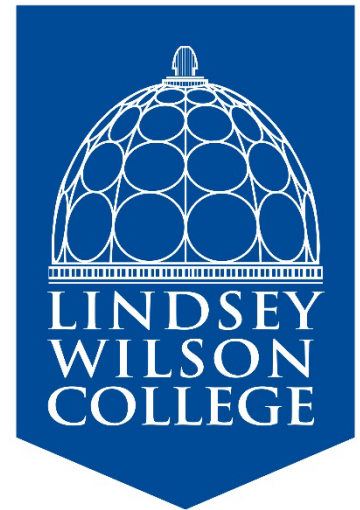


Blackboard

Quick Start Guide for Faculty



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Accessing Blackboard

Blackboard Learn is the course management system used at Lindsey Wilson College. Blackboard course shells are created for each course offering and are used for the development and delivery of online course materials in seated, blended, and fully online courses.

Internet Browsers: Google Chrome and Mozilla Firefox are recommended.

Login Information

1. Navigate to the myLWC portal at <https://portal.lindsey.edu> or click the myLWC link at the top of the [LWC website](#).
2. Your username will be given to you by HR. Typically, it is your last name followed by your first initial.
3. The default password is “L” followed by your eight-digit birthdate followed by the # symbol. For example, someone born on January 23, 1985, would have the following password: L01231985#
4. After your initial login, the system will prompt you to change your password to a password of your choice. *The password you choose will be the **same** for the myLWC portal and your Gmail.
 - If you cannot log in, click “Need login help?” and enter your personal information to receive your username and an option to reset your password.
5. In the myLWC portal, click **Menu** and select **Blackboard** to go to the My Institution page of the learning management system.

Get More Help

Faculty Training (top tab in Blackboard)
<https://sites.google.com/lindsey.edu/faculty-training-resources/faculty-training>

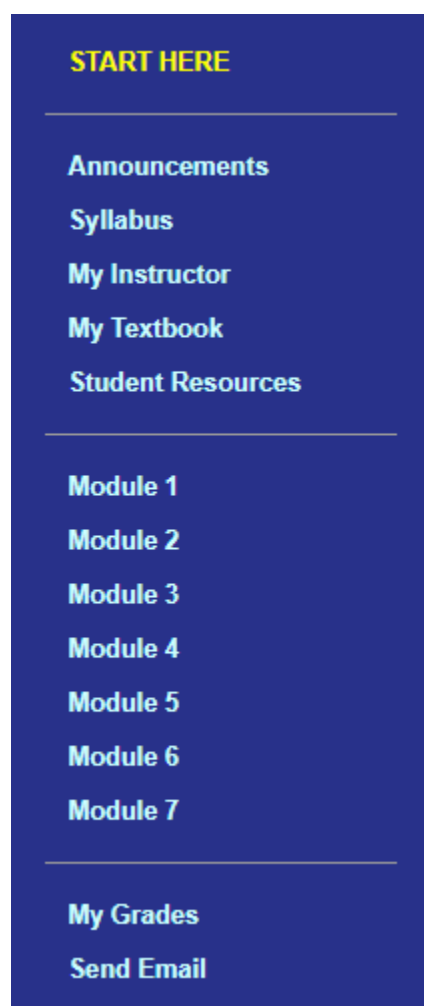
Online Course Design & Teaching Strategies
[LWC Teaching and Learning Commons](#)

Blackboard Support
blackboardsupport@lindsey.edu

LWC Course Templates

Your course may have a master course template that automatically loads into your course shell. If that is the case, you will need to familiarize yourself with the course content, update the syllabus, personalize the instructor information, check availability dates and due dates for all assignments, and create a welcome announcement.

If your course does not have a master course template, you will begin creating content using the default course template pictured below. These menu items provide students with a consistent navigation pattern and predictable access to information across courses.



START HERE: Customize the initial steps and communication protocols.

Announcements: Welcome Announcements and weekly announcements are recommended. Announcements are posted in the course and can also be emailed to students.

My Instructor: Provide contact information and office hours.

My Textbook: Provide purchasing information for all required and supplemental materials.

Student Resources: This item is a web link to resources that should be available in all courses.

Modules: Typically, each module represents one week of the course, and the module format is used to deliver instruction. It is important to provide a variety of instructional materials, not just publisher content or textbook readings. Each module should include an Introduction, Module Learning Objectives and a recurring pattern of instructional content and learning activities that create a predictable workflow from one module to the next.

My Grades: Students see their grades, upcoming assignments, point values, rubrics, and ungraded submissions.

Send Email: This tool allows students to send email messages from within the course. All messages are sent and received using LWC Gmail.

Add, Edit, Copy, or Move Content Items

Add New Content Items


Selecting and creating a variety of instructional content is the key to a successful course.

1. In any content area, locate the gray Action Bar across the top and click Build Content.
2. Select Item, File, or Content Folder.
 - An Item will have an additional text field while a File only allows you to attach a file.
 - A Folder can be used to group materials.
3. On the Create Item/File/Folder page, enter the title and text.
4. Click the Browse My Computer button to attach a file or use the circled plus icon ⊕ in the text editor to insert files and/or media into the text box.
5. Select Date and Time Restrictions if needed or leave them blank.

Edit, Copy or Move Content Items



1. A chevron will appear to the right of all item titles.
2. Click the chevron to access a menu of options for that item such as Edit, Copy, or Move.
 - If an option does not appear, it is not available for that content type. For example, assignments can be moved but not copied.
3. To edit text, copy text, or change availability dates, select Edit. Make changes and click Submit to save changes or click Cancel.
4. To copy or move an item, click Copy or Move and then click Browse.
5. On the course outline that appears, click the Module or Folder in which you would like the item to appear.
6. Click Submit.

Add a Hyperlink

1. In any text box, highlight the text you want to hyperlink.
2. Click the link icon in the Text Editor. 
3. Paste the URL of the webpage you wish to link.
4. To make your hyperlink open with a single click, choose Open link in: New Window.
5. Click Save.

Create Graded Items

Create an Assignment

1. In a module, locate the gray Action Bar across the top and click Assessments.
2. Select Assignment.
3. Enter a title and instructions. You may also include links , embedded videos , or attached files.
4. Enter a Due Date and Time. This due date will show up in the students Blackboard calendar globally.
5. Enter the number of points possible. Blackboard will automatically create a column in the Grade Center.
6. If you have a grading rubric, select or add the rubric.
7. Submission Details:
 - Select individual assignment (default and most common), group assignment or portfolio submission.
 - Select single, multiple, or unlimited attempts. Single attempt is the default setting. If you chose multiple attempts, select a scoring option, e.g., highest grade, last attempt, or average grade.
 - Use checkmarks to enable SafeAssign plagiarism checker. For more information about SafeAssign see Associated Technologies below.
8. Grading Options: Anonymous and Delegated grading are rarely used.
9. Display of Grades: Score (or points) and Percentage are most common.
 - Primary display is visible to students. Secondary display is only visible to instructors.
10. Checkmark “Make the Assignment Available,” and enter display dates if needed or leave them blank. *This is not the due date.
11. Click Submit.

Discussion Boards

A well-designed discussion forum can elicit each of the three types of learner interaction, student-to-student interaction, student-instructor interaction, and student-content interaction. Discussion boards provide an opportunity to foster authentic peer interactions as well as establish the instructor’s presence and guiding influence in the course. Instructors should participate in online discussions similarly to in-person discussions. Effective discussions engage students’ higher-level thinking skills and may occur asynchronously or in combination with synchronous interactions.

Create a Discussion

1. In a module, locate the dark gray Action Bar across the top and click Tools.
2. Select Discussion Board.
3. Click the Create New Forum button or select an existing discussion board from the menu.
4. Enter a title for the discussion.
5. Type instructions and expectations for the discussion.
6. Make the discussion board available and enter availability dates if you would like to start and stop the discussion.
7. Forum Settings:
 - Standard view allows students to view all posts in the forum.
 - Participants must create a thread in order to view other threads in this forum – This option requires students to submit their initial post before they are able to see the posts of other students.
 - Choose No grading if you do **not** want to view this forum in the Grade Center.
 - Choose Grade Discussion Forum and enter a point value if you want to view and grade student posts in the grade center.
 - Recommended options are set as the default choices for the remaining items.
8. Click Submit.
9. Now that the discussion has been created, choose Select a Discussion Board Forum, and click to highlight the forum title in the menu.
10. Click Next.
11. Type or paste the instructions and expectations for the discussion again. These instructions will be visible to students within the module.
12. Choose Yes next to Available and enter display dates if needed or leave them blank.
13. Click Submit.

Create a Test or Quiz

To view all available tests in a course, click Course Tools in the left menu and select Tests, Surveys, and Pools. Tests can be built in this area or in any module.

1. In a module, locate the gray Action Bar across the top and click Assessments.
2. Select Test.
3. Click Create to create a new test or choose an existing test from the menu.

4. Enter a title, a description, and instructions for the test and click Submit.
5. To create questions one at a time, click Create Question and select the question type.
6. To upload questions from a file created by a test generator, click Upload Questions and browse for the file.
7. To create a Question Set or Random block, click Reuse Question. This requires a Pool of questions to choose from. See Pool instructions below.
8. When creating questions,
 - Enter a title or leave blank.
 - Type the question and answer choices.
 - Mark the correct answer.
 - Provide response feedback if you wish.
 - Click Submit and Create Another to create another question of the same type or Click Submit for other options.
9. Set point values for individual questions by clicking on the point value at the right and editing.
10. Set point values for all questions or groups of questions at the top of the test.
 - Select All or checkmark groups of questions
 - Enter a point value and click Update.
11. When finished, click OK at the bottom of the screen.
12. Now that test has been created, click to highlight it in the menu labeled add an existing test.
13. Click Submit.
14. Set Test Options:
 - **Make Available:** Select **Yes** to make the test accessible to students. Display dates and due date will be set below.
 - **Add a New Announcement:** This will automatically generate a message that the test has been posted. (If you want a more detailed message, it is recommended to create your own announcement.)
 - **Multiple Attempts:** Check the box to allow multiple attempts. Leave this option unchecked for a single attempt.
 - **Score Attempts Using:** For multiple attempts, select how attempts will be graded. (**Last graded attempt, Highest grade, Lowest grade, First graded attempt, Average of graded attempts**).
 - **Force Completion:** Enabling this option will prevent students from reentering the test in the event of a technical difficulty. To ensure completion of the test within the time limit, it is recommended to set the timer and turn Auto-Submit on.

- **Set Timer:** Check the box to enable a time limit for the test and enter the duration in minutes.
- **Auto-Submit:** When **On**, the test will automatically submit after the timer ends. The timer will run continuously, regardless of whether or not the student is in the test at that moment. When **Off**, students can continue past the time limit, but the time is noted in the grade center.
- **Display Dates:** Enter the dates you would like the test to be visible to students.
- **Password:** This is not for Respondus Lockdown Browser. For students to take the exam in a classroom or proctored environment, check this box and enter the desired password that would be distributed to proctors and entered prior to the student starting the test.
- **Test Availability Exceptions:** Click Add User or Group to provide exceptions to the settings listed above. For example, allow another attempt or a longer time to complete the test.
- **Due Date:** Enter the due date.
- **Do not allow students to start the Test if the due date has passed:** This option will prevent students from beginning the test after the due date has passed. *However, if this option is checked, it will supersede any test availability exceptions, so the recommended option for enforcing the due date is to set an ending availability date for the test after which the test disappears completely from student view.*
- **Include this Test in Grade Center Score Calculations:** Check to include the test in Grade Center calculations.
- **Show Test Results and Feedback to Students:** Set up to two rules to allow students to view results and/or feedback. **Note:** “After all Attempts are Graded” is not recommended as Blackboard will only release the feedback if every student in the course has taken the exam.
- **All at Once:** Presents the test all at once to students on one screen.
- **One at a Time:** Presents one question at a time to students.
- **Prohibit Backtracking:** Prevents students from going back to previous questions they have answered.
- **Randomize Questions:** Displays the questions in random order for each attempt.

15. When finished, click **Submit**.

Grade Center Basics

Manage Grade Columns

Before your course begins, check your grade center columns, move them into chronological or categorical order, check your assignment point values, the total course point value, and check all due dates.

To view these items:

1. Navigate to the Full Grade Center.
2. Locate the Action Bar across the top and click Manage.
3. Select Column Organization.

To reorder grade columns while in this view:

1. Drag and drop an item using the 4-sided arrow on the left.
2. Click submit to save your changes.

Note: Hiding a grade column from student view does not remove the points available for that item from the total points possible in the course. If you do not need the column, it can be deleted.

To change the due date or point value of an item:

1. Find the original item, click the chevron next to the title, and Edit.
or
2. Locate the grade column in the Full Grade Center, click the chevron next to the title heading, and select Edit Column Information.

Set up a Total Column for final grades

Use a Total Column or a Weighted Total Column based on your grading policy.

If a total column already exists, click the chevron next to “Total” in the column heading and select Edit Column Information to check the settings.

Create a Total Column:

1. Click Create Calculated Column from the Action Bar at the top.
2. Select Total Column.
3. Title the column. (“Total” is most common.)
4. Choose a Primary and Secondary Display.
A primary display of points and secondary display of percentage is common.
5. Recommended options are set as default choices for the remaining options.
6. Click Submit.

Note: Do not use the **Average** column to calculate final grades. In Blackboard, the Average column is an analytical column that is designed to provide the statistical average for a selected number of columns, like the average grade on all tests. This will not calculate an accurate final grade for your course.

Create a Weighted Total Column:

To use a weighted total, graded items will need to be assigned to categories. To view the category for each item, navigate to the Full Grade Center > Manage > Column Organization. If needed, see Assigning and Creating Categories below before continuing.

1. Click Create Calculated Column from the Action Bar at the top.
2. Select Weighted Column.
3. Title the column. ("Weighted Total" is most common.)
4. Choose a Primary and/or Secondary Display.
5. Select the columns and/or categories to include in final grade calculations and enter a percentage value for each. Values must add up to 100%
6. Recommended options are set as default choices for the remaining options.
7. Click Submit.

Assigning and Creating Categories:

To assign categories:

1. In the Full Grade Center, click the chevron next to the title of your grade column and click Edit Column Information.
2. Scroll down to the Category drop-down menu and select the category name.
3. Click Submit.

To create a new custom category:

1. Create and name a new category by clicking Full Grade Center > Manage > Categories > Create Category > Add Title > Submit.
2. To add assignments to the new category, return to the Grade Center, click the chevron next to the title of your grade column, and click Edit Column Information.
3. Scroll down to the Category drop-down menu and click the name of your new category.
4. Click Submit.

Color Code Grades

Color coding the grade center can serve as an early alert system for students who are struggling. A red light, yellow, light, green light approach is commonly used.

To set up color coding:



1. Click Manage on the Action Bar at the top of the Grade Center.
2. Select Grading Color Codes.
3. Checkmark "Enable Grading Color Codes."
4. Scroll down to Grade Ranges and click Add Criteria.
5. Enter a grade range and select a color for the background and/or text.
You will see a preview of what you have chosen under indicator preview.
6. Add more criteria or click Submit when you are finished.

Enter Grades

1. In the Full Grade Center, click the chevron in any grade cell.
2. Click View Grade Details.
3. On the Grade Details page, click View Attempt.
4. Grade student work without a rubric
 - If there is no rubric, enter the score manually in the attempt box.
 - Type feedback in the textbox.
 - Click submit.
4. Grade student work with a rubric.
 - Click the title of the rubric to see the rubric options listed down the right column or click the new window icon to the right of the title to view the rubric in a new floating window.
 - Select appropriate rubric scores and click Save.
 - When scoring and feedback are complete, click Submit.

Grades can be typed directly into the Full Grade Center spreadsheet by clicking a cell, typing the grade, and pressing the Enter key. This type of grade is called a manual override.

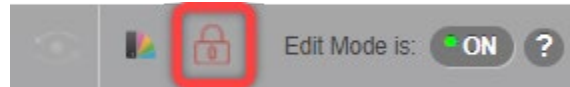
Common Grade Center icons:

-  Work has been submitted and needs grading.
-  Work is in progress but not submitted yet.

Make Your Course Available

By default, when courses are generated, they are unavailable to students. Therefore, when an instructor is ready for students to see the content of a course, it must be made available. All courses will be available to students as of the first day of the term.

Courses are made Available or Unavailable to students with a single click. By clicking the padlock icon pictured below, the course is either locked and unavailable to students or it is unlocked and available to students.



Continue working in later modules of the course by hiding them from student view and opening modules according to your course schedule.

Hide or Show left Menu items:

1. Click the chevron next to the module title and select Hide or Show.

Create & Send Announcements

Announcements are a great way to communicate time-sensitive information with the entire class. A welcome announcement and regular weekly announcements are good practices.

Announcements are immediately available in the course and can simultaneously be sent to students' LWC Gmail accounts. The use of course announcements is preferred over E4S or email notices alone.

1. Click Announcements in the course menu.
2. Click the Create Announcement button.
3. On the Create Announcement page, enter the announcement Subject and Type the Message.
4. Select whether the announcement is date restricted and if it is, enter Date Restrictions
5. In addition to posting within the course, **Announcements can be emailed to students by check marking the box next to "Send a copy of this announcement immediately."**
6. Click the Browse button if you want to create a link to an area in the course.
7. Click Submit.

Associated Technologies

SafeAssign

SafeAssign is a plagiarism checker available in Blackboard. When students submit a written assignment, a report is generated detailing the percentage of text in the submitted paper that matches existing sources. Flagged wording is highlighted and corresponds with a list of found sources. Clicking a highlighted sentence opens a comparison box that displays the sentence from the student paper next to the source sentence.

When creating an assignment, you will find the option to enable SafeAssign under Submission Details. To enable SafeAssign, select “Check submissions for plagiarism using SafeAssign.” Then decide whether you want students to be able to view their own SafeAssign reports and check or uncheck that option box.

For draft assignments that students will submit again, select Exclude submissions from the institutional and Global References Databases. Typically, all submissions are saved in the database. However, if a draft submission is not excluded from the database, the next submission of that work will be flagged as plagiarized from the previous work.

Respondus LockDown Browser and Monitor

Respondus LockDown Browser is a custom browser that locks down the online testing environment so that students cannot print, copy, access other applications, or search the internet during an online exam. Respondus Monitor requires students to use a webcam to record themselves during an online exam. Flagged events and proctoring results are available to the instructor for further review.

To enable Respondus LockDown Browser and Monitor:

1. Go to Course Tools and click Respondus LockDown Browser
2. Click the Chevron next to any test and select Settings
3. Select Require Respondus LockDown Browser for this exam.
4. Entering a password is not recommended
5. Click Advanced Settings and select Allow students to take this exam with an iPad.
6. Select Require Respondus Monitor then click Continue to Respondus Monitor
7. Recommended settings will be chosen by default.
8. Click Save + Close.

Note: Student Instructions are provided in the Student Resources tab at the top of Blackboard and in the Student Resources menu item of the course template.

Kaltura

Kaltura is a video platform for education. Large video files cannot be uploaded into Blackboard due to storage limitations. Kaltura is available to create and/or host your video files. There are two recording options. Kaltura Capture is a downloadable desktop recorder, and Express Capture is a web-based recorder that does not require downloading. Users can also upload video files from other sources in a variety of file types. When a video is embedded using Kaltura, students can stream the video within the Blackboard course without the need to download video files onto their devices.

The first step for using Kaltura is to add the “My Media” module to the Blackboard home page.

1. Navigate to the Blackboard My Institution page.
2. Click the Add Module button in the dark gray Action Bar at the top.
3. Scroll down the module list to find **My Media**.
4. Click Add and then OK.
5. The My Media module will appear on your My Institution page. You can drag the module to the location you prefer on the page.

Click the Faculty Training tab at the top of Blackboard to access instructions for the following common Kaltura functions:

- Installing Kaltura Capture
- Recording with Kaltura Capture
- Recording with Express Capture
- Creating a Narrated Slide Presentation in Kaltura
- Editing Your Kaltura Recording
- Embedding Kaltura Video in Blackboard
- Creating a Kaltura Quiz
- Adding a Kaltura Video Quiz to Blackboard
- Uploading Video to Kaltura
- Download Video from Kaltura

Note: Student Instructions are provided in the Student Resources tab at the top of Blackboard and in the Student Resources menu item of the course template.