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Need training?

The CETAR offers the following Blackboard training course and demonstrations:

- Blackboard: Introductory course (Training course, duration: 3½ hrs.)
- Blackboard for advanced users (Lunch demonstration 12.00-13.00)
- Assessments with Blackboard (Lunch demonstration 12.00-13.00)

For further information and dates, see:

www.onderwijscentrum.vu.nl/cursussen > Workshop and courses



1 Background information

As a lecturer, you can use Blackboard to set up course websites. Generally, a course website is created for each subject. You can use a course website to provide information to students (including assignments, study texts or the latest announcements) and students can work on study activities (including practice assessments, collaborating on assignments).

1.1 What do you need to work with Blackboard?

You need:

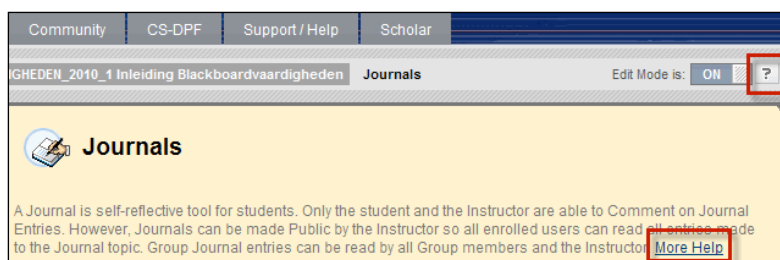
- Computer with an Internet connection.
- Browser (preferably at least Internet Explorer 7, Firefox 3.5 or Safari 3.2).
- Java minimum version 1.6.
- User name and password.
 - VU Lectures and VU students use their VU-net-id (also see [section 2.1](#)).
 - Guest lecturers and professors from VUmc and the Faculty of Medicine. You will receive a user name and password from your Blackboard contact person. For more information: see tab **[Support/Help]** (**[Teachers]** > **[Log in/VU-net-ID]**).
- A course website that you, as a lecturer, may organize as you wish.

Lecturers wanting to use Blackboard for regular education at the VU can use Blackboard for their courses free of charge. Anyone wanting to use Blackboard for other types of education (post-graduate education, contract education etc.) will be charged for the service.

1.2 General instructions

Blackboard makes use of default buttons. Whenever you want to modify an item in your course environment, you click **[Submit]**. You will then see confirmation that the modification has been successfully completed.

1.3 Context related help



Blackboard features Context related help, which enables you to quickly search to find out how something works.

- Click on **[More Help]** and additional information about the relevant feature will appear.
- If desired, you can also switch the help feature on and off by clicking on the question mark **[?]** (alongside Edit mode) on the top right.

1.4 More information about Blackboard

This manual provides an instruction of how to use the most popular features of Blackboard. It should enable you to solve up to 90% of any problems you may have. The Blackboard support site provides a lot of additional information. You can access the Support site via the **[Support/ Help]** tab on every Blackboard page.



You will find a detailed manual on:

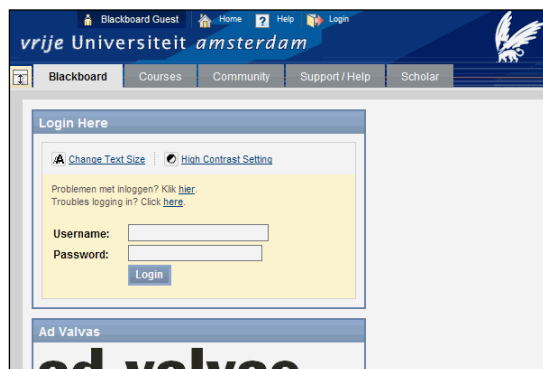
[Official Online Blackboard Instructor Manual](#) (English)

2 Logging into Blackboard and the My Blackboard screen

2.1 Logging in

This is how you log into Blackboard:

- 1 The web address is: <http://bb.vu.nl>.
- 2 Type your user name and password. You log in with your VU-net-ID.



Tip: If you have forgotten your VU-net-ID or password, this may be found on the intranet under the heading **[UC-IT support] > [VU-net-id]**.

Tip: For more information on the Blackboard login procedure please go to: **[Support/Help] > [Teachers]**.

Exception: Are you a member of the Faculty of Medicine, the VUmc Medical Center or a guest lecturer? Then your login procedure has not changed. Since you do not have a VU-net-ID, your old Blackboard login information remains the same.

If you do not have a Blackboard username and password, please request one from your Blackboard support person. See **[Support/Help] ([Teachers] > [Need help?])**.

2.2 Changing your password

Blackboard uses your VU-net-ID account to log in, you have to change your password by using the application Top (<https://top.vu.nl>).

Exceptions: Are you a lecturer in the Faculty of Medicine, the VUmc Medical Center or a guest lecturer? Since you do not have a VU-net-ID, see tab **[Support/Help]**.

2.3 Navigating Blackboard

2.3.1 Tabs

You will see six tabs at the top of the screen:



My Blackboard

This will always be the first tab you encounter when you log in.

The heading **[My Blackboard]** will grant you access to the courses you teach and any other courses you may be taking as a student. You can enter the course environment by clicking the name of the course.

Under the sub tab **[Notifications Dashboard]** you can see the latest modifications and an overview of activities at a glance. The dashboard issues a notification when a new content-item, announcement, thread or mark becomes available in *My Grades*. As a user, you can set the *courses* or *organizations* for which you wish to receive notifications.

Courses

On the tab **[Courses]** stands *Course List*, a detailed overview of the courses to which you have access with a brief description and the names of the lecturers. You can access a course environment by clicking the name of the course.

On the right-hand side, you will see the *Course Catalog*. This allows you to examine the courses taught by colleagues in your faculty or other faculties (**please note:** lecturers can deny third parties access to certain courses or parts of courses).

Community

The **[Community]** tab lists the communities/organizations to which you have access. These digital environments are similar to the courses you will find under **[Courses]**. *Organizations* are not generally for courses, but for *non*-subject related purposes (such as a digital page for a student association or a project page for an innovation project).

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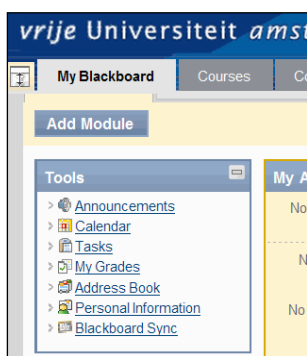
This tab takes you to the **[My Portfoliocontent]** and **[Portfolios]** field. Refer to the support site for more information please go to: **[Support/ Help]** under **[Teachers]** > **[Manuals]**.

Support/ Help

Under the **[Support/Help]** tab, you will find the Support site, a website providing all kinds of information about how the Digital Learning Environment Blackboard works. You will also find a list of possible errors that may occur when working with Blackboard.

2.3.2 Tools

On the tab **[My Blackboard]** there are also a number of *tools* available, which you may use to organize your work, such as **[Calendar]** and **[Address Book]**.



If you click the button **[Announcements]**, you will see a list of news bulletins relating to the courses you may access as a lecturer. This enables you to see all the new announcements at a glance. Via **[Tasks]** you can give your students an overview of their assignments (including deadlines). Students can use **[My Grades]** to request their results. Via **[Personal Information]** you may change your preferred name. Other fields may not be modified.

[Blackboard Sync] enables you to install the *Blackboard Sync application* on your Facebook or on your iPhone or iPad. You will then be able to view new contributions by students on your iPhone, for example, such as the latest contributions to discussions. You can find out more on the **[Support/ Help]** tab.

2.4 Personalizing Blackboard

To a certain extent, it is possible to personalize the appearance of Blackboard. Below we provide a number of examples of how you can personalize **[My Blackboard]** and make the page easier to navigate.

2.4.1 Setting the language: Dutch or English

Before you log in, you can choose the language you wish to use in Blackboard: Dutch or English (US).



After logging in, you can adjust the language via **[Personal Information]** > **[Change Personal Settings]**.





This manual uses the English-language setting and therefore refers to links and buttons by their English names.

2.4.2 Your 'My Blackboard' screen

Under the tab **[My Blackboard]** you will find your personal start page within Blackboard. This page is made up of modules.



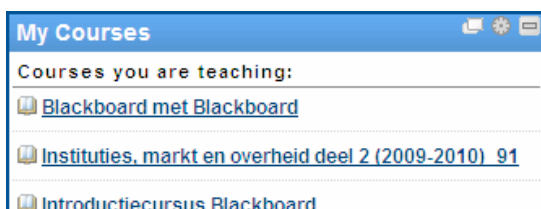
You can use the icons in the bar on the top right of a module to change the display settings.

-  Opens module windows as pop-up windows.
-  Minimizing or maximizing module windows.
-  By clicking on the 'wheel' you can reorganize the current module window in different ways (see My Courses example below).
-  Removes certain modules from your Blackboard home page. (see [section 2.4.3](#) for information on how to reinstate the module).

NB: in some module windows, not all icons are available .

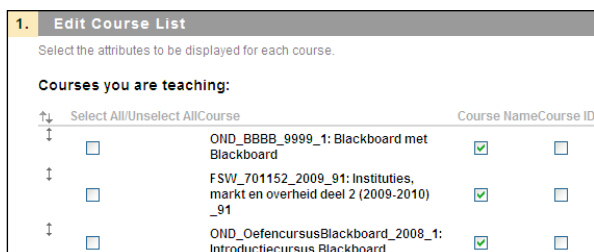
Example My Courses

Here is an example of how you can make your **[My Blackboard]** page easier to navigate.



You can adjust your settings so that a number of courses do not appear on your home page (temporarily). This does not mean that the courses have been removed. You can opt to make them visible again whenever you wish, using the 'wheel'.

- 1 Click on the 'wheel' in *My Courses*.
- 2 You are in the 1. Modify Course List screen. You can hide the courses by removing the checkmarks in the *Course Name* and *Course ID* column next to the course.



- 3 You can change the sequence of the courses using *drag-and-drop* (click and hold ↓, drag the course up or down and release the mouse button when it is in the desired position).
- 4 Then click on **[Submit]**.

The number of courses displayed on your home page has now been noticeably reduced.

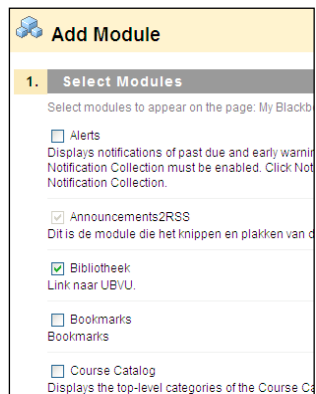


Tip: By clicking on the 'wheel' again, you can choose to make a number of courses visible once again.

2.4.3 Adding a module

On your **[My Blackboard]** page, you can determine for yourself which modules are visible and which are hidden. For example, you can keep a list of *Bookmarks* or include a search engine or calculator on your start page.

- 1 Click on **[Add module]**.



- 2 Tick the options you want to appear in your **[My Blackboard]** page.

- 3 Click on **[Submit]**.

Your chosen fields will now be displayed on your **[My Blackboard]** page.

Please note: Several modules are permanently selected with red checkmarks. You may not uncheck these modules. They will always appear on your home page. These modules are: *Announcements2RSS, My Announcements, My Courses* en *My Organizations*.


2.4.4 Moving modules

It is easy to change the position of the modules.

- 1 Click on the title bar of the module. An arrow will be displayed.



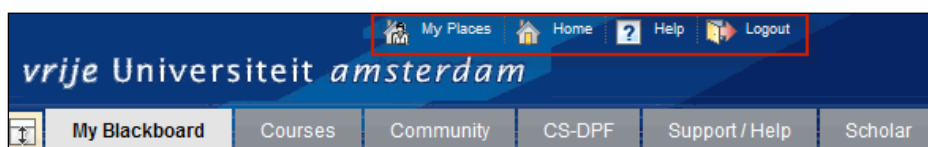
- 2 Click and hold and drag the module to the preferred position.

By using the button on the top right  you can change the positions of the modules with the keyboard.

2.4.5 Colour scheme on your My Blackboard start page

You can use the **[Personalize Page]** buttons to select a different colour scheme for your **[My Blackboard]** page.

2.4.6 Button bar: My places, Home and Help



The button **[MyPlaces]** provides you an overview of all your courses, organizations and preferences. The button **[Home]** provides you a direct link to the home page of Blackboard. Via the button **[Help]** you go to the tab **[Support/Help]**.

2.5 Logging out

You will find the **[Logout]** button at the top of the screen. *Always* log out by clicking on the **[Logout]** button. If you do not do this, but simply close the Blackboard window (by clicking the **X** on the right top corner), you will stay logged in to Blackboard in the background. The same applies if you go to other websites without logging out first. Even if you turn off the computer without first logging out by clicking the **[Logout]** button, when the computer is restarted and the Blackboard address is typed in (<http://bb.vu.nl>), you will still be logged in without having to retype your user name and password.

If other people use your computer, they could easily work in your Blackboard account and modify your course site if you do not follow the correct logout procedure.

3 Setting up a course environment

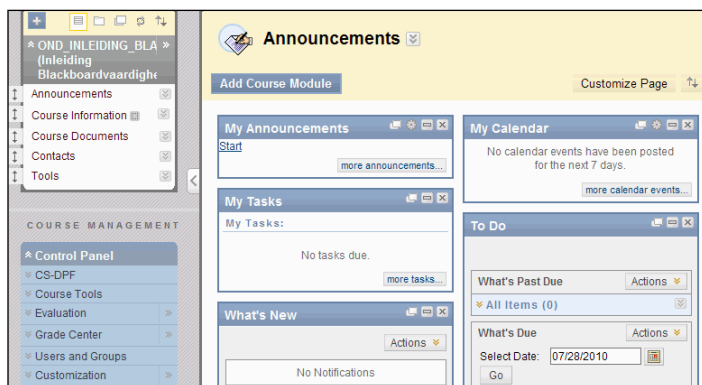
3.1 Finding your course

Under the tab **[My Blackboard]**, you will find the courses to which you have access. Your courses are subdivided as follows:

- Teacher (*Courses you are teaching*).
- Teaching Assistant (*Courses in which you are a TA*),
- Student (*Courses in which you are enrolled*),

Your right to make modifications within a course will depend on your role.

- 1 Click a course for which you have teaching rights.
- 2 You will find yourself in an 'empty' course website. The appearance of the website will depend on the faculty in which you are working.



3.2 Navigating in your course environment

As a lecturer, you can modify the menu (course menu) on the left-hand side. However, for the main menu we recommend that you follow the standard structure as far as possible. Students are used to this and prefer uniformity. It enables them to quickly navigate around their course websites.

A new course website generally includes the following course components:

<u>Component</u>	<u>This features:</u>
[Announcements]	Up-to-date announcements <i>for example: a change of classroom, message to announce that examination marks have been published</i>
[Course Information]	General information about the subject <i>for example: study guide, description of the subject, teaching aims, consulted literature.</i>
[Course Documents]:	Content of the subject <i>for example: explanations of the course material, background literature, assignment details, tests, lecture notes.</i>
[Contacts]:	Names, telephone numbers and e-mail addresses of the lecturers and other relevant parties such as practical supervisors.

[Tools]: This button includes a large number of **[Tools]** to communicate with your students and to enable your students to communicate with each other or work together.

The most frequently used are:

[Discussion Board] for online discussions or to distribute assignments.

The Discussion Board is explained in more detail in [section 4.3](#). For a detailed manual, see the [Support site](#) under **[Teachers] > [Manuals]**.

[Groups] is used if you work together in groups. The lecturer defines the groups. Students can also create their own groups. You can disable this feature (via *Control Panel [Users and Groups] > [Groups] > [Groups Settings]*). Group members are then granted access to a separate area for discussion, collaboration and to exchange documents (see [section 4.2](#)).

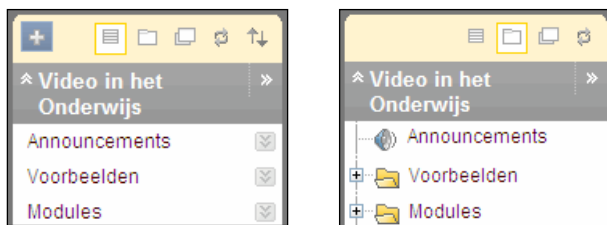
[Send E-mail] allows you to send your e-mail to all or a selection of the students and the lecturers enrolled on the course.


3.3 Organizing a course website via Control Panel




A lecturer has access to more features in a course website than a student. Using the menu *Course Management* and its *Control Panel*, you can organize your website and monitor your students' performance. Students do not have this menu.

3.4 Display of the course menu

Two different displays are available for the course menu in Blackboard 9.1:



- A *List View* (the original Blackboard course menu). This is the default view. In this view, you can modify the course menu.
- A *Folder View*, in which you – as in Windows Explorer – can expand directories and subdirectories and can open items and collapse directories (via + folder en - folder). This view gives you a rapid overview of the content and structure of your course website. It can be useful to open the menu in a separate window (using the button .

You can change between menu views using the icons  or  (at the top of the menu). Click on  to refresh the menu, so that any changes become visible.

3.5 Changing the appearance of the course menu

As a lecturer, you can change the appearance of your course by changing the standard settings.

- 1 Click the section **[Customization]** in the *Control Panel*.

- 2 Click on **[Style]** to change the appearance of the course environment (for example, the shape and colour of the course menu on the left-hand side).


You can also use **[Style]** to add a course banner to the course environment by adding an image under 5. *Select Banner*.

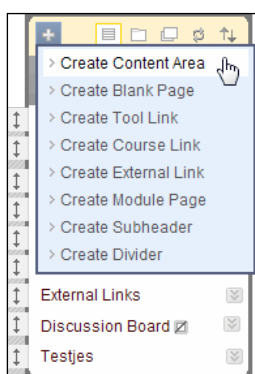
Please note: The course banner will be visible on the Module page.

3.6 Adding and modifying course menu items

It is now easy to add new items to the menu, change the sequence of the course menu or hide course menu items.

3.6.1 Adding menu items

- 1 Click on  on the top left in the course menu. A submenu will open.
- 2 Click on the item that you want to add



Content area, which can contain all kinds of study material and assignments.

Blank page, which you can use to add an empty page so you can present your information on a single page.

Tool link, with which you can add more specific resources, for example messages, group pages, etc.

Course link, with which you can add a reference to another section of your course website.

External link, with which you can add a reference to another section outside of your course website.

Module page, which you can use to add a start page to your course (a **[MyBlackboard]** page at course level).

Subheader, which you can use to create a subheading in the course menu.

Divider, which you can use to add a dividing line to the course menu.

- 3 Put a checkmark next to *Available to User*, to make the course component visible to these users.
- 4 Click **[Submit]**.

Tip: To ensure that the names fit and that the menu does not become disorganized, make sure that the names of the course fields do not exceed 18 characters.

Please note: The following symbols mean:



'This link has no content.'

The item is therefore not yet visible to students. As soon as this menu section includes an item, it will become visible to students.

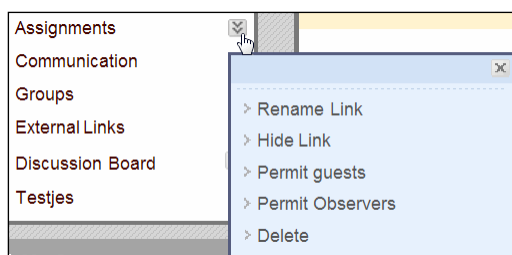


'This link is hidden from students.'

The item is hidden. For details of how to make it visible again, read the following section.

3.6.2 Modifying or amending menu items

Click on  to open the 'item options' menu.







You can now change, hide or remove the menu name.

Changing the order of menu items

Now you have changed the course menu, you can put it in a logical sequence.

Tip: To ensure uniformity, use the fixed menu structure as far as possible.

- 1 Click on the arrow  in the top right of the course menu.
- 2 Use the arrows  and  to place the menu items higher or lower in the menu structure.

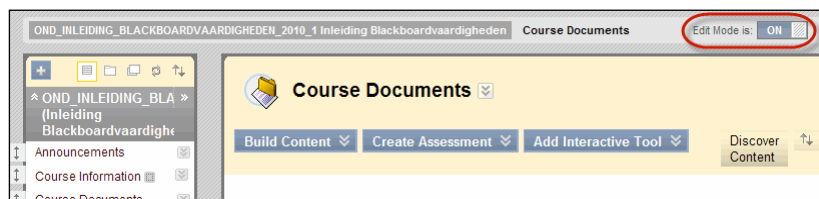
Tip: Click and hold the arrows on the left  of the item. Drag the item to the desired position

3.7 Adding course content and tools

3.7.1 Adding (Edit Mode)

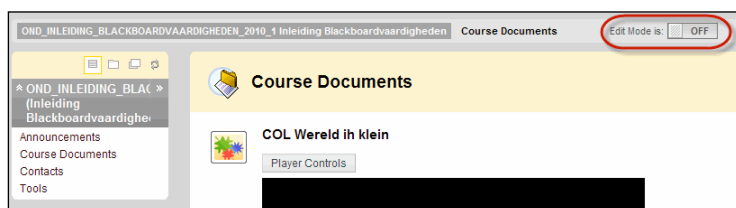
You can add course content directly to the menu items. Edit Mode must be switched on.

- 1 Click on the menu item that you wish to change, for example **[Course Documents]**. Make sure that Edit Mode in the top right of the screen is: **[ON]**.



- 2 You can now add folders, items (for example, documents), links, etc.

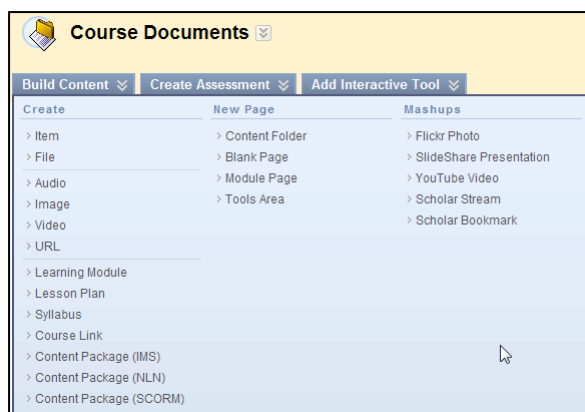
By clicking on **[ON]**, you can switch the Edit Mode off. You will now enter the course environment as viewed by students.



3.7.2 Choose a location

Blackboard allows you to place documents as well as web links, tests, assignments and a collection of associated items (*learning units*) within the course fields. This enables you to carefully organize all study information about a specific (subsidiary) subject within a course component.

- 1 Select the place you want to add the test, for example under **[Course Documents]**.
- 2 Under the title **[Course Documents]** click on the arrows alongside **[Build Content]**.
- 3 In the submenu, select the content that you wish to add.




Please note: Under *Create Assessment* and *Add Interactive Tool* you will find a range of other options you can add.

3.7.3 Making and changing an announcement

In order to create or change an announcement, follow these steps.

- 1 Click in the *Control Panel* within the section **[Course Tools]** on **[Announcement]**.
- 2 Click **[Create Announcement]**.
- 3 Type a heading into the *Subject* line and an announcement in the text field.
- 4 Click **[Submit]**.

You will see your announcement on the start page of your course. You will see all course announcements here

You can change an announcement by clicking on the arrows  next to the announcement title and then clicking on **[Edit]**.

3.7.4 Adding a Folder

[Folders] will enable you to keep your course well-organized. Just as with Windows Explorer you may set up an entire folder system with folders and subfolders.

- 1 To add a folder, click **[Build Content]**.
- 2 Click in *New Page* on **[Content Folder]**.
- 3 Give the folder a name and type it in the window next to *Name*.
- 4 Enter the explanation you wish to give in the *Text* box.
- 5 You can indicate whether the information should be published immediately or at a later date.
- 6 Click **[Submit]**.

The item will now be added to the course website.

3.7.5 Adding an Item

Tip: If you have a long text, select **[Blank Page]**. Click on the title and the text will be displayed.



- 1 To add a short piece of text, click **[Build Content]**.
- 2 Click in *Create* on **[Item]**.
- 3 Think up a name for the document

- 4 Enter the explanation you wish to give in the *Text* box.
- 5 To attach a file, click **[Browse my computer]** .

Tip: It is useful to students if you add a note such as 'see attachment' with a brief description of the contents of the attachment in the text box under *1. Content Information*. Attachments are often overlooked.

- 6 You can indicate whether the information should be published immediately or at a later date.
- 7 Click **[Submit]**.

The item will be added to the course website.

3.7.6 Adding a URL/web link

Links to websites with additional information can be extremely useful to students.

Tip: It is up to you as a lecturer to make a good selection and to indicate why the information on each website is good and reliable. This will enable students to see how you, the expert, evaluate information.

- 1 Click **[Build Content]**.
- 2 Click in Create on **[URL]**.
- 3 Fill in the name of the website and add a short description. Type in the URL including **http://** , for example: <http://www.onderwijscentrum.vu.nl>

Tip: Arrange your settings so that an external link opens in a new window. This is much clearer than opening an external website inside the Blackboard frame. To do this, tick **[Yes]** next to Open in new window under *3. Options*.

3. Options

Permit Users to View this Content Yes No

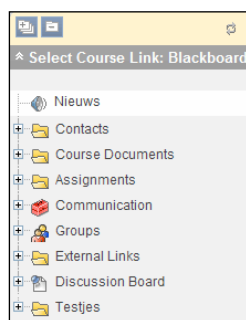
Open in New Window Yes No

Track Number of Views Yes No

3.7.7 Adding a Course Link

A *Course Link* is a direct reference to another part of the same course site.

- 1 Click **[Build Content]**.
- 2 Click at the bottom in *Create* on **[Course link]**.
- 3 In *Choose Item*, click **[Browse]**. A screen with a diagrammatic overview of your course will appear.



- 4 You can indicate the place to which you are referring right down to the document level. Use the for a more detailed search inside a folder. Click the file when you have found it.

Placing a link in an *announcement*, for example, is a useful way of swiftly referring students to an assignment or test.

Please note: It is not advisable to use *Course Links* too often in other areas of the course site, as this can lead to confusion. Students soon become used to looking for assignments etc. in one particular place.

3.7.8 Integrating Youtube, Flickr and/or Slideshare within your course

In Blackboard you can post material from the websites Youtube (www.youtube.com), Flickr (www.flickr.com) or Slideshare (www.slideshare.net).

- 1 To add, click on the arrows next to **[Build Content]**.
- 2 Under the heading *Mashups* click on the item you wish to add.
- 3 Type in a search term and confirm your choice with **[Go]**.
- 4 Click on **[Select]** alongside the selected item.
- 5 Now select the settings.
- 6 Click on **[Submit]**.

3.7.9 Adding a Test and making it available to students

To add a test in the required place, you should first prepare the test (see [section 4.6](#)).

- 1 Select the place you want to add the test, for example under **[Course Documents]** or **[Assignments]**.
- 2 Click **[Create Assessment]**.
- 3 Click the button **[Test]**. Creating a new test in this place is not recommended. Follow the procedure described in [section 4.6](#).
- 4 Select the test you have compiled and click **[Submit]**.
- 5 This will automatically take you to the *Test options menu*. The test is now in the right place, but is not yet visible to the students.
- 6 2. *Test Availability* allows you to choose whether to make a test available to students or not.
- 7 Place a checkmark next to **[Yes]** on the right of *Make the link available*.
- 8 Click **[Submit]**.

The test is now visible and ready for students to complete.

Please note: After the test has been made available to the students, it is not advisable to make any more modifications. Modifying the test after this point involves a risk of deleting any results that have already been generated.

3.7.10 Adding an individual Assignment

You can enable students to submit assignments via Blackboard. These may be individual or group assignments (for group assignments, see [section 4.1.2](#) or [4.1.3](#)). This enables you to create a useful digital archive for every course.

Tip: If you want to check assignments for plagiarism, you can use SafeAssignment (see [section 3.7.11](#)).

- 1 Select the place you want to add the assignment, for example under **[Course Documents]** or **[Assignments]**.
- 2 Click **[Create Assessment]**.

3 Click on **[Assignment]**.

You can now enter the details of the Assignment. Here are a few tips:

- a Choose a name that is not too long; this will make it easier to work in the *Grade Center* later.
- b Changing the name of *Assignment* later on is not recommended as the name cannot be modified correctly everywhere in Blackboard and this may lead to confusion.
- c In *Points Possible*, fill in the number of points the student can earn on this assignment. The number of points can easily be adjusted later.
- d You can either type the assignment directly into the text field under *Instructions* or you can add an attachment under *2. Assignment Files*.
- e Under *4. Availability* you can set the availability of your assignment. After *Limit Availability* you can set a predefined period. You can also indicate the number of attempts a student is allowed for submitting the assignment. The number of attempts varies from one to unlimited, or a fixed number of attempts may have been entered.
- f You can also permit students to submit assignments after the submission deadline. Blackboard marks the assignments submitted after that date as Late.

3.7.11 Adding an assignment with plagiarism scan

If you wish to check students' assignments for plagiarism, you can use SafeAssignment.

Blackboard will then compare the assignments submitted with existing materials. You will receive an originality report including percentages to indicate which parts of the text match existing sources.

- 1 Select the location where you wish to place the assignment, for example under **[Course Documents]** or **[Assignments]**.
- 2 Click **[Create Assessment]**.
- 3 Click on **[SafeAssignment]**.


As with an 'Assignment', you can also fill in the details for a 'SafeAssignment'.

3.7.12 Adding criteria-related content

As a lecturer, you can decide to make specific documents or files visible only if a student has met specific criteria. For example, details are included below of how to check whether a student has seen the document and how you can ensure that a student does not see the document until he or she has completed a specific test.

Reviewing documents

You can use the Review option to enable the student to indicate that he or she has seen the document. It is even possible to reward to students for this (via the *Grade Center*).

- 1 Click on the arrows  next to the item title.
- 2 Click on **[Set Review Status (Disabled)]**.
- 3 Tick **[Enable]**.
- 4 Click **[Submit]**.

When the student accesses the document in this course, he will see the following screen:



Tip: By switching off Edit Mode, you can check which view will appear

Consulting the Review overview

You can consult an overview of all students who have clicked on **[Mark Reviewed]**.

- 1 Click on the arrows next to the item for which you would like to see the information.
- 2 Click on **[User Progress]**.




The following screen will appear:

Last Name	First Name	Username	Course Role	Visibility	Reviewed	Date Reviewed
Kaandorp *	Judith	jkp230	Student	☉	☑	Jul 22, 2010 3:25:46 PM
Berg	Yme	yvandenber	Student	☉	☐	
Sahebodin	RiniaCC	rwsahebodincc	Student	☉	☐	

Please note: The use of the review option does not necessarily mean that the students have actually read the document.

Adaptive Release of documents

[Adaptive Release] contains control elements to release content to users on the basis of a set of *rules* that are laid down by the lecturer. These rules could relate to the availability of an *item* for example, to rights for individual users and user groups or to *scores* or attempts on a list of grades.

- 1 Click on the arrows  next to the item for which you would like to see the information.
- 2 You will be presented with the following options:
 - **[Adaptive Release]** - Create standard rules for an item. You can only create one rule per item, but one rule can include several criteria. The content will only become available if all criteria have been met.
 - **[Adaptive Release: Advanced]** - Create advanced rules for an item. You can create multiple rules. If you have questions about this, please contact a member of your faculty Blackboard support staff.
- 3 If you select **[Adaptive Release]** you can define four different criteria for the chosen item: *Date*, *Membership*, *Grade* and *Review Status*. It is up to you to indicate under which conditions and when the item should be available for particular users or groups of users.

3.7.13 Adding lecturer contact information

You can publish lecturer contact information within the course.

Tip: Create an item to display your contact information (see [section 3.7.5](#)). It is easy to copy an item to a different course (see [section 5.4](#)).

Tip: If there are a lot of lecturers within the course, you can group the lecturers by creating a folder structure. Then click **[Build content]** > **[Content Folder]**.

3.7.14 Adding Tools

In **[Tools]** you will find various features enabling you to streamline the online communication between you and your students or between the students themselves.

- You can find the relevant feature in the **[Course Tools]** section of the Control panel.
- For example, you can add the blog tool by clicking on **[Create Blog]**.

3.7.15 Hiding Tools

- 1 Click **[Tools]** in the Course Menu.
- 2 Click on **[Hide Link]** to hide the tool from students.

The tool is now hidden. To make it visible again, click on **[Show Link]**.

Tip: By switching off Edit Mode, you can check which view will appear.

Further information on working with groups is included later in this manual ([section 4.2](#)), a discussion board ([section 4.3](#)), a wiki ([section 4.5](#)) or a Blog/Journal([section 4.4](#)).

4 Working with individual and group assignments

Teaching that activates student learning often involves working with assignments and various types of collaboration between students. It is easy for students to post their work on individual assignments in Blackboard or for students to work together in a group without other groups seeing what they are doing.

4.1 Setting assignments

4.1.1 Setting individual assignments

Blackboard allows you to place individual assignments (*Assignments* or *SafeAssignments*) for students. A student can submit his work, after which you can view and assess it via the *Grade Center*. A student can consult his submitted work whenever he wishes. You can give feedback and grades, which can be read by the students. You can add an *Assignment* by following the steps described in section 3.7.8. You can add a *SafeAssignment* by following the steps described in section 3.7.9.


4.1.2 Setting assignments for groups of students

You can define your own shielded group pages within your course, so that students can exchange documents, have discussions, send emails etc. out of sight from members of the other groups. Lecturers have access to the group pages for all groups.

When a new course environment has been created for you, you will find the **[Groups]** under the course field **[Tools]**. Students can also find the group pages here. If you expect your students to make frequent use of these group pages, you can also create a link in the course menu (see [section 3.6](#)).

4.1.3 Setting an assignment for a single group

In Blackboard you can set an assignment for a single group of students. To do this, you will need to create the group first (see [section 4.2](#)).

- 1 Select the location where you wish to place the assignment, for example under **[Course Documents]** or **[Assignments]**.
- 2 Click **[Create Assessment]**.
- 3 Click **[Assignment]**.
- 4 You can now enter the details of the assignment.
- 5 In order to make the assignment available only to a specific group, make a selection under 6. *Recipients* **[Group of Students]**.
- 6 Now select the group for which the assignment is intended.
- 7 Then click on the arrow .
- 8 Click on **[Submit]**.

4.2 Creating and managing groups

4.2.1 Defining (new) groups

You can choose the number of groups that you would like to create. If you only wish to create a limited number of groups, follow the steps in [Creating a group](#). If you want to create several groups at the same time, follow these steps in [Creating several groups at the same time](#).

Creating a group

Here are details of how to create a single group of participants.

- 1 In *Control Panel* click on section **[Users and Groups]**.
- 2 Click **[Groups]**.
- 3 Click **[Create Single Group]**.
- 4 Select **[Self Enroll]** if the students can enroll for the group themselves.
Select **[Manual Enroll]** if you want to decide who will be in the group.
Give the group that you want to create a specific name, for example 'Project Group 1'.
According to the default setting, the group will be immediately available (*available*) to students. If you do not want this to happen yet, select **[No]** for *Group Available*.
- 5 Select the items that you wish students to be able to use under '2. Tool Availability'.
 - Under **[Self Enroll]** you can insert a checkmark under 'Sign-up options' **[Show Members]** in order to show which students are members of the group.
 - If you have selected **[Manual Enroll]** you can add members to the group directly.
- 6 Then click **[Submit]**.

The group has now been created. If you click on the group, you can still add a number of modules to this group page. For example, using **[Add Course Menu]** you can display *Announcements* on the group start page. Using **[Add Group Module]** you can switch the modules *Groups Assignments*, *Group Properties* and *Group Tools* on or off. In the default setting, these three modules are switched on.

Creating several groups at the same time

- 1 In *Control Panel* click on section **[Users and Groups]**.
- 2 Click **[Groups]**.
- 3 Click **[Create Group Set]**.
- 4 Select **[Self Enroll]** if the students can enroll for the group themselves.
Select **[Manual Enroll]** if you want to decide who will be in the group.
Select **[Random Enroll]** if you would like Blackboard to allocate the groups at random.
Please note: Blackboard will allocate a group to everyone within the course who has the role of 'student'.



Select items that you would like the students to be able to use. Etc.

- 7 Then click **[Submit]**.

Please note: This allows students to enroll for several groups at the same time. If you would like students to be able to enroll for a single group only, use the *Advanced Group Tool*.

4.2.2 Adding participants to a group afterwards


Adding students to a group afterwards can easily be done manually.

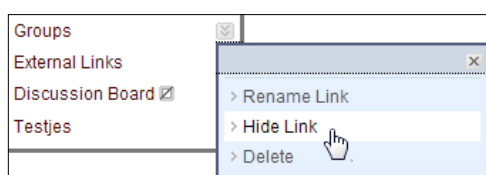
- 1 In *Control Panel* click on section **[Users and Groups]**.
- 2 Click **[Groups]**.
- 3 Click on the arrows  next to the group name to which you would like to add a member.
- 4 Choose **[Edit]**.
- 5 Under *4. Membership*, you will see a list of all students who have access to your course under *Items to select*. Select your student(s) here.
- 6 Click on  to add the students to the group.
- 7 Then click on **[Submit]**.


The new member has now been added to the group. As a lecturer, you can view the documents added by students and participate in discussions in all group pages.

4.2.3 Hiding groups from students in the course menu

You can remove course components or hide them from your students. This can be useful in cases where you want to go ahead and prepare your material, but do not want to allow the students to access it at an early stage.

- 1 Click on the arrows  next to the menu item Groups.
- 2 Click **[Hide Link]**.



You will see the link in the course menu. However, next to the link, the icon  will appear. This means that the link is hidden from students. By switching off Edit Mode, you can check which view will appear

4.3 Using the discussion board

The discussion board in Blackboard provides a platform for a structured exchange of opinions, and for exchanging and commenting on each other's assignments. Furthermore, students can exchange assignments and comment on them in the discussion board.

Within your course, you have access to discussion boards at two levels. Everyone has access to the general discussion board. You can access this via **[Tools]** in the course menu and then **[Discussion Boards]**.

Additionally, members of the group have their own discussion board. Students from other groups cannot access this area. For information on creating groups, see [section 4.2](#).

Tip: It is possible, for example, to create a forum in which students can pose questions about the organization or about the content of the course. Experience shows that students often ask the same questions. By answering these questions in a place that is accessible to everyone, you can avoid receiving multiple e-mails on the same subject.

Key terms**Forum**

Every forum is set up for a specific purpose. A forum for an informal exchange of ideas between participants will have different rules of behaviour from a compulsory forum in which participation is evaluated by the lecturer and where the lecturer or fellow students evaluate the participation. You should make clear exactly what these rules of behaviour are, possibly in consultation with students.

Every forum is governed by appropriate rules laid down by the lecturer, e.g.: anonymous participation is/is not allowed, contributions can/cannot be changed/removed by the author. You can create settings for this. The lecturer may also grant moderator or evaluator privileges (Grader) to students, so that students may provide feedback on and evaluations of each other's assignments.

Thread

A discussion starts with a proposition or question to which others are invited to respond. Propositions and reactions are then grouped into a 'thread', which makes it easier to follow the progress of a specific discussion. Every forum contains one or more threads.

If you want to make frequent use of the **[Discussion Board]**, it is better to move this function to the Course Menu (see [section 3.6](#)).

4.3.1 Adding a Forum

You start by indicating the subject for the discussion. A course can include several forums about different subjects. It is not possible for students to create a forum, but they can start a new thread within a forum.

- 1 In *Control Panel* click on section **[Course Tools]**.
- 2 Click **[Discussion Board]**.
- 3 Click **[Create Forum]**.
- 4 Adjust the forum settings to allocate student authorizations.
- 5 Click **[Submit]**.

The forum has now been set up. It is not yet possible for students to post a response.

4.3.2 Adding a Thread in a Forum

Every forum contains one or more threads. You can start a discussion by creating a thread. To add a new thread **[Thread]** to the forum:

- 1 Click **[Discussion Board]**.
- 2 Then click the title of the forum you have just defined.
- 3 Click **[Create Thread]**.

Students can respond in a thread by pressing the **[Reply]** button in a thread and entering their reply. They may also add attachments to their contribution to the discussion.

4.4 Working with a Blog or a Journal

Students can keep a logbook (blog or journal) in order, for example, to record their thoughts and reflections. Other students can then respond by adding their comments. A blog can be individual or may be maintained by a group of students

A journal is intended exclusively as a tool for self-reflection. Only the individual student and his or her lecturers will be able to read the journal. Other students will not have access, unless you make the journal available to other students within the course or group.

Both blogs and journals can be used at course and group level.

In order to enable students to work in a blog or journal, you will need to make the tool available.

This is done as follows:

- 1 In *Control Panel* click on section **[Course Tools]**.
- 2 Click on **[Blogs]** or **[Journals]**.
- 3 Click **[Create Blog]** or **[Create Journal]**.
- 4 Fill in the instructions and settings. Every student will see the instructions when opening his or her blog/journal.
- 5 Click **[Submit]**.

If you have created a group with a blog, the group blog will also appear here.

Tip: It is also possible to start a blog about a specific subject. This enables all students to write in the same blog. To do this, you should select the blog type *Course* rather than the default setting *Individual to All Students*.

4.5 Working in a Wiki

Students can collaborate on writing texts in Blackboard. You use the wiki tool for this.

Students can write in a wiki at course or group level. Creating a link to a wiki in the course menu is easy (see [section 3.6](#)).

4.5.1 Start a Wiki

- 1 In *Control Panel* click on section **[Course Tools]**.
- 2 Click on **[Wikis]**.
- 3 Click **[Create Wiki]**.
- 4 Fill in the instructions and settings.
- 5 Click **[Submit]**.

Students can now create their own pages and write or edit texts. Later, when the students have written texts in the wiki, you can compare the different versions. Unfortunately, it is not possible to see which student has written which section. You can also assess a wiki or provide feedback.

4.5.2 Editing a Wiki



1. Click on **[Edit Wiki Content]** to edit a page
2. Click on **[Create Wiki Page]** to create a new page.
3. Click on **[Participation Summary]** for a general overview of each student's contribution.
4. Click **[Comment]** to provide feedback on the wiki.

4.6 Working with online tests

Blackboard enables you to devise your own tests and process students' results digitally. Blackboard has various options and can, to a limited extent, create question pools ('item banking'). If you wish to make more extensive use of 'item banking', you could consider working with a digital test programme (VU University Amsterdam uses 'Question Mark Perception'). Refer to the website of the Centre for Educational Training, Assessment and Research (www.onderwijscentrum.vu.nl).

4.6.1 Creating questions in the question pool

The best approach is to first create a so-called 'pool' of questions, which you later use to generate your test. The order and number of the questions is not important when creating the pool. You can define this at a later stage. Working with a question pool allows you to focus on formulating the questions. It is a pleasant way of working and gives you the opportunity to store extra questions for use in a subsequent year.

- 1 In *Control Panel* click on section **[Course Tools]**.
- 2 Click on **[Pools]**.
- 3 Click on the button **[Build Pool]**.
- 4 Fill in the requested data. Under *Description* it is useful to provide an explanation of the type of questions used. Under *Instructions* you can give special instructions on how lecturers can use the pool. Both the *Description* and the *Instructions* will not be visible in the test in which you use the questions.

Tip: Give your question pools and tests short titles. This makes them easier to arrange in the *Grade Center*. It is better not to change the titles of assignments and tests after you have created them, as not all modifications will be incorporated correctly into the *Grade Center* and this could lead to confusion. After clicking **[Submit]**, the following screen will appear



- 5 Click **[Question Settings]**.

You can indicate whether you wish to add files, pictures, feedback etc. to the questions. It is better to tick all four boxes when devising questions in order to leave all your options open.

You can always decide not to use one of them.

6 Click **[Submit]**.

7 Click on question type under the heading **[Create Question]**.

8 Complete the fields for the question.

Tip: Good direct feedback is extremely useful to students in the case of self-assessment (diagnostic tests).

9 After you have completed all the fields for a question, you will be given the opportunity to categorize the question. This is a useful option if you have a number of similar questions, from which you want to select one per category per test.

10 Click **[Submit]**.

Continue formulating questions until you have enough to create a test.

4.6.2 Compiling a test with questions from the question pool

When you have created the questions, you can compile the questions for the test.

1 In *Control Panel* click on section **[Course Tools]**.

2 Click **[Tests, Surveys and Pools]**.

3 Click **[Tests]**.

4 Click on the button **[Build Test]**. Give your test a short name and add a clear description and instructions followed by **[Submit]**.

5 In the next screen, click on **[Reuse Question]**.

6 Select **[Find Questions]**.

7 -In order to copy the questions into your test, click on **[Copy selected questions]** or
- If you want any changes in the original question to be automatically included in the question in your test, click on **[Link to original questions]**.

8 Select your questions from the question pool.

Tip: You can refine your search by using the criteria on the left-hand side. A list of all the questions will appear. First view the questions by clicking on . Put a checkmark in front of the questions that you would like to select.


9 Click on **[Submit]**.

10 The test has been created. You can adjust the order of the questions using drag-and-drop. You can also allocate points to each question on the right-hand side of the question.

Tip: If you want to change the content of a question, it is better to do this in the question pool so that your modifications will also be stored there.

11 If required, follow steps 5 to 9 again to add questions from other question pools.

12 When you are satisfied with your test, click **[OK]** at the very bottom of the screen. The test will now appear in a list of tests.

13 Click on the arrows  and select **[Edit]** to make changes to the test or select **[Delete]** to delete it.

Tip: You can remove questions from the test by placing a checkmark in front of the questions that you would like to remove and clicking on **[Delete]**.

4.6.3 Making a test available to students

The test must be made available to the students. Follow the steps below:

- 1** Select the location where you wish to place the assignment, for example under **[Course Documents]**.
- 2** Click **[Add Interactive Tool]**.
- 3** Click on **[Test]**.
- 4** Select the test under *Add Test*.
- 5** Click **[Submit]**.

You can now set the test options

- 6** To make a test available check **[Yes]** under *Make this link available*.
- 7** Then click **[Submit]**.

Tip: Create a new menu item (*Content Area*) entitled 'Tests'. For details, see [section 3.6](#).

4.6.4 Importing/Uploading questions

Blackboard includes a feature for importing questions created in another programme, in Excel for example. See the *Online Instructor Manual* of Blackboard Inc. for the instructions.

4.7 Grade Center: Viewing and recording student results











If you set online tests for students in Blackboard, Blackboard processes the results automatically and you will be able to view them via the *Grade Center*. The grades for other assignments can also be recorded in *Grade Center*. The individual and cumulative results of all tests and assignments are available to each student. Average results per assignment can also be requested. Students can view their own grades by clicking **[Tools]** and then **[My Grades]**.

- 1** In *Control Panel* click on section **[Grade Center]**.
- 2** Click **[Full Grade Center]**.

As soon as you open the *Grade Center*, you will see an overview of the results of each student for all the assignments available on this course (*Assignments*) and *tests*. If you have set closed questions, the results can be shown immediately as marks.

Last Name	First Name	Student ID	Weighted Total	Total	Voorbeeldtoets	Voorbeeld 'ass'	Vragen over 'ac'
M	C		-	0.00			
O	C		-	0.00			
O	T		0.00%	0.00			
O	T		-	0.00			
O	R		-	7.00	7.00		
P	S		-	7.00	7.00		
P	E		-	-			
P	M		-	-			
P	M		-	-			
R	Ir		-	0.00			

Various symbols may appear in the results column:

-  User Unavailable
-  Column Not Visible to Users
-  Completed
-  Needs Grading
-  Override
-  Attempt in progress
-  External Grade
-  Grade Exempted for this User
-  Error
-  Not Participating

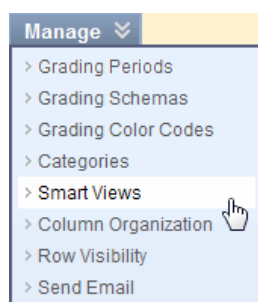
4.7.1 Displaying or hiding columns

- 1 In *Control Panel* click on section **[Grade Center]**.
- 2 Click **[Manage]**.
- 3 Click on **[Column Organization]**.
- 4 Select the columns by adding a checkmark.
- 5 Click on **[Show/Hide]** and choose from the three options:
 - Hide the selected columns
 - Show the selected columns
 - Show the selected columns in all Grade Center Views
- 6 Click **[Submit]**.

4.7.2 Viewing results in modified view

It is possible to rapidly consult the *Grade Center*. You can also filter the *Grade Center* screen, creating a range of different views. For example, a view based on the groups or based on the students' performance.

- 1 In *Control Panel* click on section **[Grade Center]**.
- 2 Click **[Full Grade Center]**.
- 3 Click **[Manage]**.




- 4 Choose **[Smart Views]**.
- 5 Click on **[Create Smart View]**.
- 6 Fill in the details. You can select from five different views: *Course Group*, *Performance*, *User*, *Category and Status* and *Custom*.
- 7 Set the criteria.
- 8 Click **[Submit]**.

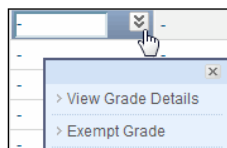
Consulting the new view is very easy:

- 1 In *Control Panel* click on section **[Grade Center]**.
- 2 Alongside the option *Full Grade Center* the view you have created will appear. Click on this view.
- 3 The *Grade Center* will open and show only those students who meet these criteria.

4.7.3 Correcting, assessing and giving feedback on open questions and assignments

In order to view and assess students' answers, you should follow these steps:

- 1 In the **[Grade Center]**, go to the cell that contains the mark and click in the cell.
- 2 Click on  to open a submenu.




- 3 Then click **[View Grade Details]**.
- 4 Click **[View Attempt]** in the *Actions* column.
- 5 If you have to correct questions or assignments manually, you can award marks to a student under *3. Grade Current Attempt* at *Grade*. You can give the student feedback in the text window next to *Comments*.
- 6 Click **[Save and Exit]**. If you want to save the information as a draft, click on **[Save as Draft]**.
- 7 Click on **[Return to Grade Center]** to return to the *Grade Center* overview.

4.7.4 Changing mark and feedback

You can change the mark and feedback retrospectively.


- 1 Go to **[Grade Center]**
- 2 Put the cursor in the appropriate cell.
- 3 Add the new mark and press Enter.

If you would like to change the feedback, follow the steps below:

- 4 Click on  to open a submenu.
- 5 Then click **[View Grade Details]**.
- 6 Click **[View Attempt]** in the *Actions* column.
- 7 Change the feedback in the text window *Feedback to User*.
- 8 Click on **[Save and Exit]**. If you want to save the information as a draft, click on **[Save as Draft]**.
- 9 Click **[Return to Grade Center]** to return to the *Grade Center* overview.



4.7.5 Removing a student's test results (allowing a retake)

If the student is only allowed a single attempt, he or she may have started the test but have been unable to complete all the answers (due to a computer problem, or because he or she has forgotten to click **[Submit]**). You can give the student a second chance. In order to do this, you first have to remove the student's *Attempt*.

- 1 In the **[Grade Center]**, go to the cell that contains the mark.
- 2 Click on  to open a submenu.
- 3 Then click **[View Grade Details]**.
- 4 Click **[View Attempt]** in the *Actions* column.
- 5 Click **[Return to Grade Center]** to return to the *Grade Center* overview.

4.7.6 Excluding a student's results

You can exempt a student's assessment results. The excluded results are not removed but are not included in the totals and statistical calculations within the *Grade Center*.

- 1 In the **[Grade Center]**, go to the cell that contains the mark.
- 2 Click on  to open a submenu.
- 3 Then click on **[Exempt Grade]**. The test result is now no longer visible.
- 4 You may opt to add a comment to the exemption. Click on  to open a submenu.
- 5 Select **[Quick Comment]**. You can now write feedback or a comment in the text fields.

Note: To reverse the exemption, select **[Clear Exemption]** in the submenu. The assessment result will then be displayed again and included in the calculation. Displaying student data in a spreadsheet .

4.7.7 Downloading Grade Center (also Backup)

You can export grades to Excel for further processing or printing. It is sensible to export all the information available up until that point on a regular basis, so that you always have a recent back-up. Although Blackboard has a good central back-up regime, there is no guarantee that certain data will not be lost.

- 1 Go to **[Grade Center]** in *Control Panel*.
- 2 Click on **[Work Offline]**.
- 3 Click **[Download]**.
- 4 Select **[Comma]** under 2. *Options* next to *Delimiter type*.
- 5 Click **[Submit]** and follow the instructions for downloading the file.

Tip: You can also opt to download only one of the 'columns' from the Grade Center. To do this, take the same steps as described above, but for step '1. Data' tick next to Selected Column and then select the column of your choice.

NB. Make sure that you have downloaded all the grades. After the download check, for example, that the final grades were included.

Please take note of the following:

1. Each row represents one attempt at the test on the part of a student. If several attempts have been made, only the most recent one will be displayed.
2. If an 'Instructor' or a 'Teaching Assistant' has checked a test, the test results will not be displayed.

4.8 Sending automatic reminders or announcements

The *Early Warning System* enables you to send a notification to your students if they fail to submit their coursework or if they submit their coursework late. It also enables you to automatically send your students positive or negative feedback on the assignments you have already assessed. The *Early Warning System* has been designed to be used in combination with the *Grade Center* or the *Performance Dashboard*. It generates a notification on the basis of the marks recorded in the *Grade Center*. The *Performance Dashboard* contains information on the number of warnings and the total number of *rules* that can activate a warning.

- 1 Click in *Control Panel* on section **[Evaluation]**.
- 2 Click **[Early Warning System]**.
- 3 Click **[Create Rule]**.
- 4 Select **[Grade Rule]**, **[Last Access Rule]** or **[Due Date Rule]**:
 - **[Grade Rule]** enables you to set the performance level of students, both a minimum to be attained and a level that generates positive feedback.
 - **[Last Access Rule]** enables you to activate a warning if a student has not logged in for a certain period (defined in days).
 - **[Due Date Rule]** enables you to activate notifications due to assignments or assessments not having been completed on the date of the deadline.
Please note: This only applies to assignments which have been made using the Blackboard and for which you, the teacher, have set a submission date.
- 5 Enter the name and availability of the rule and then enter the criteria.
- 6 Click **[Submit]**.

Please note: The system does *not* check for updates continuously. It is therefore important to visit the *Early Warning System* regularly and to click on the **[Refresh]** button. The *Early Warning System* also keeps a log book, the **[Notification History]**. There you will find a list of the notifications sent to your students.

5 Organization and management of your course site

This chapter provides information about managing your course environment as efficiently and as simply as possible.

5.1 Access to a course site

There are three ways for users, students and/or colleagues to access your course site.

1. Automatic enrollment via TIS (see section 5.1.1).
2. Users enroll themselves via *Self Enrollment* (see section 5.1.2).
3. Giving an user access to your course site (see section 5.1.3).

5.1.1 Automatic enrollment via TIS

If students register for your course in TIS, they will generally be automatically enrolled for your course in Blackboard. However, students will only be able to see your course environment if your course is 'available'. [Section 5.7](#) explains how you can make your course environment visible to your students.

Please note: Enrollment for your course will only be possible during the enrollment period enforced by your faculty.

5.1.2 Users enroll themselves via *Self Enrollment*

If you want to allow students to enroll themselves on a course, you should take the following steps:

- 1 Click in Control Panel on section **[Customization]**.
- 2 Click **[Enrollment Options]**.
- 3 Select **[Self Enrollment]** under *1. Select Enrollment Options*.
- 4 Click **[Submit]**.

Students will now be able to enroll themselves on your course via the button **[Enroll]** in the *Course Catalog* (via the tab **[Courses]**).

Comment: In some cases, enrolling students on courses is managed by the faculty. You should check this with the Blackboard support department. You will find a list of contact people on the tab **[Support/Help]** > **[Teachers]** > **[Need help?]**.

5.1.3 Giving students and/or colleagues access to your course site

To add a user to a course, take the following steps:

- 1 Click in *Control Panel* on section **[Users and Groups]**.
- 2 Click **[Users]**.
- 3 Click **[Find Users to Enroll]**.
- 4 Click **[Browse]**. A new window will open.
 - Select your search criteria: *Username, First Name, Last Name* or *E-mail*.
 - Select your search method and fill in a search term and click on **[Go]**.

- A list of the users found will appear. Select the user or users you wish to add by ticking them (on each page) and then click on **[Submit]**. You will return to the *Add Enrollments* screen.
- Choose a role for the new user.

5 Click **[Submit]**.

Tip: Using the VU-net-ID (is *user name*) is the simplest search method (because the *user name* is unique).

Please note: if the user in question was enrolled on the course previously, you will be sent the message: *'No users found'*.

5.2 How frequently is the course being used and by whom?

The **[Performance Dashboard]** provides an overview of all types of user activity. For each user, it includes relevant information about progress and activities, such as when a user last visited the course ('Last Course Access') or the number of forums in which a user is active ('Discussion Board').

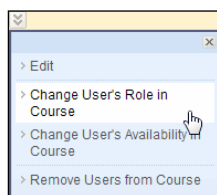
- 1** Click in *Control Panel* on section **[Evaluation]**.
- 2** Click **[Performance Dashboard]**.
- 3** Sort the columns according to your preference. To do this, click on the arrow above the relevant category for example on *Last Name* or *Last Course Access*.
- 4** For detailed information in each category or about the user, click on a number underlined in the desired column. You can also e-mail this user directly.

The *Adaptive Release* column shows which documents have or have not been reviewed by the user. The *Discussion Board* column includes information on the forums to which a user has contributed and the total number of posts per forum. In the *Early Warning System* column, you can see the users to whom the 'rules' you have set apply, so that you can send them a notification if necessary.

5.3 Changing the role of a user in the course

To change the role of a user in your course (the default setting is 'student'), take the following steps:

- 1** Click in *Control Panel* on section **[Users and Groups]**.
- 2** Click **[Users]**. A list of course participants will appear.
- 3** Click on the arrows next to the user's user name in order to open the submenu.




- 4** Click **[Change User's Role in Course]**.
- 5** Choose a different role.
- 6** Click on **[Submit]**.

5.4 Copying and/or moving documents

You can easily move or copy course documents such as entire folders, links etc. to other (parts of) courses to which the lecturer has access. This can be very useful, for example if course documents or a list of relevant links can also be used for other courses.

5.4.1 Copying and/or moving a component

- 1 Go to the component that you would like a copy or move.
- 2 Click on the arrows  next to the name of the component.
- 3 To copy this component, click on **[Copy]**
To move this component, click on **[Move]**
- 4 Under *Destination Course*, select the course where you would like to put the file.
If you want a copy or move a file *within* the course, select the same course in which the original is located.
- 5 Under *Destination Folder* click on **[Browse]** in order to select a folder within the relevant course where you would like to put the file.
- 6 Select the appropriate folder.
- 7 Click **[Submit]**.

Please note: Unfortunately, the 'Assignments' cannot be copied and moved to other courses. However, you can export and import a question pool from another course. You will then have to recreate the test you wish to use (see section 4.6.3).

5.4.2 Copying and/or moving several components

Blackboard also offers the opportunity to simultaneously copy several components to another course site.

- 1 Click in *Control Panel* on section **[Packages and Utilities]**.
- 2 Click on **[Course Copy]**.
- 3 Select the course into which you would like to copy the material.
- 4 Under step 2. Select Copy Options, tick the components you want to copy.
- 5 Click **[Submit]**.

5.5 Modifying information about the course

- 1 Click in *Control Panel* on section **[Customization]**.
- 2 Click **[Properties]**.
- 3 You can modify the name and the description of the course in the text fields in *1. Course Name and Description*.
- 4 You can leave the other fields as they are.
- 5 Click **[Submit]**.

5.6 Availability of Tools

Tool Availability enables you to switch the availability of tools on and off. You can also indicate whether the tools should be accessible to guests.

- 1 Click in *Control Panel* on section **[Customization]**.
- 2 Click **[Tool Availability]**.

- 3 Put a checkmark in the selection boxes for the tools that you would like to make available in the course and for the users who will be allowed access to these tools.
- 4 Click **[Submit]**.

5.7 Categorizing your course

In the Blackboard *Course Catalog*, your course must be categorized in your faculty. This enables students to find your course site easily. Your Blackboard contact person may also categorize the course for you. Ask your contact person what the usual procedure is for your faculty

- 1 Click in *Control Panel* on section **[Customization]**.
- 2 Click **[Properties]**.
- 3 In step 5. *Categorize Course*, select the appropriate category.
- 4 Move the category to the right using the arrow.
- 5 Click on **[Submit]**.

5.8 Making a course available /unavailable

A new course (even if it is not categorized) is automatically available to students. In the *My Courses* list or in the *Course Catalog*, *unavailable* will appear next to the courses that are not available. This is useful if you are still preparing the course.

- 1 Click in *Control Panel* on section **[Customization]**.
- 2 Click **[Properties]**.
- 3 Click on **[No]** in the step 3 *Set Availability* to make the course unavailable.
- 4 Click **[Submit]**.