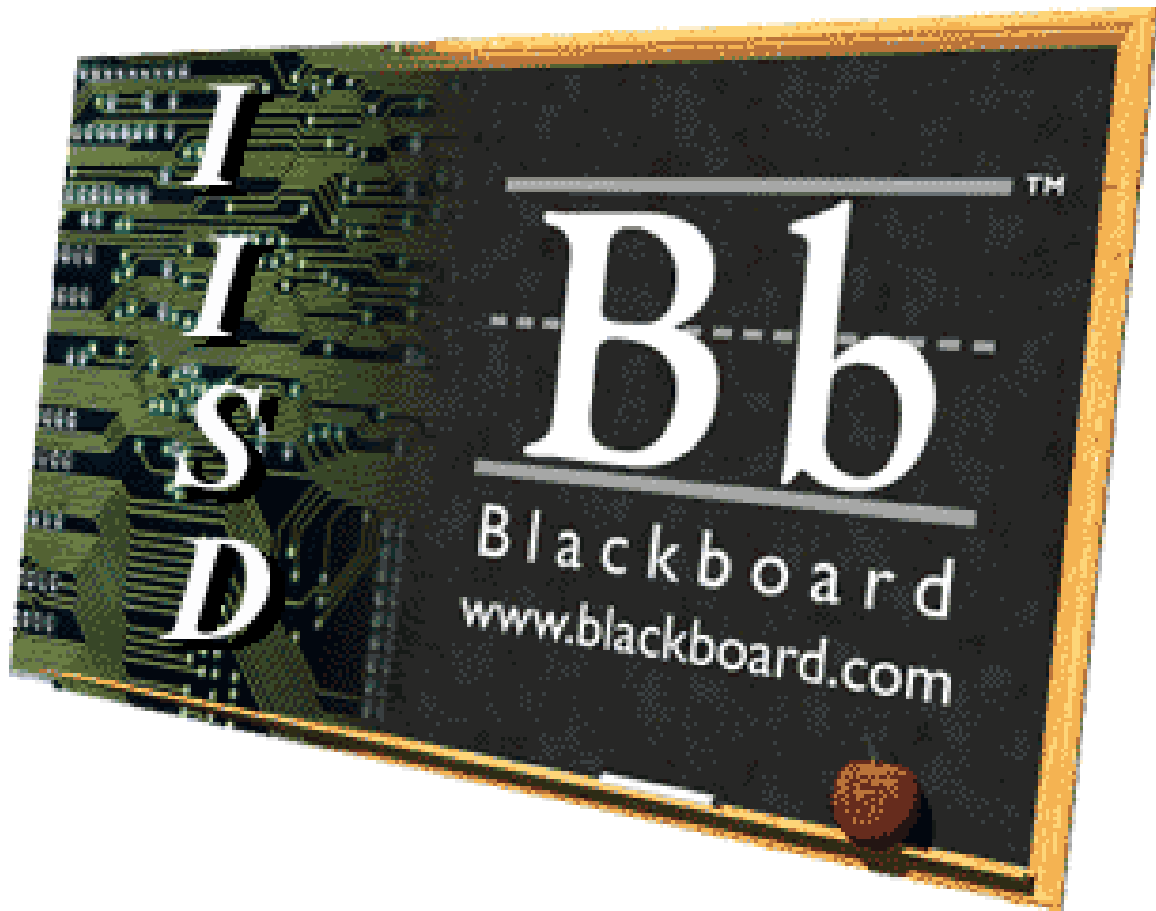


# Getting Started with Blackboard



# Blackboard™ Basics







## To access Blackboard in Irving ISD...

1. Go to <http://blackboard.irvingisd.net> , or click on the Teachers link on the IISD webpage, then click on Blackboard in the Teachers box on the right side of the page.
2. The first time you log in to Blackboard, click on Create Account. You only need to fill in the areas marked with a red asterisk. For your username and password, try to use the same one you have for logging on to our network – it will make your life easier!

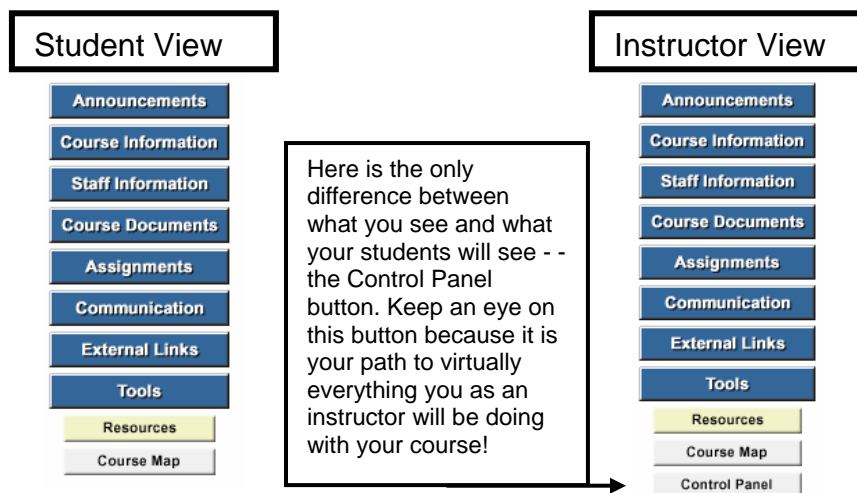
For subsequent logins, go through these steps:

1. Click on Login
2. Enter user name and password (the one you entered when you created your account)
3. Click on your course name (under My Courses) to go to your course's front page
4. To log out, click on the Logout button above the Tabs.

## How will you organize your course materials? Consider ...

-  **Announcements:** Put information here that you'll want students to see right off the bat when they log in, such as due date reminders, field trip dates, upcoming tests, etc.
-  **Course Information:** Syllabus, course schedule, grading policies, etc.
-  **Staff Information:** Put your bio in here and include a picture (ITS can help you with this)
-  **Course Documents:** Here's where the material with the course content typically will be kept; organize lecture notes, hand-outs, study tips, important graphics or charts, etc. by topic or date in separate folders to make things easier to find
-  **Assignments:** Descriptions of course assignments, links to helpful materials for completing assignments, sample exemplary papers, etc.
-  **External Links:** Put in links to related Websites, organized by topic into folders for easy access (especially important if you have several);

It is critical to note that while most of what you will see on the screen is also what your students will see, there is one small difference - - and that difference is located at the bottom of the Navigation Menu.



## Control Panel

As an instructor of a Blackboard course site, you will want to become acquainted with the many paths available to you using the **Control Panel** button. It should be your first stop when you go into your course for the very first time, and it is how *you* control the content of your course. *Only* instructors will have a Control Panel button on their navigation menu. Once you click it, it will take you to the following screen:

Whenever you want to get out of the Control Panel view quickly and back into how your students will view your course, do NOT click the Back button on your browser. Instead, click on the hyperlink of your course ID you see on the navigation path at the top of your screen. This path is *always* available in the Control Panel.

IISD COURSES > BROWN'S STAFF RESOURCES > CONTROL PANEL

**BRO001: Brown's Staff Resources - Tonya Dean (Instructor)**

Content Areas	
<a href="#">Course Documents</a>	
<a href="#">External Links</a>	

Course Tools	
<a href="#">Announcements</a>	<a href="#">Discussion Boards</a>
<a href="#">Course Calendar</a>	<a href="#">Send E-mail</a>
<a href="#">Staff Information</a>	<a href="#">Collaboration</a>
<a href="#">Tasks</a>	<a href="#">Digital Drop Box</a>

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Archive Course</a>	<a href="#">Import Package</a>
<a href="#">Recycle Course</a>	<a href="#">Resources</a>
<a href="#">Manage Tools</a>	<a href="#">Course Copy</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>

User Management	
<a href="#">List / Modify Users</a>	<a href="#">Enroll User</a>
<a href="#">Create User</a>	<a href="#">Remove User</a>
<a href="#">Batch Create Users for Course</a>	<a href="#">Manage Groups</a>

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

Support	
<a href="#">Support</a>	
<a href="#">Manual</a>	
<a href="#">Contact System Administrator</a>	

All of the sections you see will lead to additional areas with more choices. The bulk of this handout will discuss these various sections within the Control Panel, roughly in the order that you will likely want to use them.

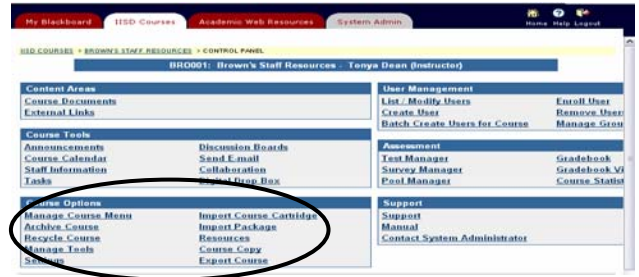
The key to using any section within the **Control Panel** while setting up your course in Blackboard is reading the onscreen instructions carefully! Once you get used to "navigating" within **Control Panel** you will find Blackboard very easy to use. If you already have a lot of course material prepared within *Word* documents or other Web pages, you are halfway there! All you will need to do is incorporate that material into Blackboard.

### **AVOID USING THE BACK BUTTON ON YOUR WEB BROWSER WHILE IN THE CONTROL PANEL!**

When in the **Control Panel**, you should always navigate your way "out" of the Control Panel by using the navigation path at the top of the screen. Not doing this may occasionally generate a nasty "time expired" message in your Web browser.

## Course Options: Where The "Housekeeping" Occurs

Within the **Course Options** section in the Control Panel, you will see links to several areas that affect the appearance and accessibility of your course. We will only cover the major ones here. Most of these settings will need to be made when you set up your course, but you can change them at any time.



### Settings

You will likely want to make the Settings area your first destination after receiving notification that your Blackboard course is ready.



Here is the Settings screen:

A screenshot of the Blackboard Settings screen. The title is "Settings". There are several sections, each with a checkbox and a description:

- Course Name and Description**  
Set the title, description and category for your course.
- Course Availability**  
Set user availability for this course.
- Guest Access**  
Set guest access for this course.
- Course Duration**  
Set duration of the course.
- Enrollment Options**  
Control the enrollment options in the course.
- Categorize Course**  
Categorize this course in the course catalog.
- Set Course Entry Point**  
Select the entry point for this course.
- Course Design**  
Set course banner and design.
- Observer Access**  
Set observer access for this course.

### Course Name and Description

If you would like to change the course name or add a description of your course that students or teachers will see when going through the Course Catalog, this is the place to do it. You may change the title of your course, the description, the subject and discipline at any time. The only thing you can NOT change is the course number. Just type in the changes and click the Submit button.

### Course Availability

The next area of the **Course Settings** section is **Course Availability**. This page simple contains a Yes/No radio button asking if you wish to make your course available. This is a terrific tool for starting work on a class without having it listed in Blackboard's Course Catalog. When the course is ready to go online, you can return here and make the course available.

### Guest Access Page

By default, this page is set to **No Guest Access**, so you will likely not want to change it. If, however, you wish to allow guests access to your class (in other words, they do not have to enroll in it, but can enter through the Course Catalog), you can go to this page and set guest access to Yes. If you do this, make sure you double-check your Secure settings in Area Availability. Anything you mark secure can only be seen by those actually enrolled in your class.

### Course Duration Page

Course Duration is set to continuous by default. If you would like to set a start date and an end date for your course, you may do it here. Be aware that setting either date will not allow even registered students access to your class if it falls outside of either date set.

### Enrollment Options Page - - This one is **VERY IMPORTANT!!**

This page is important to check if you want to ensure that only your students get access to this class. By default, all of our Blackboard courses are set to **Self Enrollment**. This means that your students - - not you - - must enroll themselves into your Blackboard class. While this method places less of a burden on the instructor, you must bear in mind that all classes listed in the **Course Catalog** can be accessed and that anyone can enroll in your Blackboard course by clicking the **Enroll** button.

One way around this is to generate your own **Access Code** that students must fill in to access your class, or set specific self-enrollment dates.

If you set an access code, you simply tell your students the code and they can enroll themselves.

IISD Courses Academic Web Resources System Admin Home Help Logout

COURSES > L02002 > CONTROL PANEL > COURSE SETTINGS > ENROLLMENT OPTIONS

### Enrollment Options

**1 Select Enrollment Options**

Instructor / Admin:  E-mail Instructors when Students request enrollment

Self Enrollment:  Starting Date : Jan 23 2003

Ending Date : Jan 24 2003

Require Access code to enroll:

**2 Submit**

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Keep in mind that you can always add or delete students in the User Management section of the Control Panel, as well.

### Categorize Course

This section will allow you to add other categories for your course to be listed under. Generally, when you set up your course you will already have categorized it as needed.






### Set Course Entry Point

This section allows you to select what page will display when a user enters your course. The default setting is the Announcements page, but you can use this feature to choose a different page.

### Set Course Design

#### Course Design

You can design a suitable button for your Blackboard course by using Course Design function under Settings on the Control Panel. When you select a button style, you have to think about basic design principles. For example, the button should be easy to recognize. If you select a busy pattern, it is hard to read the text on the button at glance. On the other hand, if you select very bright color, it may bother your students because the buttons stay on the left side of the screen all the time.













-  Click on Button Style under COURSE OPTIONS on the Control Panel;
-  Select Button Type;
-  Select Button Shape;
-  Click on GALLERY OF BUTTONS, which shows you what the buttons look like.
-  Close the window of GALLERY OF BUTTONS after you select the button.

### Course Banner

You can post your original banner to your Blackboard course by using Course Banner function. The course banner appears on the top of Announcements section so students know that they are in the right place immediately after they clicked the course title on My Institution Page. Therefore, it is recommended that the banner include course title and a picture related to your field.

If you want to create a sophisticated banner, you have to have image-editing software such as Adobe Photoshop. However, this section shows you how to create a simple course banner using Microsoft Word 2000. The banner includes course title and clip art, which is saved in gif file format (Image should be saved in **either** jpeg or gif to upload on the Blackboard).

The procedure to create the banner with Word 2000 is as follows:

-  Make Drawing toolbar available from View on the menu bar;
-  Create a textbox on the new document;
-  Paste clip art in the textbox;
-  Click on the clip art and adjust the size for your banner;
-  Click on the border of textbox and select No Line on the Drawing toolbar;
-  Click on WordArt on the Drawing toolbar;
-  Select a suitable WordArt and type your course title;
-  Adjust the size of WordArt;
-  Adjust the layout of clip art and WordArt;
-  Click on both the textbox (not the clip art itself) and WordArt by pressing the Shift key down;
-  Make them a group by selecting Group function on the Drawing toolbar;
-  Save them as Web Page on the desktop.

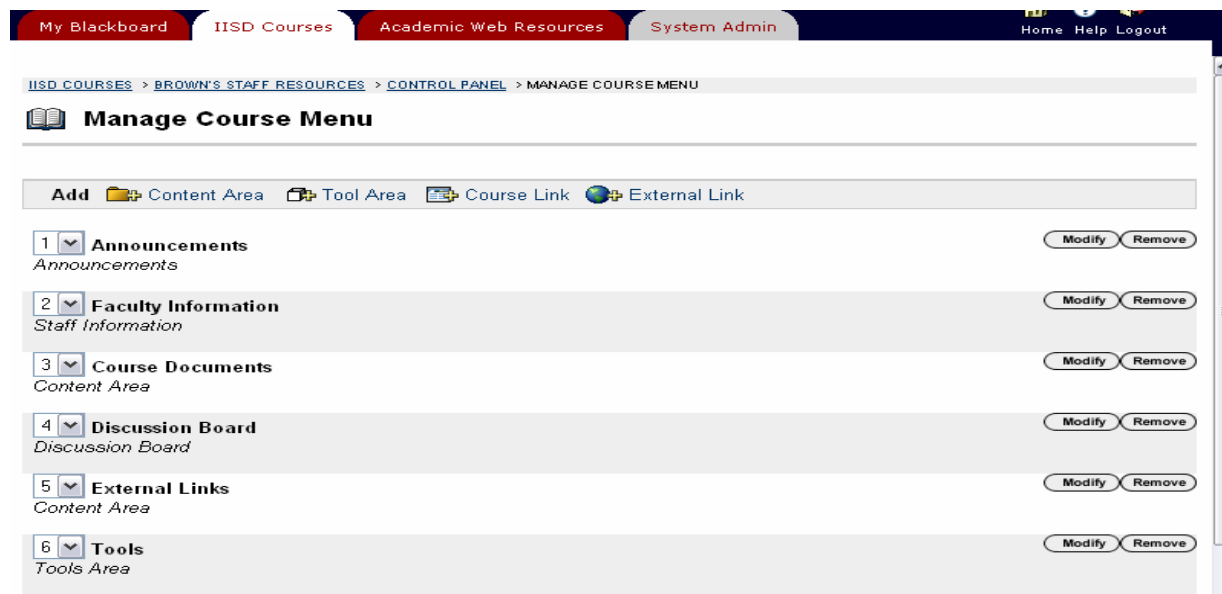
Once you have created the banner for your Blackboard course, you can upload it.

- ✎ Select Course Banner under Course Images on the Control Panel
- ✎ Click on the Browse button.
- ✎ Find the file named "image002" in the folder you created on the desktop.
- ✎ Click on Submit.

It is important to return to Announcements section to see how the banner looks like. If the banner is not satisfactory, you need to repeat the procedure to refine it.

### Manage Course Options:

This is the section where you can personalize the buttons on the Navigation menu.



### Manage Course Menu

Manage Course Menu is where you can change the text of the buttons that appear on your course's Navigation Menu, or decide not to have them at all. To change the text on a button, click on Modify. This will open another window where you can make your changes. You will also be able to make the button available or unavailable to guests and observers. As you become more acquainted with Blackboard, you will be able to decide whether or not to make these areas available.

You will notice that each area (with the exception of Announcements) allows you to remove the button. Click the Remove radio button for any area you wish to remove. When you Remove an area, that button will no longer appear on the Navigation menu. You can modify or remove areas at any time.

This area also allows you to add your own content areas should you need more than what are already provided. You would just need to click on the Add Content button at the top of the window.


## Manage Tools


The next section under Course Options is Manage Tools. Generally, this section deals with individual communication tools that students may gain access to by clicking on the Communication button on their Navigation Menus as well as many other options such as the grade book, digital drop box, calendar, etc.


Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Archive Course</a>	<a href="#">Import Package</a>
<a href="#">Recycle Course</a>	<a href="#">Resources</a>
<a href="#">Manage Tools</a>	<a href="#">Course Copy</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>


By clicking on the Enable Blackboard Tools link in the Manage Tools section, the instructor may enable or disable the actions listed below.

Tool	Enabled	Allow Guest	Allow Observer
Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observer Tools	<input checked="" type="checkbox"/>	n/a	<input checked="" type="checkbox"/>
Personal Information	<input checked="" type="checkbox"/>	n/a	n/a
Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Home Page	<input checked="" type="checkbox"/>	n/a	n/a
Student Gradebook	<input checked="" type="checkbox"/>	n/a	n/a
Content Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input checked="" type="checkbox"/>	n/a	n/a
Dropbox	<input checked="" type="checkbox"/>	n/a	n/a
Electric Blackboard	<input checked="" type="checkbox"/>	n/a	n/a
Email	<input checked="" type="checkbox"/>	n/a	n/a
Gradebook	<input checked="" type="checkbox"/>	n/a	n/a
Groups	<input checked="" type="checkbox"/>	n/a	n/a

 **Send E-mail** is a convenient way to send e-mail from within the Blackboard environment. Blackboard does not receive e-mail; it simply sends messages to the address supplied when an account is created. To receive the e-mail, you must still use your conventional e-mail account.

 The **Discussion Board** is an asynchronous communication tool – meaning that you don't have to be logged in at the same time as anyone else in order to leave messages or reply to them. Discussion threads are started by the teacher, then the students can respond. All discussions are archived.

 The **Roster** allows students to see who else is enrolled in the class.

 **Group Pages** are a good idea if students are going to be working in collaborative groups, but are probably not necessary otherwise.

- ✎ The *Digital Drop Box* allows students to drop files in the teacher's box without filling up e-mail or having to be on the school network. An additional advantage is that a student can put a document in the drop box, but not send it, then access the document from a different computer to continue working on it. Note: Files dropped in the Digital Drop Box can not be filed in folders or organized automatically. It is intended for short term storage until the teacher can save it to a permanent location.
- ✎ *Personal Information* allows the user to access their personal information and change their password. If you are using a generic account for many users, this should be disabled.
- ✎ *Calendar* refers to the course calendar. If the instructor is not going to utilize the calendar, it would be best to disable it.
- ✎ *Student Gradebook* allows students to keep track of the grades they receive when taking an online quiz or test in Blackboard. It does NOT contain any other grades for that student.
- ✎ *Tasks* allows you to set tasks for your students. They can then check them off on their tasks page when they are completed.
- ✎ The *Electric Blackboard* is essentially an online "notes" area that allows students to jot down their own notes when logged in.
- ✎ The *Address Book* is just that – an address book that can be added to in Blackboard.
- ✎ The *Manual* is an online manual for Blackboard.

## ***Entering and Uploading Materials***

### **Announcements:**

In the Control Panel, Announcements can be found in the Course Tools Section.



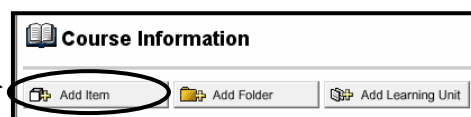
To create, modify, or delete announcements --

- ✎ Click on the Add Announcements button, fill in both the Subject and Message sections, select desired options from Section 2, then click on Submit Announcement;
- ✎ To modify an existing announcement, select the Modify button to the right of the announcement you want to change, make changes, then resubmit;
- ✎ To delete an existing announcement, select the Remove button to the right of the announcement, and click OK when prompted.

**The following areas may vary depending on what the Instructor has chosen to label his/her Navigation buttons.**

### **Course Information:**

Click on Add Item



- ✎ Select a title from the pull-down list or choose “Other -- Add Text Below” to create your own title;
- ✎ Choose a color, if desired, for the title;
- ✎ Enter the information directly by typing in the box (under Text), or cutting and pasting from a word-processed document;
- OR
- ✎ In Section 2 (Content Attachments), attach a file\* to upload from a disk or drive:
  - Click Browse to go find the file,
  - Select the file,
  - Enter a name for the file (this creates the button students will click on to retrieve the file/document),
  - Choose “Create a Link to This File,”\*\*
- ✎ In the Other Options section:
  - Do you want to add offline content?
  - Do you want to track number of views?
  - Do you want to add metadata?
  - Choose date restrictions = Select beginning and ending dates, if desired
  - Do you want to make the content visible? = Yes
- ✎ Click on Submit
- ✎ To rearrange order in which the documents appear, change the number using the pull-down menu to the left of the title.

\*It's a good idea to have already saved your files in HTML format; this helps to preserve the formatting and facilitates student access, as well. However, you can post any kind of file you have. The person viewing the file will need to have the same application in order to view it.

\*\*The option for “Display Media File Within the Page” only works with image files (graphics) or other “media” that you want to put up, and the “Unpackage This File” option is for files that have been compressed and need to be unzipped.

### Staff Information:

Click on “Add Profile” button →



- ✎ Fill in the desired information (keep in mind that what you enter in the “Title” block will appear immediately before your name);
- ✎ Choose desired options from Section 2 (ITS can help you put a photo up – it needs to be no larger than about 150 pixels by 150 pixels);
- ✎ Click Submit.

### Course Documents:

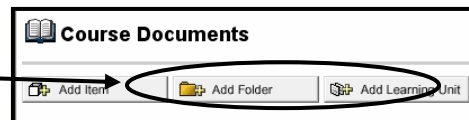
We suggest that you organize your content-related materials in one of two ways:

- ✎ In folders, according to topic, unit number, date, or some other easily understood format; or
- ✎ By Learning Unit, which allows you to create modules in which material may be presented sequentially and include a variety of media.

Folders may also include Learning Units within them, along with other materials.

### To add content:

Click on Add Folder or Add Learning Unit



- ✎ Select or create a name for the folder or unit;
- ✎ A more detailed description can be entered in the larger box below that;
- ✎ Choose appropriate options from Section 2;
- ✎ Click on Submit.

To change the order in which the folders or learning units appear, select the appropriate number from the pull-down menu immediately to the left of the folder's/unit's name.

Once you've created one or more folders/units, you'll want to upload materials into them.

Open up the desired folder/unit by clicking on its name;

- ✎ Click on "Add Item" (If you're in a unit, you'll also see the option for "Add File." This allows you to display the actual materials, rather than just the link, on the initial page.)
  - Select either a heading from the pull-down menu or create a new name;
  - Choose a color, if desired, for the title;
- ✎ Enter the information directly by typing in the box, or cutting and pasting from a word-processed document;  
OR
- ✎ In Section 2, attach a file\* to upload from a disk or drive:
  - Click Browse to go find the file,
  - Select the file,
  - Enter a name for the file (this creates the button students will click on to retrieve the file/document),
  - Choose "Create a Link to This File,"\*\*
- ✎ In the Section 3, these are usually the answers you would want to choose, although you may not even care to track the number of views.
  - Do you want to add offline content? = No
  - Do you want to track number of views? = Yes
  - Do you want to add metadata? = No
- ✎ Click on Submit

\*It's a good idea to have already saved your files in HTML format; this helps to preserve the formatting and facilitates student access, as well. However, you can post any kind of file you have. The person viewing the file will need to have the same application in order to view it.

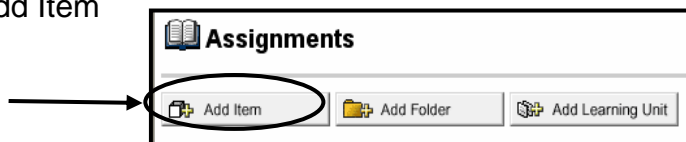
\*\*The option for "Display Media File Within the Page" only works with image files (graphics) or other "media" that you want to put up, and the "Unpackage This File" option is for files that have been compressed and need to be unzipped.

### Assignments:

Unless there are many assignments (frequent homework, for example) in your course, you probably won't need to use folders to organize these documents and can simply enter the assignments individually, as follows. Here again, you have the option of

including Learning Units, although we recommend that you put these in Course Documents, instead.

Click on Add Item



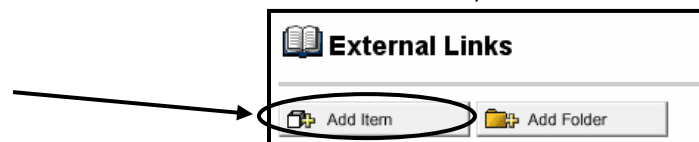
- ✎ Select a title from the pull-down list or choose “Other -- Add Text Below” to create your own title;
- ✎ Choose a color, if desired, for the title;
- ✎ Enter the information directly by typing in the box, or cutting and pasting from a word-processed document;
- OR
- ✎ In Section 2, attach a file\* to upload from a disk or drive:
  - Click Browse to go find the file,
  - Select the file,
  - Enter a name for the file (this creates the button students will click on to retrieve the file/document),
  - Choose “Create a Link to This File,”\*\*
- ✎ In the Other Options section:
  - Do you want to add offline content? = No
  - Do you want to track number of views? = Yes
  - Do you want to add metadata? = No
  - Choose date restrictions = Select beginning and ending dates, if desired
  - Do you want to make the content visible? = Yes
- ✎ Click on Submit

To change the order in which the assignments appear, change the number using the pull-down menu to the left of the title.

(To organize the assignments into folders, follow the procedure for uploading files as described in the Course Documents section, above.)

### External Links:

Click on Add Item



- ✎ Enter a Title (this is what students will click on to access the URL);
- ✎ Enter the URL of the link, and (if desired) a brief description;
- ✎ In Section 2, determine if the link should be available immediately and whether it should open in a new window. (Opening in a new window means that the Blackboard window will remain open and a new Internet Explorer window will open to the linked URL.)
- ✎ Click on Submit.

If you have several links for your course, you may wish to organize them into folders -- Click on Add Folder --

- ✎ Select a Folder Title from the pull-down list or choose “Other -- Add Text Below” to create your own title;
- ✎ In Section 2, determine if the folder should be available immediately, then click submit.

In order to organize links into folders, open the folder by clicking on its name, and then add links according to the instructions above.

### ***Communications and Student Groups***

#### *E-mail:*

You can initiate e-mail from within the course using the Communication button along the left side of the screen, or from the Control Panel under the Course Tools category.

- ✎ Choose the intended message recipients (All Groups, or Single/Select Users, for example);
- ✎ Enter the Subject and Message, and then click on Send Message.

#### *Discussion Board:*

You can initiate online, asynchronous discussions from within the course using the Communication button along the left side of the screen, or from the Control Panel under the Course Tools category.

- ✎ Click on the Discussion Board;
- ✎ Click on the Add Forum button;
- ✎ You must enter both a Title and Description of what the discussion will be about;
- ✎ Select the desired Forum Settings:
  - Allow anonymous posts (think twice before allowing this)
  - Allow author to edit message after posting (probably okay)
  - Allow author to remove own posted messages (probably okay)
  - Allow file attachments (probably not necessary)
  - Allow new threads (letting students start threads is probably a good idea)
- ✎ Update user roles in the discussion (optional). Instructors are automatically given an administrative role that allows them to create and manage discussions but you can create additional administrators to help create forums and manage them. You can also block a user’s access to the discussions;
  - From the listed names, highlight the name of the person you wish to upgrade or block.
  - Click on either the Admin or Block button.
- ✎ Click on Submit.

Once you have created a forum, you can access it by clicking on the forum name. New threads (discussion topics) are started by clicking the Add New Thread button on the upper left. Users reply using the Reply button.

#### *Virtual Classroom:*

You can initiate online, synchronous (live) discussions from within the course using the Communication button along the left side of the screen, or from the Control Panel under








the Course Tools category. The virtual classroom is a chat room that includes a space to draw and share web sites. Be careful about using this one – remember that it allows students to chat in an unmoderated environment. You may wish to enable/disable this feature only when you will be participating in the chat.

#### *Groups Pages:*

Students will be able to access this feature using the Communication button and clicking on Group Pages.






#### *Student Groups:*

Student groups must be created from the Control Panel. First you create a Group, then add members to it from your list of students.

-  Under User Management, click on Manage Groups;
-  Click on Add Group;
-  Enter a name for the group and a description;
-  Determine what types of activities (private discussion, virtual chat, etc.) this group will participate in and enable those with the buttons on the left;
-  Determine if you want the group visible to students immediately;
-  Click on Submit;
-  Click on OK.

You will now see all your groups listed by name. You can change group properties (activity options), add users, list group members, or remove group members for a group by clicking on the modify button next to the group name.

To add students to a Group:





-  Click on Add Users To Group;
-  Click on List All to see all the students in your course;
-  Select the students who will be participating in this group by clicking on their names in the class list;
-  Click on Submit;
-  Click on OK.

### ***Assessments and the Online Gradebook***








#### *Assessments:*

Assessments (Quizzes/Exams and Surveys) are initiated from the Control Panel, under the Assessment category. (Surveys are ungraded, anonymous, and provide no feedback to the student. These are helpful for mid-semester course evaluations, for example.) Directions will be given for creating quizzes – creating surveys follows the same basic process.












Creating a Quiz using the **Assessment Manager:**

-  Click on Assessment Manager, then on Create New Assessment;
-  Choose Quiz/Test from the menu and click on Submit;
-  Enter a Name and Description of the quiz and click on Submit;
-  Type in any instructions you'd like displayed, click on Submit.



### Entering Quiz Questions --

-  Begin entering questions by first selecting the type of question (multiple choice, for example) from the pull-down menu;
-  Enter the text of the first question in the box;
-  Provide response items (if applicable to the question type);
-  Designate or enter correct responses;
-  Under Options, enter feedback to be provided (if desired) for correct and incorrect responses);
-  Click on the Add New Question button to continue entering questions (you could, instead, preview the question just previously entered, but it will probably be faster to enter them all and then preview them);
-  When previewing for spelling errors or other mistakes, also enter in the point value for each question in the box above each question. You can also change the order in which questions appear by changing the numeral in the pull-down menu to the left of the question.

### Creating Quiz questions using the **Pool Manager**--

-  Click on Pool Manager, then on Add Pool;
-  Enter a Name and Description of the pool and click on Submit;
-  Enter quiz questions (see above);
-  After you have entered Correct Response (if desired), you may click on Preview Pool and modify your questions, or click on Add New Question to continue adding questions to the current pool.
-  After you have created your questions, create your quiz using the Assessment Manager;
-  When prompted to Select a Question Type, choose "From Question Pool or Assessment", then click on submit;
-  Select "Specific Question(s)" or "Random Block of Questions" from the dropdown menu, then click on submit;
-  If you choose "Specific Question(s)", you will be asked to choose the specific pool(s) and/or assessments you want to select questions from. After selecting, click on submit. Search for questions using categories, question type, or keyword, then click on submit. You will then see a list of questions that meet your search criteria. Select the questions you want included in your quiz and click on submit. Set quiz options (below) or add a new question.
-  If you choose "Random Block of Questions", you will be asked to select Question Type and one question pool. Click on submit. Select the question type and the number of questions to import, then click on submit.
-  Set points allocated for each answer.
-  Set quiz options (below) or add a new question using Add Item.

### Setting Quiz Options --

-  Once the assessment is complete, select either Save (not yet available to students) or Save and Make Available (quiz will be available immediately to students).
-  To make the quiz available, select Make Assessment Available.

- ✎ An Options window will appear. Select the desired options (dates to make the quiz available and how many times the student can take the quiz, for example) and click Submit. (Options may be changed later by selecting Set Availability to the right of the quiz name as presented under Assessment Manager.)
- ✎ If you choose to keep the quiz unavailable until a later date, you can go back to the quiz by clicking on Assessment Manager in the Control Panel, and then selecting the Set Availability button to the right of the quiz name as presented in the list of assessments. You'll be presented with the Options window so you can set your options.
- ✎ Click on Submit.
- ✎ To change the quiz name, description, instructions, or any of the questions, click on the Modify button to the right of the quiz name, under Assessment Manager.
- ✎ **NOTE: You cannot modify quiz questions once the quiz has been made available to your students. If you do so, you will erase quiz grades/records in the gradebook for any student who has already taken the quiz.**

#### Removing Quizzes/Surveys –

- ✎ If your students have taken the quiz and you would like to remove their access to the quiz *without removing their grades or deleting the quiz itself*, find the location of the quiz in your course, (e.g. Assignments, Course Documents) and click on remove. Hint: Look for a folder labeled Quizzes or Surveys.
- ✎ If you wish to permanently erase the quiz and all records associated with it, including grades, go to the Assessment Manager, find the quiz in the list, then select remove. This will permanently remove that quiz.

### **Customizing the Look**

#### HTML for Blackboard:

If you know a little bit about HTML, you can customize the look of your Blackboard course.

HTML stands for Hypertext Markup Language, which is indicated in angle bracket tag < > and displays text and images on Web pages. If you type HTML in the Text Box of Add Item section, not only you can change font style and color of text, but also you can create hyperlinks from one course section to another. Some useful HTML is introduced here.

HTML	⇒	Result
<b>bold text</b>	⇒	bold text
<i>italic text</i>	⇒	italic text
<font size=?>text</font>	⇒	sets size of font, from 1 to 7
<font color=?>text</font>	⇒	sets font color, using name such as blue, red, etc.
<p></p>	⇒	creates paragraph

You can create a bulleted list using HTML as follows:


HTML	⇒	Result
<ul>		

<li>The first item on the list</li>	⇒	• The first item on the list
<li>The second item on the list</li>	⇒	• The second item on the list
<li>The third item on the list</li>	⇒	• The third item on the list
</ul>		

Hyperlink is create as <a href="URL"></a>.

HTML	⇒	Result
<a href="http://www.irvingisd.net">Click here to IISD Home Page</a>	⇒	Click here to IISD Home Page

If you type as indicated above in the textbox of Add Item and *click the HTML button at the bottom of textbox*, your students can see the hyperlink like Click here to IISD Home Page.

-  Create hyperlinks in the Course Document section of your Blackboard course referring to the example above.

If you use HTML in the Add Item textbox of your Blackboard course, you will be able to format text and create links in the section of Announcements, Course Information, Course Document, and so on.