BB 8 Faculty FAQ

STUDENT QUESTIONS

How do students check grades?

1. After student logs into their Blackboard course: Select Course Tools from the left-hand side menu.
2. Select My Grades option. (Note: Only when an instructor makes the option for students to view their grades available, will you see the data in the column next to the item name.)
3. Scroll to view the grade data, including any comments that may have been added by the instructor. (Note: A student can only see their individual grades for all items)

ASSIGNMENTS

How do I set-up an Assignment using the Assignment Manager?

1. In the Control Panel, select a Content Area e.g., Assignments.
2. Click the down arrow next to the Select box (top right-hand corner)
3. Select Assignment.
4. Click Go.
5. Enter in a Name for the Assignment. (Note: Do not use symbols e.g., HW #1 in the name.)
6. Enter in the Points Possible. An option is to select a due date.
7. Enter in any instructions in the box.
8. Scroll Down. An option is to Attach local file/s.
9. Select Yes to make the Assignment available.
10. Select options to Track number of views, and choose Date restrictions.
11. Click Submit to finish.
12. Click OK.

GRADE CENTER

How do I view the scores of a test/quiz I have given my students?

1. In the Control Panel, go to Grade Center.
2. A column has been automatically created for your quiz/test.
3. If the student completed the test you will see a score next to their name.
4. If you see a piece of paper with a pencil next to a student name, it means they are currently taking the test
5. If you see a yellow box with an exclamation point, it means the student had a problem with the test.

How do I download from an assignment all students' submitted files at once?

1. In the Grade Center, go to the assignment column heading and click on the down arrows (Action link).
2. Select Assignment File Download.
3. Click in the box next to the students' names for papers to download. (Note: there is an option to Select all names at the top)
4. Click Submit. Click Download assignments now.
5. Click Save; select a place on your computer to store the file/s. Click Save.
6. When the Download is Complete, click Close.
7. Click OK. (The downloaded files still remain in the Grade Center until you remove them.)

How do I enter a grade for an assignment?

1. In the Grade Center, go to the assignment column.
2. Find the name of the student
3. Click in the box for the assignment
4. Enter a grade
5. Hit enter key
6. Repeat for each student

How do I add a grade column?

1. From the Control Panel of a course, select Grade Center.
2. The Grade Center will load; then click Add Grade Column.
3. Enter a Column Name and Points Possible.
4. Note: The Column Name is limited to 15 characters
5. Select a Primary Display for the grade to be viewed (e.g., score).
6. Note: You can to specify a category e.g., Homework
7. Enter a Due Date. Click Submit

How do I modify or remove a grade column?

1. From the Control Panel of a course, select Grade Center.
2. After the Grade Center loads, go to the column heading you want to modify.
3. Left click the down arrow located to the right.
4. In the pop-up box, select Modify Column or Remove Column.
5. To Modify, enter any changes, select Submit.
6. To Remove; select OK. (To remove a column for a feature integrated in the Grade Center e.g., using Assignment Manager, first remove the item from the Content Area where it was created. Submit. Then the option is available to Remove it in the Grade Center.)

How do I move a grade column?

1. From the Control Panel of a course, select Grade Center. The Grade Center will load.
2. From the Action Bar click on the down arrow to the right of Manage.
3. From the drop down menu, click on Organize Grade Center.

4. Scroll to find the column name you want to move.
5. Left click and hold down inside that column's row, while you drag it to a new
6. position and release.
7. Click Submit at the lower right, to save your change.

How do I freeze a grade column?

1. From the Control Panel of a course, select Grade Center.
2. The Grade Center loads.
3. From the Action Bar click
4. On the down arrow to the right of the Manage.
5. From the drop down menu, click on Organize Grade Center.
6. Scroll to find the name of the column you want to freeze.
7. Left click and hold down inside that column's row, while you drag it to its new position and release above the gray bar labeled "Everything above this bar is a frozen column."
8. Click Submit at the lower right, to save your change

How do I enter or modify a grade?

1. From the Control Panel of a course, select Grade Center.
2. The Grade Center will load; select the cell of the grade to be entered or modified
3. Enter a new grade or modify an existing grade in the cell and press ENTER.
4. The grade will save. (The next cell becomes active. You can enter a grade while the previous cell is being saved.)

How do I delete a grade?

1. From the Control Panel of a course, select Grade Center.
2. The Grade Center will load; select the cell of the grade to be deleted
3. Press DELETE or BACKSPACE and press ENTER. (A pop-up message displays, "Null this Grade Value?"
4. Click OK
5. The grade is deleted, displaying a dash (-) in the cell. (The next cell becomes active. You can now enter a grade In the next cell.)

How do I exempt a student from a grade?

1. In Grade Center; click inside the cell of the grade you want to exempt.
2. Click on the down arrow located to the right of the grade (Action Link).
3. From the menu that appears, select Exempt Grade. (a box filled with lines will replace the grade,denoting the grade exemption)

How do I modify an exam attempt?

1. In the Grade Center; click inside the cell of the grade you want to modify or clear.
2. Click the down arrow located to the right of the grade (Action Link).

3. From the menu that appears, select Grade Details.
4. Click Modify Attempt from the menu.
5. Enter in the grade value.
6. Scroll down and click OK, click OK again to save it.

How do I remove an exam attempt?

1. In the Grade Center; click inside the cell of the grade you want to modify or clear.
2. Click the down arrow located to the right of the grade (Action Link).
3. From the menu that appears, select Grade Details.
4. Click Modify Attempt from the menu.
5. Click Clear Attempt, click OK
6. Scroll and Click Ok.

How do I add a total point column?

1. From the Action Bar in the Grade Center, select Add Calculated Column option
2. Select Total (A Total column is a grade based on the cumulative points received, related to the points allowed.)
3. Enter a Column Name
4. Select a Primary Display for the grade from the menu (e.g., score)
5. Select either All Columns or Selected Columns (select Columns, Categories desired and right click arrow to include)
6. If grading periods exist, the All Grade Columns in grading Period option available.
7. Select other options as desired and click Submit to finish

How do I add a grading period?

1. From the Action Bar in the Grade Center, select Manage option
1. Select Grading Periods from the drop down menu.
2. Select Add Grading Period.
3. Type in a name for the Grading Period e.g., Midterm Grade
4. Select range option from the Grading Period Dates select the Start Date and the End Date desired
7. Select Associate this Grading Period with all columns that have a Due Date within this date range is an option if desired
5. When finished; click Submit.
6. Click OK

How do I create a weighted column?

1. From the Action Bar in the Grade Center, select Add Calculated Column option
2. Select Weighted from the drop down menu
3. Type in a Column Name.
4. Enter a Primary Display for the grade from the menu e.g., score
5. Scroll down to Columns to Select

6. Select columns to include in the weighted grade from the menu
7. Click the arrow to the right of the column to move each to the Selected Columns area.
8. Enter numbers for the weight percentage for each Column. (Percentages should add up to 100%) This calculates the total grade using the weights set here.
9. Under Options, select the items you want to use
10. Click Submit.

How do I create a grading schema?

1. From the Action Bar in the Grade Center, select Manage;
2. Select Grading Schemas from the drop down menu.
3. Select Add Grading Schema; enter a Name, e.g., Percentage Grade Scale (enter a description to assist with identifying schema under Description)
4. In Schema Mapping enter the numbers for your grading scale using a range, e.g., 93-100 =A; 90-93=A-; 87-90 = B+; etc.
5. Click Insert Rows arrow to the right to insert a row or click Remove Row to remove row. (Note: Values must overlap for the range, lesser value listed first.
6. The default schema will have two ranges of percentiles. Range of 90–93% includes all grades up to but not including 93%. The top range does include 100%.)
7. Enter in a number to the right for Grades manually entered as will calculate as % for all grade ranges.
8. Click Submit to save grading schema
9. Click OK. (Both letter grade scale and % grade scale is in view.)

How do I download the Grade Center?

1. From the Action Bar in the Grade Center, select Manage and select Download.
2. Select the data to download from the options listed, e.g., Full Grade Center.
3. For the Delimiter Type, select Tab (.xls files). (You may also select the option to include hidden information.)
4. Click Submit.
5. Click on Download from the Download Grades page
6. Select Save As to save the file locally. Select a place on your computer to store the file.
7. Click Save, when the download is complete
8. Click Close
9. Click OK. (Note: You can now check your computer for the file (.xls) starting with the name gc)

How do I upload Excel files to the Grade Center?

1. From the Action Bar in the Grade Center, select Manage and select Upload. (Note: it is recommended to download the full Grade Center first,

and open it in a text editor or spreadsheet application. Then add information.)
2. Select the file located on your computer, click Open.
3. For the Delimiter Type, Select Tab (.xls file).
4. Click Submit.
5. From the list of data, check only the boxes to be uploaded. (Note: Review the Data Preview Column to be sure the correct data is being uploaded. It shows only a small sample of the data in each column in the file.)
6. Click Submit.

How do I print the Grade Center?

1. From the Action Bar in the Grade Center, select Manage
2. Select Download.
3. Select the data to download from the options listed, e.g., Full Grade Center.
4. For the Delimiter Type, select Tab (.xls files). (You may also select the option to include hidden information.)
5. Click Submit.
6. Click on Download from the Download Grades page
7. Select Save As to save the file locally. Select a place on your computer to store the file.
8. Click Save, when the download is complete
9. Click Close
10. After downloading the Grade Center report, open it in Excel (.xls).
11. Format the data. Save the Excel file on your computer.
12. Print the file.

How do I make a column unavailable to students?

1. In the Grade Center, left-click the down arrows to the right of the desired column heading.
2. From the drop-down box, select Modify Column.
3. Scroll down to Options. Select No for the option to Show this column in My Grades. (Note: The default is Yes.)
4. Click Submit. (Note: a round circle with a red line in it will be in front of the column name, denoting the column is not visible to users.)

How do I hide a column?

1. In the Grade Center, left-click the down arrows to the right of the desired column heading
2. From the drop-down box, select Hide Column. (The Grade Center takes a moment to load. The column can <u>no longer be seen</u> within the Grade Center. All information is saved related to the column.)
3. Note: Hiding columns that are not being used reduces the length of the grid, reducing the need for scrolling.

How do I display a hidden column?

1. In the Grade Center, Select Manage from the Action Bar.
2. Select Organize Grade Center.
3. Place a checkmark before the column name you want to display. Scroll Up.
4. From Show/Hide, Click on Show Selected Columns.
5. Click Submit. (The column is now displayed in the Grade Center)

How do I hide a student user?

1. In the Grade Center, select Manage from the Action Bar.
2. Select Show/Hide Users from the menu.
3. Place a checkmark before the name/s to be hidden.
4. At the top, Select Hide Users. (Note: Users that are hidden will appear grayed out. And they will not appear in the Grade Center View.)
5. Click Submit. (Note: Hidden users are not removed from the Grade Center, and can be revealed at any time)

How do I show hidden students?

1. In the Grade Center, select Manage from the Action Bar.
2. Select Show/Hide Users from the menu.
3. Place a checkmark before the name/s to be hidden.
4. At the top, select Show Users.
5. Click Submit. (Users that are shown will appear in black text, and will appear in the Grade Center View.)

How do I view Student Statistics?

1. To view Student Statistics in the Grade Center click inside the box to the left of the student's name
2. Place your cursor in the box with the student's name and left click on the down arrows.
3. From the drop-down box, select User Statistics.
4. Scroll down to view the statistics calculated for this student for the full Grade Center.
5. To view statistics for another student; go to the User text box at the upper-right of the screen.
6. Click on the down arrow and select the user name and then click Go.
7. Scroll down to view this student
8. Click OK.

How do I view Column Statistics?

1. To view Column Statistics in the Grade Center, go to the column name; left click the down arrows located to the right.
2. From the drop-down menu, select Column Statistics. (This displays statistics such as average, median, and standard deviation).
3. To view statistics on another column, select the column name from the action box at the upper right of the page. Click Go.
4. Scroll down to view.
5. Click OK.

How do I view data for all grade submissions?

1. In the Grade Center, Select Grade History from the Action Bar. (The Grade History records all changes to grades within a course)
2. Scroll down to the bottom of the page. To the right of Display Entries from Past, select a data parameter from the drop-down menu, e.g., 14 days
3. Click Go.
4. To sort items to display; click on a column heading, e.g., Date. The column will display in descending alphabetic, score, or date order, based on the column chosen.

How do I export and download the Grade History File?

1. In Grade History, click Download from the Action Bar.
2. Select Tab (.xls file) for the Delimiter Type
3. Select Yes to Include Comments or No to Exclude them from the download. Click Submit.
4. Click Download.
5. Click Save.
6. Select a place on your computer to store the file.
7. Click Save.
8. When the download is complete, click Close.
9. Click OK.

How do I download all students' submitted files at once?

1. In the Grade Center, go to the column heading and click on the down arrows (Action link).
2. Select Assignment File Download.
3. Click in the box next to the students' names for papers to download. (Note: there is an option to Select all names at the top)
4. Click Submit. Click Download assignments now.
5. Click Save; select a place on your computer to store the file/s. Click Save.
6. When the Download is Complete, click Close.
7. Click OK. (The downloaded files still remain in the Grade Center until you remove them.)

When entering grades for assignments: Enter grades in the Attempt area.
<u>Do not</u> enter grades directly into the Grade Center spreadsheet.
<u>Do not</u> enter grades in the override area.

How do I remove files from the Grade Center?

1. Download file/s first before removing them.
2. In the Grade Center, go to the column heading and click on the down arrows (Action link).
3. Select Assignment File Cleanup.
4. Click in the box next to file/s you want to remove. (Note: There is an option to Select All files.)
5. Click Delete.

6. Click OK, to remove the selected file/s.
7. Click OK.   (Removing files frees space in the course quota.)

How do I view a student submission with an attached file using Assignment Manager?

1. In the Grade Center, click inside the cell with the (!) icon (! indicates grading needed) DO NOT enter the grade directly in the cell.
1. Click on the down arrows to the right of the active cell (Action Link)
2. Select Grade Details from the drop-down menu (DO NOT enter the grade in the Override area!)
3. Scroll down and select View Attempt to access student's submitted file/s.
4. Retrieve the file/s; and Enter a Grade in the box
5. Select options to Enter in Comments to provide feedback; Attach files to send to a student; or Add Instructor notes only viewed by the instructors
6. When finished, click Submit
7. Scroll down, click OK

How do I view a student submission without an attached file using Assignment Manager?

1. In the Grade Center, click inside the cell of the column for the student. The cell will have a dash (-). DO NOT enter the grade directly in the cell.
2. Click on the down arrows to the right of the active cell (Action Link)
3. Select Grade Details from the drop-down menu. DO NOT enter the grade in the Override area!
4. Scroll down and Select Modify Attempt.
5. In the highlighted area, Enter a Grade Value in the box.
6. Select options to enter in Feedback for User, or Grading Notes only viewed by the instructor.
7. When finished, Click Save.
8. Scroll down. Click OK.

How do I clear an attempt on a student's submission using Assignment Manager?

1. In the Grade Center, click inside the cell with the (!) icon (! Indicates grading needed)
2. Click on the down arrows to the right of the active cell (Action Link).
3. Select Grade Details from the drop-down menu.
4. Scroll down. Click on Clear Attempt.
5. Click OK for remove this attempt. (This action is final and cannot be undone).
6. The attempt is now cleared. Click OK. (Note: a student can now resubmit a paper using the View/Complete Assignment link.)

How do I modify a student's submission using the Assignment Manager?

1. In the Grade Center, click inside the cell of the column for the student.
2. Click on the down arrows to the right of the active Cell (Action Link).

3. Select Grade Details from the drop-down menu. (DO NOT enter the grade in the Override area. Enter it only in the Attempt area.
4. Scroll down. Click on Modify Attempt. (Select View Attempt first to view the student's file/s).
5. Select the option to enter or modify a grade value Click Save.
6. Select options to enter or modify Feedback to User or Grading Notes only viewed by the instructor.
7. Click Save.
8. Click OK. (Entering in a Grade or Feedback in the Attempt area enables students to view it when checking grades.)

How do I view a Safe Assign Report?

1. In the Grade Center, click inside the cell with the (!) icon (! indicates grading needed) (Only student submissions set-up using Safe Assign can be viewed in the Grade Center.)
2. Click on the down arrows to the right of the active cell (Action Link)
3. Select Grade Details from the drop-down menu
4. Scroll down and select View Attempt. (The student's submitted file and SafeAssign report are in view.)
5. Click on the Safe Assign Report green check icon to view the report.
6. Close the report.
7. In the box, enter in a grade for the submitted safe assignment.
8. Click Submit.
9. Click OK.

How do I view a student's online exam?

1. In the Grade Center, click inside the cell that matches the exam column and student's name. (A score is recorded in the cell for completed exams set-up with specific types. Exams with types e.g., essay require further viewing.)
2. Click on the down arrows to the right of the cell (Action Link) to view a student's exam.
3. Select Grade Details from the drop-down box
4. Scroll down and select View Attempt to the right.
5. Reviews that require manual scoring; enter in the points for each in the box to the right. (Scroll up to the top of the page for an option to add Comments. Select Modify Feedback and enter in comments.)
6. Click Submit.
7. Scroll down
8. Click Submit.
9. Scroll to review the Attempts and Grade History.
10. Click OK.

How do I view and download survey results?

1. In the Grade Center, go to the survey name; click the down arrows to the right. (Action Link).

2. To view survey results; select Attempt Statistics in the pop-up box. Scroll down to view the data. (You can also Print).
3. Click OK.
4. To Download survey results: Click on the down arrows in the survey column and select Download Results.
5. Check Tab (.xls) for the Delimiter Type; scroll down to select the option for the format of results, e.g., By User
6. Select the option for Attempts to Download e.g., Only valid user attempts
7. Select Download Results; save the Excel file (.xls) on your computer
8. Click Close.
7. Open the file just saved; format the data; Print when ready.

How do I use Interactive/Non-Interactive Views?
Interactive View allows for editing of grade entries in columns and freezing or unfreezing of columns (this is the default view)
Non-interactive View displays data in a grid, not allowing any editing of grade entries or freezing or unfreezing of columns.

1. In the Grade Center, to the far right of Sort Columns By is the icon for Interactive/Noninteractive Views.
2. Place the mouse cursor on the icon and left click to switch to the Non-interactive View. After the Grade Center reloads, the icon changes to indicate the Non-interactive View is now enabled. (This view is designed for easy navigation using only the keyboard and is accessible by screen readers.
3. To switch back to the Interactive View, place the mouse cursor on the icon and left click again (toggle). After the Grade Center loads, the icon changes to indicate the Interactive View is now enabled.

How do I sort columns different ways?
The default for sorting is Layout Position, listed from the most recent to the last added.

1. In the Grade Center, click the down arrows next to Sort Columns By.
2. From the drop-down menu, left-click desired options to sort by. The view changes to the option selected. Columns can be sorted by the following criteria: Note: all views are sorted from left to right
    a. Categories – identifies the type of item eg. exam or homework listed in alphabetical order
    b. Due Date – instructor specifies date that item is due eg. June 2 listed most to least recent
    c. Creation Date – the date that an item is created in the system eg. June 3 listed most to least recent.
    d. Points Possible – instructor assigns total points for an item eg. 20 listed most to least points.
    e. Display Name – instructor defines name for the item eg. HW 1 listed in alphabetical order

Note: Sorting based on criteria will only last during a current session. Once you leave the Bb Course site, the view defaults back to the Layout Position.

How do I set the current view to display the Full Grade Center?

1. In the Grade Center, click the down arrows next to Current View.
2. From the drop-down menu, left-click desired view option. The view changes to the option selected.
3. To expand the view of students' names, left-click on Full Grade Center default). This setting displays across the Grade Center. You may change the default view at any time to Full Grade Center, Smart Views, and Grading Periods

Note: After completing a submission for a feature in the Grade Center, the view compresses.

How do I revert a grade so students can view their grades on an assignment?

1. In the Grade Center, click in the cell of the column for the student. (The cell will have a grade entry)
2. Click on the down arrows (Action Link) in the active cell; select Grade Details from the drop-down menu. (The red text "Original grade has been overridden" is under the grade, yet no grade is entered within the attempt field.)
3. Click the Revert button.
4. Click OK to revert this grade value. (This will clear the override grade.)
5. Scroll down and select Modify Attempt.
6. In the highlighted area, enter in the previous override grade value in the box.
7. Select options to enter in Feedback for User, or Grading Notes only viewed by the instructor.
8. When finished; click Save.
9. Scroll down and click OK. (This will enter the grade for the attempt, allowing the student to view it once again.)

How do I drop the lowest grade for a student in the Grade Center?

1. In the Grade Center, create a category e.g., Weekly Homework. Click OK.
2. Select Add Calculated Column on the Action Bar. In the pop-up box, select Weighted.
3. Enter in a Column Name e.g., Week 1 Homework. Select a Primary Display for the grade from the pull-down e.g., score. Scroll down.
4. Select the Weekly Homework category, using no individual Columns. Click on the arrow to add all columns to the Selected Columns area. Enter the weight percentage for each item. Percentages should add up to 100%.
5. Select the option to weight grades e.g., equally. An option is to exclude the highest or lowest grades. Enter a 1 in the Lowest field to drop the lowest grade in the category. Select the other options you want and click Submit.

6. Add the grade columns to be included for Weekly Homework e.g., H 1, H 2, H 3 selecting the Category “Weekly Homework” for all grade columns to include in this calculation. Note: after you have entered in scores for the homework, the Grade Center will display the score (lowest dropped) in the Week 1 Homework Column.

Discussion Board

How can I encourage student participation?

1. Consider using participation in the threaded discussions as part of a student’s participation grade.
2. Create and post interactive assignments in the Discussion Board and encourage students to read/respond to other’s posts.
3. Be sure to participate and respond to the postings you expect your students to participate in.

How do I post a Discussion Forum?

1. Click on the Control Panel
2. Click Discussion Board
3. Click on the Course Name
4. Click the + Forum Button
5. Enter in the Forum name
6. Enter a description if desired
7. Click Yes next to available
8. Select date restrictions if desired
9. Check the preferred Forum Settings
10. Click Submit

How do I start a Discussion Thread?

1. Click on the menu area or button where you have placed the Discussion Board
2. Click on the Forum Name where you would like to add a thread
3. Click on the +Thread button
4. Enter the thread Subject
5. Enter the message
6. Attach a file if desired
7. Click Submit

Getting Started

How do I login to blackboard at DePaul?

1. Open your web browser (such as Internet Explorer or Firefox) and go to https://oll.depaul.edu
2. Click the User Login button

3. Enter your CampusConnect user name and password
4. Click Login

How do I make my course available to my students?

1. Login to oll.depaul.edu using your CampusConnect User name and password
2. Click on the Course Link
3. In the Control Panel, click on Settings
4. Click on Course Availability
5. Mark the circle next to Yes
6. Click Submit

Email

How do I email all students in my course?

1. In the Control Panel, Click Send Email
2. Click All users
3. Enter in a Subject
4. Enter in a message
5. Click the box next to Return Receipt
6. Click Submit

How do I email an attachment to all students in my course?

1. In the Control Panel, Click Send Email
2. Click All users
3. Enter in a Subject
4. Enter in a message
5. Click the box next to Return Receipt
6. Click Attach a File Link
7. Click the Browse button
8. Browse to the file on your computer
9. Click Open
10. Click Submit

How do I email a single student or group of students in my course?

1. In the Control Panel, Click Send Email
2. Click Single/Select users
3. Click on the user(s) you would like to email.
4. Click the right arrow
5. Enter in a Subject
6. Enter in a message

7. Click the box next to Return Receipt
8. Click Submit

How do I email an attachment to a single student or a group of students in my course?

1. In the Control Panel, Click Send Email
2. Click Single/Select Users
3. Click on the user to email. (If selecting more than one user hold down the shift key and click on each user name)
4. Click the right arrow
5. Enter in a Subject
6. Enter in a message
7. Click the box next to Return Receipt
8. Click Attach a File Link
9. Click the Browse button
10. Browse to the file on your computer
11. Click Open
12. Click Submit

Technology Support

Who do I contact for assistance with Blackboard?

1. You can email blackboard@depaul.edu
2. You can call the TCC at 312 362 8765
3. You can call ITD at 773 325 1091

Assessment

How do I create an online quiz/test?

1. In the Control Panel, Click Test manager
2. Click the + Add Test button
3. Enter the Test Name
4. Enter a Description if necessary
5. Enter Test Instructions if necessary
6. Click Submit
7. Click Creation Settings
8. In this area you can customize the test options to your needs
9. Click Submit once you have set the preferred options.
10. Click Ok
11. Select the Question type from the drop down menu next to the Add area. (For a full description of each question type go to

http://www.itd.depaul.edu/website/faculty/TechnologyTools/Blackboard/CourseDesignTips/AssessmentTips/)
12. Click Go
13. Enter the Question Text
14. Enter the Point Value
15. Select the correct answer (note there are different options for feedback based on the question type you choose). For a full list of question types click here (go to
16. Click Submit
17. Click on the Control Panel
18. Select the content area where you would like the quiz to appear (for example Course Content)
19. Click the + Test button
20. Select the test name from the Add Test list
21. Click Ok
22. Click the Modify Test options link
23. Next to Make the Link Available select the Yes button
24. In this area you can also choose to allow multiple attempts, set a time limit for the quiz and set dates when the quiz can be taken. You can also decide what feedback a student receives and if the quiz will be shown all at once or one question at a time. You can also randomize questions so that each student receives the questions in a different order.
25. Once you have set the options click Submit

Wimba

How do I set up my course so that I can use Wimba within Blackboard?

1. In the Control Panel, Click Manage Course Menu
2. Locate Communication
3. Click the Modify button next to Communication
4. Scroll Down and locate Wimba Classroom
5. Click the button next to Available
6. Click Submit
7. Go back to your Course main page
8. Click on the Communication link
9. Click on the Wimba Classroom link
10. Click the Create Room Button
11. Enter the Room Title
12. Enter a description if necessary
13. Click Submit
14. Click Ok

How do I use Wimba?

1. Within the Blackboard course, Click on the Communication link
2. Click on the Wimba Classroom Link
3. Click on the Room Title
4. Click the Enter Room button
5. A new window will appear. If this is the first time you have run Wimba on your computer you must Run the Wimba Wizard. To do this Click the Run Wizard button
6. For more detailed information on using Wimba go to http://www.itd.depaul.edu/website/faculty/TechnologyTools/Wimba.asp

Managing Content

How do I post a document or file on blackboard (such as a syllabus)?

1. In the control panel, select a Content Area such as Course Information or Course Documents
2. Click on the +Item button
3. Enter the item’s name
4. Enter a brief description if necessary in the Text box.
5. In the content section click the browse button
6. Browse to the file on your computer
7. Click Open
8. Click Submit

How do I post an announcement?

1. In the Control Panel, Click on Announcements under the Course Tools section
2. Click the + Add Announcement button
3. Enter the Announcement Subject
4. Enter the Announcement message
5. Click Submit

How do I create a link in my Blackboard course to an external website?

1. In the Control Panel, select a Content Area such as Course Content
2. Click the + External Link button
3. Enter the Link Name
4. Enter the Link URL
5. Enter a description in the Text area if necessary
6. Click Submit