

**Distance Learning Instructor Guide Fall 2011**  
<http://blackboard.bramsonort.edu>



Blackboard

## ***Blackboard Academic Suite***

Welcome to the Blackboard e-Education platform-- designed to enable educational innovations everywhere by connecting people and technology.

The Blackboard Professional Education Suite takes a refreshingly different approach to learning than standard Learning Management Systems (LMS) by providing solutions designed for learners and instructors rather than administrators. As a result, our students enjoy a high level of adoption and program success.

Please follow instructions on the following pages in order to get started. If you have further questions, Bramson ORT College Distance Learning Department can be reach Monday – Thursday 9:00AM to 5:00PM and on Friday 9:00AM – 3:00PM at **718-261-5800 Ext 167**.

**NOTE:** *We have upgraded our Blackboard System to version 9. You may or may not have noticed a lot of changes. This booklet was created to assist all instructors on how to use the new Blackboard System.*

## BLACKBOARD LOGIN

To login to a blackboard you have two choices.

- Go to [www.bramsonort.edu](http://www.bramsonort.edu) and click on **Bb Link** at the top right corner to access blackboard online classes.



- Or you can go to <http://blackboard.bramsonort.edu/> and go directly to login page.

**Have an account?**  
Please enter your credentials and click the **Login** button below.

Username:

Password:

[Forgot Your Password?](#)

**Login**

**Don't have an account?**  
Please choose from the options below.

- » [View Course Catalog](#)
- » [Preview as Guest](#)

Blackboard 8   Access your Email   College Catalog   Student Portfolio   Help

You can view all of your previous blackboard courses by clicking here.

- At the login page, enter your username and password.  
**Username:** **First initial + Last Name** (No Spaces in between)  
**Password:** **Last four digits of your SS**
- After entering your Username and Password, Click on the **Login Button** to Continue

## BLACKBOARD VIEWS

As an Instructor, your views of pages are quite a bit different from the student's view. We want to make it as simple and easy as possible for students to be able to understand your courses.

The screenshot shows the instructor's interface. At the top, there are navigation tabs for 'My Institution', 'Courses', and 'System Admin'. A sidebar on the left contains a 'COURSE MANAGEMENT' menu with options like 'Control Panel', 'Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area is titled 'Announcements' and contains three entries:

- New announcements appear below this line**
- Midterm Examination Posted** (Posted on: Wednesday, July 20, 2011). The announcement states: "The following Test has been made available in Course Exams: CP100 - Introduction to Data Processing Midterm Exam."
- Skills Review and Independent Challenge Exercises** (Posted on: Monday, July 11, 2011). The announcement states: "Just as a reminder, I have not receive any Skills Review and Independent Challenge Exercises from any one of you guys. Please double check the assignments that are due and submit the Skills Review and Independent Challenge Exercises as listed. You do not want to wait towards the end of the semester to start doing these exercises. These Skills Review and Independent Challenge Exercises are part of your grade and will be graded as such. Thank you Damindra Persaud"
- Welcome to CP100 - Introduction to Data Processing** (Posted on: Tuesday, May 31, 2011). The announcement states: "Dear Students, Welcome to our on-line Introduction to Data Processing course (CP100). In this course you will learn all the important aspects of Data Processing using Personal Computers and its components. Throughout the course you will receive all the information and topic to be discussed for the week. The lectures are exactly the same as the topics being discussed in the classroom, however, in this on-line class you will get the topics by logging in. It is very important to login and check course announcements, download lectures, check, complete and send assignments, projects and laboratories, complete quizzes and exams, and participate in any discussion board questions on a weekly basis. Due dates will be clearly stated on the top of all assignments. Thank you and for more details you can send me an e-mail [dpersaud@bramsonort.edu](mailto:dpersaud@bramsonort.edu) or [damindrapersaud@yahoo.com](mailto:damindrapersaud@yahoo.com). Have a nice day and once again, Welcome to my class."

As you can see, you are able to edit almost anything and everything. You have control over your course. Take the advantage to make it professional! Using your **CUSTOMIZATION** link, under the **COURSE MANAGEMENT** menu, you are able to edit your course to your professional liking.

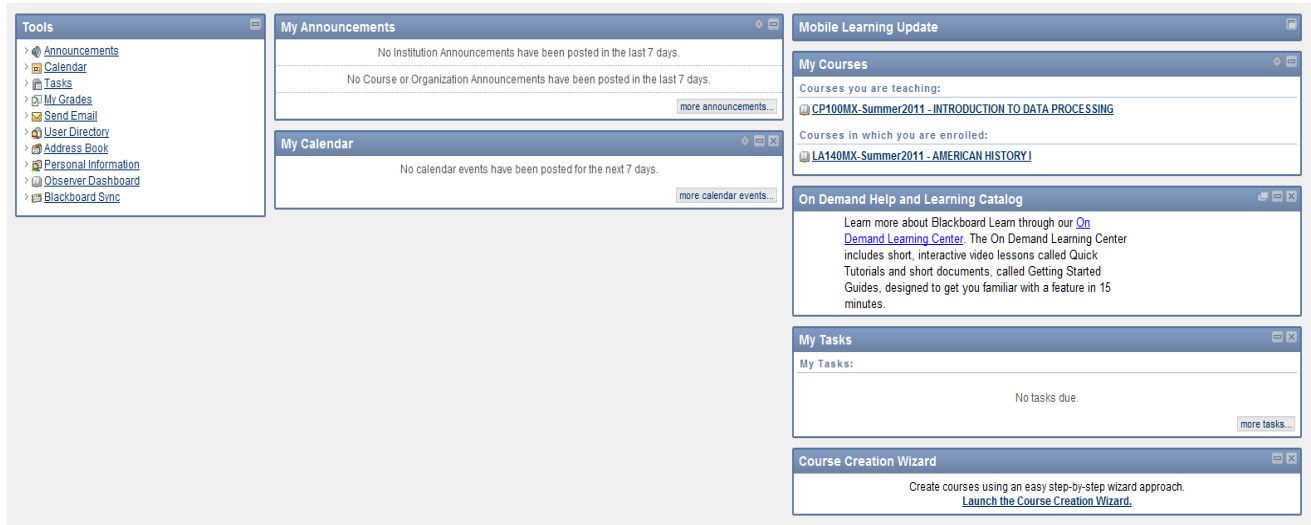
Below is the student view of the exact same page above.

The screenshot shows the student's interface. At the top, there are navigation tabs for 'My Institution', 'Courses', and 'VIEW ALL'. A sidebar on the left contains a list of course-related items: 'Access your Bramson ORT Email', 'CP100MX - Summer2011 - INTRODUCTION TO DATA PROCESSING', 'Announcements', 'Contacts', 'Course Information', 'Textbooks', 'Course Outline', 'Lecture and Notes', 'Assignments', 'Discussion Board', 'Data Files', 'Course Exams', 'Email Instructor', and 'Tools'. The main content area is titled 'Announcements' and contains the same three entries as the instructor view:

- Midterm Examination Posted** (Posted on: Wednesday, July 20, 2011). The announcement states: "The following Test has been made available in Course Exams: CP100 - Introduction to Data Processing Midterm Exam."
- Skills Review and Independent Challenge Exercises** (Posted on: Monday, July 11, 2011). The announcement states: "Just as a reminder, I have not receive any Skills Review and Independent Challenge Exercises from any one of you guys. Please double check the assignments that are due and submit the Skills Review and Independent Challenge Exercises as listed. You do not want to wait towards the end of the semester to start doing these exercises."

As you can see, students have a similar, yet different view from your page. Obviously, students will not have a course management, but they have the option to use all other menus in which you have created.

## BLACKBOARD OVERVIEW



- Once you login to blackboard you will see a listing of courses you are teaching on the mid-right, **please double check** to make sure that the courses you are assigned to instructor matches the ones listed in the **My Courses** tab.  
**Notice:** It is ok to have previous semester courses on this listing.
- In order to login to a course to get started with the class lectures, assignment and discussion you must click on the link of that course from the My Courses listing.
- Once you are logged in to the course, you can click on the links in the left frame to get started with:
  - **Announcements**
  - **Instructor Contact**
  - **Course Outline**
  - **Textbooks**
  - **Lectures**
  - **Assignments**
  - **Discussion Board**
  - **Tools**
  - **My Grades**
- If you have any questions please fill free to contact your system administrator.

## COURSE DISPLAY

On the left side of each course, you will notice a bit of changes from the old system.

The image shows a vertical list of course navigation tabs on the left side of a Blackboard course page. At the top is an email icon with the text "Access your Bramson ORT Email". Below it are red tabs with white text: "Announcements", "Contacts", "Course Information", "Textbooks", "Course Outline", "Lecture and Notes", "Assignments", "Discussion Board", "Data Files", "Course Exams", "Email Instructor", and "Tools". At the bottom is a "Control Panel" menu with a dropdown arrow and the following items: "Files", "Course Tools", "Evaluation", "Grade Center", "Users and Groups", "Customization", "Packages and Utilities", and "Help". Three callout boxes with arrows point to specific elements: the first points to the email icon, the second points to the "Textbooks" through "Lecture and Notes" tabs, and the third points to the "Control Panel" menu.

**Both students and instructors are able to access their e-mail by clicking the image to the left.**

**These tabs are your students guide through their courses. Each tab is fully editable to your own professional liking. You can create, edit, delete, etc., all the tabs. Each course comes with a default set of tabs, you have the option of changing them.**

**Like the previous Blackboard, each course has its very own Control Panel. Through this control panel, instructors may view their students' statistics, homeworks submitted, as well as customize their courses.**

**Files:** You may upload files (PowerPoint's, Word Documents, etc.) for all of your lessons and/or homeworks.

**Course Tools:** Features Announcements, Discussion Board, Tasks, Tests, Surveys, etc.

**Evaluation:** View Course Reports such as student statistics. View student performance in the course.

**Grade Center:** Through the grade center, you can view assignments your students have submitted; you can also grade the assignment straight from the grade center. Students will be able to track their grades. This is also a very neat and organized way for instructors to keep track of homeworks, tests, etc.

**Users & Groups:** You can view all students enrolled in your courses here.

**Customization:** You may customize your course here.

**Packages & Utilities:** *FOR BLACKBOARD ADMINISTRATORS ONLY.*

**Help:** For assistance with blackboard. click here.

## ANNOUNCEMENTS

*The Announcements area is your site's entry point, and this prominence makes the Announcements area a useful communication tool. If you want to remind students of important information or alert them to updates you have made to your Blackboard course, you can place that information here. You can add a link to a specific area, tool, folder, or piece of content in an Announcement, directing students to the current task at hand. Encouraging your students to check Announcements for the latest course-related information is a good alternative to using email for these sorts of updates.*

### Creating an Announcement

1. In the **Course Tools** section of the **Control Panel**, click **Announcements**. The **Announcements** window opens.
2. Click **Add Announcement** button.
3. Enter the subject of the announcement in the **Subject** field.
4. Enter the text of the announcement in the **Message** field.
5. Scroll down to Section 2, **Options**.
6. By default, only those announcements posted within the last seven days display in the **Announcements** area. After seven days have passed since an announcement was posted, students need to click on either **View Last 30 Days** or **View All** to read it. If you want an announcement to always appear in the default display, select the **Yes** radio button for **Permanent Announcement**. You can also adjust the timing of announcements by displaying after a certain date or displaying until a certain date.
  - To make an announcement visible after a certain date, check the **Display After** box and select the desired date and time.
  - To make an announcement visible until a certain date, check the **Display Until** box and select the desired date and time.
  - Instead of specifying a date using the drop-down lists, you can also use the calendar window. Click the **Calendar** icon, use the arrows at the top to navigate to the appropriate month, and then simply click on a date.
7. If you would like to provide a **Course Link** to a particular area, folder, tool, or piece of content, click **Browse** to open the **Course Map** window. Note that you cannot link directly to a test, survey, or staff profile.
8. Click the **plus** next to a folder icon to display a list of that area's current contents. Click the radio button next to the item to which you want to provide a link.
9. If you would like to **Email Announcement**, select *Email this announcement to all course users*. Note the Course Links will not be included in the email
10. Click **Submit**.
11. Click **OK** to return to the **Announcements** window.
12. Click **OK** to return to the **Control Panel**.

### Modifying or Removing an Announcement

1. In the **Course Tools** section of the **Control Panel**, click **Announcements**. The **Announcements** window opens.
2. Look to the right of the window, and you should see **Modify** and **Remove** buttons. (If you do not see these buttons, use either the right arrow button on your keyboard or the horizontal scroll bar at the bottom of the browser window to move farther to the right.)
  - Click **Modify**, make changes, and click **Submit** to modify the announcement's title, message, visibility or course link. You may receive an alert that the Announcement's visibility has been set to a date in the past. Click **OK** to continue submitting the modifications that you made.
  - Click **Remove** to remove the announcement, and when asked, confirm that you would like it removed.

## INSTRUCTOR INFORMATION

To find out more information on your instructor, click on the Instructor button as shown below.



### Contacts



#### Ms. Chaytanjali Lilloo

Email [clilloo@bramsonort.edu](mailto:clilloo@bramsonort.edu)

Office Location Bramson ORT College 69-30 Austin Street Forest Hills, NY 11375

Office Hours

Personal Link <http://>

Notes

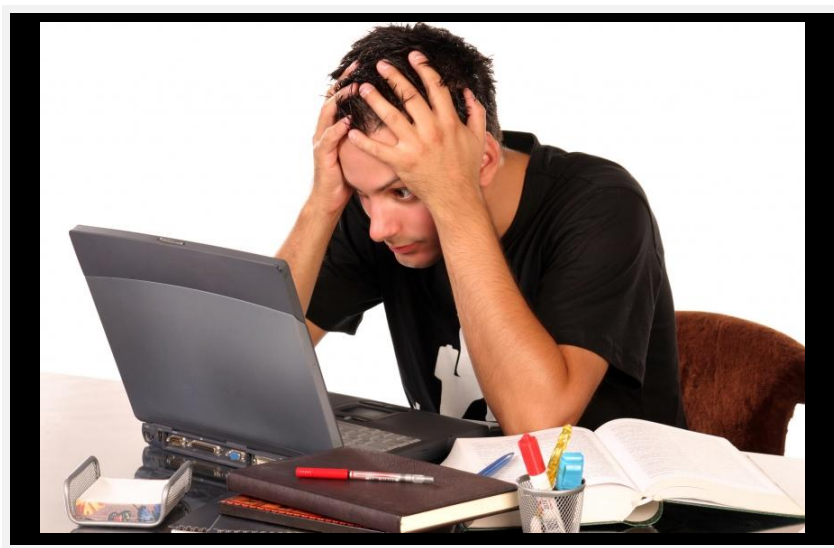
Please feel free to contact me by email for any questions regarding the course.

**All Distance Learning Instructors  
are required to have contact  
information as shown above.  
With a full name, phone number, e-mail, etc.**

### NOTE:

*All Instructors should be keeping contacting with each student, whether it's over the phone, via email or in person.*

*Students are always in need of assistance,  
let's do our best to make sure they get it.*



## CREATING ASSIGNMENTS

1. In your site's **Control Panel**, click the link for the Content Area in which you'd like students to access the **Assignment**.
2. Locate the down arrow action link to the far right of the **Add** toolbar. **Learning Unit** will be the default selection. Click the down arrow action link arrow to display other options, and select **Assignment** from this list.
3. Click **GO** (to the right). The **Add Assignment** page opens. Note that it is divided into four sections: **Content Information**, **Availability Options**, **Assignment Attachments**, and **Submit**.
4. In the **Content Information** section, enter a **Name** for the Assignment. If you'd like, you can customize the name's **Color** by first clicking the **Pick** button. Select a color from the **Color Picker** window by clicking on a color swatch. The default color is black.
5. For **Points Possible**, enter the highest score that a student could earn on the assignment.
6. Into the **Text** box, type or paste text copied from a word processing program. If you plan to attach a file with an assignment description or instructions, you can either skip this step or enter a description of the file that you will attach.
7. Scroll down to section 2, **Options**. If you want students to be able to submit their assignments immediately after you finish creating the assignment, leave the default **Yes** option for **Do you want to make this assignment visible?** Otherwise, click **No**. Once you have created the assignment, you can modify this option at any time.
8. For **Do you want to track the number of views?**, the default option is **No**. Because the Online Gradebook also records when students have submitted an assignment, you will not need to enable tracking, unless you want to know whether an individual student has accessed the assignment to read your instructions or guidelines.
9. If you would like to place date/time restrictions when students can access the assignment, use the down arrow action link for **Display After** and **Display Until** to select the desired dates and times. You can also use the Calendar tool to specify dates.
10. If you are attaching a file with the assignment description or instructions, scroll down to section 3, **Assignment Attachments**. Otherwise, skip to step 14.
11. To attach a file, click **Browse**. Your web browser will open a window in which you locate and select a file to attach. Use the **Look in** area's down arrow action link at the top of this window to navigate to where the file is stored.
12. Once you find the file you want to attach, click its name. Then click **Open** in the lower right corner. You can also double-click the name instead.
13. The browser now returns to the Blackboard window. The **Name of Link to File** field allows you to specify what text should display for the link. If you leave it blank, the file name (e.g., syllabus.doc) will display as the link text. You can enter any text you like here: you might include the title of the document, what file format the document is in (e.g., Microsoft Word .doc file), or a simple directive (e.g., click here to view file).

14. Click **Submit** at the bottom of the page.
15. Click **OK** to return to the content area page. The assignment will appear at the bottom of the page, along with a **View/Complete** link. (Don't click this link yet, because it will take you outside the **Control Panel** into the main view of the course, and you're not quite finished!).
16. If you want to change this item's placement in the list of materials in the content area, click the number down arrow action link. After a moment, the items will be reordered on the page.
17. Click **OK** at the bottom of the page to return to the **Control Panel**.
18. Now click the **Grade Center** link in the **Control Panel**. The **Grade Center** page opens.
19. Locate the assignment column, scrolling to the right, if necessary. Click the down arrow action link in the assignment column and select **Modify Column**. The **Modify Column** page opens.
20. If you don't yet want a column for the assignment to appear when students check their grades, you will need to make its column not visible to students. On the **Modify Column** page, scroll down to the Options section and click **No** for **Show this column in My Grades**. Make any other changes that you would like, and then click **Submit** at the bottom of the page.

**Create Assignment**

Assignments are a form of assessment that adds a Column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

\* Indicates a required field. Cancel Submit

**1. Assignment Information**

Name and Color   Text Editor is: ON

Instructions

Rich text editor toolbar with options: Normal, Arial, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Source Code, Full Screen, Print, Help.

Path: body

**2. Assignment Files**

Attach File

**4. Availability**

Make the Assignment Available  
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

- Allow single attempt
- Allow unlimited attempts
- Number of attempts:

Limit Availability

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

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

Track Number of Views

**5. Due Dates**

Submissions are accepted after this date, but are marked Late.

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

**6. Recipients**

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients

- All Students Individually
- Groups of Students

**7. Submit**

Click Submit to finish. Click Cancel to quit without saving changes. Cancel Submit

## BLACKBOARD COURSE MENU

### How to Customize

How do I customize a Blackboard site's Course Menu?

To make the organization of your Blackboard site clearer to students, you can customize the **Course Menu**, the navigation bar to the left. By default, the **Course Menu** includes links to the following content and tools areas: **Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Tools, and Blackboard Help.**

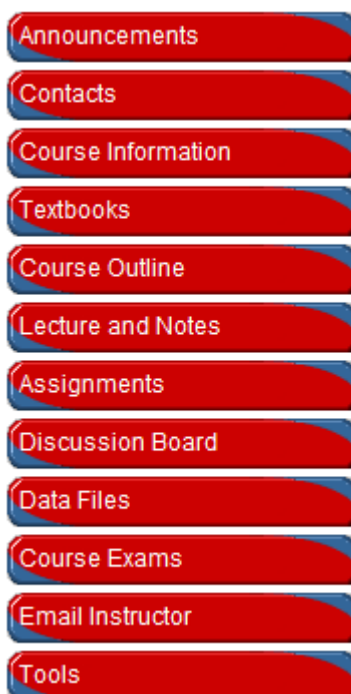
To begin customizing the **Course Menu**, make sure **Edit Mode** is **ON**. You can then add, delete, or change the Default Course Menu by clicking the drop down link on each tab.

Along with being able to reorder, rename, or remove any of the default menu items, you can create new content areas, add direct links to Communication and other Tools, and link directly to web resources outside of Blackboard. You can also change the Course Menu's color scheme.

### Note(s):

If you remove a menu item that is a **Content Area**, any materials contained within it will be deleted from the system and cannot be restored. You can remove an area from students' view by clicking **Modify**, clearing the checkbox for **Available for Student/Participant users**, and clicking **Submit**.

Remember to click on the new **Refresh** icon, located in one of the boxes just below the **Course Menu** navigation bar, in order to make effective the changes made to the **Course Menu** through the **Control Panel**.



These tabs are set as a Default Course menu, as said above, are instructions on how to customize this menu.

## GRADE CENTER

### Overview

The Grade Center posts all Student Grades associated with Tests and Assignments. The Grade Center also accommodates scores Grades for work completed outside of the Blackboard Learning System. Instructors may also view the results of Surveys through the Grade Center.

The Grade Center opens to the View Spreadsheet page. The Spreadsheet lists Students in rows and graded items in columns. All features of the Grade Center can be accessed through the Spreadsheet.

Items in the Grade Center are categorized. This enables Instructors to:

- sort and filter items by category. For example, Instructors may only want to view items in the Exam category on the View Spreadsheet page.
- weight categories differently. For example, items in a Homework category may be weighted less than items in an Exam category.

### Find this page

Click **Grade Center** in the Assessment area on the Control Panel to open the Grade Center.

### Grade Center legend

Every Student has a value for every Grade Center item. If the value is not a representation of the Grade, it will be one of the following symbols:

- **Padlock:** In Progress. A Student is currently using the Assessment or Assignment.
- **Dash:** No Information. A Student has not taken the Assessment or submitted the Assignment.
- **Exclamation Point:** Needs Grading. The item has been submitted by the Student and needs to be reviewed by the Instructor. Tests that include Essay questions will have this symbol when they are submitted.
- **Question Mark:** Grade Center Error.
- **Checkmark:** Item has been completed by the Student.
- **Asterisk:** Item is not visible.

## Functions

The following functions are available from the View Spreadsheet page.

To . . .	click . . .
add a Grade Center item	Add Item. The <a href="#">Modify Grade</a> page will appear.
manage items	<b>Manage Items.</b> The <a href="#">Manage Items</a> page will appear.
change Spreadsheet display and options	<b>Grade Center Settings.</b> The Grade Center Settings page will appear.
manage Grade weighting	<b>Weigh Grades.</b> The <a href="#">Weigh Grades</a> page will appear.
download Grades	<b>Download Grades.</b> The <a href="#">Download Grade Center</a> page will appear.
upload Grades	<b>Upload Grades.</b> The <a href="#">Upload Grade Center</a> page will appear.
modify a Grade	the <b>Grade</b> that needs to be modified. The <a href="#">View Grades</a> page will appear.
view and modify the details for an Assessment	the <b>Assessment Name.</b> The <a href="#">Item Options</a> page will appear.
view and modify the details for an Assignment	the <b>Assignment Name.</b> The <a href="#">Item Options</a> page will appear.
view statistics for a user	the <b>user's name.</b> The <a href="#">User Options</a> page will appear.
sort items	an option in the Sort Item by: drop-down list to sort the items by: Category Date Added Position Title Click <b>Go.</b>
view a specific category of Grade Center items	an option in the <b>Filter Items by Category:</b> drop-down list, then click <b>Go.</b> Only items that match that type will appear in the Spreadsheet View.

## ENTERING GRADES

### Overview

In order to provide the most flexibility for instructors and other users, grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course such as online tests, exams, and surveys are automatically entered into the Grade Center. Grades from an external source, such as a Comma-separated Value File or an Excel spreadsheet, can be uploaded to the Grade Center, eliminating the need for double entry. Other grades can be manually entered into the Grade Center using any of the views of the Grade Center.

### Automatically Entered Grades

Assessments that are added to the content of a Course and are scored online, automatically record the grade for that assessment in the corresponding Grade Center column. Grades that are automatically scored can be modified manually. To modify grades see [Changing Grades](#).

Assessments that are added to the content of a Course can be modified to allow students to have multiple attempts to take the assessment. The instructor can allow unlimited attempts or enter the number of allowable attempts under **Modify Test > Test Options** within the course.

Instructors define the way multiple attempts are scored in the Grade Center by modifying the properties of the column that corresponds to that assessment.

To utilize the multiple attempts by modifying the properties of a column, follow these steps:

1. From the Grade Center locate the column to be modified.
2. Move the cursor over the column header and click the Action Link.
3. In the menu, select **Modify Column**.
4. From the **Score attempts using** drop-down menu select the method to score multiple attempts.

Attempts can be scored using one of the following options:

<b>Attempt Type</b>	<b>Description</b>
<b>Latest Attempt</b>	This is the default value and shows the score for the latest attempt in the Grade Center View Spreadsheet.
<b>First Attempt</b>	Shows the score for the first attempt in the Grade Center View Spreadsheet.
<b>Highest Attempt</b>	Shows the score for the highest scoring attempt in the Grade Center View Spreadsheet.
<b>Lowest Attempt</b>	Shows the score for the lowest scoring attempt in the Grade Center View Spreadsheet.
<b>Average of Attempt</b>	Shows the average of all attempts in the Grade Center View Spreadsheet. The average is calculated by dividing the number of attempts into the sum of all attempts. When necessary, the average will be rounded to two (2) decimal places.

5. Click **Submit** to save changes.

If secondary display values exist, they will be updated when multiple attempt grades change.

Instructors can access all attempts for the assessment from the Grade Center through the Grade Details page. For more information on the Grade Details page, see [Using the Grade Center](#). Grades for all attempts are tracked in the Grade History.

### Uploading Grades from External Sources

To eliminate repeated entry of Grade Center data in several tools, Instructors can do off-line grading, and then upload grades into Grade Center. Instructors can upload grades from external sources such as a Comma-separated Value or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data. For in depth information on uploading grades see [Uploading External Grade Center Items](#).

### Manually Entering Grades

Grades can be entered in any Grade Center cell in the Grade Center or any Smart View of the Grade Center or from the Grade Detail page.

**To enter a grade from the Grade Center, follow these steps:**

1. Move the cursor over the desired cell and click.
2. Type the value.
3. Press Enter.

**Note:** If Enter is not pressed, and the user attempts to exit the entry cell or Grade Center, a dialog box will appear asking if the user would like to save the grade entry. If so, in the dialog box, select **OK** to save the grade.

**To enter an Attempt Grade from the Grade Detail page, follow these steps:**

1. Move the cursor over the desired cell.
2. Click the Action Link to activate the menu.
3. Click **Grade Details**.
4. Click **Edit Attempt**.
5. In the Current Grade text box, enter a score.
6. Add any **Feedback to User** or **Instructor Notes**.
7. Click **Save**.
8. Click **OK** to return to the Grade Center page.

**To enter an Override Grade from the Grade Detail page, follow these steps:**

1. Move the cursor over the desired cell.
2. Click the Action Link to activate the menu.
3. Click **Grade Details**.
4. Click **Override Grade** or **Edit Override**.
5. In the Current Grade text box, enter a score.
6. Add any **Feedback to User** or **Instructor Notes**.
7. Click **Save**.
8. Click **OK** to return to the Grade Center page.

**Note:** The latest or only Override grade takes precedence over all other grade entries, including grades entered for multiple attempts, and will display in the Grade Center. Any grade entered into the Grade Center for an automatically generated Grade Column, such as an Assessment, Assignment or Discussion Board grade, will be considered an Override grade.

## TESTS & SURVEYS

### How do I create a test in Blackboard?

1. In the **Control Panel**, either
  - a) click **Test Manager**. On the **Test Manager** page, click **Add Test**. The **Test Information** page opens.
  - b) Or
  - c) click the link for the content area where the test will be linked (e.g., Assignments). In the **Add** toolbar, click **Test**. On the **Add Test** page, click the **Create** button. The **Test Information** page opens.
2. On the **Test Information** page, enter a **Name** for the test (required), a **Description** of the test (optional), and any **Instructions** (optional). When the test is deployed to students, the description will appear below the link for the test. Instructions will appear only after students have clicked the link to enter the test. Click **Submit**.
3. The **Test Canvas** page opens. Click **Creation Settings** to the right of the **Add Question** field. The **Test Creation Settings** page opens.
4. Click the checkboxes corresponding with any of the options you would like to appear by default when you create each question:
  - a) **Provide feedback for individual answers.** If this option is checked you will be able to enter two types of automated feedback to students: one message that will display if they have responded correctly to a question and another message that displays in response to an incorrect response. If you choose this option, you can also include feedback keyed to each individual answer that you enter for **multiple choice** questions only. Note that this option does not allow you to provide customized feedback to each individual student taking a test.
  - b) **Add images, files, and URLs to questions.** Allows you to include a link to a web page, attach a file, or include an image along with the question text, as well as incorrect and correct answer feedback
  - c) **Add images and files to answers.** Allows you to attach a file or include an image along with any of the answers
  - d) **Add categories and keywords to questions.** If you will be reusing questions in other tests, categorizing questions or associating keywords with them will make searching for these questions much easier.
  - e) **Specify default point value for questions.** As you create each question, Blackboard requires that you enter its **Point Value**. Check this option and enter a number for **Default point value** to automatically add this point value for each question that you create in this test.
5. Click **Submit** to apply the **Test Creation Settings** that you selected and to return to the **Test Canvas**.
6. To add the first question to the test, choose a question type from the **Add Question** drop-down menu and click the **GO** button. In addition to the seven question types, you'll note options for **Random Block**, **From a Question Pool or Assessment** or **Upload Questions**.

7. The **Add/Modify Question** window opens. Note that the window is divided into four sections: **Question**, **Answers**, **Feedback**, and **Submit**.

8. Type or paste the text of a question into the **Question Text** box.

9. If you didn't specify a default point value in step 4 (e), enter the number of points (zero or greater) that the question is worth in the **Point Value** box. Note that you can modify this value later.

10. Scroll down to section two. If you've chosen either **Fill in the Blank**, **Multiple Choice**, **Multiple Answer**, **Ordering**, **Matching**, or **True/False** as the question type, you will need to enter answer values. Note the number of answer values that is provided by default. If you need fewer, you can click the **Remove** button next to an answer value to remove it. If you need more options, click the drop-down list next to **Number of Answers** and choose the number of options you'll need. For ordering and matching questions, you must remove any answer fields you do not require. Whether removing or adding answer fields, the screen will refresh automatically to display more or fewer answer values.

11. To mark which answer or answers are correct, click the radio button that appears before that answer or answers.

12. In the **Feedback** section, you can enter information that will display to a student if he or she answers a question correctly or incorrectly. If information is added here, and **feedback is enabled** when the assessment is deployed to students, students will see this information after they have submitted their answers.

13. Scroll down to the bottom of the page; click **Submit**. The **Test Canvas** page reloads to display the question.

14. To add another question, select the question type from the **Add Question** menu and either click the **GO** button to add a question that will follow the first question, or use the **Add Question Here** link (to the right) that appears before the question that you just added.

**When you've finished adding questions and are ready for students to take the test, you will need to create a link to the test in the Content Area of your choice and set the test's delivery options.**

### **How do I create a survey in Blackboard?**

1. In the **Control Panel**, either

- click **Survey Manager**. On the **Survey Manager** page, click **Add Survey**. The **Survey Information** page opens.
- click the link for the content area where the survey will be linked (e.g., Assignments). Locate the drop-down menu to the far right of the **Add** toolbar (the default option is Learning Unit). Click the drop-down arrow, select **Survey**, and click the **GO** button. On the **Add Survey** page, click the **Create** button. The **Survey Information** page opens.

2. On the **Survey Information** page, enter a **Name** for the survey (required), a **Description** of the survey (optional), and any **Instructions** (optional). When the test is deployed to students, the description will appear below the link for the survey. Instructions will appear only after students have clicked the link to enter the survey. Click **Submit**.

3. The **Survey Canvas** opens. Click **Creation Settings** to the right of the **Add Question** field. The **Survey Creation Settings** page opens.

4. Click the checkbox corresponding with any of the options you would like to appear by default when you create each question:

a) **Add images, files, and URLs to questions.** Allows you to include a link to a web page, attach a file, or include an image along with the question text.

b) **Add images and files to answers.** Allows you to attach a file or include an image along with any of the answers.

c) **Add categories and keywords to questions.** If you will be reusing questions in other surveys, categorizing questions or associating keywords with them will make searching for these questions much easier.

5. Click **Submit** to apply the **Survey Creation Settings** that you selected and to return to the **Survey Canvas**.

6. To add the first question to the survey, choose a question type from the **Add Question** drop-down menu and click the **GO** button.

7. The **Add/Modify Question** window opens. Note that the window is divided into three sections: **Question**, **Answers**, and **Submit**.

8. Type or paste the text of a question into the **Question Text** box.

9. If you've chosen either **Fill in the Blank**, **Multiple Choice**, **Multiple Answer**, **Ordering**, **Matching**, or **True/False** as the question type, you will need to enter answer values. Note the number of answer values that are provided by default. If you need fewer, you can click the **Remove** button next to an answer value to remove it. If you need more options, click the drop-down list next to **Number of Answers** and choose the number of options you'll need. In either case, the screen will refresh automatically to display more or fewer answer values.

10. Scroll down to section 3, **Submit**. The **Survey Canvas** page reloads to display the question.

11. To add another question, select the question type from the **Add Question** menu and either click the **GO** button to add a question that will follow the first question, or use the **Add Question Here** link (to the right) that appears before the question that you just added.

**When you've finished adding questions and are ready for students to take the survey, you will need to create a link to the survey in the Content Area of your choice and set the survey's delivery options.**

### **How do I make changes to a test or survey on Blackboard?**

Blackboard allows you to modify a test or survey, even while it is deployed to students. Both the textual content of the assessment (its instructions, questions, and answers) and its delivery options can be modified. Note, however, that **modifying a question's score value will not rescore tests** that have already been taken.

To make changes to how a test or survey is delivered to students, go to the **Control Panel** and navigate the content area from which the assessment is linked. Click the **Modify** button, and then follow steps 5 through 10 under **Deploying a Test or Survey to Students and Controlling Delivery Options**. If you can't find the link for the test or survey, go to **Control Panel > Test/Survey Manager**, and check the information in the **Deployed** column.

To make textual changes to the test or survey, follow the instructions below:

**1.** From your site's **Control Panel**, click **Test Manager** or **Survey Manager**.

**2.** On the Test/Survey Manager page, click the assessment's **Modify** button to the far right of the page.

If you've deployed the assessment to students, a warning page will appear with the following message:

"You are about to modify an assessment that students have already taken. Only textual changes to existing fields are allowed, for example to correct a typo or reword a confusing question. Note that after you make textual changes, existing assessment attempts (tests that students have already taken) will show the new text, not the original text.

Do not change the number of points for a question. Do not add or remove questions. Do not add or remove answers or feedback. Do not change Canvas settings. Do not change attached files.

If you need to make any changes other than textual changes, you should create a new assessment. Any changes other than textual changes to existing fields will invalidate existing assessment attempts and could corrupt the entire assessment and its Gradebook entries."

**3.** After you've read the warning, click the **Continue** button. Note that this warning will be displayed again after you make any changes to the assessment.

**4.** The **Test/Survey Canvas** opens.

**5.** You can modify the assessment's name, description, and instructions by clicking the first **Modify** button to the far right. To modify any of the questions, click that question's **Modify** button.

## SENDING E-MAIL'S

Even if a Blackboard site has not been made available to students, instructors and course administrators can send email from the **Control Panel** to students and other course participants currently enrolled in the site.

Students and Instructors can access the **Send Email** tool from the **Communication** menu. Instructors and Teaching Assistants can also send email from the **Control Panel**, which the instructions below describe:

1. From the **Control Panel**, click **Send Email**.
2. In the **Send Email** window, click the link which best identifies your audience:
  - **All Users**
  - **All Groups**
  - **All Teaching Assistants**
  - **All Instructors**
  - **Single/Select Users**
  - **Single/Select Groups**

You'll also see links for **All Observers** and **Single/Select Observers** in the Control Panel's **Send Email** option. The **Observer** role has been disabled in UNC-Chapel Hill's Blackboard System.

3. The message window opens. If you've chosen either **Single/Select Users** or **Single/Select Groups**, click the **checkboxes** for the user(s) or group(s) to which the message should be sent.
4. Under **Email Information**, compose the subject and body of the message. Note that email messages sent through Blackboard are in plain text; HTML coding is not supported.
5. You can also check to receive a **Return Receipt** of the email
6. If you'd like to attach a file to your message, click **Add** in section 3, **Add Attachments**.
  - a) A new window opens. Click **Browse** in section 1, and locate the file on your computer.
  - b) Double click the filename to select the file.
  - c) Click **Submit** to add the attachment and return to the message window.
  - d) If you wish to remove an attachment, click on its **Remove** button, to the left.
7. Click **Submit** to send your message.



# Bramson ORT College Distance Learning Policies

- ✓ You can login directly to the Distance Learning Software at <http://blackboard.bramsonort.edu>

Your Username and Password is as follows:

**Username:** **First initial + Last Name** (*No Spaces in between*)

**Password:** **Last for digits of your SS #**

- ✓ All distance learning students have to attend a mandatory orientation seminar at the beginning of semester. Please refer to dates on the cover page of the Distance Learning User Guide or Ask the Registrar's Office.
- ✓ All distance learning students are required to logon at least once a week which will be counted as your attendance.
- ✓ You are required to complete your assignment on a weekly basis as posted by your instructor unless instructed otherwise.
- ✓ You are required to check your Bramson ORT Student Email regularly (My Email Tab in Blackboard) as this will be your communication venue with your instructor.
- ✓ You are required to use the Digital Drop Box in your to submit your assignments to your instructor. The Digital Drop Box can be obtained from clicking on the tools link, then clicking on the Digital Drop Box Icon.
- ✓ The following special characters should never be used in Filename: # % & < > = +
- ✓ Your Midterm and Final Exams are posted with a time limit. You are required to complete these exams in the allotted time frame by your instructor.
- ✓ Midterms and final exams have to be printed out and submitted to the Registrar's Office.
- ✓ Students are responsible for keeping all backup copies of their works (preferred in a printed format).
- ✓ International students can only take one online class per semester.
- ✓ Students who receive public assistance can take only one online class per semester.
- ✓ No distance learning for first semester students.
- ✓ Last day of submitting works/assignments is the last day of semester.
- ✓ If there are any questions or problems, students have to contact Distance Learning Coordinator at Bramson ORT College Distance Learning Department can be reach Monday - Thursday 9:00AM to 5:00PM and on Friday 9:00AM - 3:00PM at 718-261-5800 Ext 105 or 167.

**I have read and understood all policies listed above:**

X \_\_\_\_\_ Date: \_\_\_\_\_ Semester: \_\_\_\_\_  
**Instructor Signature**

Online Class 1 \_\_\_\_\_

Online Class 3 \_\_\_\_\_

Online Class 5 \_\_\_\_\_

Online Class 2 \_\_\_\_\_

Online Class 4 \_\_\_\_\_

Online Class 6 \_\_\_\_\_