Instructional Technology Services
WTClass for Campus (Face to Face courses)
Syllabus, Calendar, Lesson files, Attendance, Communication,
and Grade Center
Blackboard Learn 9.1
# Contact Information

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Welcome to WTClass (Blackboard)! This manual is designed to work as a guide and as a companion to the training workshops sessions offered through the distance learning department at West Texas A&M University. The manual covers pedagogical and technical information for online instruction.

Workshops offered through the university distance learning departments are structured to assist you in the transition from the campus based classroom to teaching in a virtual environment. In addition to the step-by-step instructions in learning the technical aspects of the content management platform, information is provide over issues of communication and best practices in online instruction.

The Instructional Technology Services department has a supportive staff to assist you in creating your online course. Attend a workshop or contact a member of our team for assistance.
GETTING STARTED

A. SYSTEM REQUIREMENTS

WTClass (Blackboard) is designed to support the widest variety of client-side operating systems and client-side browsers through its limited use of client-side technologies. While Blackboard products generally function well in many browsers, the following are formally supported and tested:

- With PCs running Windows OS:
  - Internet Explorer 9 or higher (with Compatibility View turned off).
  - Firefox 24 or higher
  - Chrome 30
- With Macs running OS X:
  - Firefox (24 or higher)
  - Chrome (30 or higher)
  - Safari (5 or higher)

B. LOGGING ON TO WTCLASS (BLACKBOARD)

HOW TO LOG ON

Step 1: In your browser address window, type in wtclass2.wtamu.edu and press the enter key on your keyboard. You will be automatically redirected to the My Buff Portal page.

Step 2: In the WTAMU User Name and Password text boxes enter your Buff Advisor account information or your network login information.

Buff Advisor: Your username is your first and last initial plus your gold card number minus any leading zeros.

(Example ab999999).

Network: Your network login is the information you use to log into your faculty email or to log into a WTAMU computer.

Step 3: Click the Sign In button.

Step 4: Your Blackboard home page appears with your semester courses.
NAVIGATING THE HOME PAGE

The first screen that you will see upon entering your course is the Home page.

You can navigate this page using the page header tabs at the top, use the modules, or leave Blackboard using the logout function.

1. **Tabs** - Tabs will connect you to different content or resource areas.
   - **My WTClass**: This tab is the home page.
   - **Community Groups**: This tab links to a page where Community Groups (Organizations) in which you are enrolled in are listed.
   - **Content Collection**: This tab is a place where you can store your files, similar to a Learning Object Repository space.
   - **Resources**: The Resources tab provides links to common WT information such as Tutoring Services, Advising, or Disability Services.
   - **Help**: The Help tab provides quick access to help documents as well as links for how to get additional help from the Help Desk.

2. **Tools** – This module links to frequently used tools.
3. **Announcements** – This module provides links to announcements from the courses you are enrolled in and system announcements.
4. **My Messages** – This module provides a way to access your internal course messages.
5. **My Courses** – All courses you are enrolled in will appear in this module.
6. **My Community Groups** – This module links to all Community Groups you are enrolled in (i.e. Lab Safety Course). The same information can be found on the Community Group tab.
GLOBAL NAVIGATION MENU AND MY BLACKBOARD

My Blackboard, located within the Global Navigation Menu, allows you to quickly access course information. You can navigate to your courses, read discussion messages, and check other items in your courses.

- A number next to your name indicates how many new items are available. This feature is customizable.

To access your My Blackboard Tools, click on the arrow located to the right of your name at the top of the Blackboard window.

MY BLACKBOARD TOOLS

<table>
<thead>
<tr>
<th>Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bb Home</td>
<td>Gives you an overview of the items that are due and recently graded. Move your mouse pointer over View to reveal your grade. Bb Home displays the five most recent activities relevant to you.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Review everything you have due and be reminded of when you need to complete it.</td>
</tr>
<tr>
<td>Posts</td>
<td>Displays the posts made in the last seven days in the courses and organizations you are enrolled in and follow. For example, you can see when a classmate submits a blog post in your course.</td>
</tr>
<tr>
<td>Updates</td>
<td>Review a list of notifications alerting you to important events and information. For example, you can see when an assignment has been graded.</td>
</tr>
<tr>
<td>Retention Center</td>
<td>The Retention Center provides an easy way for you to discover which students in your course are at risk based on preconfigured rules and rules you create. From the Retention Center, you can communicate with struggling students and help them take immediate action for improvement.</td>
</tr>
<tr>
<td>My Grades</td>
<td>(Faculty will only see this button if they are enrolled as a student in a course.) View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course.</td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Help</td>
<td>WTC (Blackboard) Help Website for manuals, tutorials, and more.</td>
</tr>
</tbody>
</table>
IN YOUR COURSE

ENTERING YOUR COURSE

My Courses Module

On the home page you can access your courses from the My Courses module.

This module displays all courses you are teaching and any courses you may be enrolled in as a student.

Notice the Role indicator that defines your role in each course.

Click on a course name to open the course for editing.

NAVIGATION WITHIN A COURSE

COURSE HOME PAGE (LANDING PAGE)

In most courses, the course will display the course home page which contains modules with information about course events and notifications. The modules function similar to the modules on the My Institution tab. Use the links in the modules or on the course menu to navigate to areas in your course.
INSTRUCTOR FEATURES IN YOUR COURSE

A. **Course menu:** The access point for all course content. Instructors determine which links are available here. Learn more in the next section.

B. **Control Panel:** The panel following the course menu is an instructor's access point for course management functions. You can manage the course style, course tools, and users from this area. **Students do not see the Control Panel.**

C. **Student preview:** When student preview is enabled, you can review course content and validate course behaviors from a student's perspective. You are logged in with a student account, called the preview user account, and enrolled in the current course.

D. **Edit Mode:** When **Edit Mode** is **ON**, all the instructor functions appear. This includes action bar functions such as Build Content or the appearance of contextual menus. When **Edit Mode** is **OFF**, you are viewing the course as a student sees it. The **Edit Mode** function appears to users with a role of instructor, teaching assistant, course builder, and administrator.

E. **Action bar:** Rows at the top of the page containing page-level actions such as **Build Content, Search, Delete,** and **Upload.** The functions on the action bar change depending on where you are in your course. The action bar can contain multiple rows of functions such as on the main Grade Center page.

F. **Contextual menus:** Many components in Blackboard Learn have contextual menus, such as content items, course menu links, or Grade Center columns. The options in the contextual menu vary depending on the component. Click the down arrow next to an item to access the contextual menu.
COURSE MENU

The course menu is the panel on the left side of the interface that contains links to all top-level course areas. Instructors can also provide links to individual tools, websites, course items, and module pages. Instructors control the content and tools available on the course menu.

Instructors can customize the style of the course menu. They can add subheaders and dividers as well as additional links to content and tools. These customizations create variations in the look and organization of your courses.

![Course Menu Example]

Typically all information and assignments required for your course will be under an item titled "Content" or "Lessons."

A. Open the course menu in a separate window. The detached menu always displays course materials as a directory tree. You can expand the view to show the hierarchy of course navigation and move the window wherever you want.

B. Refresh your view.

C. Expand or collapse the course menu frame by moving your mouse pointer near the border and clicking the arrow. When you collapse the course menu, you have more room to view content.

COURSE-TO-COURSE NAVIGATION

While inside one of your courses, you can conveniently access all of the courses you are enrolled in. Access the contextual menu next to the house icon. Click another course title. The most recently visited course is listed first.
REORDER AND MANAGE COURSE MENU LINKS

You can organize and rename the course menu links to make them easier for students to use.

A. Use the drag-and-drop function to reorder course menu links.
B. Alternatively, use the keyboard accessible reordering tool to reorder the links.
C. Access a link’s contextual menu and click Rename to change its title. Click Hide Link to make it unavailable to students. Click Show Link to make it available to students.
   1. Do not delete the Lesson or Content link on the Course Menu. If you delete a content area, all content items within it are also permanently deleted. This action is final.
D. With Edit Mode set to ON, an unavailable link title appears with a square with a diagonal line through it (ckeck mark). Students do not see the link on the course menu.

CONTEXTUAL MENUS

Throughout Blackboard Learn, items that are acted upon by a user have a contextual menu associated with them.

You access the contextual menu by clicking the arrow next to an item’s title.

The contextual menu contains options for many components in Blackboard Learn, such as content items, course menu links, or Grade Center columns.

The options in the contextual menu vary depending on the component.
The Control Panel appears below the course menu and provides access to all course administration. Use the arrows next to each link to expand or collapse the area. The Control Panel is only available if you have one of the following course roles: instructor, teaching assistant (TA), grader, course builder, or administrator.

The Control Panel is comprised of the following areas.

<table>
<thead>
<tr>
<th>Area</th>
<th>Function</th>
</tr>
</thead>
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<tr>
<td>Content Collection</td>
<td>This is where all your files are stored.</td>
</tr>
<tr>
<td>Course Tools</td>
<td>Contains all the available tools that are added to your course.</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Provides links to course reports, the Retention Center, and the Performance Dashboard. Use these tools to view information about student activity and content usage.</td>
</tr>
<tr>
<td>Grade Center</td>
<td>Provides links to the Needs Grading page, the Full Grade Center, default smart views of the Grade Center, and any smart views you create. Smart views appear in an indented list in the Full Grade Center section.</td>
</tr>
<tr>
<td>(Your Gradebook)</td>
<td></td>
</tr>
<tr>
<td>Users and Groups</td>
<td>Users: This is your course roster. This is where you can add users (i.e. GA) to your course. Groups: Create formal groups of students to collaborate on work.</td>
</tr>
<tr>
<td>Customization</td>
<td>Some customization to the course can be changed through the Teaching Style and Course Tool availability options.</td>
</tr>
<tr>
<td>Package and Utilities</td>
<td>Import, export, and archive a course, check course links, copy all or part of the course, and move selected files to the Content Collection (when available).</td>
</tr>
</tbody>
</table>
COURSE HOME PAGE

The Home Page, located in the course menu, is often the default course entry point, which means this is the first page students see when they enter your course. It contains modules that inform your students of course events and notifications.

To edit the Home Page’s settings, access its contextual menu next to the title above the action bar. For example, you can change the setting to enable users to personalize their Home Pages. You also have the option to add a banner.

HOW TO ADD OR REMOVE MODULES

You can add or remove modules from this page.

Step 1: Click the Add Course Module button.

Step 2: Click the “Add” button underneath the module you want to add to the page. (You can also use the “Remove” button to remove modules.)

Step 3: Click “OK” to save changes.
CUSTOMIZE MODULE LAYOUT

You can reorder the modules on a tab using the drag-and-drop function or the keyboard accessible reordering tool.

DRAG-AND-DROP FUNCTION

Hold your mouse button down on the header of a module and then drag-and-drop it, to move it to a new location. The module is surrounded by a dashed line as you move it. Release the module to place it in its new location.

KEYBOARD ACCESSIBLE REORDERING TOOL

You can use the keyboard accessible reordering tool for an alternative method to reorder items. The tool appears on the action bar.

Select one of the modules. Use the up and down arrow icons to move the module to a new position in a column list. Use the right- and left-pointing arrows to move a module between columns. Click the Submit button to save changes.
SYLLABUS

ADDING A SYLLABUS TO YOUR COURSE

The syllabus is a file that your students can download from their WTClass (Blackboard) course. It can be a Microsoft Word document or a PDF file.

(Note: Keep both your original Word document and PDF documents on your computer. If you need to make changes to your syllabus, make the changes in the original Word document and then run the conversion process to a PDF.)

Documents can also be converted to PDF with Adobe Acrobat Professional. Request for Adobe Acrobat Professional be installed on your WT computer by emailing the ITSC help desk (itsc@wtamu.edu).

(Note: WTAMU has various required items in course syllabi. Download the Teaching Excellence Center’s syllabus template of required elements at http://www.wtamu.edu/academics/teaching-excellence-center-teaching-toolkit.aspx.)
UPLOADING YOUR SYLLABUS

Step 1: Click on the Syllabus link (or Home Page) in the Course Menu.
Step 2: Check to see if Edit Mode is ON.

Step 3: In the Syllabus module, click the “Manage Syllabus” link to upload a syllabus.

Step 4: The Syllabi page displays with “Your courses and syllabi” course listing.
Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)

What do the links mean?

- The linked text “add syllabus” means there is no syllabi uploaded for the course.
- The linked text “view…” means a syllabus has been uploaded. Clicking the link will display the uploaded syllabus.
- The linked text “uses…” means a syllabus is associated with this course from another section. Clicking the link will display the associated syllabus.
- After a syllabus has been upload or associated with a course, the options to replace or remove the syllabus will appear.
Step 5: Click on the linked text “add syllabus” to upload your syllabus file.

Note: If you do not see the linked text “add syllabus” next to your course, then a file is currently associated with the course. Use the view link to see which file was uploaded as the course syllabi. A syllabus file can be replaced or deleted by the instructor of record.

Step 6: Click the “Browse” button to locate the file on your computer.

Note the information for uploaded file types and size restrictions.

- You can upload Word, PDF, and HTML documents.
  - Extensions allows are: .doc, .docx, .pdf, .txt, .rtf, .htm, .html
- Syllabus files have a 5 MB size limit.
Step 7: In the *File Upload* dialog box, select the file and then click the “**Open**” button.

Step 8: Click the “**Upload**” button.

Step 9: You will now see the option to view, replace, or delete the uploaded syllabus file. Click the **View** option to see the uploaded syllabus.
REPLACING A SYLLABUS FILE

Step 1: Click on the Syllabus link (or Home Page) in the Course Menu.

Step 2: Check to see if Edit Mode is ON.

Step 3: In the Syllabus module, click the “Manage Syllabus” link.

Step 4: The Syllabi page displays with “Your courses and syllabi” course listing. Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)

Step 5: Locate the “replace” option. Click the replace link.
Step 6: Click the “Browse” button to locate the file on your computer.

![Image of the Browse button](image1)

Step 7: In the File Upload dialog box, select the file and then click the “Open” button.

![Image of the File Upload dialog box](image2)

Step 8: Click the “Upload” button.

![Image of the Upload button](image3)

Step 9: You will now see the option to view, replace, or delete the uploaded syllabus file. Click the View option to see the uploaded syllabus.

![Image of the View option](image4)
DELETING A SYLLABUS FILE

Step 1: Click on the Syllabus link (or Home Page) in the Course Menu.

Step 2: Check to see if Edit Mode is ON.

Step 3: In the Syllabus module, click the “Manage Syllabus” link.

Step 4: The Syllabi page displays with “Your courses and syllabi” course listing.
Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)

Step 5: Locate the “delete” option. Click the delete link.

Step 6: The linked text returns to “add syllabus” which means there is no syllabus file associated with the course.
ADDING AN EXISTING SYLLABUS TO A COURSE

If you are teaching more than one section of a course, you can use one uploaded syllabus in one course and “link” to the uploaded syllabus in other sections.

Step 1: Click on the Syllabus link (or Home Page) in the Course Menu.

Step 2: Check to see if Edit Mode is ON.

Step 3: In the Syllabus module, click the “Manage Syllabus” link.

Step 4: The Syllabi page displays with “Your courses and syllabi” course listing.
Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)

Step 5: Click the “add syllabus” link for the additional section you are teaching.
Note: A syllabus has been uploaded for ENGL 1301 section 1.
Step 6: Use the drop-down menu under “Use an existing syllabus” to select a course that contains an uploaded syllabus.

**Note:** In the example below, I will select ENGL 1301 01 for my existing syllabus because the syllabus for that course has already been uploaded.

---

**Syllabi**

Log out  Home

**Syllabus for 2015SP_ENGL_1301_02**

Use an existing syllabus

Select one...

Upload

There is a 5 MB size limit. All syllabi are stored in the cloud.

---

Step 7: Click the “Upload” button.

---

Step 8: The “linked” syllabus now is available for use. You can click the link to verify the correct syllabus is displaying. If the file is incorrect, use the “unlink” option to remove the link.

---

- **ENGL 1301 01**
  - view ENGL 1301 01 syllabus
  - this syllabus also used by 2015SP_ENGL_1301_02
  - replace ENGL 1301 01 syllabus (will affect associated course)
  - delete ENGL 1301 01 syllabus (will affect associated courses)

- **ENGL 1301 02**
  - uses 2015SP_ENGL_1301_01 syllabus
  - unlink ENGL 1301 02 from 2015SP_ENGL_1301_01 syllabus
The calendar displays a consolidated view of all your institution, course, organization, and personal calendar events. You can view events by day, week, or month. You can view and organize upcoming and past events into categories.

You can also set the first day of your week by changing your personal settings in My Blackboard.

Course calendar events appear to all members of the course. Common entries include upcoming tests, due dates for assignments, or special lectures. Course items with due dates automatically appear in the course calendar. Only instructors may create course calendar events.

A. View events by day, week, or month.
B. Navigate to another month.
C. Click the plus (+) to create a new event. You can also click a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description.
   - Note: Students cannot create an event on a course and institution calendar. Instructors cannot create an event for the institution calendar unless they have administrator privileges.
D. Click an event to manage it. You can also press and drag an event to change the date.
E. Select the calendars you want to show, such as institution, personal, or course. By default, all calendars are visible. Optionally, change the color of each calendar to suit your preference. Using a distinct color for each calendar easily displays which calendar the event is associated to without opening the event.
   - Note: All institution events appear in the institution calendar. All course events, such as assignments due, appear in the course calendar.
F. Get an iCal URL for importing your Blackboard Learn calendar into an external calendar application.
HOW TO ADD A CALENDAR ENTRY

1. On the calendar, click the plus (+) to create a new event. You can also click a specific date to create an event.

2. Type the New Event Name.

3. Select a calendar to associate the event to, such as your personal calendar.

   Note: Only instructors can add events to the course.

4. Select the Start and End times. Click in the date boxes to set Start/End date and time (time is by slider) or select All Day (for no specific time). Click Done to save changes.

5. Type the Event Description. There is a 4,000 character limit for event descriptions.

6. Click Save.

Tip: Date Changes

To make changes to an event, you can click the event to bring up the dialog box to edit any of its properties or simply drag the event to another day in that month.

Reoccuring Events

Optionally, you can make events repeat by selecting the Repeat check box. Additional options appear that allow you to create multiple events based on a repeating pattern.
**ONLINE ATTENDANCE**

You can use the Online Attendance feature to set up class attendance by dates for the semester. Attendance is marked by date with the options of Present, Absent, Late, Excused, or Unexcused. Students will also be able to view their attendance record within Blackboard.

**SETTING UP THE ATTENDANCE BOOK**

You must set up the Attendance Book before you can take attendance. It is important to enter this information correctly before you begin taking attendance as some data could be lost if you later make changes to these dates.

1. Select “Tools” on the Course Menu.

2. Select “Online Attendance” from the list of Tools.

3. The Online Attendance window will open.
4. Select the “Dates Setup” button.

5. Select the “Course Begins on” and “Course Ends on” dates.

6. Select the checkboxes for the days when the “Class Meets” during the semester.

7. Select the “Save Settings” button.

8. A confirmation message displays on the screen that your settings were saved.

9. Select the “Return to Menu” button.
TAKING ATTENDANCE

1. Choose the date for taking attendance on the date drop-down menu.

2. Select the appropriate attendance option (P, A, L, E, U) and then click the “Save Attendance” button.

3. A confirmation message will display on the screen that the record was saved.

4. Click the “Return to Menu” button.

5. The date in the drop list should be the most recent class date. If this is the date you just saved, the display will not change until the next class date. (You may want to export a copy of the attendance as a backup to refer to offline.)
EXPORTING ATTENDANCE INTO AN EXCEL SPREADSHEET

1. Click the “Export” button.

2. Select “Open with” and choose Microsoft Excel. Select the “OK” button.

If you get a warning message, select “Yes” to allow the file to open.

3. Attendance is exported into an Excel spreadsheet. You can manipulate or save the file.
STUDENT VIEW

Students can view their attendance record by accessing the **Online Attendance** link in the **Tools** area of Blackboard.

![Online Attendance](image1)

REPORTS

To check the number of days a student was absent or late for class you can use the Report option.

1. Select the **“Report”** button.

![Online Attendance](image2)

2. The Online Attendance Report displays. You can use the **“Return to Menu”** to exit this display.

![Online Attendance - Report](image3)
**CONTENT (LESSONS)**

The Content or Lessons area is designed to house the majority of your instructional content. Here, you can create lecture notes, hyperlinks, quizzes, discussion forums, assignments (for digital submissions), and more. Lesson content can be accessed directly within the Content or Lessons area or nested within folders or subfolders.

**CREATING CONTENT**

Clicking Build Content (located on the action bar) displays a variety of content that instructors can create, including: folders, items, pages, hyperlinks, and more.

---

**THE BUILD CONTENT OPTIONS:**

![Build Content Options Diagram]
CREATE ASSESSMENTS IN A COURSE AREA

You can provide tests, surveys, and assignments in content areas or folders. You can create a new test, survey, or assignment or link to an existing one.

Point to Assessment in the course area’s action bar to select the type of assessment.

LINK TO TOOLS IN A COURSE AREA

Providing the relevant tools for a lesson within a course area creates a seamless experience for users. For example, you can provide discussion forums and journals with multimedia, lecture files, and tests.

When you include a tool in a course area, you can describe what it is used for, provide instructions for the tool, and attach necessary files. For example, you can link to a blog, attach a file to read, and explain that users need to post to the blog next week.

You will learn more about how to add folders and files in this manual in upcoming sections. Please consult the online Faculty help website to learn more about adding other content items available in Blackboard.
CONTENT STRUCTURE

WTClass (Blackboard) uses folders to build the basic structure of your course. The template within WTClass (Blackboard) provides a consistent “look and feel” within the course which allows students to quickly find materials and aids instructors with course organization.

Content is organized through folders. The basic steps are to first create an organizational folder and then add content to the folder. Content items will vary per course and discipline.

For supplemental materials for your face-to-face class, you can use WTClass (Blackboard) for:

- Posting materials that must be completed for an upcoming class session. This may include readings, quizzes, surveys, discussions, and so on.
- Review of in-class activities, usually posted AFTER completion of class.
- Review of material through online discussions, using discussion forums, chat features, or document sharing.
- Assessment of learning/submission of assignments.

Creating a weekly folder with content-driven subfolders yields the best results. Supplemental approach users may use other resources such as the calendar, communications (email or messages), or management tools (Grade Center).
HOW TO ADD A CONTENT FOLDER

To add a lesson folder to the Content area:

1. Change Edit Mode to ON.
2. Access a content area (Lessons, Content or folder).
3. On the action bar, point to Build Content to access the drop-down list.
4. Select Content Folder.
5. On the Create page, type a Name for the folder. (You can add a subtitle in the text area.)
6. Select the options.
   a. Select Yes to Permit Users to View this Content.
   b. Select Yes to Track Number of Views.
   c. For Select Date and Time Restrictions, you can set items to display on a specific date and time and to stop displaying on a specific date and time.
      i. Select the Display After and Display Until check boxes to enable the date and time selections.
      ii. Type dates and times in the boxes or use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times.
      iii. Display restrictions do not affect item availability, only when it appears.
7. Click **Submit**. A link to the new folder appears in the course area.

Click the link to access the contents of the folder.

A newly created folder is an empty container. Click the link to the folder in the course area to access it. Next, point to any of the functions in the action bar to create content.

After creating content in a folder, you can set the sequence of items with the drag-and-drop function or the keyboard accessible reordering tool on the action bar.

**Tip**: To create a sub-folder, first create a parent folder. Click the name of the parent folder to open it, then point to **Build Content** on the action bar of the parent folder and select **Content Folder**.

Change **Edit Mode** to **OFF** to view the learning module as students see it.

---

**HOW TO EDIT A LESSON FOLDER**

To edit a folder, access the contextual menu and select edit. (Edit Mode should be turned ON.)

---

**HOW TO DELETE A FOLDER**

**WARNING**: Deleting a folder will also delete ALL content within the folder. This process is irreversible.

To delete the folder, use the **Delete** option from the contextual menu.
HOW TO REARRANGE CONTENT

Content appears in the order you added it, but you can change the order. Use the drag-and-drop function or the keyboard accessible reordering tool to rearrange content. Be sure **Edit Mode** is **ON**.

**DRAG-AND-DROP FUNCTION**

To move an item using the drag-and-drop function, press the arrows next to the item. The item is highlighted.

Press and drag the item into the new location. The item is surrounded by dashes as you move it.

Release the item to place it in its new location.
KEYBOARD ACCESSIBLE REORDERING

Alternatively, you can use an accessible tool to reorder items.

1. In the content area, click the keyboard accessible reordering tool on the action bar.
2. In the Reorder: Content box, click an item in the list to select it.
3. Use the up and down arrows following the title box to adjust the order.
4. Click Submit. A pop-up box states: Items have been reordered.
5. Click OK.
Blackboard provides many options for creating content. After you create a course area, such as a folder, you create content in it by pointing to its action bar to reveal menus for selecting content items, tests, and links to tools.

You can make content relevant and interactive by including several different types of learning materials and experiences. For example, you can provide online lectures, multimedia, and surveys.

As you create content, you can set its options, such as availability. This enables you to create content and make it unavailable to users until you are ready for them to view it.

**ITEM**

1. Change **Edit Mode** to **ON**.
2. Access a content area or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Item**.
5. On the **Create Item** page, type a **Name** for the item.
6. Optionally, in the **Text** box, type instructions or a description.
7. In the **Attachments** section, attach a file using one of the following options. These files appear in the item before any content editor content.
   - To upload a file from your computer, click **Browse My Computer**.
   - To connect an existing file from the course's storage repository, click **Browse Content Collection**.

8. Select **Options** for the item.
   a. Select **Yes** to **Permit Users to View this Content**.
   b. Select **Yes** to **Track Number of Views**.
   c. For **Select Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time.
      i. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.
      ii. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.
      iii. Display restrictions do not affect item availability, only when it appears.

![STANDARD OPTIONS](image)

9. Click **Submit**.
UPLOADING FILES TO A FOLDER

You can use the file content type to create a simple link to a file in a course area. No description appears with the link. You can choose whether users view it as a page within the course or in a separate browser window.

You can upload a single file or a single zipped package. For example, uploading a zipped package would be an effective way to provide students a group of images needed for a lab project. (Please contact an instructional designer to learn how to upload Camtasia, SoftChalk, and web pages as zipped packages.)

HOW TO ADD A FILE TO A LESSON (CONTENT) FOLDER

1. Change Edit Mode to ON.
2. Access a content area or folder.
3. On the action bar, point to Build Content to access the drop-down list.
4. Select File.
5. On the Create File page, attach a file using one of the following options.
   - To upload a file from your computer, click Browse My Computer.
   - To connect to a file from the course’s storage repository, click Browse Content Collection.
     a. If you have selected the wrong file, you can click Select a Different File to delete the file you linked and replace it with another.
6. Type a Name for the file. You can overwrite the file name that automatically appears in the box. This name appears in the course area as a link. You can also select the font color.
7. Select Yes for Open in New Window to display the content in a new browser window outside of the course’s content frame.
8. Select **Options** for the item.

   A. Select **Yes** to **Permit Users to View this Content**.

   B. Select **Yes** to **Track Number of Views**.

   C. For **Select Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time.

   i. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.

   ii. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.

   iii. Display restrictions do not affect item availability, only when it appears.

9. Click **Submit**.
TOOLS

By default a number of tools are available to your students from the Tools link on the course menu. If you do not plan on using a tool in your course, you can hide it from your students.

To hide a tool from students:

1. Click on Tools in the course menu.
2. Click the “Hide Link” button to the right of the tool.

If you decide to use the tool at a later date, simply click the “Show link” button to allow the link to become visible.

TOOL AVAILABILITY

You can also select which tools are available in your course (those which appear on within the Tools link) and other areas in the course.

ACCESS TOOL AVAILABILITY SETTINGS

1. On the Control Panel, expand the Customization section and select Tool Availability.
2. Select or clear the check boxes of the tools you want to use in your course and which users will have access to these tools.
3. Click Submit to save changes.
STUDENT PREVIEW

The student preview feature allows you to **view a course as a student does**. The system creates a student account, called the preview user account. You are logged in as that student and enrolled in the current course.

When you activate student preview, you can perform the following student activities:

- Submit assignments
- Take tests
- Create blog and journal entries
- Create discussion posts
- Create wiki pages
- View the student tool, **My Grades**

Availability

When available, the Enter Student Preview icon appears in the top-right corner of your course pages.

![Enter Student Preview](image)

Note: Student preview is different than **Edit Mode**. When **Edit Mode** is **ON**, you see all the course content and the editing controls for each item. When you change **Edit Mode** to **OFF**, all the editing controls are hidden, but you still see content that is hidden from students. Also, you can’t see student-only content, such as **My Grades**.

ENTER STUDENT PREVIEW MODE

1. To enter student preview mode, click the Enter Student Preview function, at the top-right corner of your course pages, next to the Change Course Theme function.

2. Student preview creates a student account, called the preview user account, logs you in as that student and enrolls you in the current course.

When you activate student preview, the student preview bar appears at the top of every page. The bar displays the text "Student Preview mode is ON" and has Settings and Exit Preview functions.

![Student Preview](image)

Student preview mode is active only in the courses where you enabled it. You are still an instructor in the rest of Blackboard Learn. However, the same preview user account will be used when you enter student preview mode in more than one course.
Understand Your Preview User Account

When you enter student preview mode and are logged in to your course with the preview user account, your preview user appears in the course roster and is visible to all students enrolled in the course. Students and administrators can easily identify this as your preview user account by the way it is named: its last name is your last name appended with “_PreviewUser” and its username is your username appended with “_previewuser”.

NOTE: If you are teaching a course with another instructor, you will each have your own preview user account.

As a preview user, all the data associated with your activities are captured by Blackboard Learn, such as submitted assignments and discussion posts. In fact, other students can interact with your preview user. For example, they can reply to your posts as though you were another student enrolled in the course.
EXIT AND DELETE YOUR PREVIEW USER ACCOUNT

Click **Exit Preview** to exit the student preview.

![Warning]

**IMPORTANT!** If you leave the course without exiting from student preview you will return to student preview when you return to the course.

When you exit the student preview, you are prompted to keep or delete the preview user and all its associated data.

![Exit Student Preview]

DELETE THE PREVIEW USER AND DATA

It is considered best practice to remove the preview user and its associated data. For a discussion of when to keep it, see “Keep the Preview User and Data”.

In the **Exit Student Preview** dialog, select **Delete the preview user and all data (Recommended)**. If you want, select the **Do not ask me** check box. The course will automatically complete your choice each time you exit student preview.

Note: To change this setting at any time, click **Settings** in the student preview bar.

Deleting the preview user has the following effects:

- All activity conducted or created as the preview user is removed from the course permanently. This includes test attempts, assignment submissions, grades, and discussion posts. Also deleted is any interaction an enrolled student has with the preview user, such as replies to a preview user’s discussion posts.
- The preview user is unenrolled from the course. If the user is not enrolled in another course, the preview user account is deleted.
KEEP THE PREVIEW USER AND DATA

Select **Keep the preview user and all data** if you need to keep the user and data to see how student activity presents itself to you as the instructor, such as grade calculations. If you keep the data, the preview user account will appear in the course roster, Grade Center, and any place where you did something as that user.

When you save the preview user account, the dot in the middle of the **Enter Student Preview** function icon turns green 🔄, indicating the preview user account is available for use.

---

**WARNING!** If you keep your preview user account and run reports or gather statistics from your course your numbers will be skewed by one (or more if there are multiple instructors using student preview). Also it can potentially confuse your students who may try to interact with your preview student when you are not in student preview mode to monitor the interaction.
COMMUNICATION

The main tools to communicate with students are announcements, email, and course messages.

ANNOUNCEMENTS

The Announcements tool allows course editors to create course announcements that are displayed on the course welcome page and on the Blackboard home page. Announcements can be used in place of sending course mail to an entire class. A release date can be added to an announcement, thereby allowing instructors to set up announcements in advance to remind students of important dates, exams, or other pertinent information. Instructors may routinely post a weekly announcement to encourage students to login for the latest news concerning course issues or to offer praise for a job well done on the quality of their work.

HOW TO ACCESS ANNOUNCEMENTS

Step 1: Log into your WTClass (Blackboard) course.
Step 2: Click the Home Page in the course menu.
Step 3: In the Announcement module, click the announcement title or hyperlink to read the announcement.
Announcements appear in the order posted, with the most recent announcements appearing first.

1. **On the Control Panel**, expand the Course Tools section and select Announcements.

2. **On the Announcements page**, click Create Announcement on the action bar.

3. **On the Create Announcement page**, type a **Subject**. This becomes the title of the announcement on the Announcements page. In the **Message** box, you can use the content editor functions to format the text and include files, images, external links, multimedia, and mashups. Any files you upload from your computer are saved in the Content Collection in the top-level folder.
4. In the **Web Announcements Options** section, select:
   - **Not Date Restricted** to keep the announcement visible until you remove it.
   - **Date Restricted** to limit the announcement’s visibility by date and time.

5. For **Enter Date and Time Restrictions**, you can set announcements to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect the announcement availability, only when it appears.

6. Select the **Email Announcement** check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email.  
   *Note:* This option cannot be selected if **Display After** date is set for the future.

7. Optionally, in the **Course Link** section, click **Browse** to link to a course area, tool, or item.

8. Click **Submit**.
REORDERING ANNOUNCEMENTS

Announcements appear directly below the repositionable bar. Reorder by dragging the bar or announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them.

The order shown is the order presented to students. Students do not see the bar and cannot reorder announcements.

EDITING AND DELETING ANNOUNCEMENTS

To edit an existing announcement, access an announcement's contextual menu and select Edit. Make your changes and Submit.

To delete an existing announcement, access an announcement's contextual menu and select Delete. Confirm the deletion. This action is final and irreversible.
DIFFERENCES BETWEEN EMAIL AND MESSAGES

Email and Messages have two different functions inside of Blackboard.

<table>
<thead>
<tr>
<th>Email</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sends to external email account listed in Blackboard. By default this is your WT email.</td>
<td>• Stays within Blackboard, sends a notification by default to the external email address of recipient listed in Blackboard.</td>
</tr>
<tr>
<td>• Does not keep a record of any sent or received email within Blackboard. (A copy of any sent email is sent to senders email address.)</td>
<td>• Keeps a record within Blackboard of all sent and received messages.</td>
</tr>
</tbody>
</table>

**Email**

**Example: Instructor Emails Students in Blackboard Course**
In the example below, the instructor sends an Email using the Send Email Tool to the students. A copy is sent to the students Buff Email account and a copy is sent to the instructor’s WTAMU email account.

**Example: Student Responds to Instructors Email**
If the student responds from their Buff Email account, the response goes to the faculty Email account.

**Note: No record is kept in Blackboard of Email sent using the Send Email Tool.**
Messages

Example: Instructor Messages Class
In the example below, the instructor sends a Course Message using the Messages Tool to the students. A copy is saved in Blackboard in the Messages Tool.

Message sent in Blackboard using the Course Messages Tool

Message is received in Blackboard. A notification is sent to recipients email listed in Blackboard.

Note: Only a notification is sent to an external email account. You must log into Blackboard to read and reply to any message.

Example: Student Responds to Message
If the student responds from the Course Message, the response goes to the faculty Course Messages inbox in Blackboard.

Message is received in Blackboard. A notification is sent to recipients email listed in Blackboard.

Student responds in Blackboard to message.

Note: By default, a notification is sent to Students and/or Instructors external email accounts. Students and Instructors must log into Blackboard to read the course message.
COURSE MESSAGES

Course messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, you must be logged into a course to read and send course messages. Using the course messages tool instead of the email tool can also be more reliable. Problems with incorrect or out-of-date student email addresses do not affect course communication.

Students are notified by email, unless they have turned off the setting, that they have received a course message. Students must return to Blackboard in order to view and reply to course messages.

Course messages are organized in folders, marked as read or unread, moved to other folders, or deleted. The messages area has two folders, **Inbox** and **Sent**, which you cannot rename or delete.

HOW TO SEND A COURSE MESSAGE

1. On the course menu, click the **Tools** link. On the **Tools** page, select **Course Messages**.

   -OR-

   On the **Control Panel**, expand the **Course Tools** section and select **Course Messages**.

2. On the **Course Messages** page, click **Create Message** on the action bar.

3. On the **Compose Message** page, select **To** and a list of course members appears.
4. In the **Select Recipients: To** line box, select the recipients and click the right-pointing arrow to move them to the **Recipients** box. You can use the **Cc**, and **Bcc** functions to send the message to those users that may be interested in the message, but are not the primary recipients. When using Bcc, other recipients do not know that the users listed in the **Bcc** field are receiving the message.

**Tip:** For Windows, to select multiple users in a row, press the SHIFT key and click the first and last names. To select users out of sequence, press the CTRL key and click each name needed. For Mac systems, press the COMMAND key instead of the CTRL key. You can also select all course members with the **Select All** function.

5. Type the **Subject**.

6. Type the **Body**. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. You may only attach files from the Content Collection.

7. Click **Submit**.

---

**HOW TO VIEW AND REPLY A COURSE MESSAGE**

1. On the **Course Messages** page, select a folder.
2. On the **Folder** page, click the link in the message’s **Subject** column.

3. On the **View Message** page, click **Reply** to the sender of the message.

4. Type the **Body**. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. You may only attach files from Course Files or the Content Collection.

5. Click **Submit**.

---

**HOW TO CREATE A COURSE MESSAGES FOLDER**

If allowed by your institution, you can create personal folders to help organize your course messages. Personal folders are only for storing messages. Messages received always appear in the **Inbox** folder first and messages sent always appear in the **Sent** folder. After a message appears, you can move it into a personal folder.

1. On the **Course Messages** page, click **Create Folder** on the action bar.

2. On the **Add Folder** page, type the name of the new personal folder in the **Name** box.

3. Click **Submit**.
HOW TO MOVE A COURSE MESSAGE

You can move messages from any folder to a personal folder. Using personal folders is a good way to organize messages so they are easy to find later. You cannot move a message to the Sent folder or the Inbox folder.

1. On the Course Messages page, select the folder that contains the message.

2. On the Folder page, select the check box for each message and click Move.

3. On the Move Message page, select a folder from the Select a Personal Folder drop-down list. This is the folder where you will store your messages. The messages are deleted from the old folder after they have been moved to the new folder.

4. Click Submit.

HOW TO DELETE A COURSE MESSAGE

1. On the Course Messages page, select the folder that contains the message.

2. On the Folder page, select the check box for each message and click Delete. Deleting a message is final and irreversible.
HOW TO PRINT A COURSE MESSAGE

1. On the **Course Messages** page, select the folder that contains the message.

2. On the **Folder** page, click the link in the message’s **Subject** column.

3. On the **View Message** page, click **Print**. The message is printed using the web browser's print settings.

MESSAGES NOTIFICATIONS

By default, you are notified of new Course Messages in Blackboard by an email in your WTAMU email. The notification email will instruct you to return to Blackboard to view the Course Message.

The My Messages module within Blackboard will also help you locate any new/unread Course Messages that have been sent to you.

Clicking on the course name link will take you to the Course Messages area for that course with new/unread Course Messages.
EMAIL

The email tool allows you to send email to other people in your course without launching an external email program, such as Gmail, Hotmail, or Yahoo. You can send email to individual users or to groups of users. By default, a copy of email messages is sent to the sender.

---

Blackboard Learn keeps no record of sent or received email. When you receive or send an email, the email appears in the inbox of your external email program. Keep a copy of important messages in case you need them at a later date.

---

You can send email to the following users:

- All Users: All users in your course.
- All Groups: All groups in your course.
- All Student Users: All students in your course.
- All Teaching Assistant Users: All teaching assistants in your course.
- All Instructor Users: All instructors in your course.
- All Observer Users: All of the observers in your course.
- Select Users: Select the users from a list.
- Select Groups: Select groups from a list.
- Single/Select Observer users: Send email to a single observer or select observers in your course.

**Note:** Recipients of each email will not see the email addresses of other recipients.

**Before You Begin**

Blackboard Learn requires some text content in the subject line to send email successfully. If you leave the subject line blank, the message will not be delivered.
HOW TO SEND EMAIL

1. Access the Send Email page by one of the following methods:

<table>
<thead>
<tr>
<th>Method 1</th>
<th>Method 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the course menu, click the Tools link.</td>
<td>On the Control Panel, expand the Course Tools section and select Send Email.</td>
</tr>
<tr>
<td>On the Tools page, select Send Email.</td>
<td></td>
</tr>
</tbody>
</table>

2. On the Send Email page, select a link, such as All Users.

3. For Select Users or Select Groups, select the recipients in the Available to Select box and click the right-pointing arrow to move them into the Selected box. A back arrow is available to move a user out of the recipient list. Click Invert Selection and selected users are no longer highlighted and those users that are not selected will be highlighted.

   Tip: For Windows, to select multiple users in a list, press the SHIFT key and click the first and last users. To select users out of sequence, press the CTRL key and click each user needed. For Mac systems, press the COMMAND key instead of the CTRL key. You can also use the Select All function to send an email to all users.

4. Type your Subject. Your message will not be delivered without a subject.

5. Type a Message.
6. Click **Attach a file** to browse for file from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.

7. Click **Submit**.

A message appears at the top of the **Send Email** page after the email is sent listing all recipients. The message is not a confirmation that any users received the email. It only confirms that the email was sent.

---

**RECEIVING AN EMAIL**

When you receive an email sent from Blackboard. It will be sent from the senders external email address listed in Blackboard (by default, students - @buffs.wtamu.edu - instructors - @wtamu.edu).
SORTING EMAILS SENT FROM BLACKBOARD

All emails sent within WTClass (Blackboard) will be sent directly to your email address on file within Blackboard. To keep track of student emails vs. university email it may be necessary to create automation to sort these emails for ease of use.

CREATE FOLDER(S)

**Step 1:** In Outlook, right-click on your **Inbox** in your folder view.

**Step 2:** Click on **New Folder**.

**Step 3:** Enter a **Name** for your new folder.

Examples:

- WTClass Emails
  For all emails to filter into one folder. (By Term)

- HIST_1301
  For emails only for this course to filter into. A separate folder and filter will need to be created for each course. (By Course)

**Step 4:** Click **OK**.

The new folder will be added to your folder list.
CREATING RULES

All Emails sent from WTClass (Blackboard) will start with the term and course ID. You can create rules based off of terms.

**Step 1:** On the **Home** tab, click the **Rules** button, and then select **Create Rule…**

**Step 2:** Select the options for

- Subject contains
- Move the item to folder

**Step 3:** Select the **Select Folder…** button.

**Step 4:** Select the folder you just created, and click **OK**.

To sort by Term:
- FA_
- SU1_
- SU2_
- JAN_ (Winter Intersession)
- MAY_ (May Intersession)

To sort by Course:
- HIST_1301
- ENGL_2311
- POSC_2305

To sort by Term and Course:
- 2014FA_HIST_1301
- 2015SP_ENGL_2311
- 2014SU1_POSC_2305
The Grade Center is Blackboard's gradebook tool. All gradable items, like assignments (Blackboard’s drop box tool) and tests, are automatically attached to the Grade Center by default. Faculty can also create grade columns for any requirements that require grading but do not require a submission through Blackboard.

**Final Semester Grade Column (External Grade)**

Faculty decide which grade columns are added or averaged into the external grade column for the final semester grade. (This column may be labeled Overall, Total, Points, Percentage, or Weighted Total.)

**ACCESSING THE GRADE CENTER**

The Grade Center is accessed from the Control Panel in any Blackboard course.

A. Click **Grade Center** to expand the menu.

B. Click **Full Grade Center**
Overview

1. Action Bar:
   a. Create Column – Creates a column where you manually enter grades.
   b. Create Calculated Column – Creates a column where you can choose multiple columns and weight grades (i.e. Percentage mode type of gradebook).
   c. Manage – Customize and manage the Grade Center. Choose from Grading schemas, Categories, Column Organization, and Row Visibility.

2. Course Roster – List of students registered for the course.

3. Column menu – Provides access to the contextual menu of a column.

4. Icon Legend

5. Work Offline – Download the Grade Center into an Excel spreadsheet for working offline or as a backup of the gradebook. (You can print your gradebook from Excel.)
CREATING A GRADE COLUMN

You can create a grade column for gradable items that are submitted outside of Blackboard (i.e. paper assignments).

1. On the action bar, click **Create Column**.

2. Provide a **Column name**

3. Provide a Grade Center Display Name (optional) – only instructors see the Grade Center name

4. Description (Optional)

5. Determine **Primary Display** for grading (Score, Text, Percentage, Letter, or Complete/Incomplete) – *this is how your students will see their grade (98, A, 98%).*

   **Important Tip:** If you choose Percentage as the Primary Display and type the achieved numeric score into the Grade Center grid directly, the number you type is interpreted as a **percentage and not the score**. Therefore, if you want the system to calculate percentages when you type a score, select Score as the Primary Display and select Percentage as the Secondary Display. Scores you type directly in the grid will display a percentage in parentheses.

6. Determine Secondary Display (Optional) – only instructors see this second display.

7. Select a pre-created Category (Optional)

8. Provide a value for the **Points Possible**. Entries must be numerical.

9. Provide a Due Date (Optional). Due dates appear on the calendar.

10. Determine the column’s Options (default settings are recommended)

11. **Include this Column in Grade Center Calculations:** Click **Yes** to make the column available for potential inclusion when creating calculated columns.

12. **Show this Column to Students:** Click **Yes** to display the column to students in My Grades.
13. **Show Statistics (average and median) for this Column to Students in My Grades**: Click Yes to include statistical information with the grade value when shown to students.

14. Click **Submit**.

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**MANUALLY ENTERING GRADES**

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**TO ENTER OR CHANGE A GRADE FROM THE GRADE CENTER:**

1. Point to and click the desired cell
2. Type the new or corrected value
3. Press **Enter** on the keyboard.

**TO CHANGE A GRADE FROM THE GRADE DETAILS PAGE:**

1. Point to the desired cell, click the contextual menu and select **View Grade Details**.
2. Select **Edit Grade** and type the new value in the Current Grade Value box and add any feedback to user
3. Click **Save**.
COPYING AND MOVING COURSE CONTENT

At the end of each semester, you will be responsible for moving content from the previous course shell to the new semester. For instance, if I teach a course in the Fall and the same course is offered in the spring, I will need to move (export) my Fall content and then (import) that content into my new spring course.

HOW TO COPY A COURSE

1. In the course you want to copy (your “old” course), on the Control Panel, expand the Packages and Utilities section and select Course Copy.

2. For Destination Course ID, click Browse.

3. A list of all of your course appears. Select the option to the left of the course you want to copy this course into (your “new” course).

4. Click Submit.
5. In the **Select Course Materials** section, select the **Select All** button, and change the Discussion Board option to “**Include only the forums, with no starter posts.**” If there is a Tool that you do not want moved into your new course, uncheck the checkbox for that Tool.

*Note: Not all checkboxes may be selected. Some settings are automatically set by the registrar’s office (i.e. course availability dates, duration, enrollment, etc.).*
6. In the **File Attachments** section, select the option to copy links to:

- **Copy Links to Course Files**: No copies of linked files are included in the copy. The copied course will have the same set of links and those links will point back to the original location of the link defined in the origin course.

- **Copy links and copies of the content**: This will make copies of linked files, but ONLY those files that are linked. Files within the course’s home folder that are not linked to any content within the course are not included in the copy.

- **Copy links and copies of the content (include entire course home folder)**: This will make copies of ALL files in the course’s home folder whether those files are linked to course content or not. *(Recommended Setting)*

7. *(Not recommended)* Select **Enrollments** to copy the list of users in the course. User records, such as discussion board posts, grades, and assessment attempts will not be copied. User records are only copied if you select the Copy Course with Users (Exact Copy) option. *(Not recommended)*

8. Click **Submit**.

9. When you receive an email that the Import process has been completed, you may begin editing your content.

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Note: Content may begin to appear before you receive an email. Until you receive an email the system may still be processing the copy. Do not re-copy your course or you will have duplicate content that will have to be deleted.
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What if not all my content appears?
If your course is missing content or no content appears, log out of Blackboard, and wait 15 minutes before returning. If content is still missing contact the Help Desk or an Instructional Designer.
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CLEAN-UP SUGGESTIONS

Old content such as discussion posts, and announcements may have copied over from the original course and should be deleted from the new course.

- Delete old Announcements (May be done through the Course Copy process)
- Delete old Discussion posts (May be done through the Course Copy process)
- Update Due Date on Tests
- Update Due Dates on Assignments
- Update Opening/Closing Dates on Content
- Replace Files

DO NOT PERFORM A COURSE COPY MULTIPLE TIMES.

If you experience a problem while exporting or importing your course, contact the Help Desk or an Instructional Designer.

RESOLVING COPIED COURSE ITEMS

When copying content and tools from one course to an existing course, the course menu must resolve itself in the destination course. The following table describes how course menu items are resolved.

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>A course area in the source course does not exist in the destination course.</td>
<td>The area will be added to the course menu in the destination course.</td>
</tr>
<tr>
<td>The course area in the source course and the course area in the destination course have the same name and are of the same type, for example, Web Links, Course Documents, or Content.</td>
<td>The content from the source course will be added, but will not replace, the content in the area within the destination course.</td>
</tr>
<tr>
<td>The course area in the source course and the course area in the destination course have the same name but are of different types.</td>
<td>The course area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name. For example, Course Materials will become Course Materials1.</td>
</tr>
</tbody>
</table>
DELETING “LESSONS” AREA WHEN USING A DIFFERENTLY TITLED CONTENT AREA

1. Verify that no content exists in the Lessons area. This can be determined by clicking on the Lessons area in the course menu, and seeing “It’s time to add content…”

2. Select the **contextual dropdown menu** for the Lessons area.

3. Select **Delete**.

4. In the confirmation window, select **Delete content**.
   
   *Note: If you delete a content area, all content within this area will also be deleted. Make sure you are deleting the course menu items of your empty course.*
DELETING EXTRA DIVIDER LINES

Extra Divider lines may have appeared at the bottom of your course menu. Delete these extra lines to not confuse students that they may be missing content between these lines.

1. Select the contextual dropdown menu for the Lessons area.
2. Select Delete.
3. In the confirmation window, select Delete content.
A. SAMPLE SYLLABUS

A syllabus template can be downloaded from the Teaching Excellence Center located at http://wtamu.edu/academics/teaching-excellence-center.aspx.

B. BASIC WEB DESIGN

ACCESSIBILITY STANDARDS

All WTClass (Blackboard) courses will be required to meet federal accessibility standards. Individuals with various disabilities (including blindness, low vision, hearing impairments, deafness, learning disorders, or cognitive disorders) experience a number of obstacles if Web content is inaccessible. Many of these obstacles can be removed by taking steps to improve the accessibility of Web content, including WTClass (Blackboard) course content.

The following suggestions are some steps you can take to make your WTClass (Blackboard) course more accessible.

(Source: Penn State - http://webstandards.psu.edu/accessibility/tech/angel)

HTML Editor

<table>
<thead>
<tr>
<th>Text type</th>
<th>Format (Select Format menu)</th>
<th>HTML tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Titles</td>
<td>Heading 1</td>
<td>&lt;H1&gt;</td>
</tr>
<tr>
<td>Main Section Headings</td>
<td>Heading 2</td>
<td>&lt;H2&gt;</td>
</tr>
<tr>
<td>Subsection Headings</td>
<td>Heading 3</td>
<td>&lt;H3&gt;</td>
</tr>
</tbody>
</table>

Color: Contrasting color between dark and light.

Images: Add a text description for all uploaded images. (On quizzes, a brief description within the text for the quiz question.)

Uploaded Files

1. Use captions with adequate descriptions for images and charts embedded in Word, PowerPoint, or other document files.

2. Have transcripts available for media files (video and audio) for hearing-impaired students. Video should be captioned. (Check for available transcripts or videos that include captioning if the material came from a publisher.)

3. Excel charts legible in gray scale as well as color.
4. Web pages: Alt tags for images

Information about accessibility standards can be viewed at these web sites:

- http://www.section508.gov/
- http://www.w3.org/WAI/gettingstarted/Overview.html

RECOMMENDED WEB STANDARDS FOR CONTENT DEVELOPMENT:

• Fonts
The minimum size font for the body of your text is between 10-12 points. The HTML editor within the application has a few basic font styles that are approved for your online course. Arial is the WT standard for all web pages. If you choose to use one of the other system fonts, it is strongly recommended that you use a sans serif (without hands and tails). We are most accustomed to using Times New Roman, which is the default font when using Microsoft Word. Serif fonts, like Times New Roman, are more difficult to read on computer monitors. Use black or another very saturated dark color over a white background. Other colors may be used sparingly for emphasis.

• Backgrounds
The default background within Blackboard is white. No images should be used as backgrounds. If you’re importing course content from a vendor, content that was created in another Learning Management System, or content designed in a web editor that was meant to display as a web page (i.e. Dreamweaver), you should remove images and other colors from your background before you transfer content.

• Graphics
High-resolution graphics do not display at full resolution within web browsers. Use of very large graphics and photographs causes inconvenience to users with slower Internet connection speeds (dial-up). Your graphics will look better and load faster if they are measured in kilobytes instead of megabytes.

Recommended formats:
- Minimize dimensions and maximize crop.
- Save images as GIFs, JPEGs, and PNGs (JPEGs for photographs)
- When scanning, use image resolution to 72dpi
- To lower the file size, resize the image before uploading.
- Compress images in PowerPoint and Word documents using the Compress Pictures button within the Microsoft application.
• Media (Audio, Video, and podcasts):
   Any media that is copyrighted will need to be streamed to protect students from
downloading publisher content.

   WTClass (Blackboard) maintains a streaming server to house these forms of rich
media. Contact an Instructional Technology Services department media specialist
for more information on how to stream your media.

   *Accessibility accommodations: Provide text transcript files (and captioning on video
files) for hearing-impaired and visually-impaired students.

• Files
   Some instructors utilize downloadable files in connection with their courses. These
may include Word documents, spreadsheets, and PowerPoint presentations. Files
may be in any electronic format, as long as the student has the appropriate
application (software) to open and read the file.

• Online Style
   Reading web pages from a monitor is usually not as enjoyable as from a book or
other paper source. Adopting a less formal style (short of e-shorthand) is easier to
digest. Writing directly and informally to the online students not only makes the text
easier to read, it can help reduce the psychological distance of an online course.

   Readers on the web generally want to find the useful information as quickly as
possible. This makes the inverted pyramid format ideal. Present conclusions first,
followed by details and background information.