Welcome!

We are pleased that you have agreed to teach for us this online module. The purpose of this document is to confirm our mutual understanding regarding your teaching assignment as an Adjunct Instructor for Bramson ORT College. Please review the following details, polices and reference guide for a full understanding of your expectation as an online Instructor of Bramson ORT College.

Please make sure you have read and understand all policies and procedures of Bramson ORT College. If you have further questions, concerns or need further clarification, contact Bramson ORT College Distance Learning Coordinator – Damindra Persaud
Monday - Friday 9:00AM – 4:00PM at 718-261-5800 Ext 105.

For more information on navigating Blackboard, visit the On Demand Learning Center for Building Your Course at:

http://ondemand.blackboard.com/understand.htm

Also see the Blackboard Student Instructor’s Manual at:

Bramson ORT College Distance Learning Policies for Instructor's

Although technology plays a key role in the delivery of distance education, we as educators must remain focused on instructional outcomes, not only the technology of delivery. The key to effective distance education begin with careful planning and a focused understanding of course requirements and student needs. This evolves through the hard work and dedicated efforts of many individuals.

However, the success of the assigned course will start with the effort of you the instructor. Please make sure you have read and understand all policies and procedures.

Responsibilities and Expectations of Instructors:

- At the beginning of every semester, all instructors are required to verify that they are teaching the correct course listed under “My Courses” when they first log into Blackboard.

- **Punctuality and Reliability**: You are expected to be punctual, you are expected to completely manage and maintain your class, students and all required assignment, projects, lectures, discussions in order to create an online learning environment run a successful and informative class.

- **Logon**: You are required to login to our Blackboard e-Education online software at: [www.blackboard.bramsonort.edu](http://www.blackboard.bramsonort.edu) at least twice a week in-order to maintain and manage your online class.

- **Course Content**: You are required to keep your course content updated for each semester. If you have due dates for assignments and course outline, please keep them updated as we transfer previous semester courses into new semesters. This should be done before the semester starts.

- **College policy on plagiarism, student logon and completing their assignments**: Please inform your students Bramson ORT College policy on Plagiarism. Plagiarism will not be tolerated within your course and will immediately be reported to the office of the dean in the event it occurs for further action. Each student is solely responsible for logging into the Blackboard system by themselves, completing all their assignments, classwork and taking the course exams, no exceptions. If rule is broken you must report the individual student to the office of the dean for further investigation and possible consequences.

  Plagiarized work must be returned to the student and will not be considered as work done towards the completion of the course. Please refer to Bramson ORT College Student Handbook for policy on plagiarism.

- **Email**: You are required to check your listed email address frequently and response to student email in a timely manner.

- **Final grades** and all course obligations must be completed appropriately before your adjunct assignment is satisfactorily fulfilled. Grades are due within 24 hours from the last day classes.
- **Instructor Contact Information**: You are required to provide proper contact information for each course.

- **Grade Center**: You are required to make use of the Grade Center and keep track of grading for assignments and exams in Blackboard. Please refer to Blackboard Help for Instructors guide at [http://help.blackboard.com/instructor/index.htm](http://help.blackboard.com/instructor/index.htm) or contact the Distance Learning Department for more information and help.

- **Course outline**: Your course is due for review and final approval by program director one week before the semester starts. It must be posted online in a clearly legible format before the semester starts. Course outline must address course objectives and learning outcomes, each session objectives, homework assignments, quizzes, exams and projects. Must also clearly state attendance and grading policies and expectations. It is also required that you list all support services available to students, learning resources, technology resources, assignment expectations and reading/reference material. Please see program director for copies of course outlines.

  **These topics must be included on the course outline:**
  - Instructor’s Name and Contact Information
  - Office Hours
  - Course Code and Title
  - Course Credit and Course Prerequisites
  - Course Description
  - Text Required and other reference materials
  - Course Objectives - Keep in mind that you must measurable to measure your course objectives
  - Method of instruction
  - Rules and regulations
  - Course requirements
    - Examinations
    - Quizzes
    - Assignment
    - Semester Project / Research Paper
  - Grading system and percentage breakdown
  - Policy on plagiarism
  - Disability statement
  - Outline of 15 weeks breakdown on topics, reading, lecture notes, discussion board, required assignments, due dates and tentative exams dates

**Student Services**: Please make sure that your students are aware of all the student services that are available. Bramson ORT College is interested in total education of each student. Student support programs and services are offered to help students achieve the goals that are essential to their educational, career and personal development.

  - Office of Registrar’s - 718-261-5800 Ext 641
- **Exams:** Final exam must contain at least one essay and need to be submitted to Department’s Coordinator (in advance) for approval before posted online
  - You are required to give at least one midterm and a final exam
  - Exams are required to be posted on a limited time frame basis
  - Must Notify student of posted Exams
  - Must Force Completion on Single Logon
  - Exams must have a Time Limit
  - Exams must be scheduled and set available on a specific time frame
  - You may or may not require a password to access exams
  - You must provide the following feedback upon completion score, submitted answers and the correct answers
  - All questions must be presented in a randomize manner for each text attempt

- **Professional Growth:** As part of the faculty performance review process, you will submit a faculty development plan (Individual Development Plan, IDP) on your annual anniversary. Bramson ORT College schedules professional development activities throughout the year.
  - You are required to attend all of these activities if you are teaching during the module in which they occur.
  - You are also expected to participate in external professional activities as they relate to your field and advance your professional growth. You are expected to maintain a current portfolio of your professional development activities which will be reviewed from time to time by your direct supervisor.

- **Management:**
  - Final Grade Rosters, make-up hour worksheets, Change of Grade Forms are due within 24 hours of end of each Module. In addition you may be asked to perform administrative duties under the supervision of your Department Chair. Participation in departmental and institutional assessment initiatives as determined by the Department Chair and/or Director of Education is required.

- **End Of Semester Procedures:**
  - Must issue student grades 24 hrs after the last class.
• Instructors must fill out orange grading Scantron form, submit copies of student final exams, and final grades
• You must submit original copy of each student final exam. (Please keep copies for your records)
• You must submit a copy of your final exam with sample solutions
• You must submit a copy of your update Course Outline

• **Student Success:** You are expected to support students in their academic success. This is achieved through your participation in new student orientation (as requested), academic tutoring and/or mentoring as needed, academic advising (as requested), career-related counseling, the identification of at-risk students and their referral to the appropriate support services. We are committed to every student succeeding and reaching their full potential.

• **Future Employment:** Whether you are asked to teach in a future module is based on many factors, including but not limited to; students need; faculty compliance; course enrollment, faculty performance evaluation, etc. If Bramson ORT College finds your teaching services would be appropriate in a future module, you will be notified by your Program Chair or the Director of Education in writing one week before the start of new module. An effort to provide earlier notification is in place. Targeting at least two weeks before the start of new module.

• The employment relationship between you and Bramson ORT College is at-will and this letter **does not** imply continued employment. This means that either you or Bramson ORT College may terminate the employment relationship at any time, for any legal reason or for no reason at all, with or without notice.

• As a part-time employee, you are **not entitled** to any bonus, health, or other benefits, except as otherwise provided by applicable law or Bramson ORT College written policy.

• You are expected to comply fully with all policies, practices and procedures of CEC and Bramson ORT College outline in the faculty handbook, catalog and procedures manuals. This letter contains the entire understanding between you and Bramson ORT College and supersedes any prior offer letter, discussion, or agreement, whether oral or written. No changes to the terms and conditions of your employment will be effective unless they are in writing and approved by the Director of Education.
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 105.

**BLACKBOARD LOGIN**

To login to a blackboard you have two choices.

- You can login directly to the Distance Learning Software at http://blackboard.bramsonort.edu
  
  You're Username and Password is as follows:
  
  Username: First initial + Last Name (No Spaces in between)
  Password: Last for digits of your SS #

- Or go to 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.

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

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**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.

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.
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.

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 at 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.

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.
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.
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 thought the Control Panel.
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.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>click . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>add a Grade Center item</td>
<td>Add Item. The Modify Grade page will appear.</td>
</tr>
<tr>
<td>manage items</td>
<td>Manage Items. The Manage Items page will appear.</td>
</tr>
<tr>
<td>change Spreadsheet display and options</td>
<td>Grade Center Settings. The Grade Center Settings page will appear.</td>
</tr>
<tr>
<td>manage Grade weighting</td>
<td>Weigh Grades. The Weigh Grades page will appear.</td>
</tr>
</tbody>
</table>
download Grades | Download Grades. The [Download Grade Center](#) page will appear.
upload Grades | Upload Grades. The [Upload Grade Center](#) page will appear.
modify a Grade | the Grade that needs to be modified. The [View Grades](#) page will appear.
view and modify the details for an Assessment | the Assessment Name. The [Item Options](#) page will appear.
view and modify the details for an Assignment | the Assignment Name. The [Item Options](#) page will appear.
view statistics for a user | the user’s name. The [User Options](#) 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 Go.
view a specific category of Grade Center items | an option in the Filter Items by Category: drop-down list, then click Go. 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:

<table>
<thead>
<tr>
<th>Attempt Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest Attempt</td>
<td>This is the default value and shows the score for the latest attempt in the Grade Center View Spreadsheet.</td>
</tr>
<tr>
<td>First Attempt</td>
<td>Shows the score for the first attempt in the Grade Center View Spreadsheet.</td>
</tr>
<tr>
<td>Highest Attempt</td>
<td>Shows the score for the highest scoring attempt in the Grade Center View Spreadsheet.</td>
</tr>
<tr>
<td>Lowest Attempt</td>
<td>Shows the score for the lowest scoring attempt in the Grade Center View Spreadsheet.</td>
</tr>
<tr>
<td>Average of Attempt</td>
<td>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.</td>
</tr>
</tbody>
</table>

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 Commas-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 reverts 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:
   - **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.
   - **Add images and files to answers**. Allows you to attach a file or include an image along with any of the answers.
   - **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.