



# LaGuardia Center for Teaching and Learning

## Next Steps with Blackboard 6.0

This handout focuses on the following features of Blackboard 6: attaching images, setting the area availability, managing groups, creating an assessment tool, collecting discussion board comments and using internal links.

### Part I - Attaching Images

Attaching an image is just like attaching a document.

1. Click on the Control Panel, and select Course Documents.
2. Click on Add Item  (or if you want to collect a series of images, you might want to first create a folder for them on Blackboard in which case, click on Add Folder.  )
3. Fill out the information on the content
4. Now comes the only slightly tricky part. You have to attach the file that you want to post to the Blackboard site. In order to do this, you have to 'browse' to the file that you want to attach, in this case an image file. If you know the exact location of the file, you can just type it in. Otherwise use the browse arrows to navigate to the image you want to attach. That should be something like: MyDocuments/MyPictures/YourFolder/image.jpg
5. Now you can name the link. If you don't provide a name for the file, your students will see the path which will have a bunch of confusing slashes, etc. Try to use the "name of link to file" option

**2 Content Attachments**

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

File to Attach:

Name of Link to File:

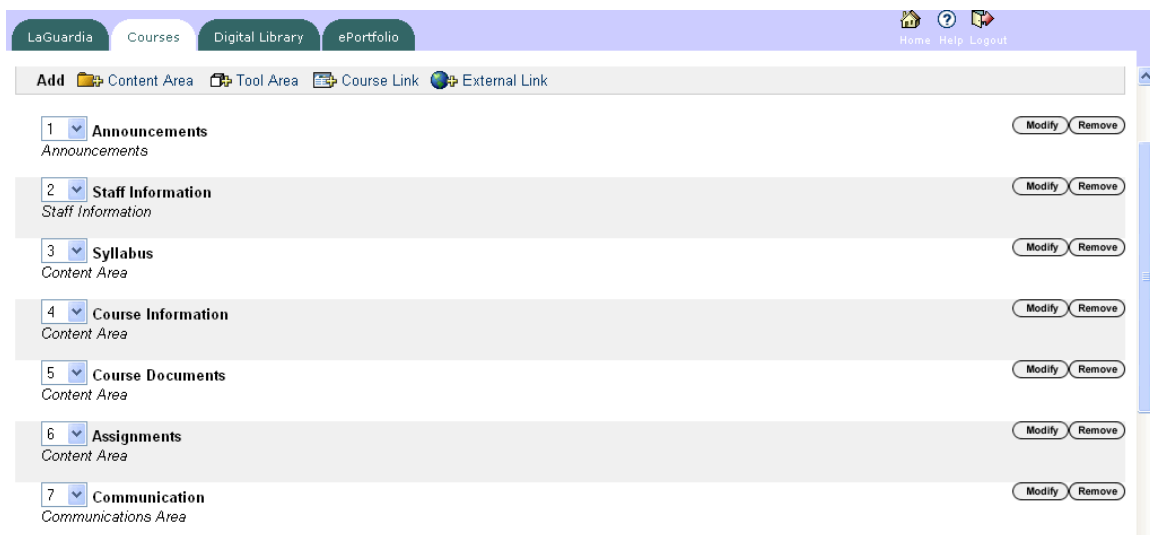
Special Action:

## Part II - Modifying Buttons and Simplifying the Interface

1. Click on the "Course Options" option in the Control Panel, and select for "Manage Course Menu."

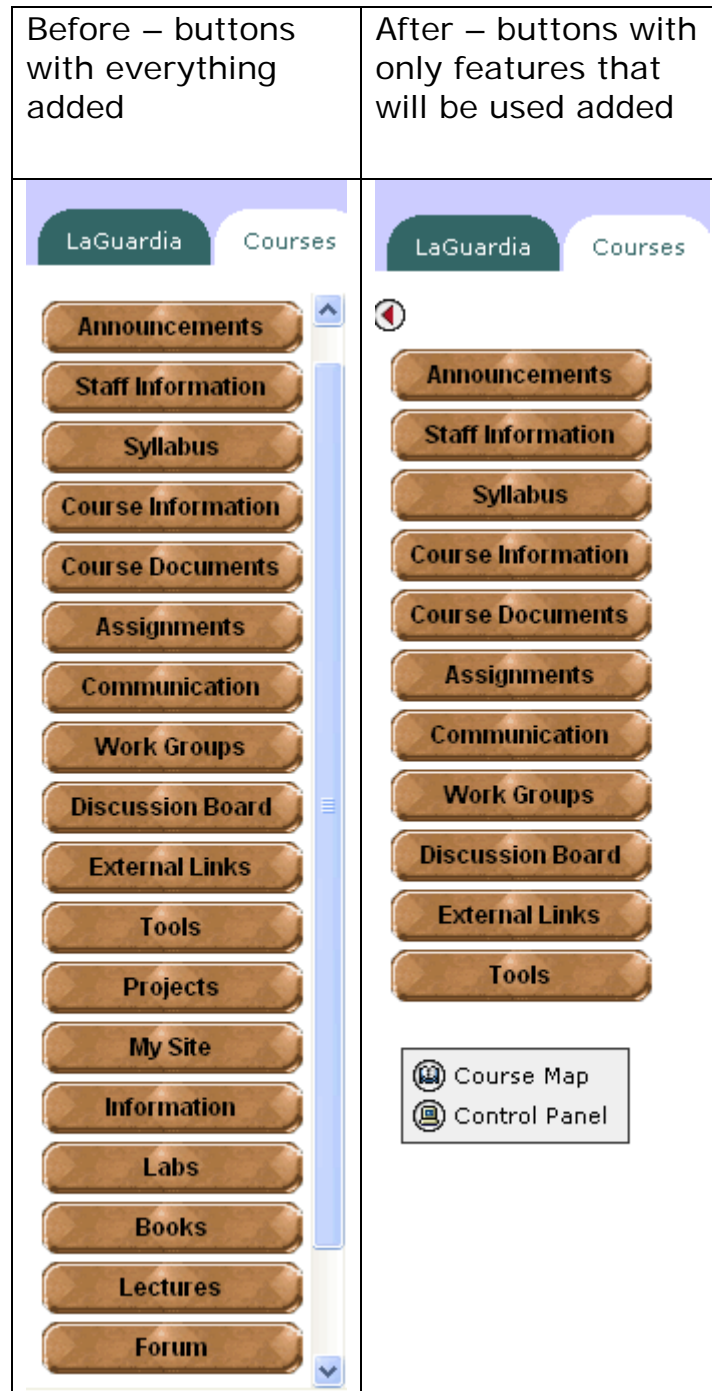


2. The "Manage Course Menu" screen is pictured below. Take some time to look through this screen on your computer and make sure the areas you want are added. Of course, if you added all the Content Areas, you won't have any trouble later, but it results in displaying a lot of buttons that you may never use. Setting Content area is often something that faculty forget to do resulting in far too much frustration later. If you plan to have your students work in groups, make sure your add the Group function from the Tool Area.



3. Take a minute to go back to the Announcement screen and look at the buttons you see on the left. You'll notice that there will be a new button for anything you enabled, and anything you disabled will no longer appear. This is a great way to keep that button selection clean

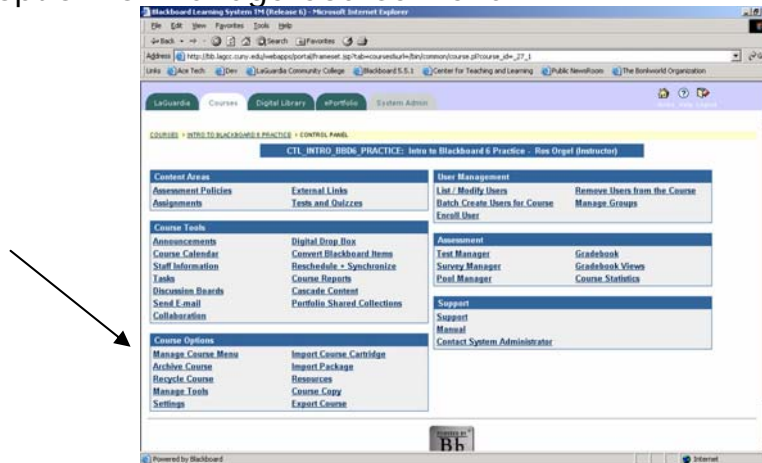
and easy to use. For example, if you're not going to use the labs area, or projects area, or books area, remove these areas, and you will no longer see that button. For example:



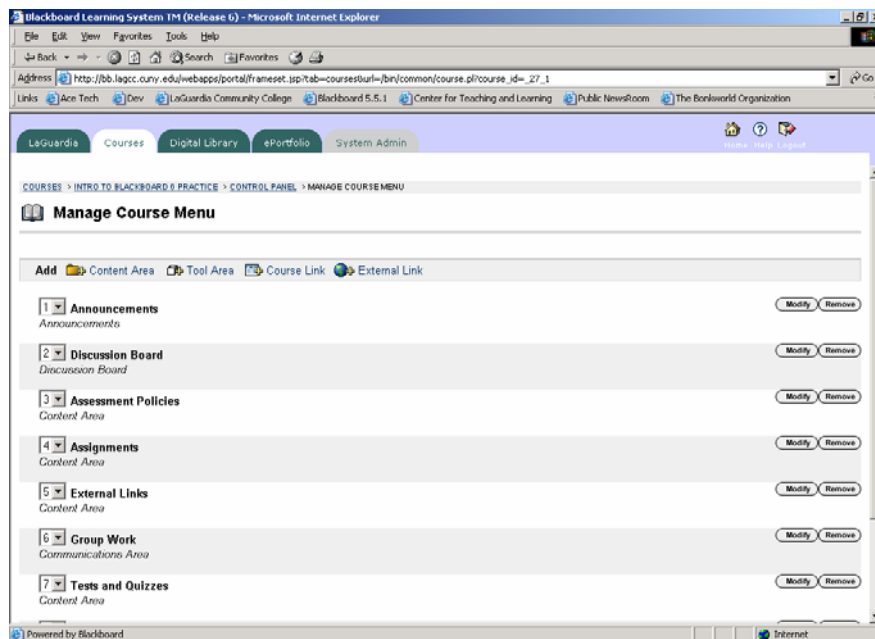
## Part III Managing Groups

Very often you will want to put your students in groups for certain assignments. Creating groups in Blackboard is a three step process: Enabling the Groups Tool has to be done first. Then you can create groups, and add users to the group.

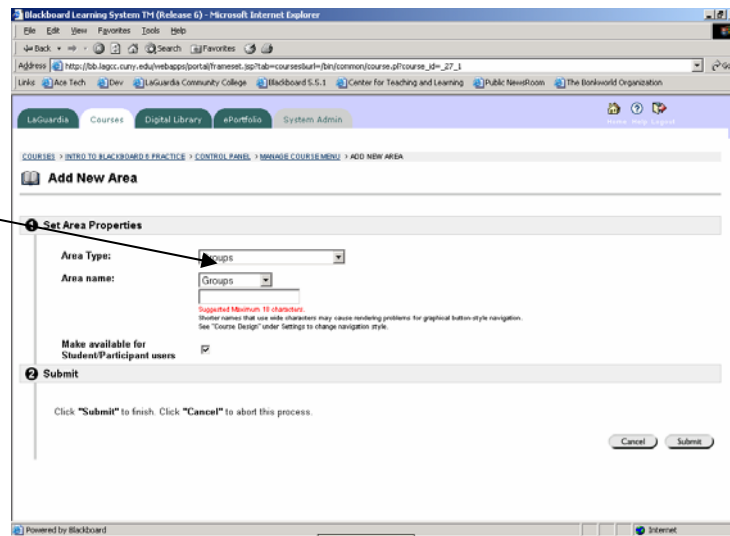
First, if you haven't already done so, you have to enable the Groups Tool function in your course menu. Go to the Control Panel, and click on the option for Manage Course Menu.



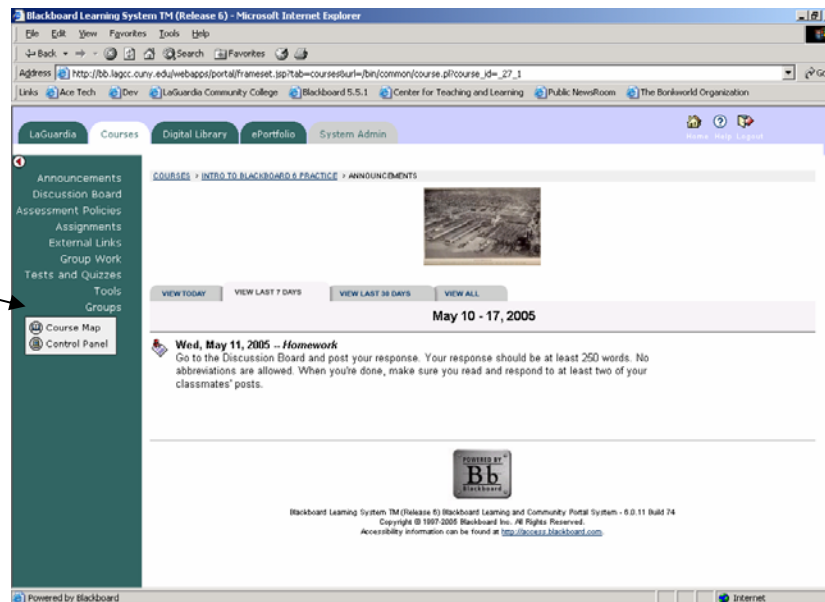
Select the option for “Add Tool Area.”



Use the pull down menu to select the option for “Groups.”



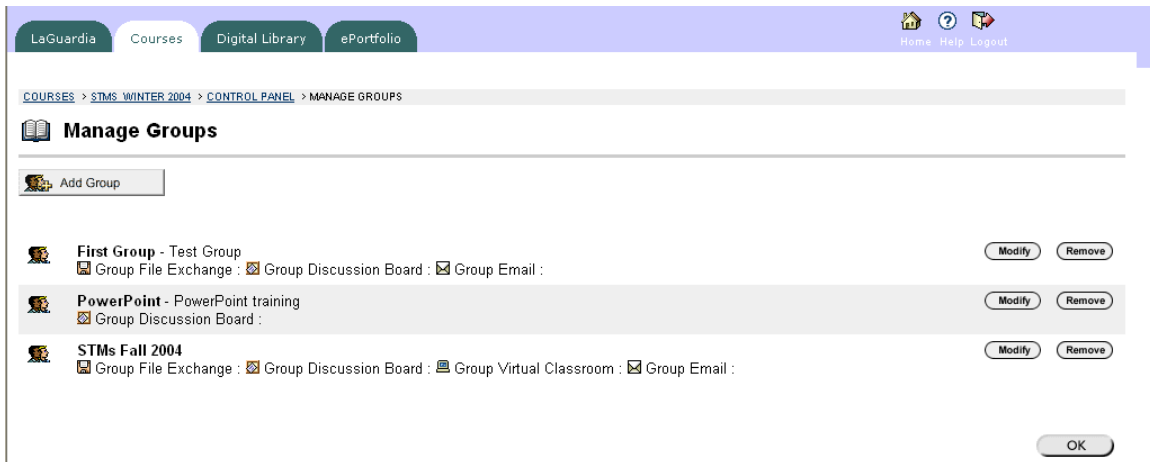
After you select Groups, you have to click in the box underneath it. The word Groups will appear. When you have finished, your course menu should show Groups. Please check.



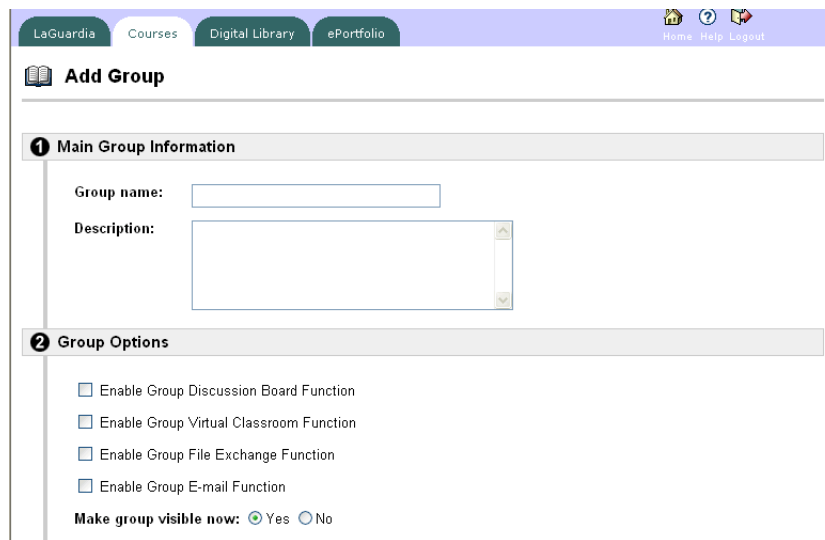
Once you have enabled the Groups Tool function for a class, it will be available for all groups you want to create and otherwise manage.

After you have finished enabling the Groups Tool, you're ready for the next step: Creating the group. Here are the steps:

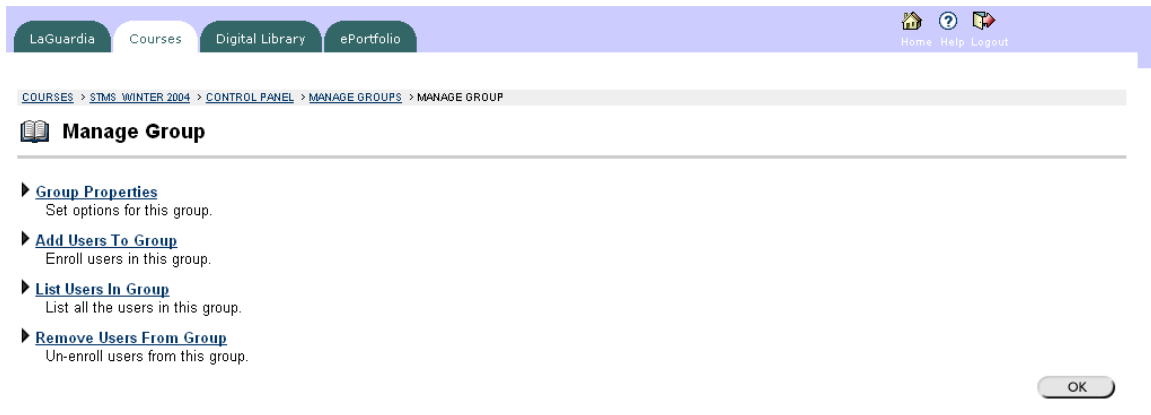
1. Go to the Control Panel, and select the option for "Manage Groups." That will take you to the screen below. Select the option for "Add Group."



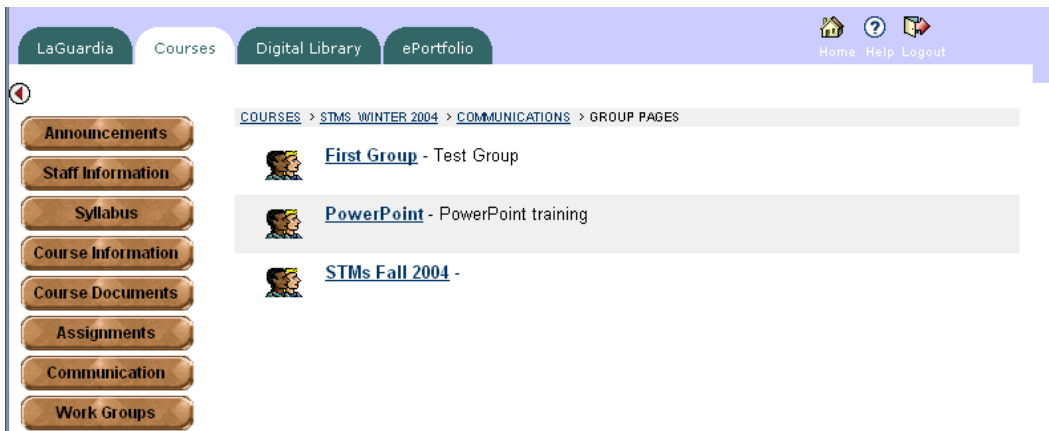
2. You will see the screen below where you create the group, and enable whatever functions you want the group to have access to such as the group discussion board, group e-mail, etc.



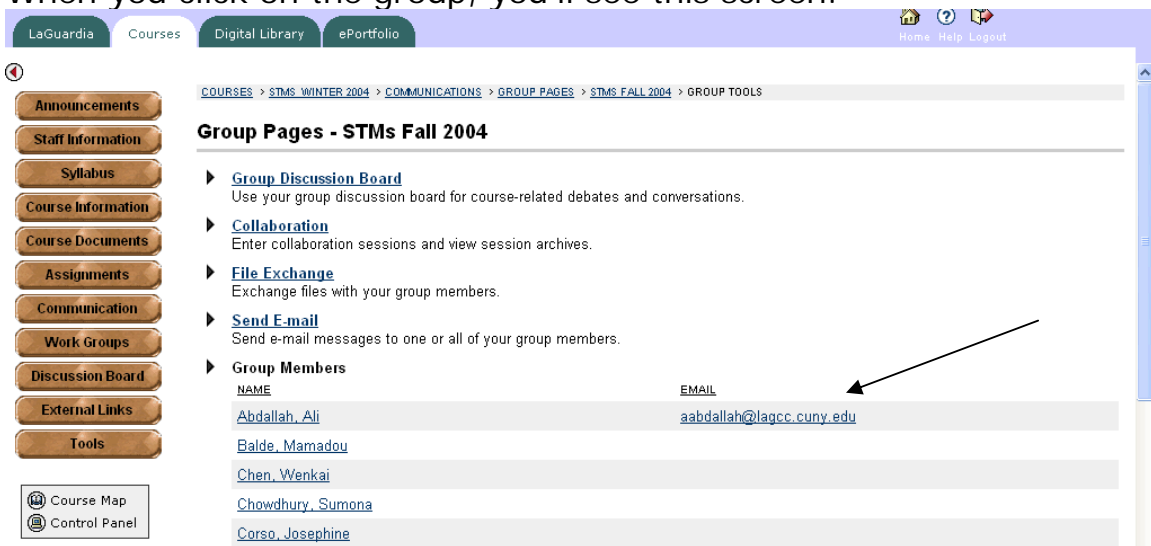
3. Submit your group/s, and then go back to the Manage Groups screen to add users to each of the groups that you have created. Click on the Modify button, and select the option for add users:



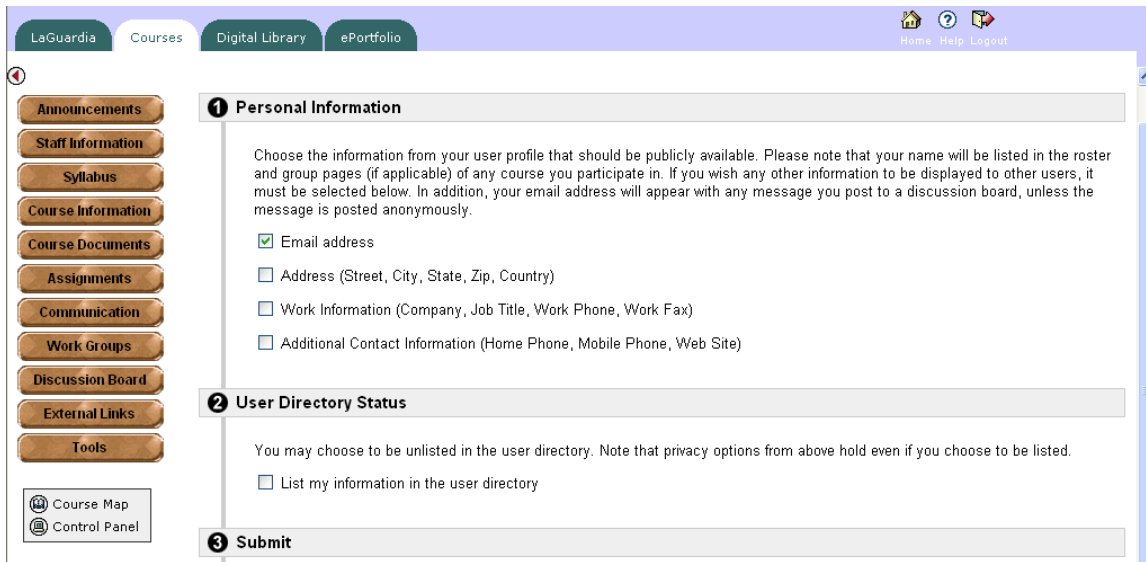
At this point, let's say you want to set up a discussion forum for each of the groups. To do this, you have to select the button for "Groups." That will take you to a screen listing all the groups:



When you click on the group, you'll see this screen:

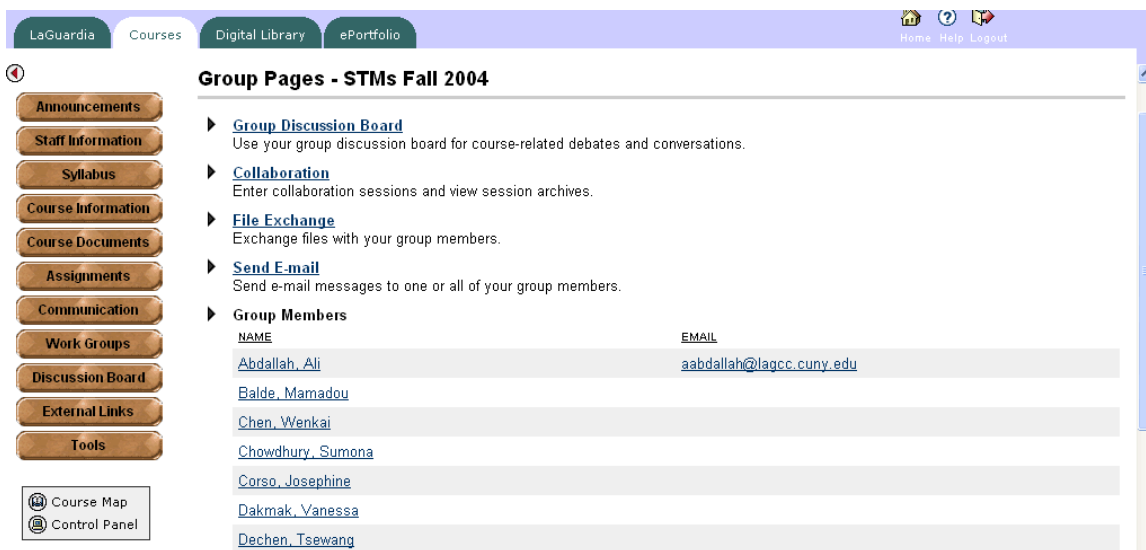


Notice that only one email shows up. That is because you have to set your privacy options to indicate what you are willing to display. This is something each individual student should do. It's also the best way to make sure that students update their personal information, including their email addresses, and set their passwords to something they'll remember. You access the "Personal Information" screen from the Tools button.



Try to update yours and see what happens.

5. Next, you may want to assign different discussion forums to the different groups. Go back to the Groups page, and select the option for Discussion Board.

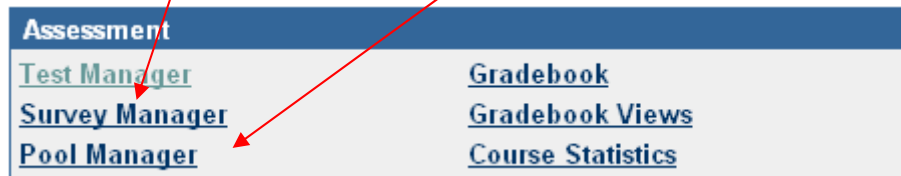




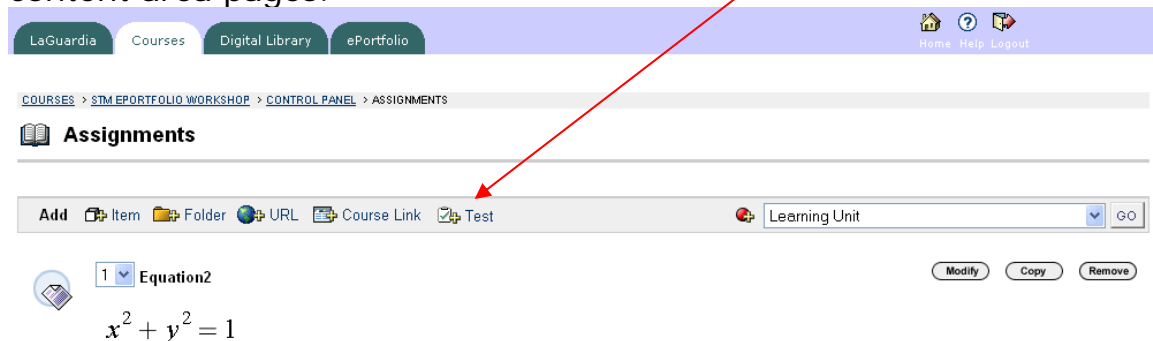
This will take you to the usual discussion forum screen. Only the students in the group will be able to participate in that particular discussion forum. If you want to use the same forum for different groups, you must create the forum for each of the groups.

## Part IV Using the Test Manager

Blackboard has built-in assessment tools which you may be able to use for giving tests or surveys to your class. In order to access it, click on the Test Manager tool or the Survey Manager tool in the Control Panel:



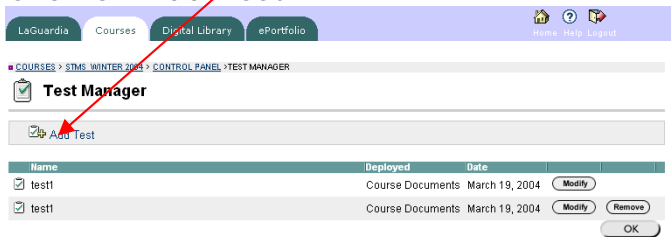
These tools allow you to set up quizzes or surveys. Another way to create a test is to click on the Test button in any of the content area pages.



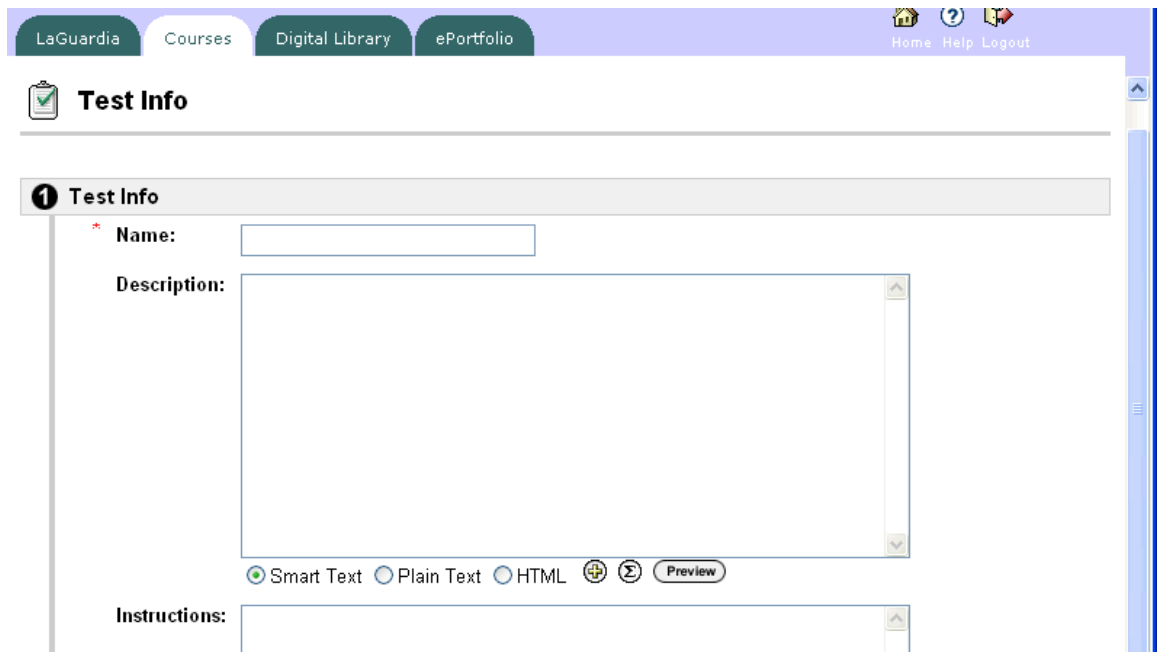
You can create multiple choices, multiple answer, true/false, matching, ordering and short essay quizzes. You can also assign a point value. The results are calculated and plugged into a gradebook.

You can also create surveys. Surveys are anonymous and by design not meant to be graded. The online gradebook will reflect only that the survey has been taken and submitted. The steps that you go through are fairly straightforward, and clearly indicated as you go along. The screenshots below will show you the steps.

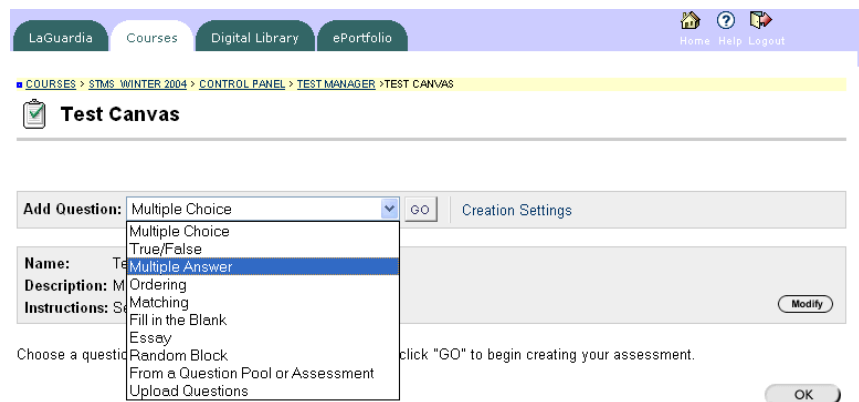
1. Click on Add Test.



2. Add Test Information



3. Select the kind of questions you are asking and submit them. You can mix the types of questions on the exam.



Supply the question, a point value, and the correct answers if there are any.

**Add/Modify Multiple Answer Question**

**1 Multiple Answer Question**

**Question Text:** On a scale of 1-4 with 4 as high, how would you rate the effectiveness of this workshop?

Smart Text  Plain Text  HTML

**Point Value:** 5

**2 Answers**

Select the number of possible answers, fill in the fields with possible answers, and check the answers that will create a correct response.

Number of Answers: 4

**Correct**

Answer 1:

When you are finished with one question, click on the Submit button, and then select another question type from "Add Question" box and click on "GO," or click on any of "Add Question Here" links.

**Test Canvas**


**Add Question:** Multiple Answer

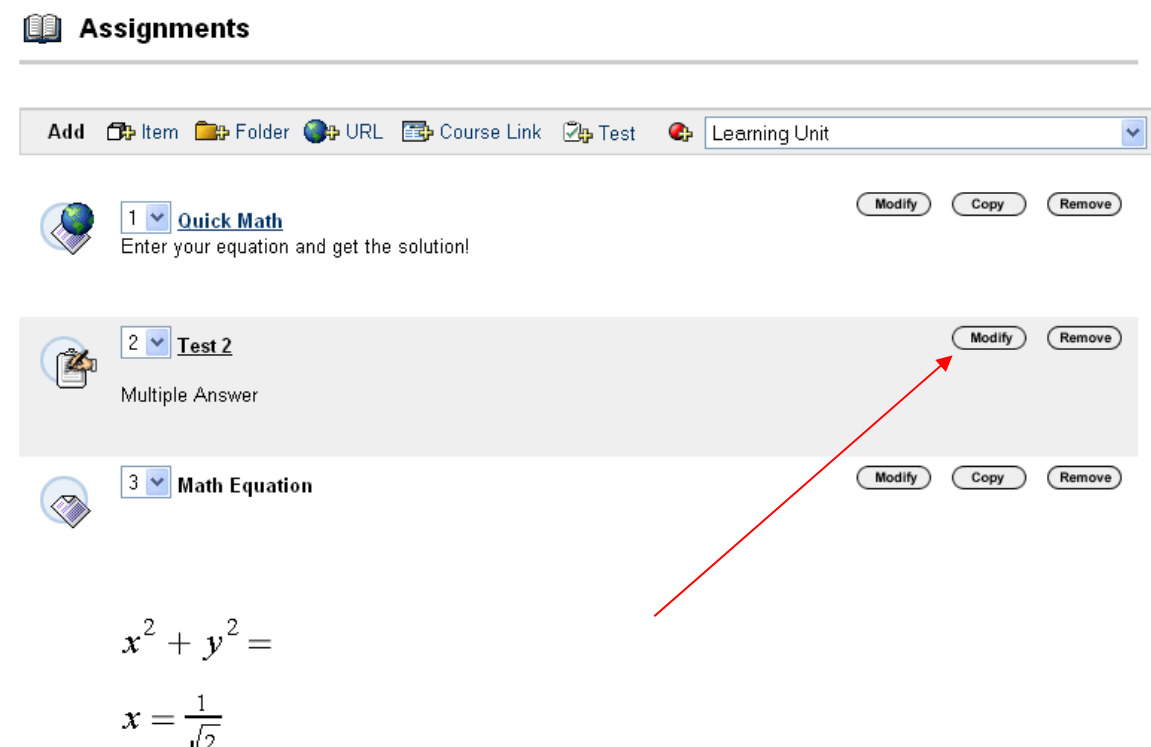
**Name:** Test 2  
**Description:** Multiple Answer  
**Instructions:** Select the correct answers

**Question 1** Multiple Answer 5 points    
**Question:** On a scale of 1-4 with 4 as high, how would you rate the effectiveness of this workshop?  
**Answer:**







**Question 2** Multiple Answer 5 points    
**Question:** Question 2  
**Answer:** Good  
Bad  
Ugly


Once you are finished creating your exam, click on “OK” button.


4. To make the test available, go to one of the content areas, like assignments, and click on the Test button. 




**Assignments**

Add  Item  Folder  URL  Course Link  Test  Learning Unit

1  **Quick Math**  
Enter your equation and get the solution! Modify Copy Remove

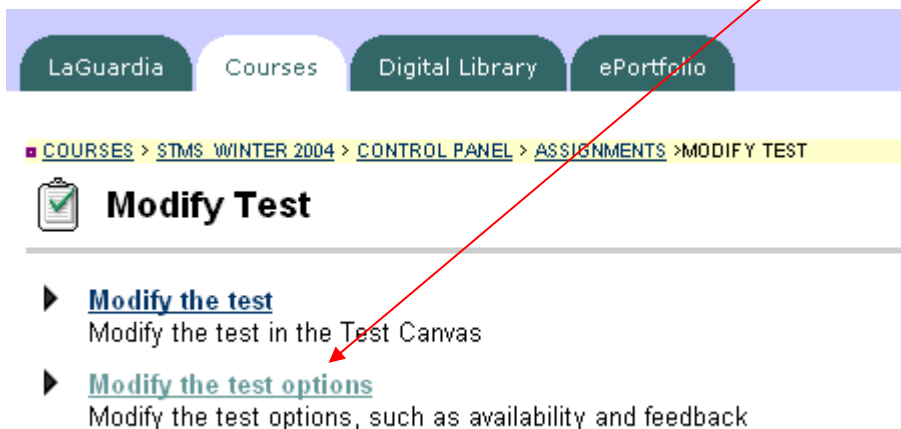
2  **Test 2**  
Multiple Answer Modify Remove

3  **Math Equation**  
Modify Copy Remove

$x^2 + y^2 =$

$x = \frac{1}{\sqrt{2}}$

Then click on Modify, then click on “Modify the test options”



LaGuardia Courses Digital Library ePortfolio

[COURSES](#) > [STMS WINTER 2004](#) > [CONTROL PANEL](#) > [ASSIGNMENTS](#) > [MODIFY TEST](#)

 **Modify Test**

- ▶ [Modify the test](#)  
Modify the test in the Test Canvas
- ▶ [Modify the test options](#)  
Modify the test options, such as availability and feedback

This will open the test options page as shown below:

**Test Options**

**1 Test Information**

Name: Test2

Choose Color of Name:  

Description: Multiple Answer

Smart Text  Plain Text  HTML

Launch Item in external window:  Yes  No

**2 Test Availability**

Do you want to make the link visible?  Yes  No

Allow multiple attempts: Permit students to take this assessment multiple times.

Force Completion: Students must complete the assessment the first time it is launched.

5. Here you can set the test availability, feedback, and presentation modes. Read through this section carefully as the options you select will affect what your students see.

02 00 PM

**Set password** Require students to enter a password to access this Test  
 Password

**3 Test Feedback**

Feedback Mode:

- Score only:**  
Only the final score is presented.
- Detailed Results:**  
The student's answers and final score are presented.
- Show Correct Answers:**  
The student's answers and final score are presented, as well as the correct answers.
- Detailed Results, Correct Answers and Feedback:**  
Student is shown everything above.

**4 Test Presentation**

Presentation Mode:

- All at Once:** The student is presented the entire assessment on one screen
- Question:** The student is presented only one question at a time
  - Prohibit Backtracking:** Prevent students from returning to questions they've already answered.
- Randomize Questions:** Randomize the assessment questions for each assessment attempt (each student will see a different order)

**5 Submit**

After your students take the test, they will see their results if you have selected that option when you were going through the Set Availability options. You can see all results by clicking on Online Gradebook

Assessment	
<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Survey Manager</a>	<a href="#">Gradebook Views</a>
<a href="#">Pool Manager</a>	<a href="#">Course Statistics</a>

or Gradebook views in the Control Panel. You'll see this screen:

## Gradebook Views

**Gradebook Views**  
[View Grades by Item](#)  
[View Grades by User](#)

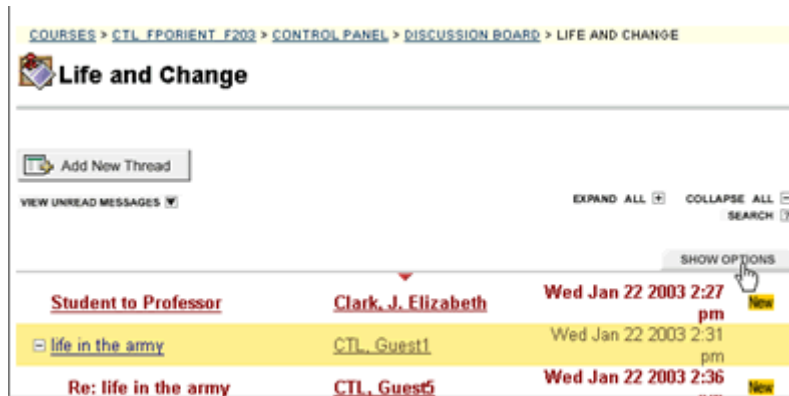
OK

You might want to experiment with the Gradebook and see how it works for you before exploring some of the advanced options such as weighting grades, displaying text instead of numbers, etc.

### Part V Collecting Discussion Comments

If you want to read all the discussion comments at once, you can collect them easily. Here are the steps:

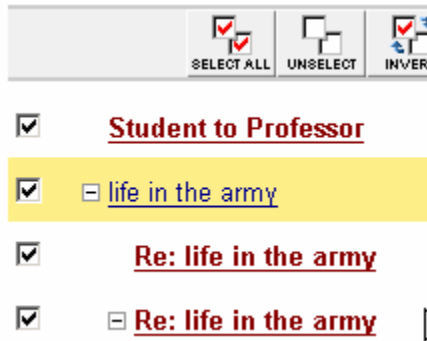
1. Open the Control Panel, select Discussion Board, and click on the Forum you want to collect.
2. You should see a screen like this:



3. Click on the button to “show options” to see the following. (If these options were already available, and in your way, you can click on the “hide options” button to turn them off. )



- Click on the "Select All" option. You'll see something like this, with checkmarks by each posting:



- Once you have selected the postings, click on the "Collect" option to see them all together. It looks like this:

**Current Forum:** practice Read 8 times  
**Date:** Thu Apr 15 2004 11:04 am  
**Author:** Kim, Soo <[s1055\\_2000@yahoo.com](mailto:s1055_2000@yahoo.com)>  
**Attachment:** [graph.bmp](#) (3342654 bytes)  
**Subject:** math Remove

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graph Reply

**Current Forum:** practice Read 4 times  
**Date:** Thu Apr 15 2004 11:09 am  
**Author:** Kim, Soo <[s1055\\_2000@yahoo.com](mailto:s1055_2000@yahoo.com)>  
**Attachment:** [this\\_is\\_the\\_graph.doc](#) (27648 bytes)  
**Subject:** text 2 Remove

---

grahp with word Reply

**Current Forum:** practice Read 4 times  
**Date:** Fri Apr 16 2004 11:29 am  
**Author:** Kim, Soo <[s1055\\_2000@yahoo.com](mailto:s1055_2000@yahoo.com)>

- You can then print these collected postings for easier reading.

Suggestion: Copy and paste the files into Notepad, and then copy and paste them to Word. You'll get rid of all the grey, the extra lines and the little buttons on the right.