Blackboard Learn™

ESS Online Education
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Announcement
Create Announcement

- From the left navigation menu, choose **Tools** then **Announcements** as shown in the above figure.

- You will be redirected to “Create Announcement”, Enter Name and announcement details then click submit.
Discussion Board
Create Discussion Board

• To create a Discussion Board, please navigate to “Course Content” or “Course Material” by clicking on the link in the left navigation menu

• Choose **Tools** from the top toolbar then **Discussion Board**. If you can not find **Discussion Board** link then click on **More Tools** as shown in the above figure then it will appear
Online Test
Creating an online test – Step 1

- To create an online test, please navigate to “Course Content” or “Course Material” by clicking on the link in the left navigation menu.

- Choose Assessments from the top toolbar then Test.
Creating an online test – Step 2

• Click on create button which will navigate to another page of test information settings
Creating an online test – Step 3

- Enter Test Name
- Click Submit
Creating an online test – Step 4

- Create a new question as shown above and choose the question type you need. For example: multiple choice, true/false or others.

- You could also choose to upload a questions file, but it has a certain structure. Please refer to ESS IT Support.
• According to the type of question you choose, the title of the page shown in the figure above will change. For example: the title above is for multiple choice question. If the question type was true or false then the title will be “Create/Edit True/False Question”

• “Question Title” is not very important, you should enter your question in “Question Text”
Creating an online test – Step 6
Create Question Details

2. Options

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

- **Answer Numbering:** Lowercase Letters (a, b, c)
- **Answer Orientation:** Vertical
- **Allow Partial Credit:**
- **Show Answers in Random Order:**

3. Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

- **Number of Answers:**
- **Correct Answer:**
  - **Answer 1:**
  - **Answer 2:**

**Options:**
- Choose numbering style, answers shown vertical or horizontal
- Show answers in random for each student i.e. the order of the answers won’t be the same for each student which should fail any cheating attempts

**Answers:**
- “Number of Answers” if you have 3 answer choices only then change the drop box value to 3
- Answer 1,2,etc.. Enter your choices each one in an equivalent box
- To specify the correct answer, click the radio button beside the answer as shown in the figure
Creating an online test – Step 7

4. **Feedback**

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

**Correct Response Feedback**

- Arial
- 3 (12pt)

**Incorrect Response Feedback**

- Arial
- 3 (12pt)

- These options could be filled according to your needs
Creating an online test – Step 8

5. Categories and Keywords

Click Add to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

- Categories
- Topics
- Levels of Difficulty
- Keywords

6. Instructor Notes

Instructor Notes

7. Submit

Click Submit to proceed. Click Cancel to quit. Click Submit and Create Another to submit and create another.

- These options could be filled according to your needs
- Then click submit
Creating an Online Test – Step 9

- To create another question, either from the upper toolbar or from plus button under the newly created question
- To edit a question you created in the Test Canvas page, click on the arrow beside created question; this opens an options menu. Choose Edit, this will open the Create/Edit Question page
- Upon finishing creating the questions, press **ok** at the bottom right of the **Test Canvas** page. You will then be directed to **Create Test** page
Creating an online test – Step 10

When you are redirected to **Create Test** page, Choose from the **Add an Existing Test** box your test name. Then click **submit**.

This will redirect you to **Test Options** Page
Creating an online test – Step 11

**Test Options page:**
- Choose that when participants take the test it will open in new window; leaving blackboard still open
Creating an online test – Step 12

- Choose the options according to your convenience
- Important to force completion, set timer and choose display dates for the test to be visible for participants
Due Date option is similar to Display Until dates in Test Availability option as both do not allow students to start the test after the date has passed.
• **Show Test Results**

Instructors have the option to display after the test is finished the score, correct and submitted answers to examinees so that they would know how they did on the exam and the model answers.
To edit test after creation

- To edit test after creation, navigate from “Course Content” area to the test file location, click on arrow beside test name as shown in the figure. Then choose from the menu Edit the Test.

- To create questions from the same menu click on Edit the Test.
Class List

Export Class List
For an Instructor to export class list, go to **Course Management** area in the left navigation menu.

Click on **Grade Center** then **Full Grade Center**.

On the right, click on **Work Offline** it will open a menu, choose **Download**.
Export Class List – Step 2

- To export class list as in names and email usernames, select in the **Data** field “User Information Only” then click submit.

- For Full Students and Grades list, select in the **Data** field “Full Grade Center” then click submit.
Export Class List – Step 3

- You will then be directed to Download Grades page where you should click on Download button as shown in the above figure.

- After you click on the download button, you will be directed to save the class list excel sheet on your computer.
Collaborate

Live Classroom or Voice Authoring
Creating a Live Classroom or Voice Authoring

- At the top toolbar of Course Content area, click on Tools then More Tools then Blackboard Collaborate

- Blackboard Collaborate™ tool helps you to create a live classroom or record your explanation on to your course material

- Please hide Tools link in the left navigation menu, that will make BB Collaborate sessions hidden from students until you add them to the course content area
Blackboard Collaborate™ needs Java to be installed on your machine in order to launch. If you do not already have Java installed, please visit the following link for Java free download:

Joining a live classroom or Opening a recording

• In the BB Collaborate List Page, by default the Sessions tab is open will the list of sessions if they exist. To open an available session just click on the BB Collaborate icon highlighted in the image.

• To open a recording, Click on the Recordings tab in the BB Collaborate List Page. This should display a list of the available recordings. To open a recording, click on the BB Collaborate icon just as you did for the session.
Open Session or Recording

- If you already have java on your machine, once you click the Open button your session will be launched as shown in the following slides. If not, please install java on your machine as shown in previous slides.

- The menu at the bottom if this image may differ from one windows version to another.
BB Collaborate

- In order for your voice to be transmitted to others or to be recorded you must click on the **Talk** button on the left of the Audio & video panel.

- To archive the session or record your voice, click on **Record** button.

- To load your presentation or files, click on **Load Content**.

- To make sure your microphone and speaker are properly functioning, click on the **mic icon** on the Audio and video panel. This will open the Audio setup wizard.

Welcome to Blackboard Collaborate Virtual Classroom or Recording
Audio Setup Wizard – Step 1

- Click on the mic icon in the Audio and video panel as shown in the image, to make sure your audio speakers and microphone are functioning properly.
Audio Setup Wizard – Step 2 & 3

A recorded audio message will begin to play when you press Play. While it is playing, adjust the speaker volume slider to a comfortable listening level. When done, press the Stop button to stop playing the message. You will be asked whether the volume was satisfactory. If not, you will be given the opportunity to try again.

Were you able to set the speaker volume to a comfortable listening level?
Audio Setup Wizard – Step 4 & 5

Select Audio Input Device

Select the device (e.g., a microphone) that will supply the audio to be sent to others. If it is an unplugged USB device, plug it in, wait a few seconds for the system to recognize it, then click the Refresh button to add the device to the selection list.

Refresh

Microphone (2: High Definition Audio Device)

OK  Cancel

Microphone Setup

Your microphone will be enabled when you press Record. After pressing Record, speak into your microphone with a natural speaking volume and adjust the microphone volume slider so that the VU meter above the volume slider shows mostly green, with occasional yellow, but no red. When done, press Stop to stop recording. Note that you may record at most 10 seconds of audio, after which recording will stop automatically.

Record  Stop
Audio Setup Wizard – Step 6 & 7

Microphone Playback

Press Play to hear what you recorded. Pay attention to the loudness and clarity of what you recorded after your last adjustment of the microphone volume slider. If you do not wish to listen to all that you recorded, you may press Stop to terminate playback. When playback has finished, you will be asked whether the quality was satisfactory. If not, you will be given the opportunity to try again.

Microphone Setup Confirmation

Were you able to set the microphone volume such that your recorded voice played back with the same loudness and clarity as the message that you listened to when setting the speaker volume?
Audio Setup Wizard – Step 8

Set up Complete

Audio setup is now complete. You can adjust your audio settings as needed outside of this wizard through the microphone and speaker volume sliders which are located in the Audio & Video panel. Audio settings are preserved from one session to the next, so you should not need to run this wizard again unless you make changes to your audio equipment.
Thank you

We appreciate your enquiries and comments

ESS IT Support

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