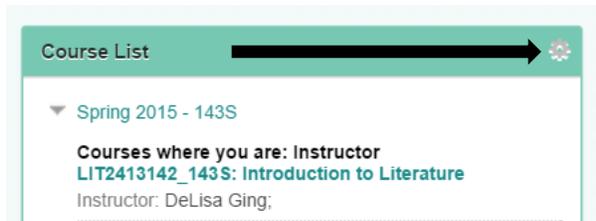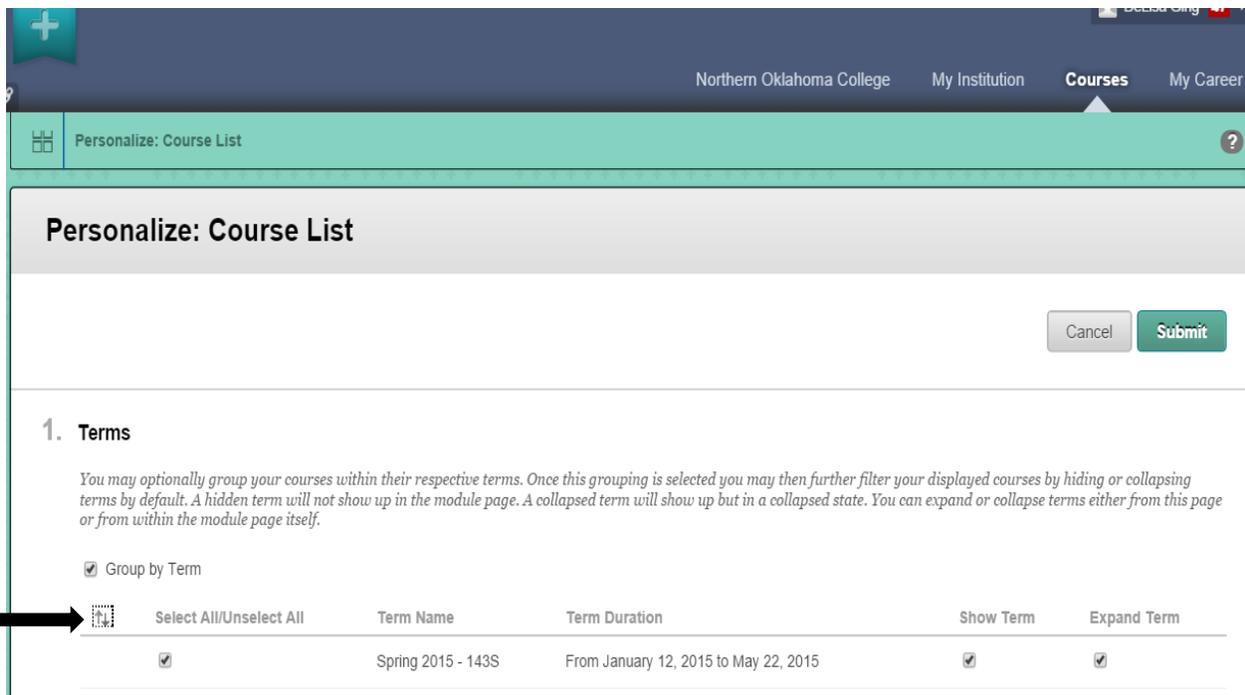# How do I rearrange courses in my Blackboard course list?

1. After you login-in Blackboard, click on **Courses** in the top right corner.

2. Now, hover over your course list. A small gear should appear -at the top right corner of the list. Click on that gear.

3. Once you click on that gear, the **Personalize: Course List Page** should appear. Click on the **double arrows** next to the list you wish to modify.

4. Once you click on the double arrows, a box should appear with a list of your courses. Select a course and then use the *up and down arrows* to navigate where you want to place the course.

Personalize: Course List

Cancel   **Submit**

1. **Terms**

You may optionally group your courses within their respective terms. Once this grouping is selected you may then further filter your displayed courses by hiding or collapsing terms by default. A hidden term will not show up in the module page. A collapsed term will show up but in a collapsed state. You can expand or collapse terms either from this page or from within the module page itself.

☑ Group by Term

↑↓	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
		Spring 2015 - 143S	From January 12, 2015 to May 22, 2015	☑	☑
		FALL 142S	From August 18, 2014 to December 29, 2014	☐	☐
		SUMMER 141S	From May 12, 2014 to August 5, 2014	☐	☐
		SPRING 133S	From January 13, 2014 to May 31, 2014	☐	☐
		FALL 132S	From August 19, 2013 to December 31, 2013	☐	☐
		SUMMER 131S	From May 6, 2013 to July 25, 2013	☐	☐

Reorder: NA

Items
Spring 2015 - 143S
FALL 142S
SUMMER 141S
SPRING 133S
FALL 132S

∧ ∨

Cancel   Submit

5. Once you are done rearranging your courses, click *Submit*.

How do I hide old courses from my Blackboard course list?

1. After you login-in Blackboard, click on *Courses* in the top right corner.

2. Now, hover over your course list. A small gear should appear at the top right corner of the list. Click on that gear.

Course List   ⚙

▼ Spring 2015 - 143S

Courses where you are: Instructor
LIT2413142_143S: Introduction to Literature
Instructor: DeLisa Ging;

3. Once you click on that gear, the *Personalize: Course List Page* should appear. Remove the checkmark(s) by the term(s) you no longer wish students to see.

4. Click *Submit*.

How do I rename courses on my Blackboard course list for easy reference?

1. Click on the course you would like to rename.

2. Using the Control Panel on the left side of the page, click on *Customization*.

3. Next, click on *Properties*.

Properties

Properties control the functional settings of the course, including name, availability, classification, duration, categorization, language, files, and structure. *More Help*

✱ *Indicates a required field.*   Cancel   **Submit**

1. **Name and Description**

    ✱ Course Name   Technical Writing ⟵

    Course ID   ENGL1223033_143S

    Description

    ABC ✓ ▼

    ◀ ▶

    Character count: 0

    Term   Spring 2015 - 143S

Course Management sidebar:

TECHNICAL WRITING 🏠

Spring 2015 Technical Writing--All Needed Technical Writing Information--Click here.

Help with Blackboard

24/7 Tutoring Help

Instructor Information

COURSE MANAGEMENT

Control Panel

Files   →
Course Tools
Evaluation   →
Grade Center   →
Users and Groups

Customization   →
Enrollment Options
Guest and Observer Access
Properties ⟵
Quick Setup Guide
Teaching Style
Tool Availability

Callout box:
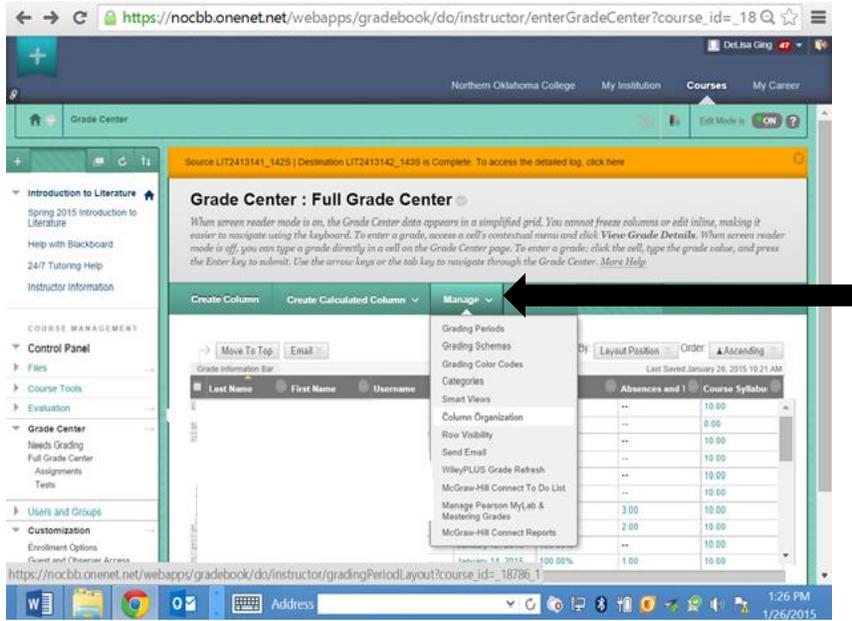
Type in the course's new name. I designate my courses by the type and time, for example, *Internet Technical Writing*.

4. Click *Submit*.

How do I move columns in Blackboard gradebook?

1. Using the Control Panel on the left side of the page, click on *Grade Center*.

2. Next, click on *Full Grade Center*.

3. Click **Column Organization** underneath *Manage* on the Grade Center page.

4. Click on the column name and drag the row to the desired location.

Click directly on the row and drag it to its new location.

5. Click *Submit* to save the changes.

How do I download my Blackboard grades to an Excel spreadsheet?

1. From the Control Panel on the left side of the course's homepage, select **Grade Center** and then **Full Grade Center**.

2. Next, click on **the Work Offline textbook in the far right corner of the screen**.

You are able to select what information you would like to download, such as Full Grade Center, Selected Columns, or User Information Only.

3. Click on the grades you wish to download from **the Full Grade Center, Selected Column,** or **User Information Only**.

Data

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download ○ Full Grade Center

○ Selected Column | Weighted Total ▼ | ☐ Include Comments for this Column

Click the grade option you desire.

⦿ User Information Only

4. Click **Submit**.

5. Click **Download**.

6. Click **Yes** in the textbox stating this file might have come from an untrustworthy source because the source is Blackboard. After you click **Yes**, your Blackboard grades should be downloaded in an Excel file.

⚠ The file format and extension of 'gc_ENGL1223033_143S_fullgc_2015-02-12-13-11-24.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

[Yes] [No] [Help]
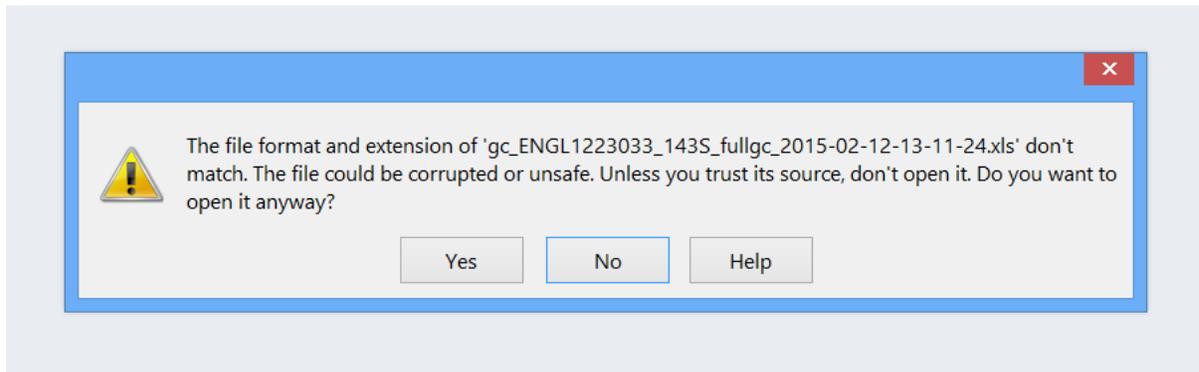
How do I upload an Excel spreadsheet into my Blackboard gradebook?

In order to import grades from Microsoft Excel to Blackboard's gradebook, you will need to first download a file as described in **the above question**, so you can obtain the correctly named column headers and rows. Now, you can edit that file (enter grades) and then import your changes into Blackboard.

1. When using an Excel file, you will need to save that file as a CVS file by choosing **File** then **Save As**.

File name: | Copy of Enid and Tonkawa Schedule as of 2 12 15 | ⌄

Save as type: | CSV (MS-D◄ | ⌄
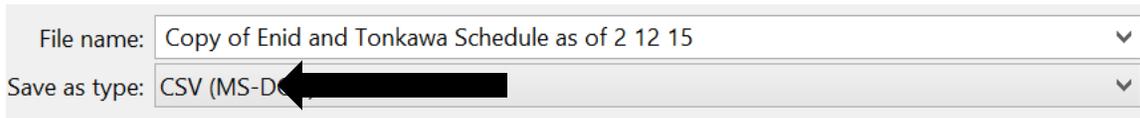
2. Next, go to the **Grade Center** for your Blackboard class and choose **the Work Offline textbox**.

3. Click **Upload**.

4. On the next page, browse for the file that you wish to upload and select **Commas** as the **Delimiter Type**.

5. Click **Submit**.

How do I turn off notifications sent from Blackboard?

You can manage the notifications settings for all of the courses you teach.

1. Click on the **Global Navigation Menu** in the far right corner of your course's homepage and then click **Settings**.

2. Next, next click on the **alarm clock** icon.
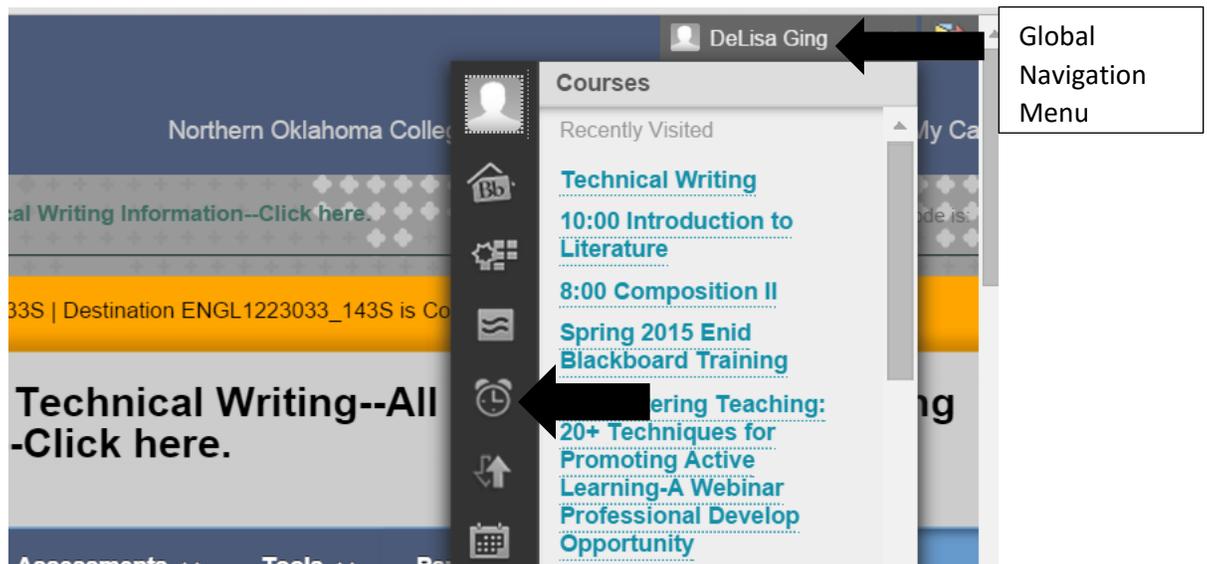
3. Now, click on **the gray wheel** in the far corner of your course's homepage.
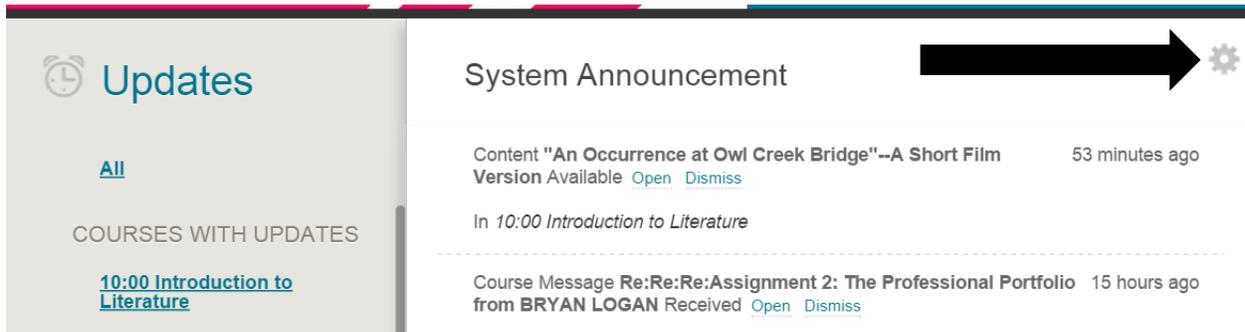
4. Click on the **small boxes** beside the notifications you do **not** wish to receive.
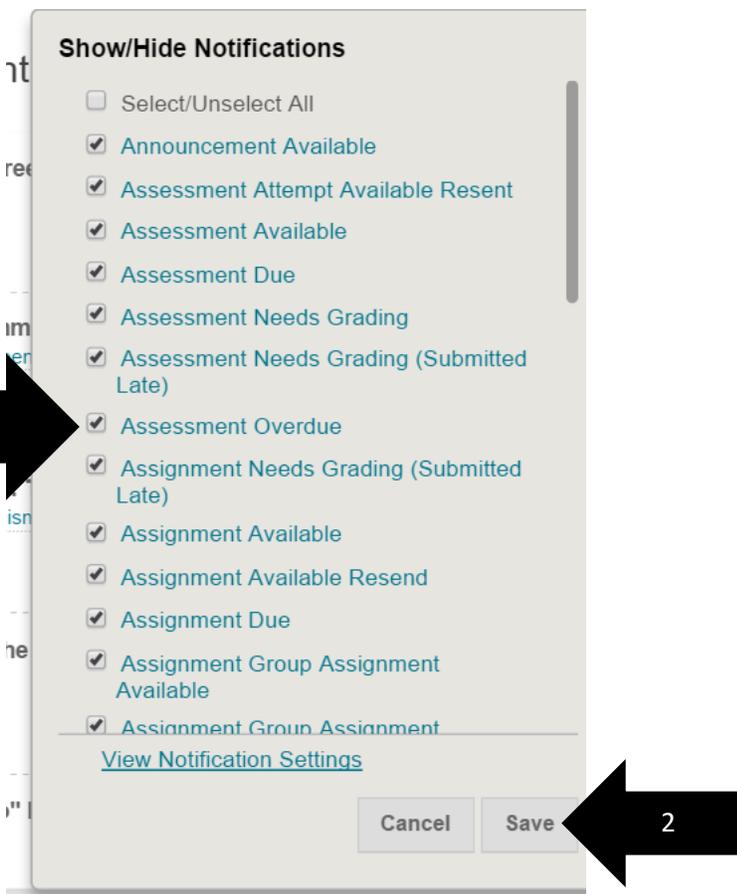
5. Click **Save** found at the bottom of the notification list.

How do I deny a student access to Blackboard once the student has been dropped from the course?

1. Once you are in Blackboard, click on the course in which you wish to deny a student access.

2. Using the Control Panel on the left side of the page, click on *Users and Groups*.
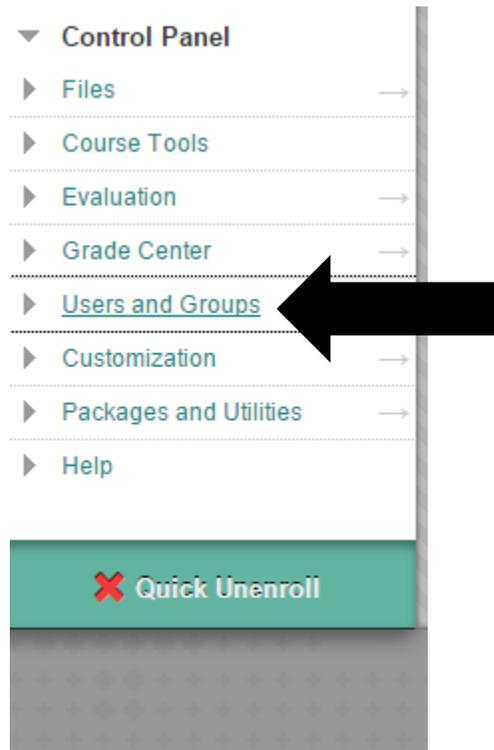
3. Next, click on *Users*.

4. Now, select the student you wish to deny course access and click on the down arrow next to the student's user name.

Username	First Name	Last Name △	Email	Role	Observer	Available
jagui301		Aguirre	JAgui301@students.noc.edu	Student		Yes
vbind845	This is a table showing the attributes of a collection of items.		VBind845@students.noc.edu	Student		Yes

5. Select *Change User's Availability in Course*.

Username	First Name	Last Name △	Email	Role	Observer	Available
jagui301	Jesus	Aguirre	JAgui301@students.noc.edu	Student		Yes
vbind845		BINDER	VBind845@students.noc.edu	Student		Yes
abrau350		BRAUN	ABrau350@students.noc.edu	Student		Yes
jburt571		Burton	JBurt571@students.noc.edu	Student		Yes
ccain776		C n	CCain776@students.noc.edu	Student		Yes
bclif277	Bailee	Clift	BClif277@students.noc.edu	Student		Yes

Menu overlay:
- Edit
- Change User's Password
- Change User's Role in Course
- Change User's Availability in Course
- Remove Users from Course
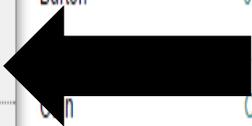
6. Under the ***Available (this course only section)*** section, use the drop arrow to select **No**.
If at a later date, you would like to allow the student access to the course again, use the drop arrow to select ***Yes***.

Change User's Availability in Course

1. **Role and Availability**

Role
- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest

Available (this course only)   Yes ▼   ⬅

7. Now, click ***Submit.***

Change User's Availability in Course

Cancel   Submit

1. **Role and Availability**

Role
- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
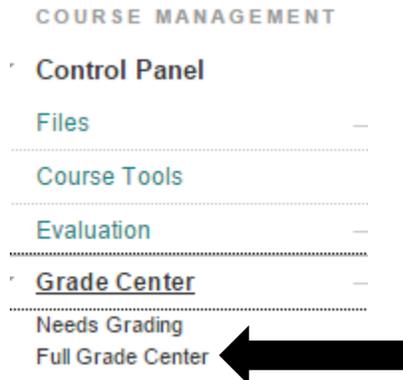- Guest

Available (this course only)   Yes ▼

2. **Submit**

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel   Submit

How do I hide a student, who is no longer attending or who has never attended, from my course roster?

1. Once you are in Blackboard, click on the course in which you wish to hide the student from your course roster.

2. Using the Control Panel on the left side of the page, click on *Grade Center*.

COURSE MANAGEMENT

▼ **Control Panel**

▶ Files   —

▶ Course Tools

▶ Evaluation   —

▶ Grade Center ⟵

3. Now, select *Full Grade Center*.

COURSE MANAGEMENT

Control Panel

Files   —

Course Tools

Evaluation   —

Grade Center   —

Needs Grading

Full Grade Center ⟵

4. While in the Full Grade Center, click on the drop arrow next to *Manage*.

Grade Center : Full Grade Center ⌄

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navi keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade dir the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to no the Grade Center. More Help

Create Column   Create Calculated Column ⌄   Manage ⌄ ⟵   Filter

5. Select *Row Visibility* underneath *Manage* on the Full Grade Center page.

6. Place a checkmark next to the student you wish to hide from your roster.

Row Visibility

Rows can be hidden from the Grade Center View to reduce the number of rows in the grid. Hidden Rows are not removed from the Grade Center, and can be shown at any time. Rows that are hidden will appear grayed out on the Hide and Show Rows page and will not appear in the Grade Center View. Rows that are shown will appear in black text on the Hide and Show Rows page and will appear in the Grade Center View.

| Cancel | Submit | 8 |

1. **Set Rows Visibility**

Select the desired rows and choose to Hide them from the Grade Center View. Show rows that have been hidden by selecting them and clicking Show.

7 | Hide Rows | Show Rows |

	Last Name	First Name	Student ID	Status
6 | ☑ | MARSH | KRISTEN | kmars103 | Shown |

7. Click *Hide Rows*.

8. Click **Submit**.

Where can I set up a Discussion Board in my Blackboard course?

You can place your Discussion Board in two different locations. You can place a Discussion Board link in your Control Panel on the left side of your course, or you can embed a Discussion Board link with other course content.

How do I set up a Discussion Board link on the Control Panel of my course?

1. Click the "**+**" on the far left side of the Control Panel.

1

BBTrain_Enid_153S (Blackboard Training for Enid Campus - Spring 2016)

Home Page

Getting Started

NOC Academic Calendar

Email Dr. Ging here.

Instructor Information

Syllabus

Your Course Grade

Tools

Student Help

Tests
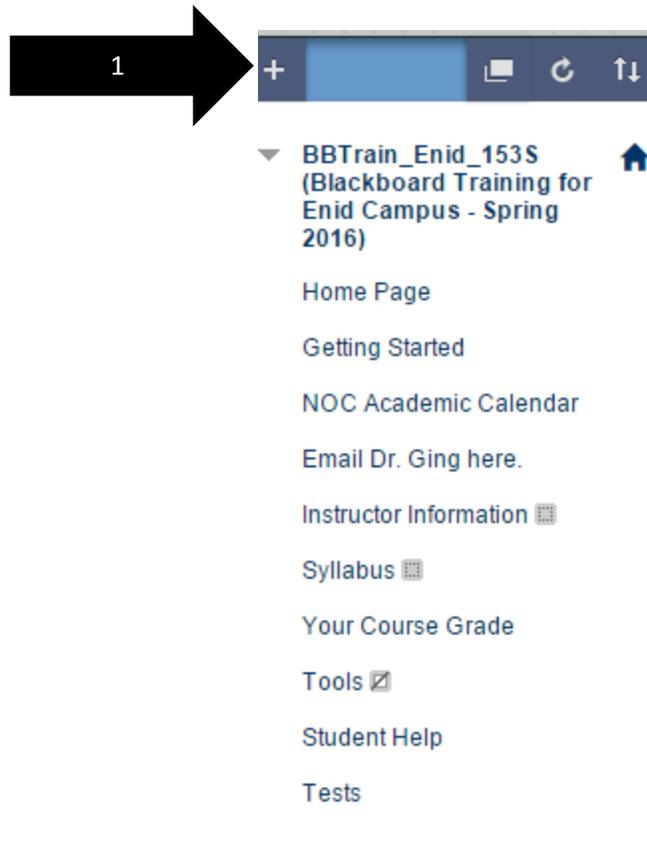
2. Next, scroll down and click on *Tool Link*.

Add Menu Item (Click to see options

Module Page

Blank Page

Tool Link

2

Web Link

Course Link

Subheader

Divider
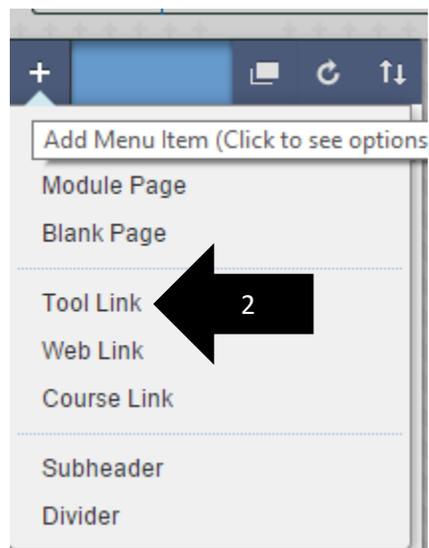
3. Now, type "Discussion Board" or a title you deem appropriate for the link.
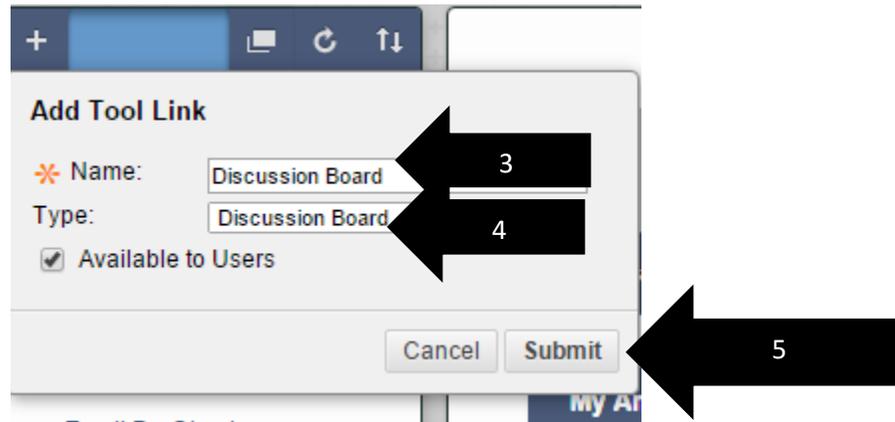
4. Select the *Type: Discussion Board.*

5. Make the Discussion Board link available to users by placing a check in the **"Available to Users" box**.

6. Click **Submit**.

How do I set up a Discussion Board within the content of my course?

In a content area, you can add a Forum link following lecture notes to gather questions on the material presented or after an assignment to gather students' perceptions on how they did on that assignment. You can add adaptive release rules or date availability restrictions to limit students' access. These actions allow student access to the course's content in a specified order, such as reading a journal article before adding posts to the Discussion Board about that article.

1. Access the content area or course folder where you would like to link the Discussion Board or Forum.

2. While in the selected content area of the Discussion Board, click on **Tools**.

3. Next, click on **Discussion Board**.

How do I create a new Discussion Forum for students?

1. Click **Create New Forum** to add a link to a forum you are currently creating. You will need to select all forum settings at the time of your creation. The newly created forum appears in the list of forums to choose from when adding the link in your course.

Create Link: Discussion Board

Cancel | Next

1. **Create Link: Discussion Board**

    ⊙ Link to Discussion Board Page

    Create New Forum   [Create New Forum]   ← 1

2. **Submit**

Cancel | Next

2. Under **Forum Information**, type in a name and description for the Discussion Board post. Using the content editor, you can add an image or link if you would like.

Create Forum

✴ *Indicates a required field.*   Cancel | Submit

1. **Forum Information**

    ✴ Name   [Discussion Board Week 1]   ← 2

    Description
    For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

    T T T T | Paragraph ▾ | Arial ▾ | 3 (12pt) ▾ | ≔ ▾ | ≔ ▾ | T ▾ | ✎ ▾ | ✐
    ✂ ▯ ▯ 🔍 | ↺ ↻ | ≡ ≡ ≡ ≡ | ≡ ≡ | Tˣ Tₓ | 🔗 ⇗ | ▸¶ ¶◂ | — – ‿ | ✓ ▾
    ⦿ 📎 🖼 ▣ ƒₓ | ❖ Mashups ▾ | ¶ " © ☺ ⚓ | ▦ ▦ ▦ ▦ ▦ ▦ ▦ ▦ ▭ ▥ | HTML CSS

    Respond to the following question by March 2nd.   ← 2

    Path: p   Words:0

2. **Forum Availability**

    Available   ⊙ Yes ○ No

3. Select **the Forum Settings** that you deem appropriate for your Discussion post. Below this screenshot is an explanation of the Forum Settings for your convenience.

A. Standard View
Standard view will allow learners to view other threads in a forum without creating their own thread.

B. Participants Must Create a Thread in Order to View Other Threads in This Forum

Using this function, learners will have to create a new thread in the forum to see existing threads. In addition, learners will not be able to edit or delete their posts and will not be able to post anonymously.

C. Grade

If you decide to grade students on their discussion contributions, select **Grade Discussion Forum** and enter the maximum number of points learners can receive for each Discussion Board post. A column in the **Grade Center** will be automatically created with the Forum's name. An icon will appear under the **Grade Column** that allows you to see the Discussion Board posts learners have submitted.

D. Alignments

Discussion Boards can be aligned with goals you have already established in Blackboard. The options for aligning Discussion Board forums or threads are dependent on the grade option chosen when the forum is created.

If **No Grading Forum** is selected for the **Grade** option, you can choose to align either forums or threads.

If **Grade Forum** is selected for the **Grade** option, the **Alignments** option is automatically set to **Forum Alignments** and cannot be changed**.

If **Grade Threads** is selected for the **Grade** option, the **Alignments** option is automatically set to **Thread Alignments** and cannot be changed.

E. Subscribe

This multiple choice setting makes it possible for you to allow learners to choose to "subscribe" to a Forum or Thread, so notifications are sent to learners via their Blackboard email addresses when a new post has been added. Notifications can be sent in the form of email messages which contain either the complete text of the new post or only a link to it.

F. Allow Anonymous Posts

If you plan to grade participation in the Discussion Board, do not use this option.

G. Allow Author to Delete Own Posts

Check this box if you want to allow learners to remove their Discussion Board posts.

H. Allow Author to Edit Own Published Posts

Check this box if you want to allow learners to edit the content of their posts. If you allow learners to edit their published posts, consider locking the forum, so posts cannot be changed after they are graded.

I.   Allow Members to Create New Threads

This setting is automatically selected. If you choose to **Grade Threads**, Blackboard will automatically disable this function, so you can create the only thread to which students reply.

J.   Allow File Attachments

This setting is automatically selected and is recommended if learners will be uploading documents for others to see.

K.   Allow Users to Reply with Quote

This includes the parent post in the body of the learner's reply.

L.   Force Moderation of Posts

If you want a tightly controlled Forum, select the **Force Moderation of Posts**. This function requires that all posts are reviewed by a responsible party, such as the instructor, before the content can be viewed in the course.

M.   Allow Post Tagging

Tags allow *instructors* to tag a post with the key topic one might find in the post, such as the topic of an essay's organization. The **Tagging Function** is different from the **Search Function**. The **Search Function** looks for keywords, and the **Tagging Function** will grab posts that might discuss a topic, but not use the actual label. For example, the learner might be writing about *an essay's organization* without ever using that particular phrase. Tagging can slow the loading and use of the Discussion Board, so you might consider using this function in a limited fashion.

N.   Allow Members to Rate Posts

Learners can rate other peers' posts in the Forum on a scale of one to five stars as a form of peer review if this function is selected.

How do I create a thread in a Discussion Board Forum?

1. Click on the name of the forum where you would like to add a thread.

Discussion Board

| Create Forum | | | | | Search | ⇅ |

Delete

☐	Forum	Description	Total Posts	Unread Posts	Total Participants
☐	Tell about yourself in five to six sentences.		0	0	0

⟵ 1

Delete

Displaying **1** to **1** of **1** items | Show All | Edit Paging...

2. Click on **Create Thread**.

Forum: Tell about yourself in five to six sentences.

| Create Thread | | | Search | Display |

⟵ 2

No items found.

3. Enter the subject and the content of the post.

Create Thread

* Indicates a required field.

Cancel Save Draft **Submit** 5

1. Message

* Subject [   ] 3

Message

[rich text editor toolbar]

Paragraph ▼ Arial ▼ 3 (12pt) ▼

Path: p   Words:0

2. Attachments

Attach File Browse My Computer Browse Content Collection 4

4. Click on **Attach File** if you want to upload an attachment.

5. Click on **Submit**.

Do different ways exist to grade while in Blackboard's Discussion Board?

Three different ways exist to grade while in Blackboard's Discussion Board.

1. In the appropriate **Course Content Area**, go to the Discussion Board's location which needs to be graded.

2. If a **Discussion Board Link** appears in your course menu, click on that link and select the **Discussion Board Forum** that needs grading.

3. In the Control Panel, go to the **Grade Center** and select **Needs Grading Option**.

How do I grade Discussion Board posts in the Course's Content Area or from the Discussion Board link found on the Course's Control Panel?

1. Once inside the appropriate content area or by clicking on the Discussion Board link found in the Control Panel, click on **the desired Discussion Board Forum**.

2. Once you have selected the desired Discussion Board Forum, click on **Grade Discussion Forum**.

Forum: Week 6-8's Discussion Board Post--Which letter from the Letter Portfolio was the most difficult to write?

| Create Thread | Grade Discussion Forum | 2 | | Alignments | Search | Display ⌄ |

	▼	Date ▽	Thread	Author	Status	Unread Posts	Total Posts
☑		2/23/16 10:45 AM	Writing Prompt 1	👤 Alexandra ▬▬▬	Published	①	1
☐		2/22/16 8:57 PM	Writing Prompt 1	👤 Alissa ▬▬▬	Published	⓪	1

3. Locate a student's Discussion Thread that you would like to grade and click on **Grade**.

Grade Discussion Forum Users

Email

	Last Name △	First Name	Username	Posts	Grade	
☐	███	Natalie	👤 ███	0	--	Grade
☐	███	TIFFANY	👤 ███	0	--	Grade
☐	███	ALFRED	👤 ███	0	--	Grade
☐	███	Rob	👤 ███	0	--	Grade
☐	███	Alexandra	👤 ███	1	--	Grade ← 3

4. To provide feedback to students, click on the **Feedback to Learner textbox** to share assignment feedback.

Grade Discussion Forum: ▉▉▉▉▉▉▉

Print Preview	Filter

Sort by [Author's Last Name] Order ▼ Descending

Select: All None

[Mark ⌄]

☐
Thread:	Writing Prompt 1	Posted Date:	
Post:	Writing Prompt 1		February 23, 2016 10:45 AM
Author:	▉▉▉▉▉▉▉	Status:	Published

The bad news letter was the most difficult for me to write. It is never easy telling someone news that they will not like. It is even more challenging to make the letter lengthy and still a little bit positive. Good news is easy to deliver cause you can go on and on about how great they are. Nobody wants to be the one to tell someone something that could ruin their day.

Reply   Quote   Mark as Read

Select: All None

Forum Statistics ⌄

‹ ▉▉▉▉▉▉▉ 😐 ›

GRADE
2/23/16 10:45 AM   /20   ◀ **5**

FEEDBACK TO LEARNER

[   ]   ◀ **4**

📎 ✅ ⌄ **A**

🖼 Add Notes

Cancel   Save Draft   **Submit**   ◀ **6**

5. Click on the **Grade textbox** to share the number of points the student received for the Discussion Board post.

6. Click **Submit**.

How do I grade Discussion Board posts from the Grade Center?

1. While in the course's **Control Panel**, click on **Grade Center** to expand the grading menu.

▼ **Control Panel**

▶ Files

▶ Course Tools

▶ Evaluation

▶ Grade Center   ◀ **1**

2. Now, click on **Needs Grading**.
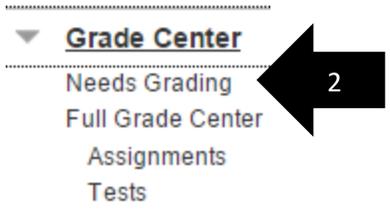
3. If there are several types of assignments listed, click on **All Categories** to filter the assignments that need to be graded.

4. Click on **Discussion** to filter out the other assignments, so only Discussion Board assignments will be listed.
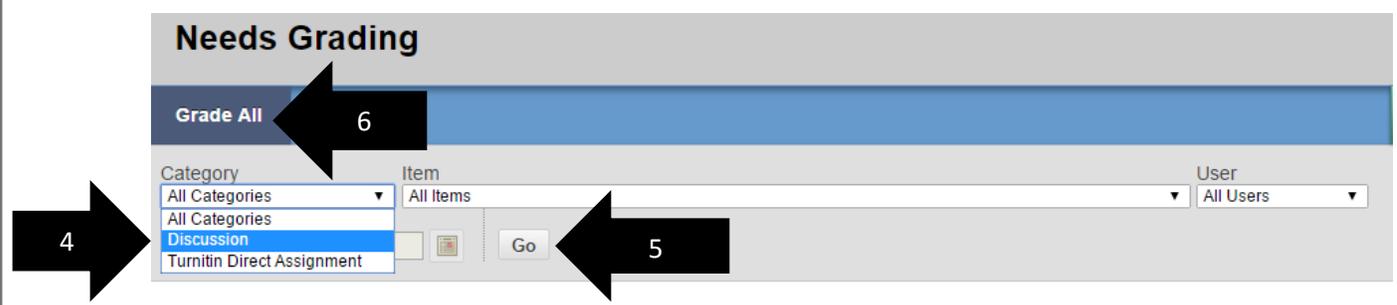
5. Next, click on **Go** to show only Discussion Board assignments that need to be graded.

6. To begin grading, click on **Grade All**.

7. To provide feedback to students, click on the **Feedback to Learner textbox** to share assignment feedback.

8. Click on the **Grade textbox** to share the number of points the student received for the Discussion Board post.

9. Click **Submit**.

How do I copy a past Discussion Board Forum to my current Discussion Board or to a Group Discussion Board in the same course?

1. Select the **Discussion Board Forum** you wish to copy from your course's content area or from the Discussion Board link on the Control panel.

2. Now, click on **the down arrow** next to the Discussion Board Forum you wish to copy.

3. Select **Copy**.

Discussion Board

| Create Forum | | | | | Search | ↑ |

	Forum	Description	Total Posts	Unread Posts	Total Participants
☑	Tell about yourself in five to six sentences.		0	0	0

Delete

Open
Edit
Manage
Copy   ⬅ 3
Delete

Displaying **1** to **1** of **1** items   Show All   Edit Paging...

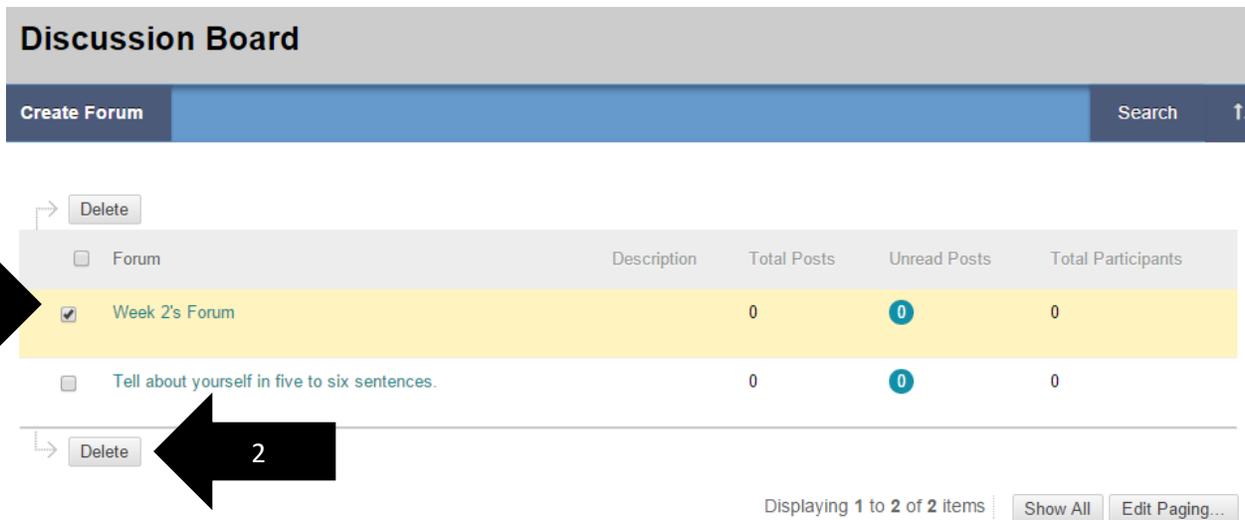4. On the Copy Forum Page, enter a name for the Discussion Board Forum you wish to copy.

Copy Forum

✳ *Indicates a required field.*   Cancel   **Submit**   ⬅ 7

1. **Forum Information**

   ✳ Name   [＿＿＿＿＿＿＿＿＿]   ⬅ 4

   Copy   ○ Entire forum
           ◉ Forum settings only   ⬅ 5
             ☐ Include alignments

   ✳ Location   BBTrain_Still_153S ⬅ 6

5. Select **what to copy**—the entire forum with the Discussion Board post or only the Forum's settings. Forum settings allow you to use the Discussion Board in different ways. For example, to control the forum, the instructor creates all threads, moderates, and grades the posts. For a student-led discussion, students are allowed to create new threads with the option of anonymous postings.

6. Select the **Location** in which you would like to place the Discussion Forum.

7. Now, click **Submit**.

How do I delete a Discussion Board Forum?

1. Select the **Discussion Board Forum** you wish to delete from your course's content area or from the Discussion Board link on the Control Panel.

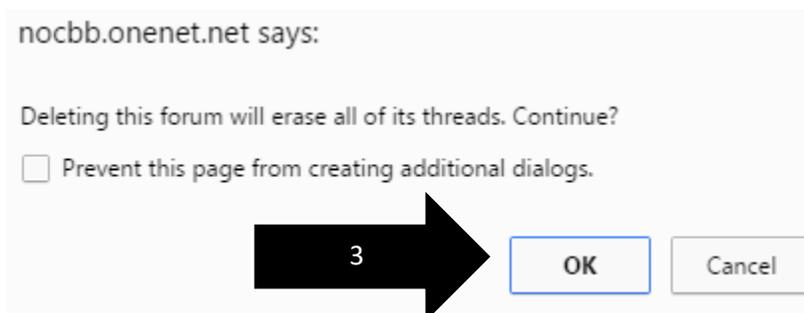2. Now, select the checkbox(es) next to the Discussion Board Forum(s) that you would like to delete.

3. The following note will next appear. Click **OK** if you wish to delete the Discussion Board Forum(s).