



EUROPEN UNIVERSITY CYRUS

TITLE
BLACKBOARD LEARN – FACULTY MANUAL

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How Do I Log in to Blackboard

To log into Blackboard, you must have a valid University credentials

To login:

Go to <https://gge-cyp.onelogin.com/>

 **European
University Cyprus**


Enter EUC or Cyprus College Email:











☐ Remember me

[For Instructions on how to login, please click here!](#) | [Forgot Password](#)

In the login page type your university email address and click continue, enter your password
Click continue. You will now see the Blackboard learn icon.

Frequents All My Portals: Everything [Browse App Store](#)





 Blackboard Collaborate	 BlackBoard Learn	 CRM Dynamics 365	 EUC Online Library	 Help Desk (IT & Facilities)
 Microsoft Teams - Collab...	 MOODLE	 Online Registration	 WebMail (Office365)	 WorkDay - EUC HR System


User Profile


The first menu option you will see will contain your full name. All users have a profile page that appears in the base navigation. Users select their names to access their personal information and settings.


European
University Cyprus


 Institution Page


 **Test1 Cotsos1**


 Activity Stream


 Courses

 Organisations

 Calendar

 Messages

 Marks

 Tools

Basic Information

Full Name	Test1 Cotsos1
Email Address	T.Cotsos1@euc.ac.cy
Student ID	T.Cotsos1@euc.ac.cy

Additional Information

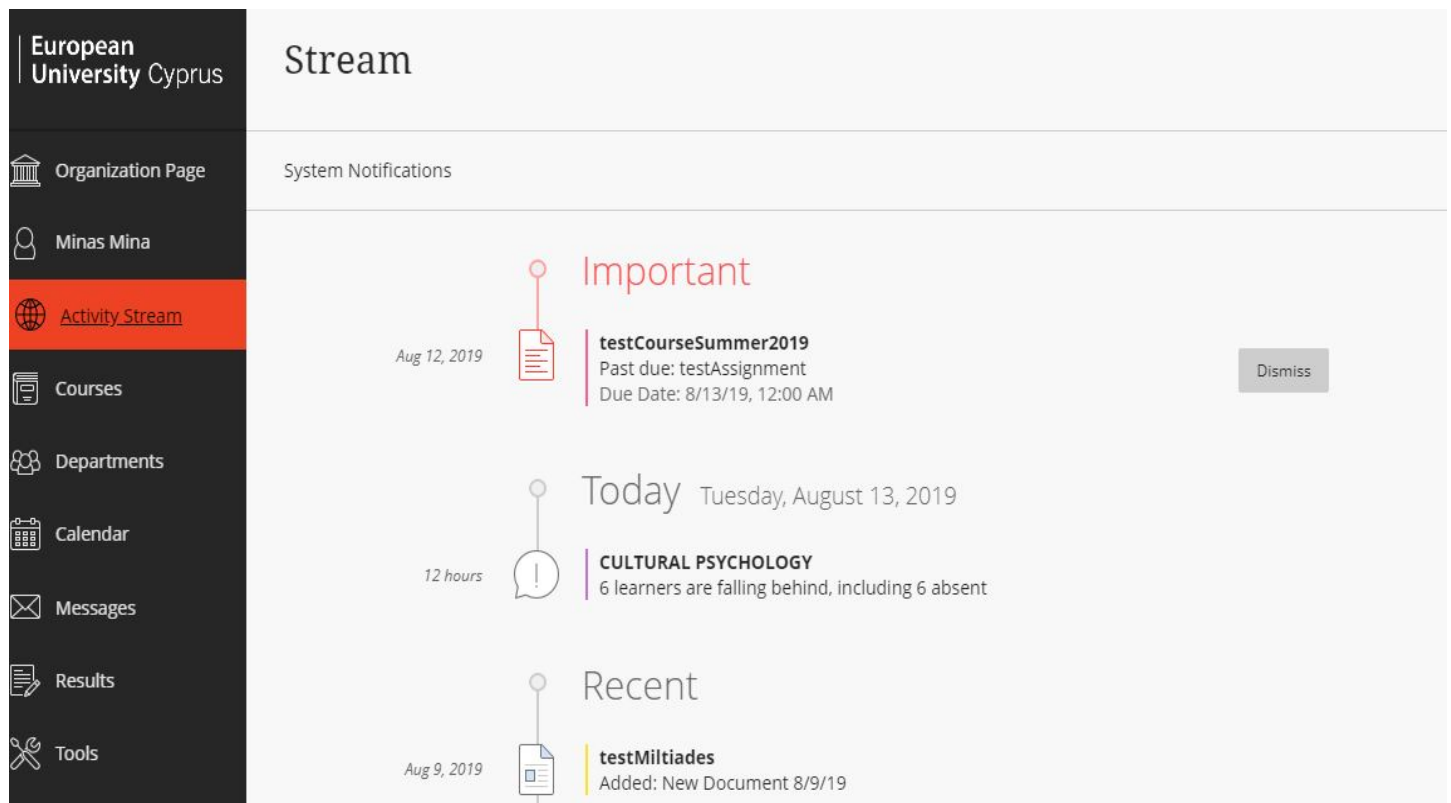
Gender	Add gender
Date of Birth	Add date of birth
Education Level	Add education level
Website	Add website

Contact Information

Activity Stream

You can see what's new in all your courses and jump directly into course activities from the list! You don't need to dig through the system or miss submissions from students. You see a prioritized list of what's relevant to you.

- Follow student discussions as they happen, including the latest submissions.
- Take note of how many submissions are ready to grade. You can also access new submissions from the stream.
- Receive reminders about personal events and meetings



The screenshot shows the 'Activity Stream' interface of the European University Cyprus system. On the left is a dark sidebar with navigation links: Organization Page, Minas Mina, Activity Stream (highlighted), Courses, Departments, Calendar, Messages, Results, and Tools. The main content area is titled 'Stream' and shows a 'System Notifications' section. The first notification, dated 'Aug 12, 2019', is marked 'Important' and relates to 'testCourseSummer2019', noting it is 'Past due: testAssignment' with a 'Due Date: 8/13/19, 12:00 AM'. A 'Dismiss' button is present. The second section, 'Today Tuesday, August 13, 2019', shows a notification '12 hours' old about 'CULTURAL PSYCHOLOGY' where '6 learners are falling behind, including 6 absent'. The third section, 'Recent', shows a notification dated 'Aug 9, 2019' about 'testMiltiades' with the note 'Added: New Document 8/9/19'.

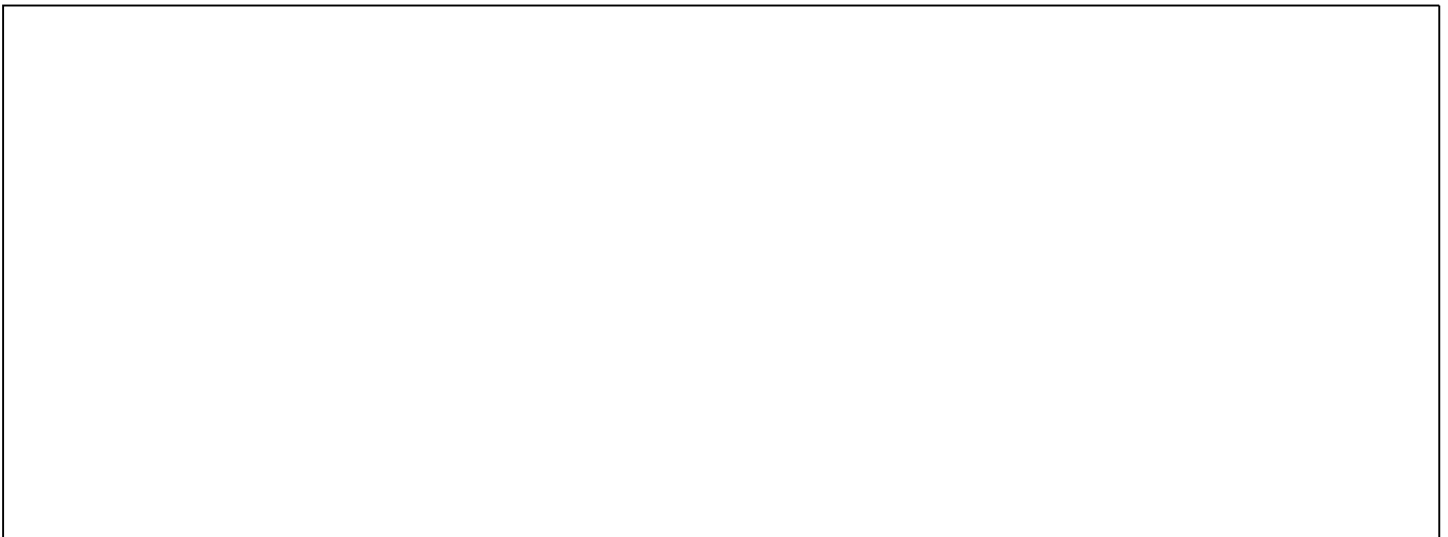
Courses

From the list where your name appears, you can view a list of your teaching courses. Filter or search your list. Use the Filter menu to modify your view of the page.

Manage your courses. You can set your teaching courses to these states:

- **Open:** You can open a course when you're ready for students to participate.
- **Private:** You can make a course private while you add or experiment with content, and then open it to students when you're ready
- **Hide:** You can choose to hide a course from your course list to organize your view. To show a hidden course, filter the list by Hidden from me > open a course's menu > select Show course.
- **Complete:** You can choose to set your course to Complete when the course has ended.


You cannot reorder courses in the list. Courses are listed in alphabetical order and grouped by term with the newest courses first. Change your view. You can view the Courses page as a list or a grid. In grid view, you can customize the image on your course cards.





Calendar


As an Instructor, you can create Calendar events for your teaching course, which will then display to your students. Instructors can set office hours for all courses at once, or set specific times i.e course meetings for each course.


**European
University Cyprus**


 Organization Page


 Minas Mina


 Activity Stream


 Courses

 Departments

 **Calendar**

 Messages

 Results

 Tools

Calendar


Schedule

Due Dates

Aug 2019

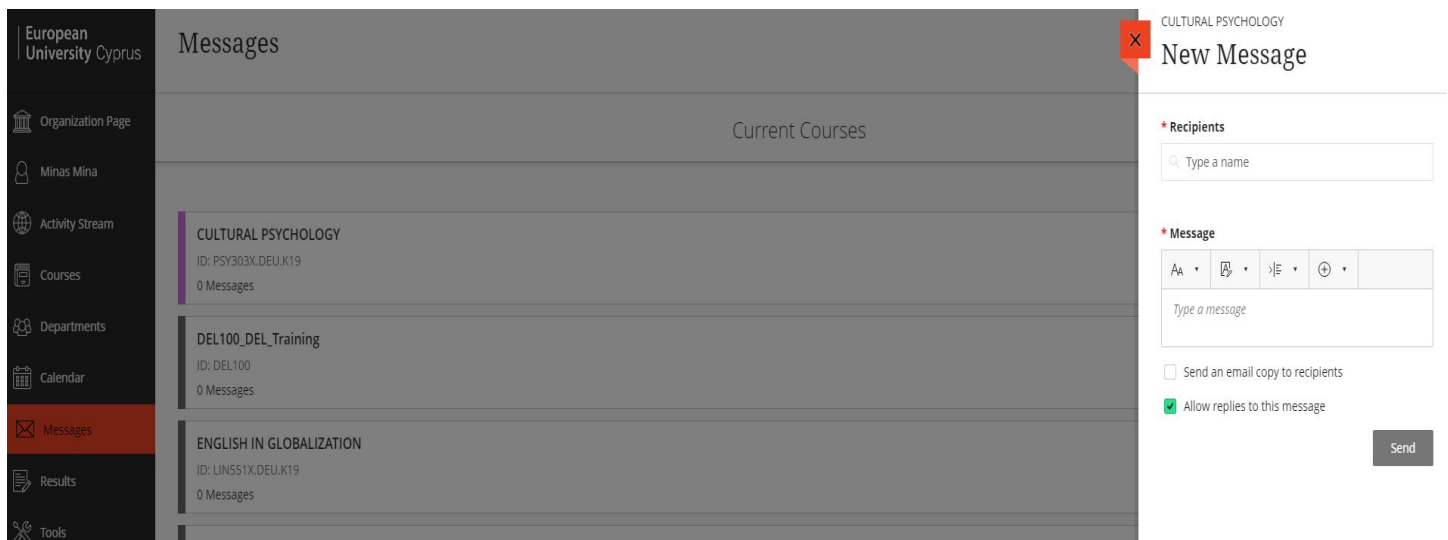
	S	M	T	W
	11	12	13	14

August 13, 2019

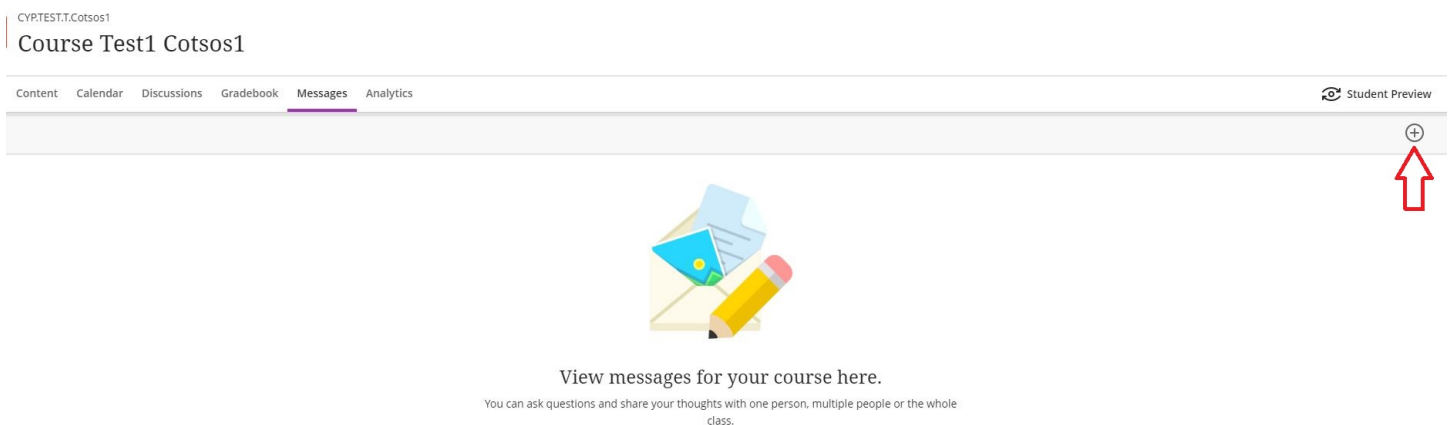
12 AM	 testCourseSummer2019 testAssignment Due: 12:00 AM
1 AM	
2 AM	

Messages

Course messages provide a quick and easy way to connect with your co-learners and students. You can send and receive rich text messages, share media, and receive push notifications with course messages. Your message activity remains inside your course environment and makes it easier to tag or add recipients. You can access course messages from the course messages page.




Your message activity remains inside your course environment and makes it easier to tag or add recipients. You can access course messages from the course messages page.




Marks

The Grade Center in Blackboard Learn is more than just a way to record students' grades. It is a dynamic and interactive tool, allowing you to record data, calculate grades, and monitor student progress. In the Grade Center, you can provide and manage your students' grades for assignments, discussion posts, journals. You can also create grade columns for any activities or requirements you want to grade, such as special projects, participation, or attendance. To access the gradebook click on **“view all coursework”**

CYP.M.MINA.TEST.F21
MINAS TEST COURSE













Participation
3 to mark


[View all work \(11\)](#)

**European
University Cyprus**

- Institution Page
- Test1 Cotsos1
- Activity Stream
- Courses
- Organisations
- Calendar
- Messages
- Marks**
- Tools
- Sign Out

CYP.M.MINA.TEST.F21
MINAS TEST COURSE

	Participation	3 to mark
	Declaration of consent Mock Exam – Midterm 3 missing 0 of 3 submitted	Nothing to mark
	Declaration of consent Midterm Exam 3 missing 0 of 3 submitted	Nothing to mark
	Declaration of consent Mock Exam – Final 3 missing 0 of 3 submitted	Nothing to mark
	Declaration of consent Final Exam 3 missing 0 of 3 submitted	Nothing to mark
	MOCK EXAM - MIDTERM 3 missing 0 of 3 submitted	Nothing to mark
	MIDTERM EXAM 3 missing 0 of 3 submitted	Nothing to mark
	MOCK EXAM - FINAL 3 missing 0 of 3 submitted	Nothing to mark
	FINAL EXAM 3 missing 0 of 3 submitted	Nothing to mark
	Hand Written Answers - Midterm 3 missing 0 of 3 submitted	Nothing to mark
	Hand Written Answers - Final Exam 3 missing 0 of 3 submitted	Nothing to mark

[Hide](#)

Ultra Create Content

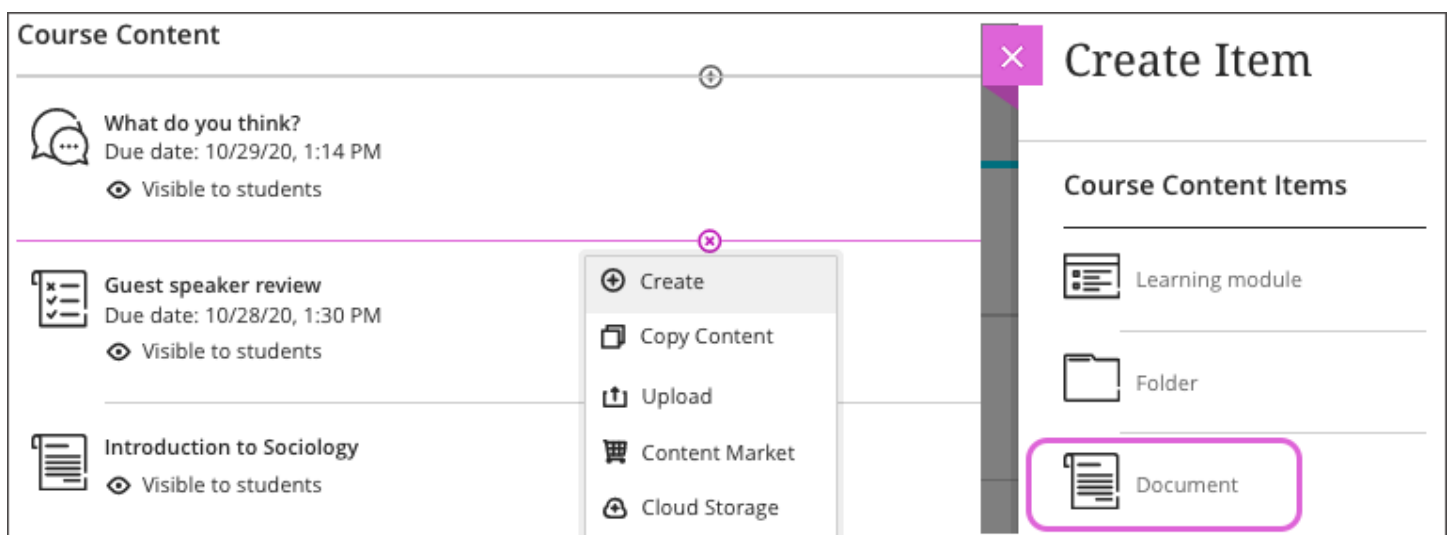
Your course creation starts on the Course Content page. You can create content that combines a variety of materials to view together, such as text, multimedia, and attachments. For example, in one content item, you can include introductory text for a lesson, an image for your students to view and interact with, and links to web resources.

Create: Add learning modules, documents, links, folders, discussions, assignments, and tests. A panel opens and you can choose the content type you want to add.

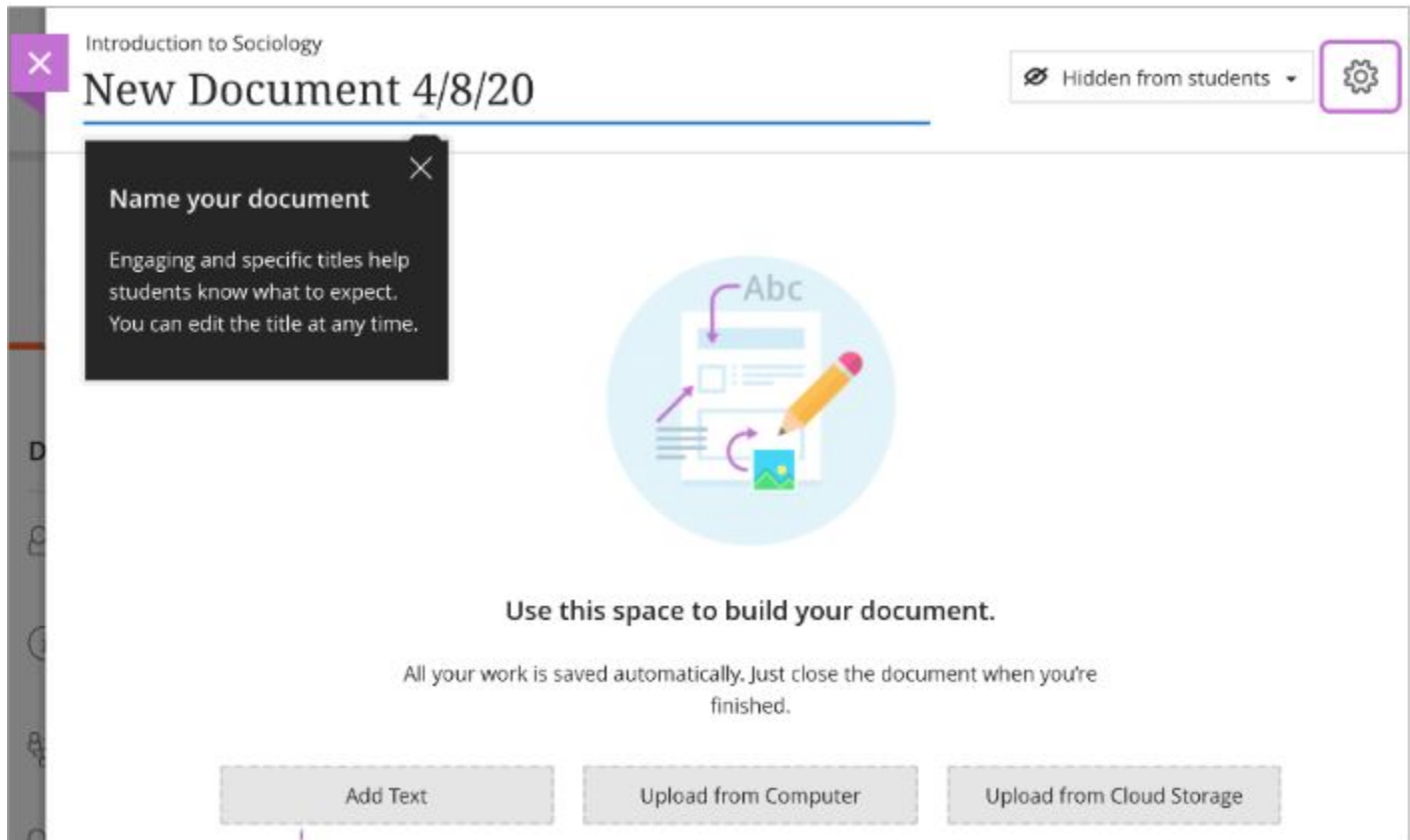
Copy Content: Copy an entire course or select items from the Ultra courses you teach

Upload: Browse for files on your computer. They will appear in the content list. Students select a file title to download it. Supported file types include DOC, DOCX, HTM, HTML, MP3, MPG, PDF, PPT, PPTX, XLS, XLSX, RTF, TXT, ZIP, and most image types.

Select the plus sign wherever you want to add a document. In the menu, select Create to open the Create Item panel and select Document. The New Document page opens.



On the New Document page, use the options to add content. You can add as many text blocks and files as you want.




Add text blocks. Select Add Text to open the editor. You can also paste text from a Word doc.

Add files. Select Upload from Computer and browse for or drag files from your computer. such as a Word doc and an audio file. You can't add a folder of items.

Show or hide the document. Students can't see a document until you choose to show it. You can create all your content ahead of time and choose what you want students to see based on your schedule.

Course Content ⓘ


+

 **Test - Name** ⓘ


☒ Hidden from students ▾

☐ Visible to students

☒ Hidden from students

☐ Release conditions 

You can release an item or folder on an exact date, until a certain date, or during a defined period of time.



Release Conditions

You can limit access to this content. Choose one or more conditions that course members need to satisfy before the content is released.

Select members

Choose which course members and groups will have access to this content

☒ All members

☐ Specific members or groups ⓘ

Set additional conditions

☒ Date/Time

☐ Show on

Date Time

☐ Hide after

Date Time

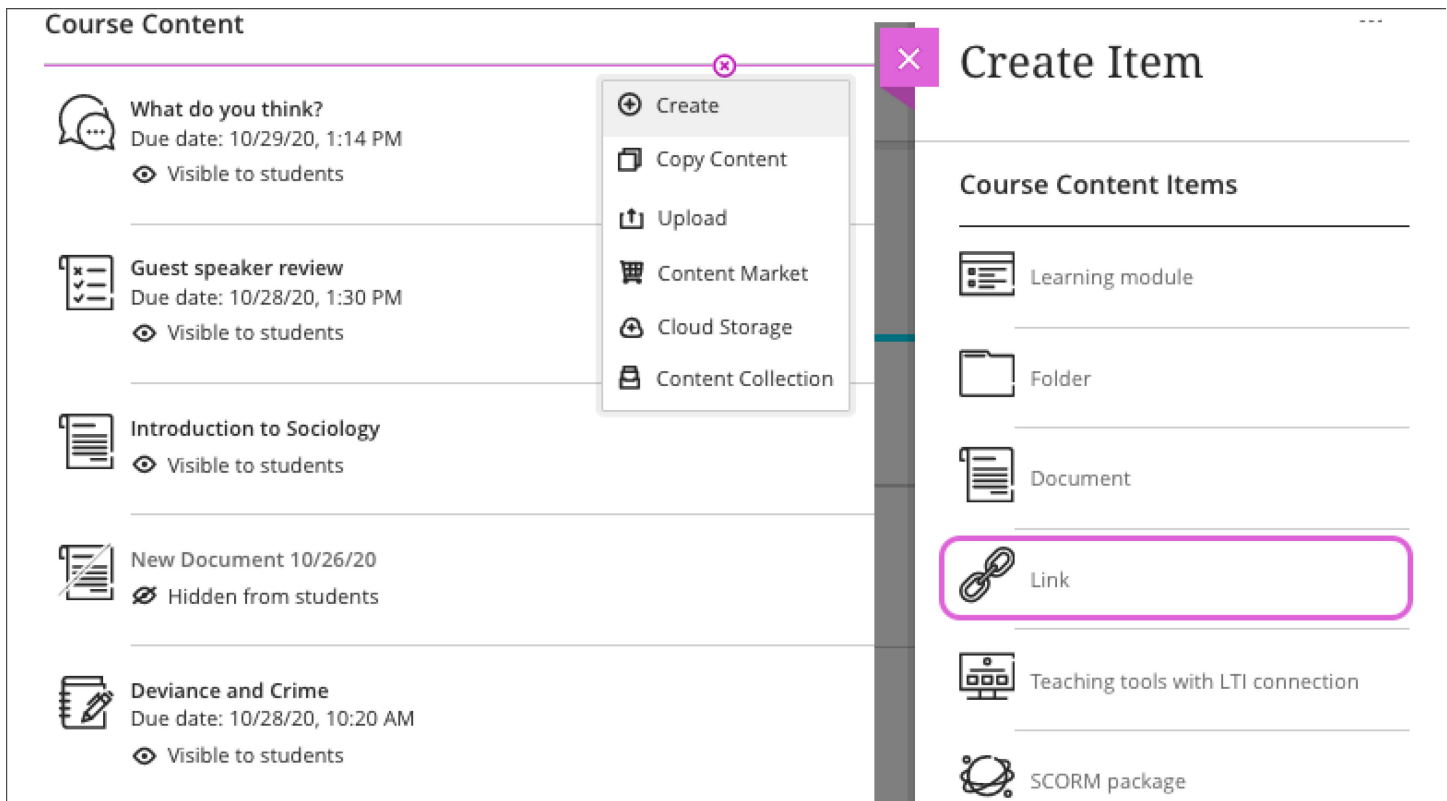
Cancel

Save

Create a link to a website

On the Course Content page, you can add a link to a website you want students to access alongside other materials. For example, you can add a link to a website with the required reading listed in your syllabus.

Select the plus sign wherever you want to add the website information. In the menu, select Create to open the Create Item panel. Select Link. You can also expand or create a folder or learning module and add the link.



The screenshot displays the 'Course Content' interface. On the left, a list of course items is shown, including 'What do you think?', 'Guest speaker review', 'Introduction to Sociology', 'New Document 10/26/20', and 'Deviance and Crime'. A plus sign (+) is visible above the 'What do you think?' item. A context menu is open, showing options: 'Create', 'Copy Content', 'Upload', 'Content Market', 'Cloud Storage', and 'Content Collection'. The 'Create' option is selected, leading to the 'Create Item' panel on the right. This panel lists various content types: 'Learning module', 'Folder', 'Document', 'Link' (highlighted with a red border), 'Teaching tools with LTI connection', and 'SCORM package'.

In the New Link panel, type a name and optional description. If you don't add a name for the link, New Link and the date appear to students on the Course Content page. Paste or type the URL. The link is hidden from students until you decide to show it. Select the visibility to change it. Select Save when you're finished.

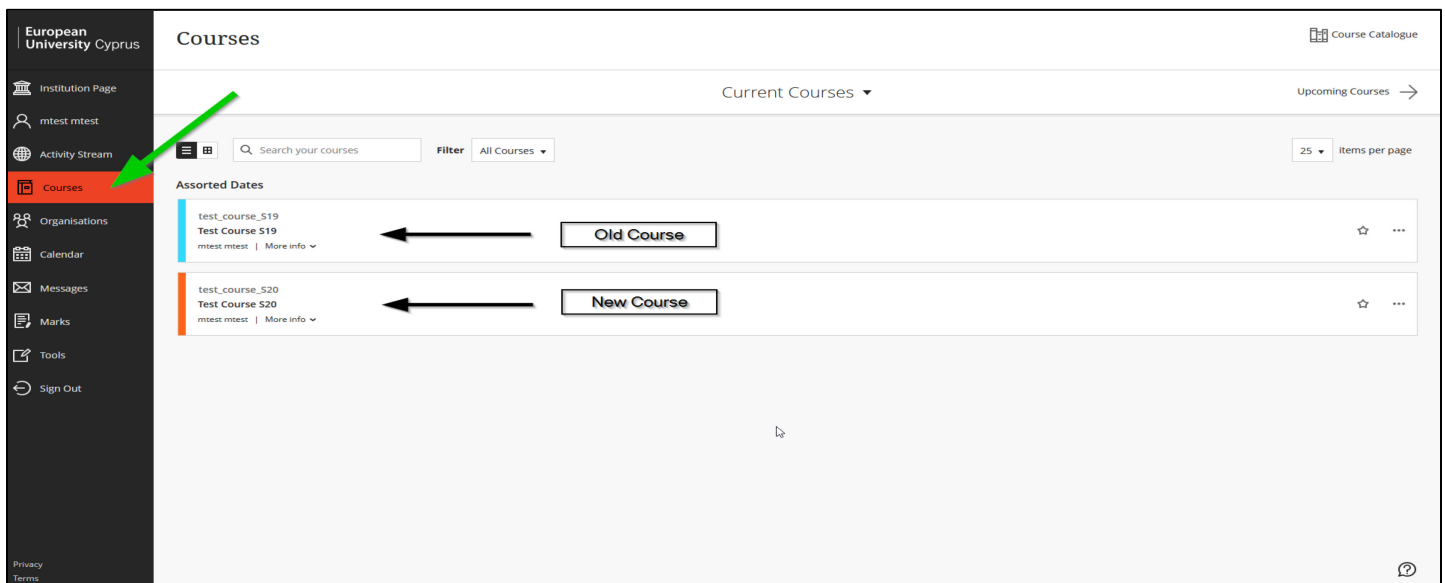
Copy Content from an old course to a new one

Scenario

We want to transfer content from an old course we taught, to a new one.

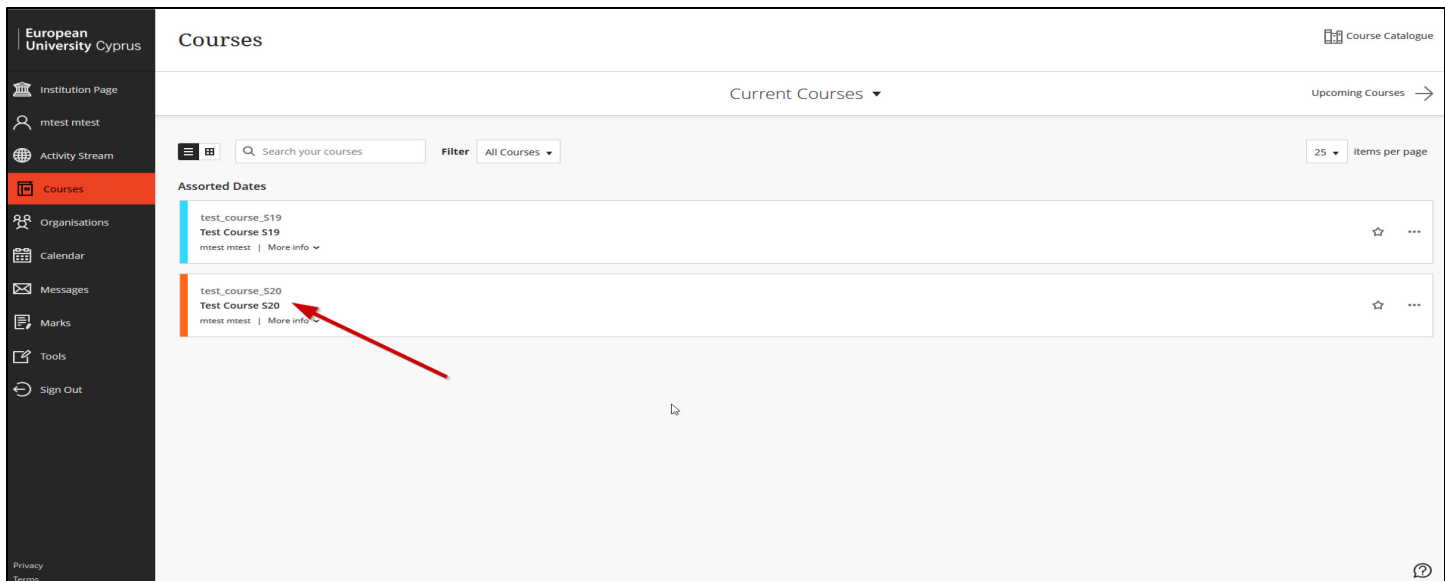
- **Old Course:** test_course_S19
- **New Course:** test_course_S20

Go to blackboard and click on the “Courses” link



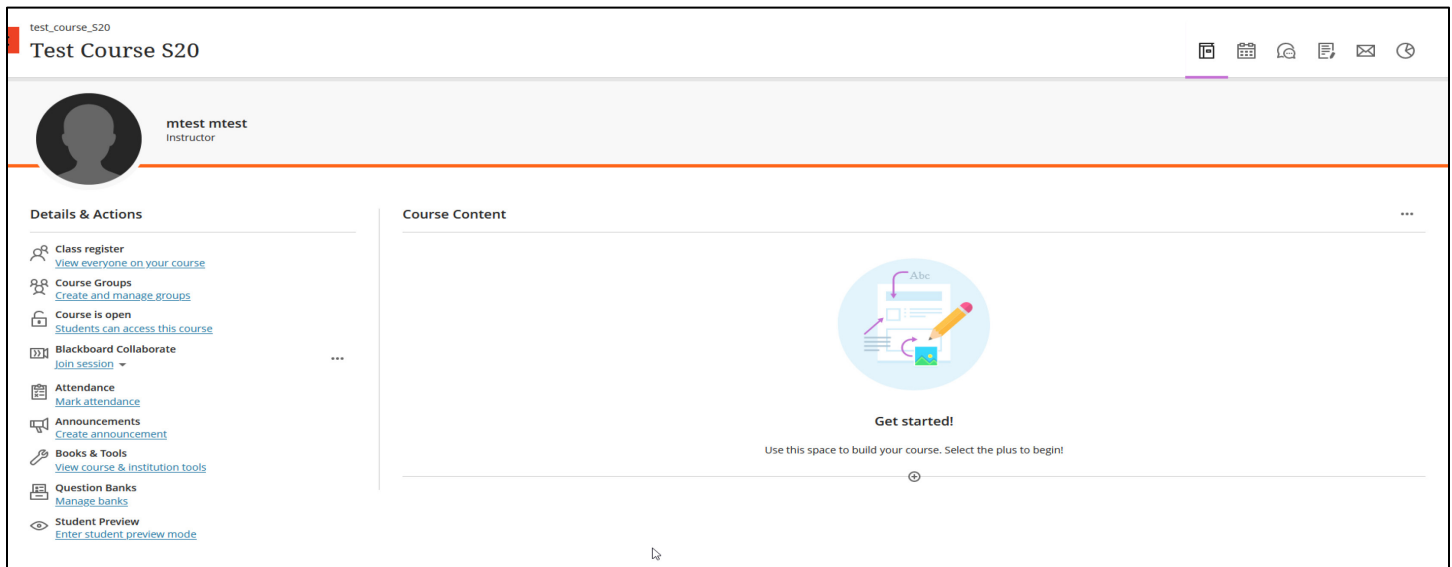
The screenshot shows the Blackboard interface. On the left is a sidebar with the 'Courses' link highlighted in red and pointed to by a green arrow. The main area is titled 'Courses' and shows a list of courses under the heading 'Assorted Dates'. Two courses are listed: 'test_course_S19' (labeled 'Old Course') and 'test_course_S20' (labeled 'New Course'). Arrows point from these labels to the course entries.

Click on the **New Course** to enter its main page



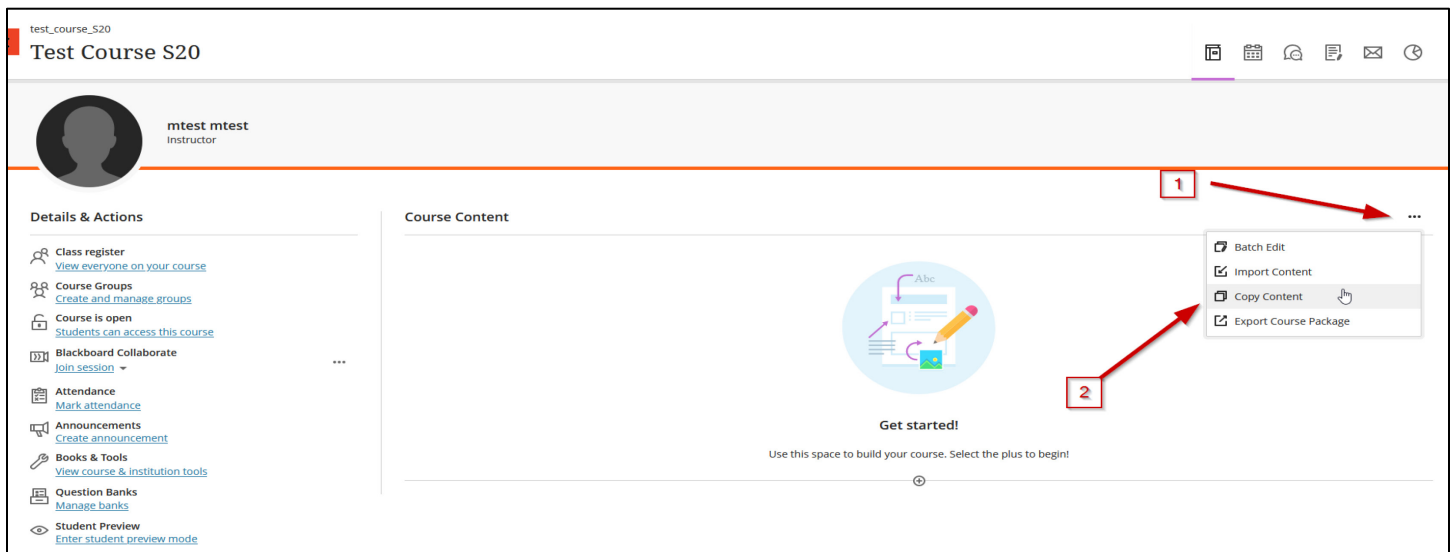
The screenshot shows the same Blackboard interface. A red arrow points to the 'test_course_S20' course entry in the list, indicating the next step in the process.

You will see an empty page



The screenshot shows the Blackboard interface for a course titled "Test Course S20". The instructor is "mtest mtest". The left sidebar contains a "Details & Actions" menu with options like "Class register", "Course Groups", "Course is open", "Blackboard Collaborate", "Attendance", "Announcements", "Books & Tools", "Question Banks", and "Student Preview". The main area is titled "Course Content" and displays a "Get started!" message with a plus icon to begin building the course.

Click on the **three dots** within the course's page, as seen in the picture down below, and then on the **"Copy Content"** option.



This screenshot shows the same Blackboard interface as the previous one, but with the "Course Content" area expanded. A red arrow labeled "1" points to the three dots menu icon in the top right corner of the "Course Content" section. Another red arrow labeled "2" points to the "Copy Content" option in the dropdown menu that appears.

Copy all content

On the pop-up window on the right hand-side of the screen, you will see a list of the courses you are enrolled in as an instructor.

Select the course (old course) you want to import content from (1) and then click on the “Copy selected content” button (2). After a few minutes, the content is copied.



The screenshot shows the Blackboard interface for 'Test Course S20'. The main window displays the 'Course Content' area with a 'Get started!' message. A 'Copy Content' pop-up window is open on the right. The pop-up has a search bar and a list of 'Your Courses and Organisations'. The list includes 'mtest mtest' and 'test_course_S19 Test Course S19'. A red box labeled '1' highlights the 'test_course_S19' entry. A red box labeled '2' highlights the 'Copy selected content' button at the bottom of the pop-up. Arrows point from the red boxes to the corresponding elements in the pop-up.

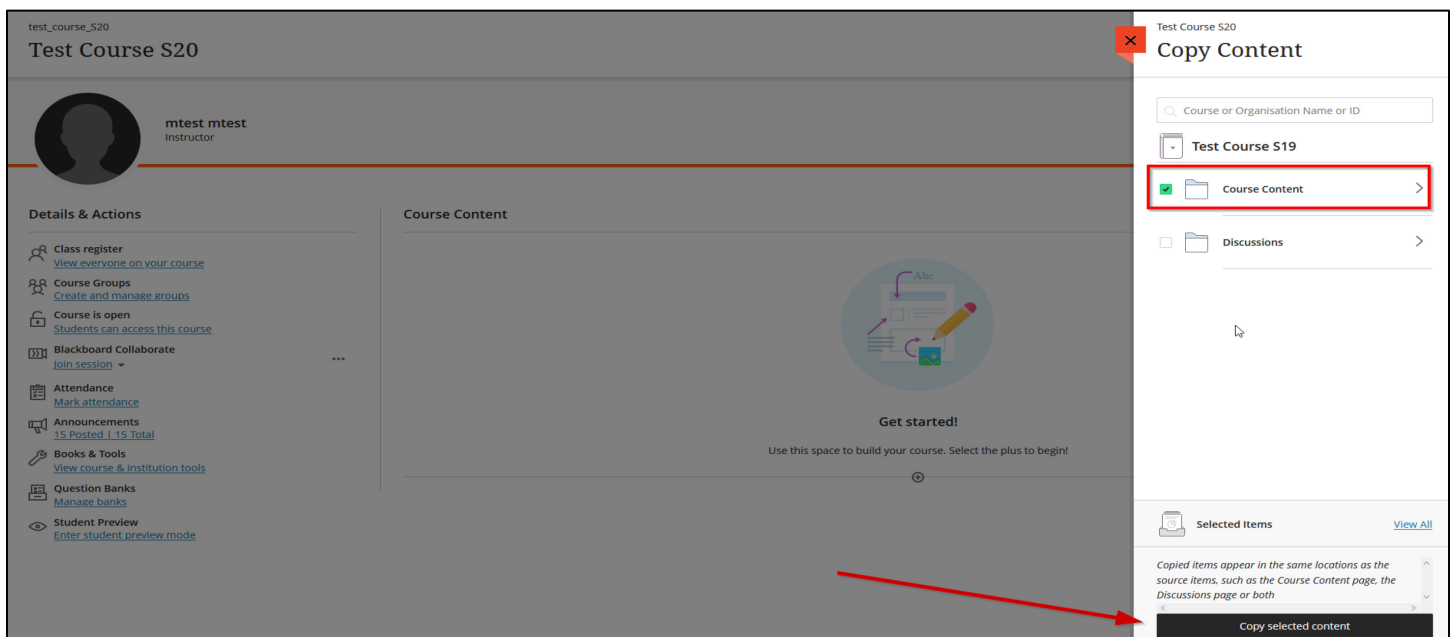
Copy Selected Content

Click on the arrow next to the course you want to copy contents from



The screenshot shows the Blackboard interface for 'Test Course S20'. On the right, a 'Copy Content' dialog box is open. It has a search bar labeled 'Course or Organisation Name or ID'. Below it, under 'Your Courses and Organisations', there is a list of courses: 'mtest mtest' and 'Test Course S19'. The 'Test Course S19' entry has a red box around the right arrow, and a black arrow points to it. At the bottom of the dialog box, there is a button labeled 'Copy selected content'.

Select the content you want to copy and then click on “**Copy selected content**”



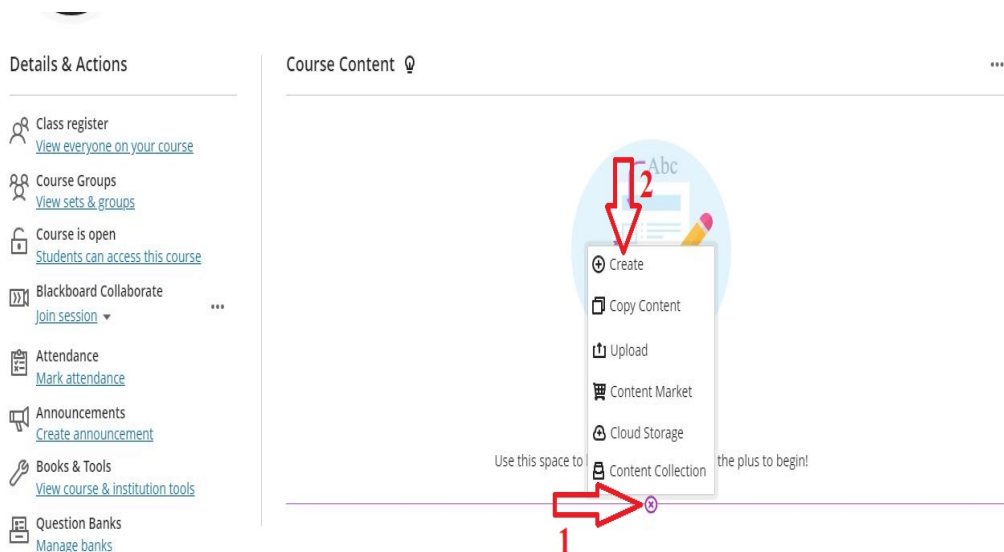
The screenshot shows the Blackboard interface for 'Test Course S20'. On the right, a 'Copy Content' dialog box is open. It has a search bar labeled 'Course or Organisation Name or ID'. Below it, under 'Your Courses and Organisations', there is a list of courses: 'Test Course S19' and 'Discussions'. The 'Test Course S19' entry has a red box around the right arrow, and a green checkmark is next to it. At the bottom of the dialog box, there is a button labeled 'Copy selected content'. A red arrow points to this button.

How to Create a journal

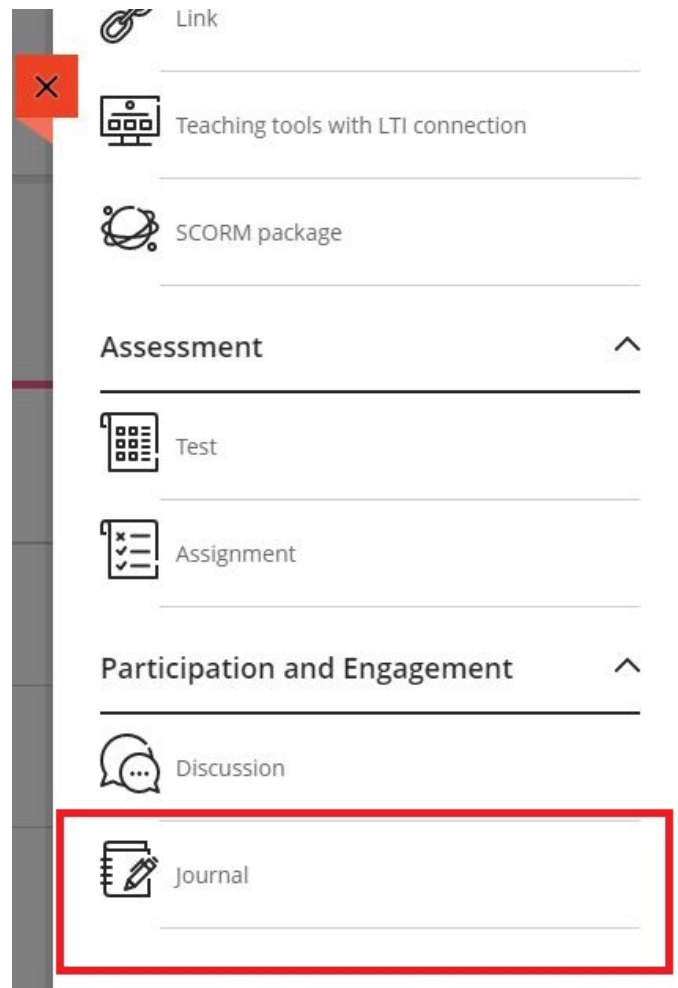
Journals are personal spaces for students to communicate privately with you. Students can also use journals as a self-reflective tool. They can post their opinions, ideas, and concerns about the course, or discuss and analyze course-related materials.

You can create as many journal entries as you want. You can also comment on journal entries. You can add a comment after your instructor comments on an entry to continue the conversation. Instructors can edit or delete anyone's entries and comments. If you delete an entry, all comments about the entry are also deleted.

On the Course Content page, select the plus sign wherever you want to add a journal. From the drop down Select Create.



Under Participation and Engagement, select Journal.



Introduction to Sociology

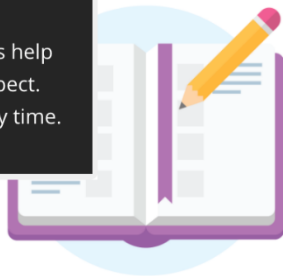
New Journal 4/17/20



 Hidden from students ▾

Name your journal

Engaging and specific titles help students know what to expect. You can edit the title at any time.







Journal Settings




 Grading
Journal isn't graded






Journals are a personal space for students to communicate privately with you.

Create a prompt to get students started with their journal entries.

Text style ▾
B
I
U
A ▾
 ▮ ▮ ▮
 


 ▾

What do you want students to focus on?



 Insert/Edit Image from Web
  Insert/Edit Media from Web
  Insert YouTube Video
  Insert from Cloud Storage
  Insert/Edit LTI Item

Save

- A. Add a prompt to set expectations and guidelines. You can use the options in the editor to format text, attach files, and embed multimedia. If you don't add a prompt, students see a message that you haven't added instructions for this journal.
- B. Show or hide the journal. New journals are hidden by default. Students can't see a journal until you choose to show it. You can create all your content ahead of time and choose what you want students to see based on your schedule.

- C. Journal Settings panel. When you choose to grade a journal, more options appear such as the due date and maximum points.

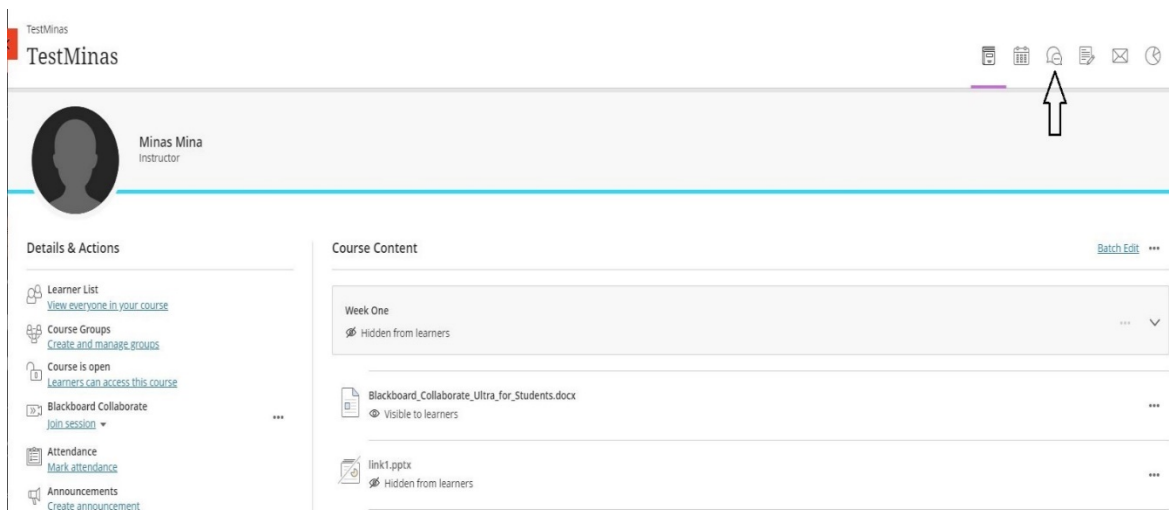
On the journal page, students appear in alphabetical order in the Participants view. If you edit any content in the journal, students aren't notified that new content appears. You can change a journal from graded to ungraded as long as there are no entries or comments. Once entries and comments have been submitted, you can't change the journal type.

If you delete a graded journal, the journal is removed from the Course Content page and the gradebook.

Discussions

Discussions are a good way to encourage students to think critically about your coursework and interact with each other's ideas. You can create discussions around individual course lessons or for your course in general. As the instructor, you own the discussions. After you start a discussion, you can post comments of your own to guide students.

The discussion board is commonly accessed from the course menu. Create a discussion directly on the Course Content page.



TestMinas

Minas Mina
Instructor

Details & Actions

- Learner List
[View everyone in your course](#)
- Course Groups
[Create and manage groups](#)
- Course is open
[Learners can access this course](#)
- Blackboard Collaborate
[Join session](#)
- Attendance
[Mark attendance](#)
- Announcements
[Create announcement](#)

Course Content [Batch Edit](#) ***

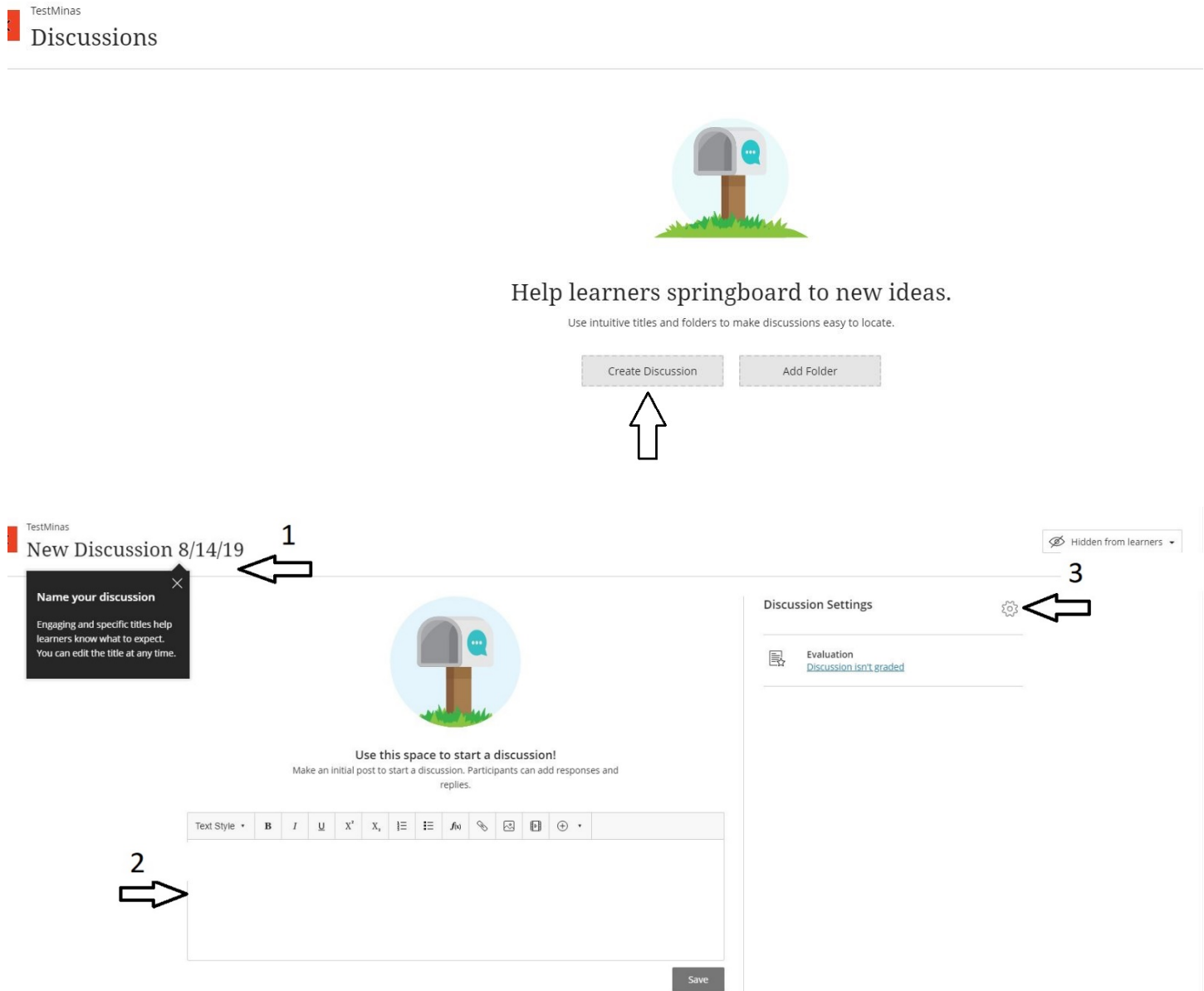
Week One
Hidden from learners

Blackboard Collaborate Ultra for Students.docx
Visible to learners

link1.pptx
Hidden from learners

How to create a Discussion

Click Create Discussion and you should see something like the capture below



The screenshot shows the 'Create Discussion' interface. At the top, there's a header with 'TestMinas' and 'Discussions'. Below this is a large illustration of a mailbox with a speech bubble. The text 'Help learners springboard to new ideas.' is followed by 'Use intuitive titles and folders to make discussions easy to locate.' Below this are two buttons: 'Create Discussion' and 'Add Folder'. An arrow points to the 'Create Discussion' button.

Below the buttons, there's a section titled 'New Discussion 8/14/19'. On the left, there's a modal titled 'Name your discussion' with a close button. The modal text says: 'Engaging and specific titles help learners know what to expect. You can edit the title at any time.' An arrow points to the title input field in the modal.

In the center, there's a large text area for the discussion content. Above it is a smaller illustration of a mailbox with a speech bubble. Below the illustration is the text: 'Use this space to start a discussion! Make an initial post to start a discussion. Participants can add responses and replies.' Below this is a text editor with a toolbar containing various formatting options (Text Style, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Link, Image, Embed, etc.). An arrow points to the text editor.

On the right, there's a 'Discussion Settings' panel. It has a gear icon for settings. An arrow points to the gear icon. Below the gear icon, there's a section titled 'Evaluation' with a link that says 'Discussion isn't graded'.

Type a meaningful title to help students find the right discussion (arrow 1)

Add some content for discussion (arrow 2)

You can show or hide the discussion from your students. You can edit this option at any time. New discussions are hidden by default.

Select the Edit Discussion Settings icon (arrow 3) to open the settings panel. Select the options that work best for your discussion

To add a new discussion topic select the plus sign (arrow 1) or the Discussions icon and from the drop down menu select “add discussion” To edit a discussion topic select where (arrow 2) point

Astronomy 101

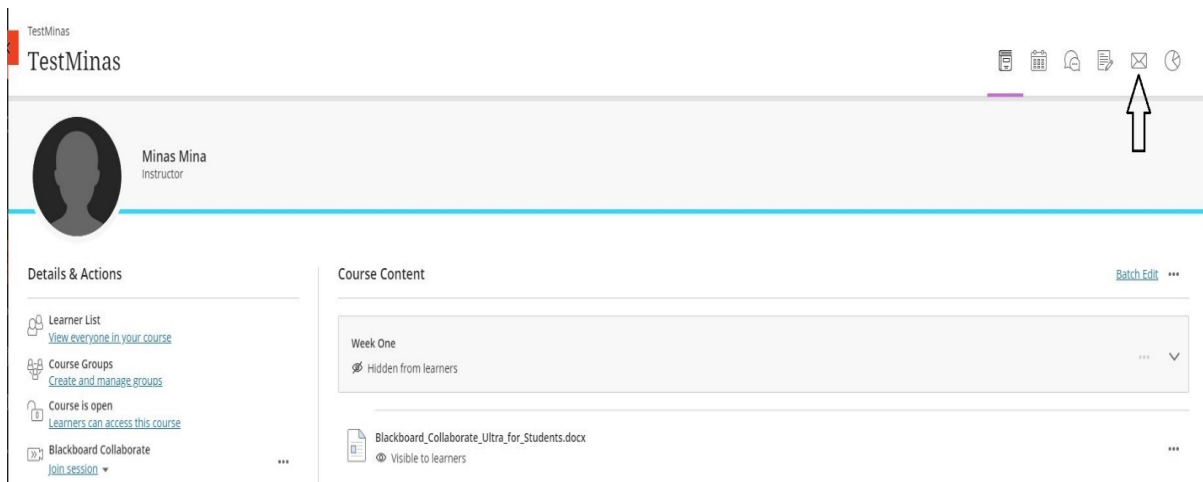
Discussions

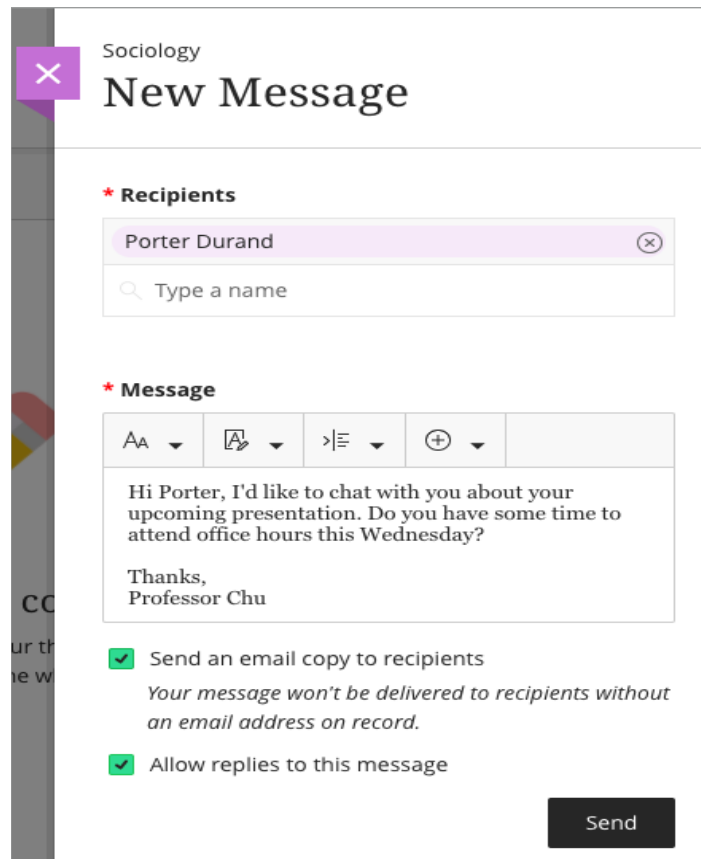
</

Send Message or email

In the Ultra Course View, you can send a copy of a course message to the recipient's email inbox. The Message is commonly accessed from the course menu. Sent a Message directly on the Course Content page.

Click on Message icon and you should see something like the capture below





Sociology




New Message

*** Recipients**

Porter Durand

Type a name

*** Message**

Aa   

Hi Porter, I'd like to chat with you about your upcoming presentation. Do you have some time to attend office hours this Wednesday?

Thanks,
Professor Chu

☒ Send an email copy to recipients
Your message won't be delivered to recipients without an email address on record.

☒ Allow replies to this message

Send

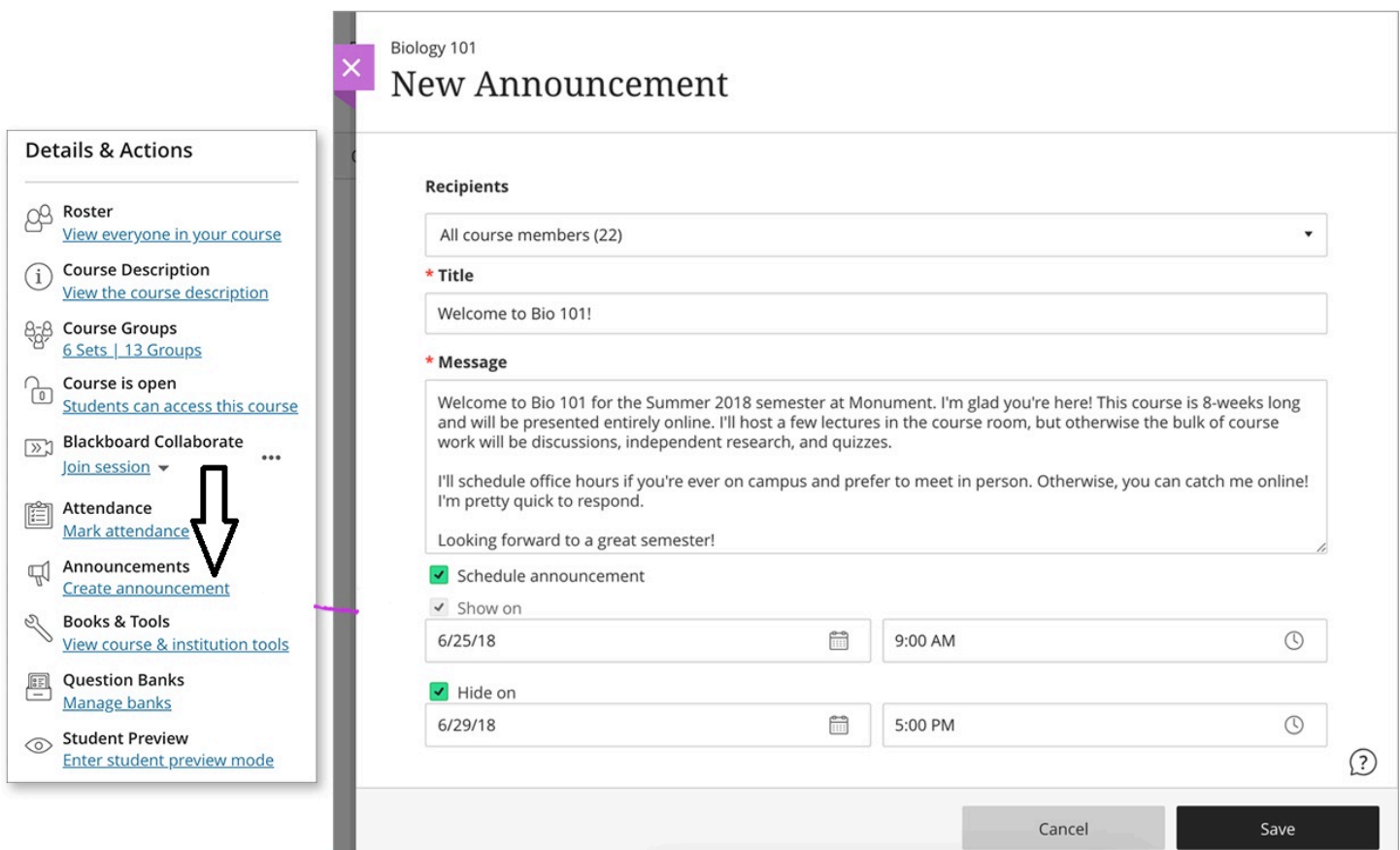
To send a copy of your message through email, select **“send an email copy to recipients”** when you compose and send your message. All recipients receive an email copy of the message.

Recipients can view your message in their email inbox, but any replies to the email won't be sent back to Blackboard Learn. Users need to log in to respond to the course message.

Create an announcement

Select Create announcement on the Course Content page to get started. The New Announcement page appears.

Type a title and message text for the announcement. Select Save to save your announcement draft. Select Post in the Status column of the Course Announcements page to post the announcement immediately. You can also schedule announcements to start and end at certain times.



Details & Actions

- Roster
[View everyone in your course](#)
- Course Description
[View the course description](#)
- Course Groups
[6 Sets | 13 Groups](#)
- Course is open
[Students can access this course](#)
- Blackboard Collaborate
[Join session](#) ...
- Attendance
[Mark attendance](#)
- Announcements
[Create announcement](#)
- Books & Tools
[View course & institution tools](#)
- Question Banks
[Manage banks](#)
- Student Preview
[Enter student preview mode](#)

Biology 101

New Announcement

Recipients

All course members (22)

*** Title**

Welcome to Bio 101!

*** Message**

Welcome to Bio 101 for the Summer 2018 semester at Monument. I'm glad you're here! This course is 8-weeks long and will be presented entirely online. I'll host a few lectures in the course room, but otherwise the bulk of course work will be discussions, independent research, and quizzes.

I'll schedule office hours if you're ever on campus and prefer to meet in person. Otherwise, you can catch me online! I'm pretty quick to respond.

Looking forward to a great semester!

☒ Schedule announcement

☒ Show on

6/25/18 9:00 AM

☒ Hide on

6/29/18 5:00 PM

Cancel Save

The Course Announcements page lists all announcements in your course, including each announcement's status and number of viewers. You can create, copy, edit, and delete announcements on this page.

The Course Announcements page lists all announcements in your course, including each announcement's status and number of viewers. You can create (arrow 2), or copy, edit, and delete announcements on this page. (arrow 1)

Biology 101

Course Announcements

2 Posted | 1 Scheduled | 1 Draft

Announcement	Status	Viewers
Class cancelled today Class, I've caught a cold and won't be able to give today's lecture. Today's class is c...	Posted 3 hours ago, at 8:00 AM	0 / 22
Field Trip Draft We'll travel to our local arboretum for some hands-on activities. Be sure to wear s...	<button>Post Now</button>	
Reminder: Mid-term essays due Class, if you haven't already submitted your mid-term essay, please do so by Augu...	Scheduled 7/25/18, 12:00 AM	0 / 22
Welcome to Bio 101! Welcome to Bio 101 for the Summer 2018 semester at Monument. I'm glad you're...	Posted 6/25/18, 9:00 AM	0 / 22

Create course groups

TestMinas
TestMinas



Minas Mina
Instructor

Details & Actions

 Learner List
[View everyone in your course](#)


 Course Groups
[Create and manage groups](#)



 Course is open
[Learners can access this course](#)

 Blackboard Collaborate
[Join session](#) ▼

...

Course Content

Week One
 Hidden from learners

 Blackboard_Collaborate_Ultra_for_Students.docx
 Visible to learners

When you create course groups for the first time or want to add a new group set, a partial list of your students appears on the New Group Set page. Select Show All to view the entire list see something like the capture below.

×

Introduction to Sociology

New Group Set 1/10/19

Group Students


Custom

Number of Groups : 0

Unassigned Students (21)

Porter Durand ...	Hunter Brown ...	Duncan Carroll ...	Andy Farrell ...
Maria Herrera ...	Jada Jackson ...	Mark Tsai ...	Anthony Perez ...
Juan Hernandez ...	Ashby Cooper ...	Emily Churchill ...	Ellie Walker ...

Show All



Create a new group

Select the plus to create a custom group and add students.

+

You can create up to 99 groups in a group set. Add Students to a Group select the students from the list and assigning him a specific group.

✕ 1C34W011102

New Test Group

Group Learners Custom

Number of Groups : 2

Unassigned learners (2)

Constantinos Anastasiou

Miltiades Hadjoannou

1 participant selected

+ Create a new group

New Group 2

New Group 1

No members

New Group 1

No members

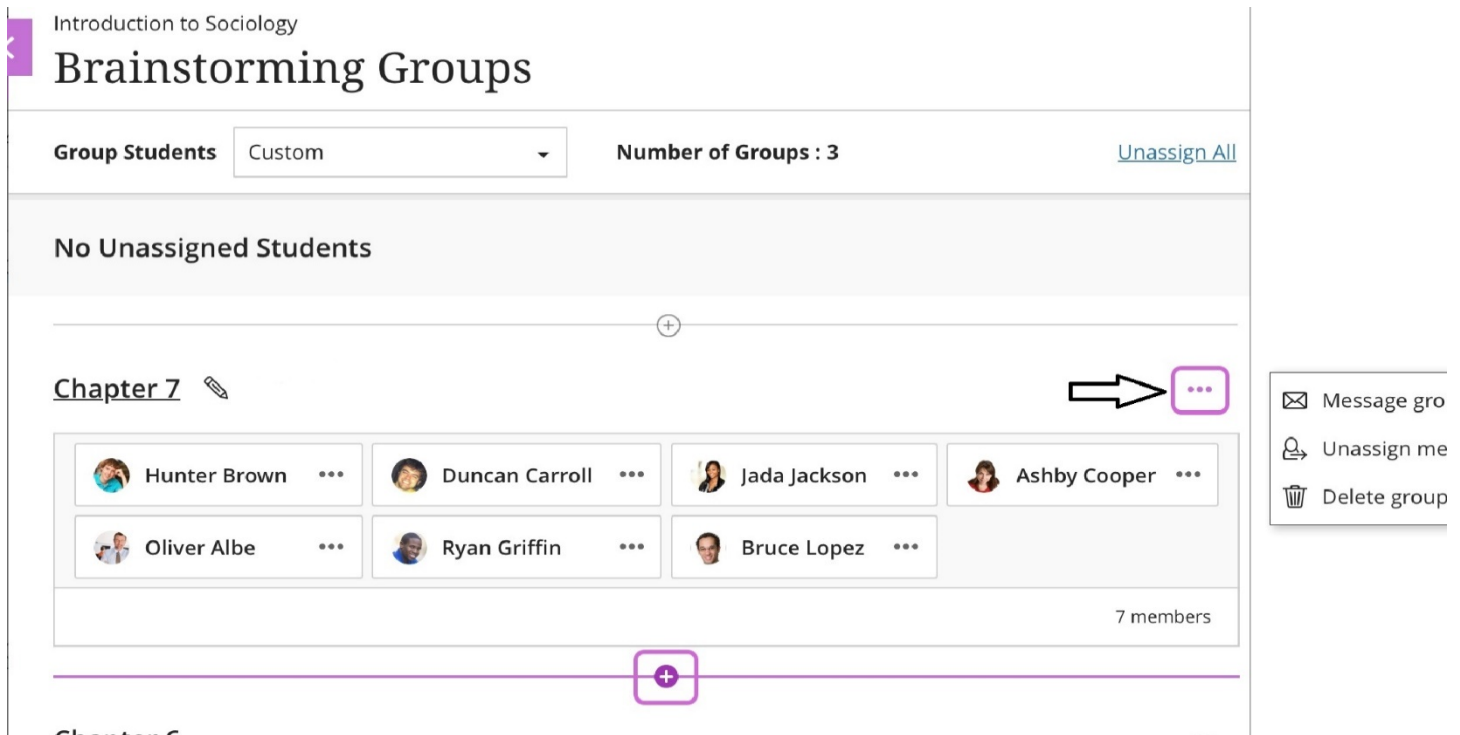
Cancel

Save



Manage individual groups

After you create a group or a group set, you can add or delete individual groups and manage student membership. You can also edit group names and send messages to your groups.











Introduction to Sociology

Brainstorming Groups

Group Students: Custom Number of Groups : 3 [Unassign All](#)




No Unassigned Students

Chapter 7 

 Hunter Brown ...	 Duncan Carroll ...	 Jada Jackson ...	 Ashby Cooper ...
 Oliver Albe ...	 Ryan Griffin ...	 Bruce Lopez ...	

7 members

Chapter 6

-  Message group
-  Unassign me
-  Delete group


If you no longer need a group, access the group's menu and select Delete group. The students in that group are unassigned automatically and appear at the top of the page. You can manually assign these students to new groups.

Access Attendance

When you access the attendance feature for the first time, you decide if you want to add attendance to your gradebook. On the Attendance page, select Add Attendance and the Settings panel opens.

sociology_101

Introduction to Sociology



Cathy Chu
Instructor

Details & Actions


- Roster**
View everyone in your course
- Course Description**
View the course description
- Course is open**
Students can access this course
- Attendance**
Mark attendance

Course Content

- Case Study 1**
Visible to students
Attend the virtual pre thoughts to the discus
- Getting Started**
Visible to students

Introduction to Sociology

Attendance



Roll call!

You can track attendance for class meetings and scheduled events.

Add Attendance

You can change the default settings for the grade display and for Late in the grade schema. You can't change the percentages for Present and Absent at this time. Save your settings or close the panel if you don't want to make changes. An attendance column appears in the gradebook.







In the Meeting view, you can mark each student's attendance. As you mark students' attendance, their attendance grades are posted automatically. If you change students' attendance or clear marks, students see the changes immediately.

TestMinas
Attendance

Overall **Meeting**



←
Today
Posted

Learner	Today	Present	Late	Absent	Excused
 Constantinos Anastasi...	50%		 Late		
 Miltiades Hadjoannou	100%	 Present			
 Minas Mina_PreviewU...	0%			 Absent	

The Meeting view scores are always percentages regardless of the schema you chose in the Settings panel

Virtual Classroom

Find your course

- On the left side menu click on “Courses”
- Click on your course

Courses

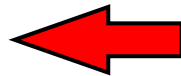
Current Courses ▼

☰ ☐ Search your courses Filter All Courses ▼

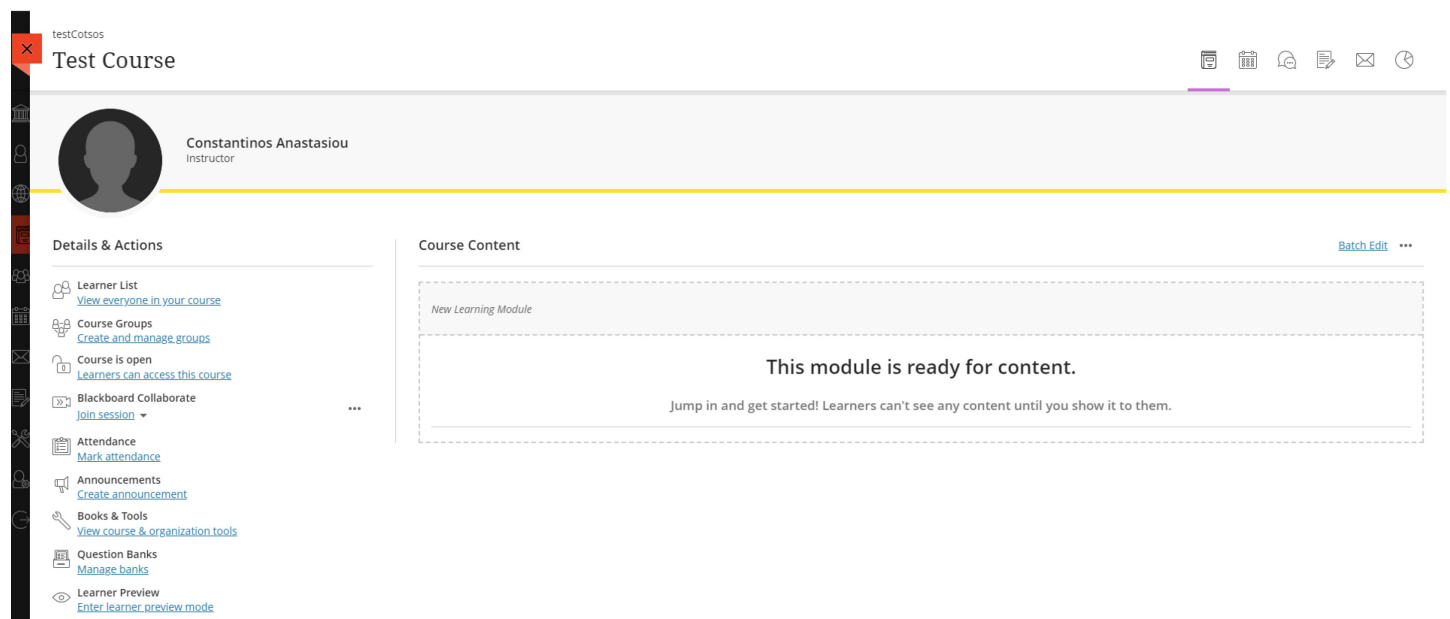
Assorted Dates

Test Course

Constantinos Anastasiou | More info ▼



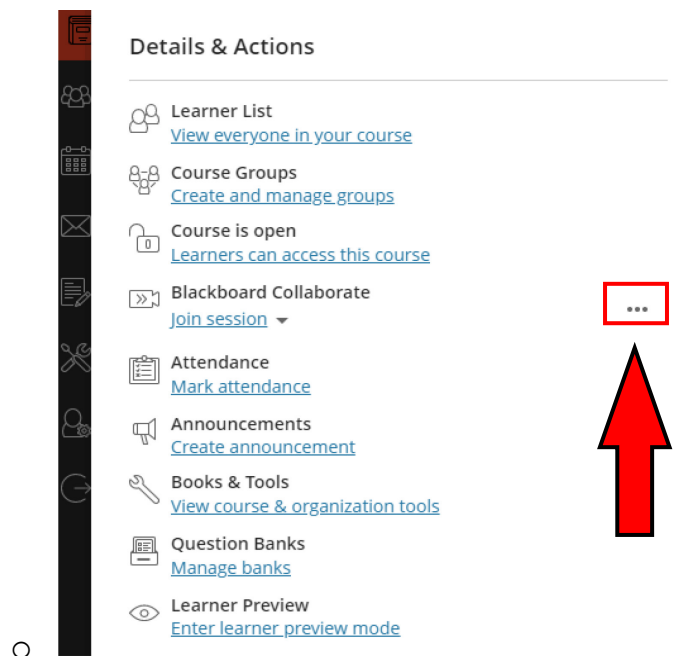
You will be greeted with the following webpage



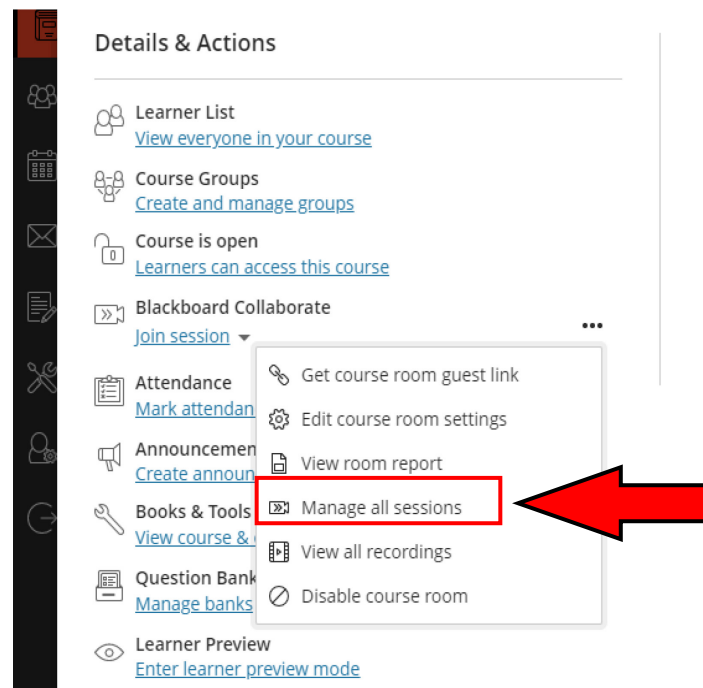
The screenshot shows the Blackboard interface for a course titled "Test Course". At the top, there is a header with the course name and a user profile for Constantinos Anastasiou, Instructor. Below the header, the interface is divided into two main sections: "Details & Actions" on the left and "Course Content" on the right. The "Details & Actions" section contains a list of links for various course management tasks, including "Learner List", "Course Groups", "Course is open", "Blackboard Collaborate", "Attendance", "Announcements", "Books & Tools", "Question Banks", and "Learner Preview". The "Course Content" section shows a "New Learning Module" placeholder with the text "This module is ready for content. Jump in and get started! Learners can't see any content until you show it to them." A "Batch Edit" link is visible in the top right corner of the "Course Content" section.

Creating a new session

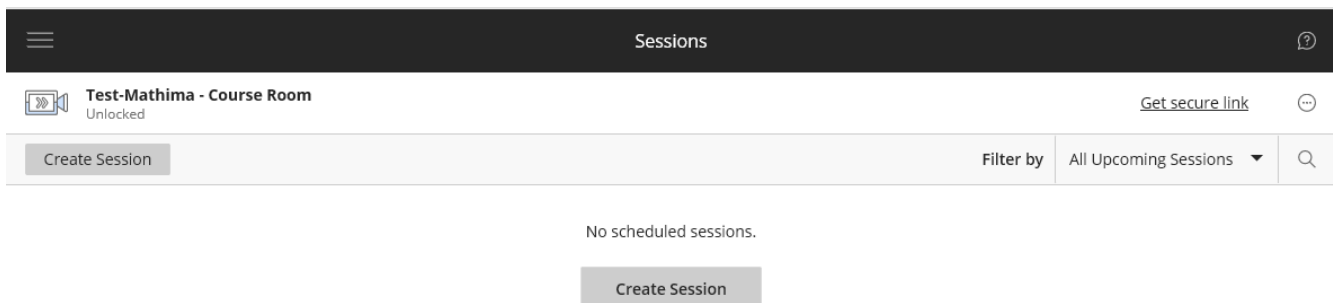
- Go to your course in Blackboard
- On the left side menu click on the 3 dots that appear on the right of “**Blackboard Collaborate**”



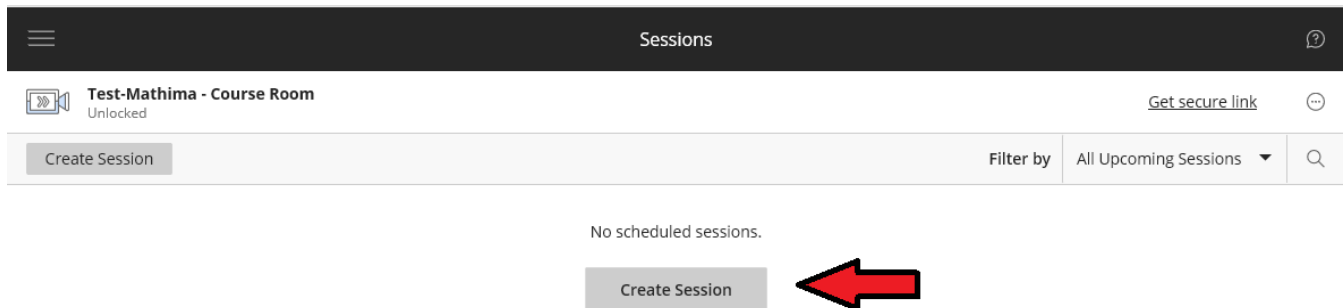
- Click on “**Manage all sessions**”



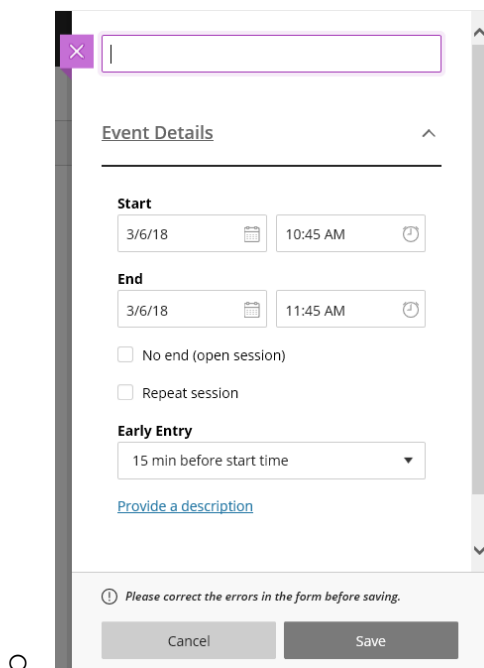
You will be greeted with the following webpage



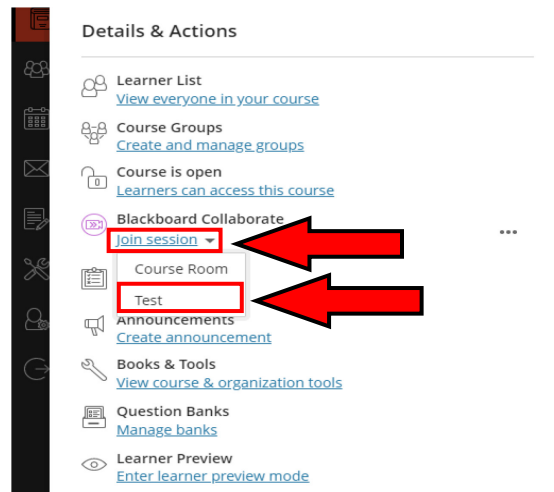
To create a new session, click on the “*Create Session*” button



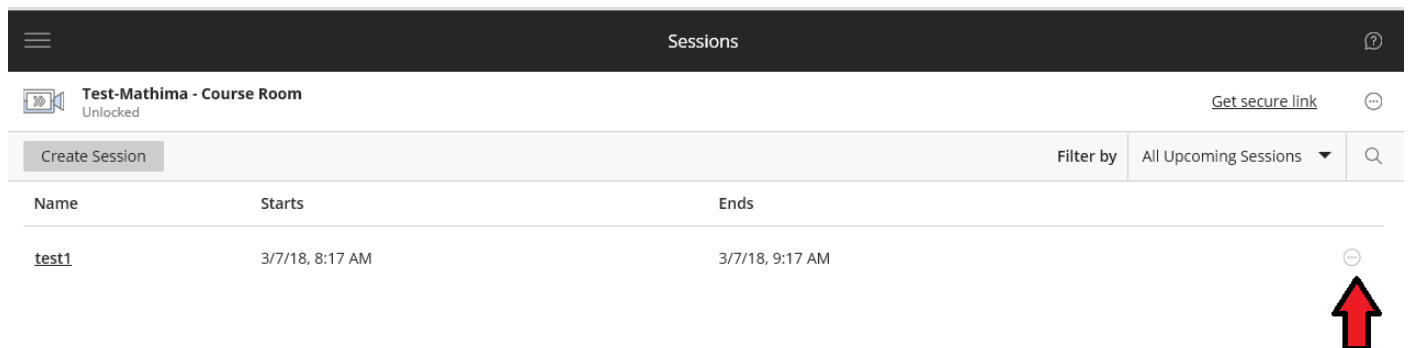
- A side panel will open on the right hand side of the screen on which you can define the properties of the new session





- After you set up the necessary settings of the session, like the name, start time, and end time, click on the “Save” button to create the teleconference room.
- The new session will be available for everyone in the “Blackboard Collaborate – Join Session” menu.





By clicking on the 3 dots that appear on the right of the newly created session, you can view and edit the settings for that session.









You can also copy the link of the session and share it with external guests by clicking on the ***“copy guest link”***

 **Test-Mathima - Course Room** Unlocked [Get secure link](#) 

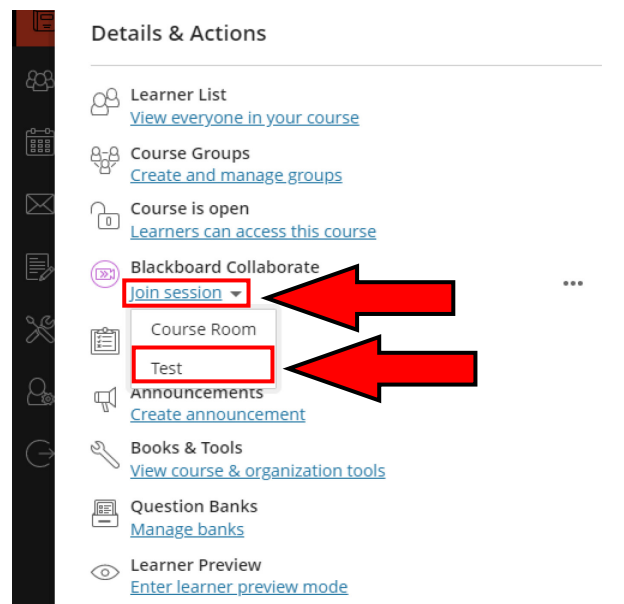
Create Session Filter by All Upcoming Sessions 

Name	Starts	Ends	
<u>test1</u>	3/7/18, 8:17 AM	3/7/18, 9:17 AM	

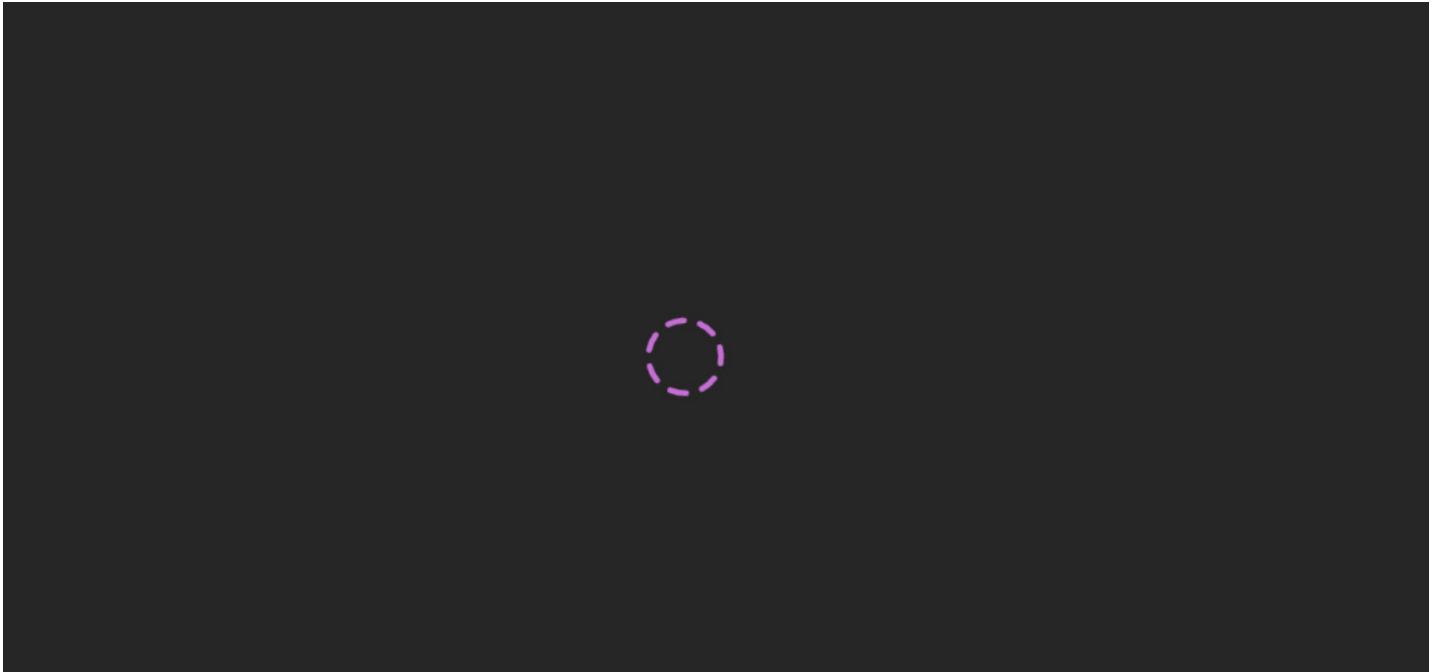
-  Join session
-  Anonymous dial-in:
442033189610 PIN: 2754267820
-  Edit settings
-  View reports
-  Delete session
-  Copy guest link

Joining a Session

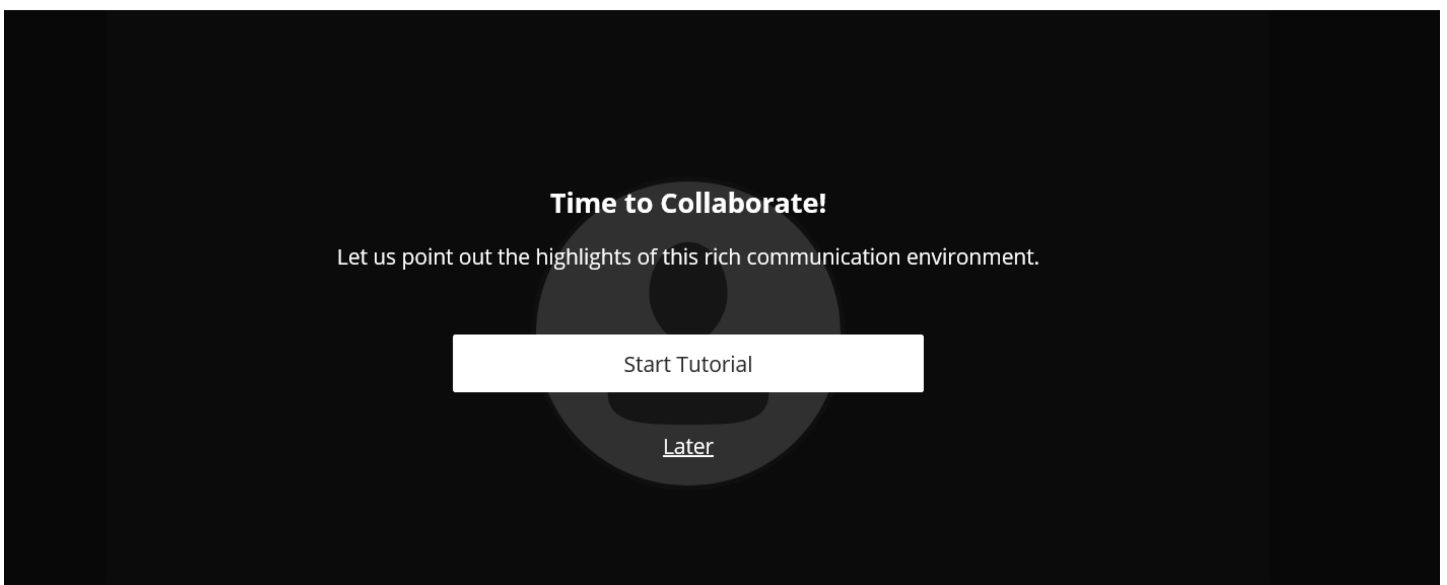
- Go to your course in Blackboard
- On the left side menu click on the “Join Session” under “Blackboard Collaborate”
- On the menu that appears click on the session you want to Join



A new window will open up which will show the loading screen

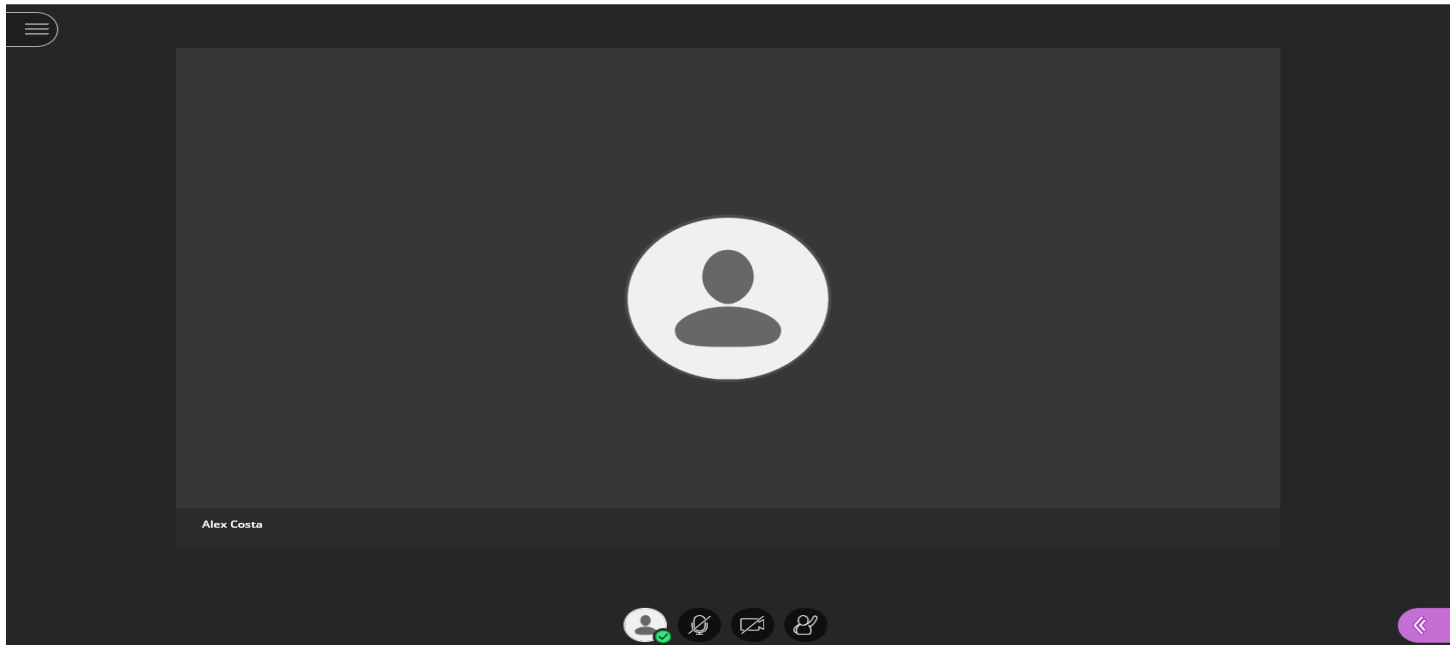


After a few seconds, you will be greeted with a session welcome message from where you can choose to start a tutorial by clicking the corresponding button or you can bypass it by choosing the “Later” button.

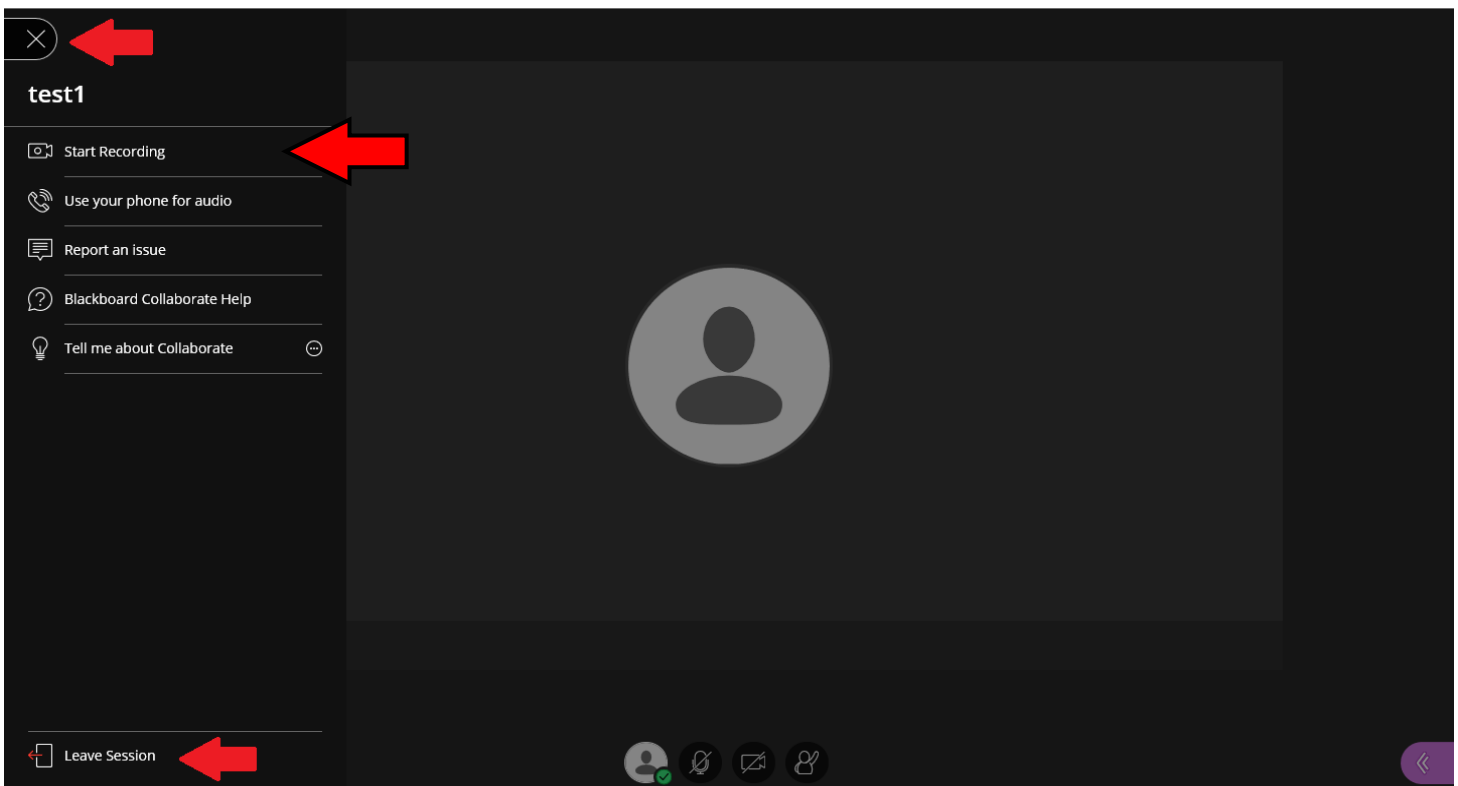
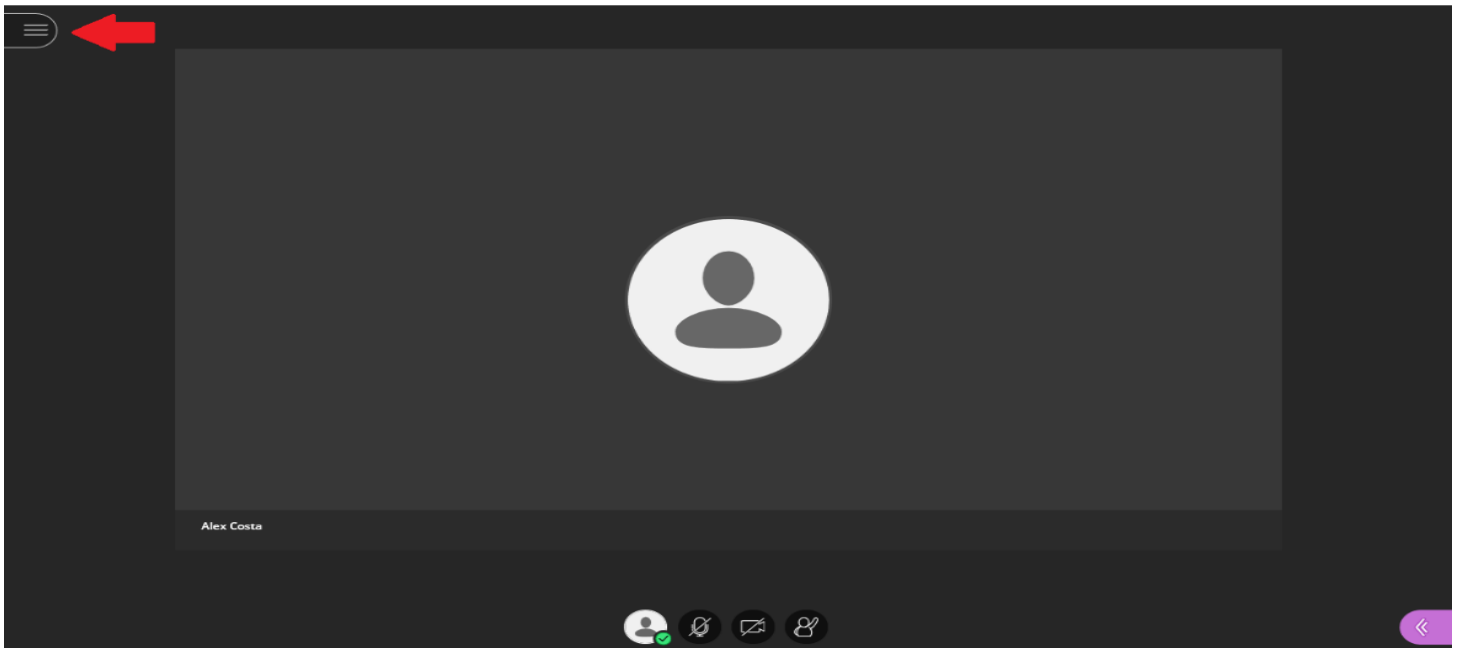


Navigating through Blackboard Collaborate Ultra's Interface

After joining the session, you will be greeted with the following interface

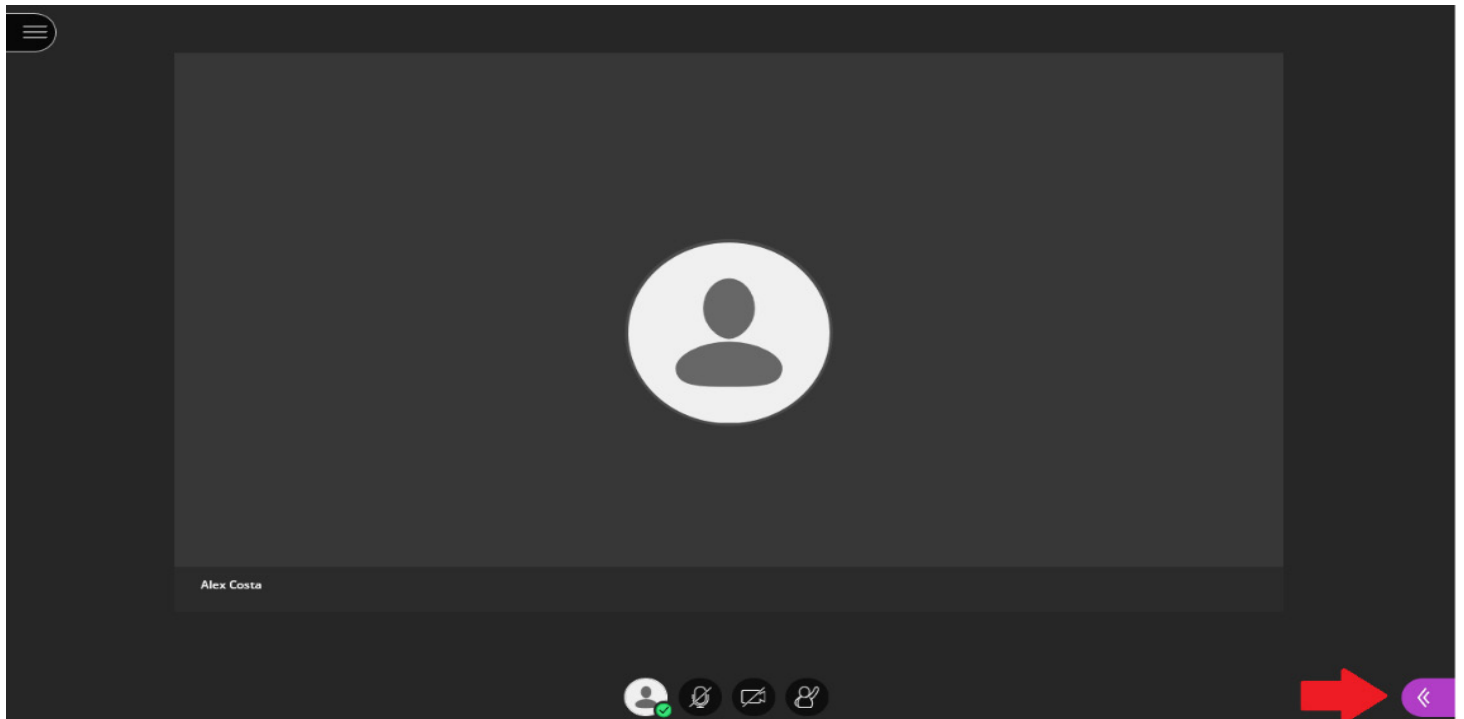


By clicking the button on the top-left corner of the screen, a pop-up window will open from where you can start the recording of the session by clicking on "*Start Recording*" option or leave the session by clicking on "*Leave Session*" option. Return back to the session clicking on "*X*" option.

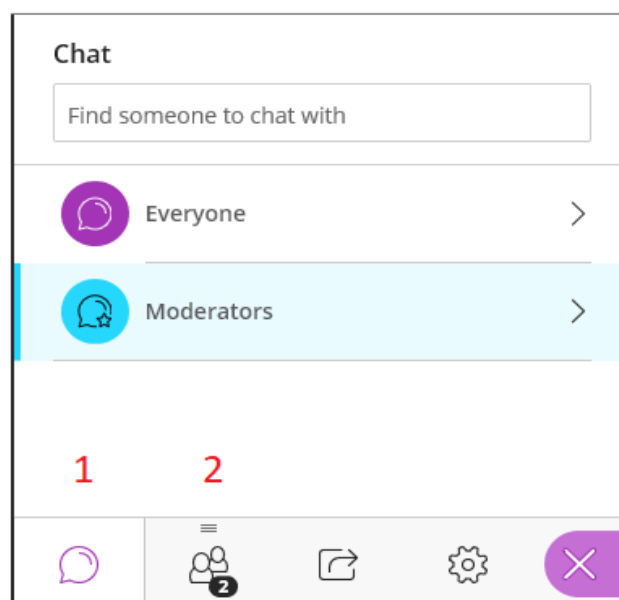


You can stop the recording by following the same button sequence.

On the bottom-right corner of the screen, you can see a purple button.

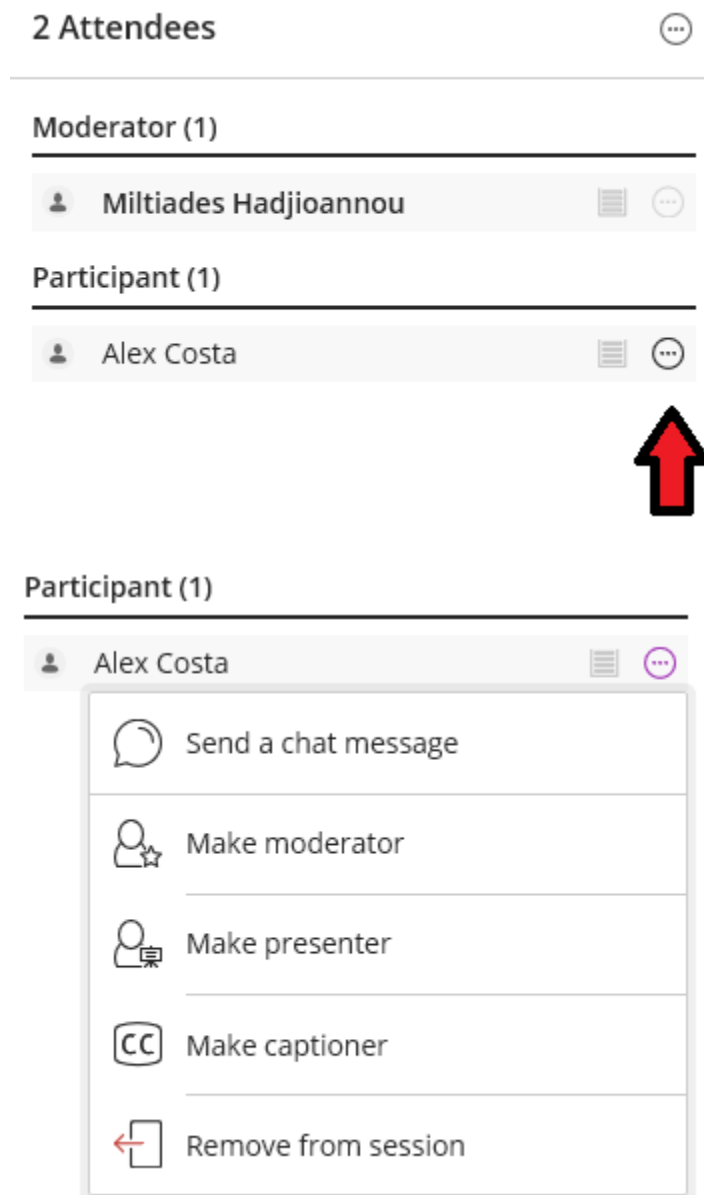


When clicking on the button the following menu will show up from where you can find people to chat, either publicly using the button (1) option or privately using the second button.

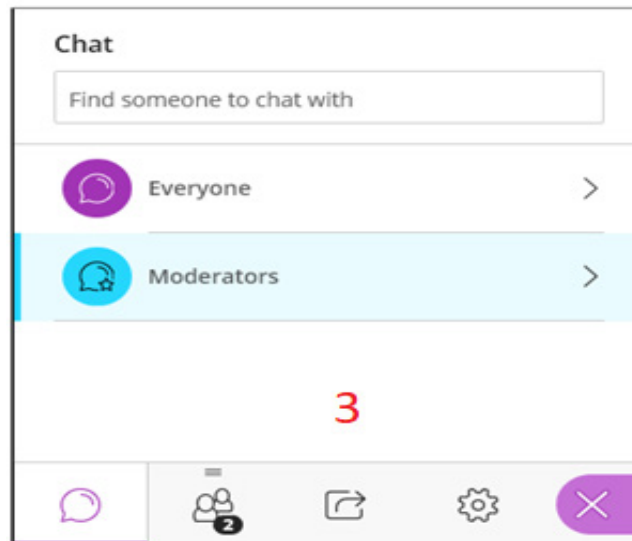


Moreover, on the second (2) button, you can alter the role of a participant / student and give that user a more active role on the session room.

This is achieved by clicking on the three dots on the right of the student's name



You can also send a private message to that participant or even remove him from the session. By clicking on the third (3) button you can share content with the participants.



By clicking the “**Share Blank Whiteboard**” option you can share a blank whiteboard with the students on where you can write or draw anything you like in order to aid the delivery of your course.

Share Content

Primary Content



Share Blank Whiteboard
Sharing whiteboard



Share Application - Unavailable
Only available in Chrome and Firefox browsers
[Learn more](#)



Share Files



Secondary Content



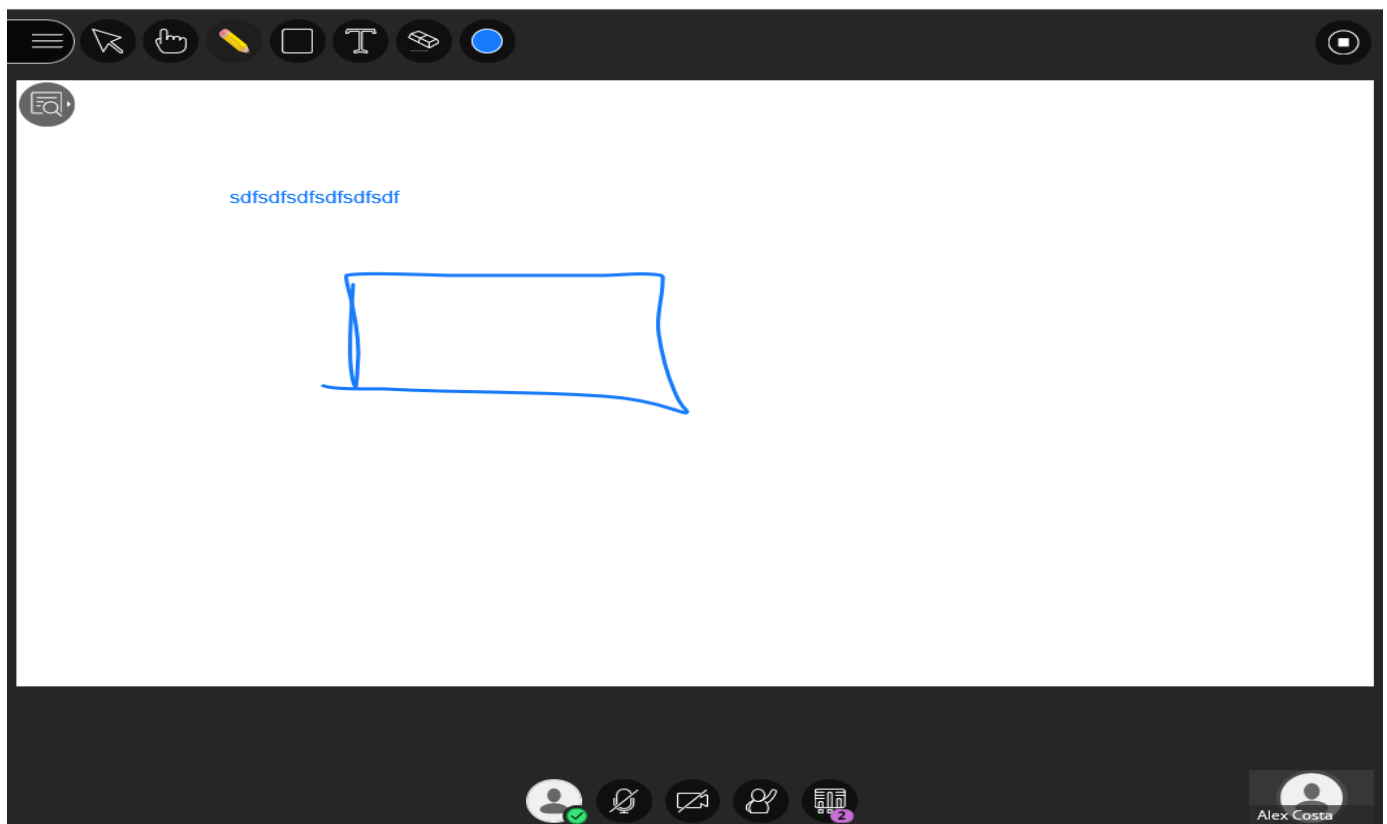
Polling
Active: 3 Choices



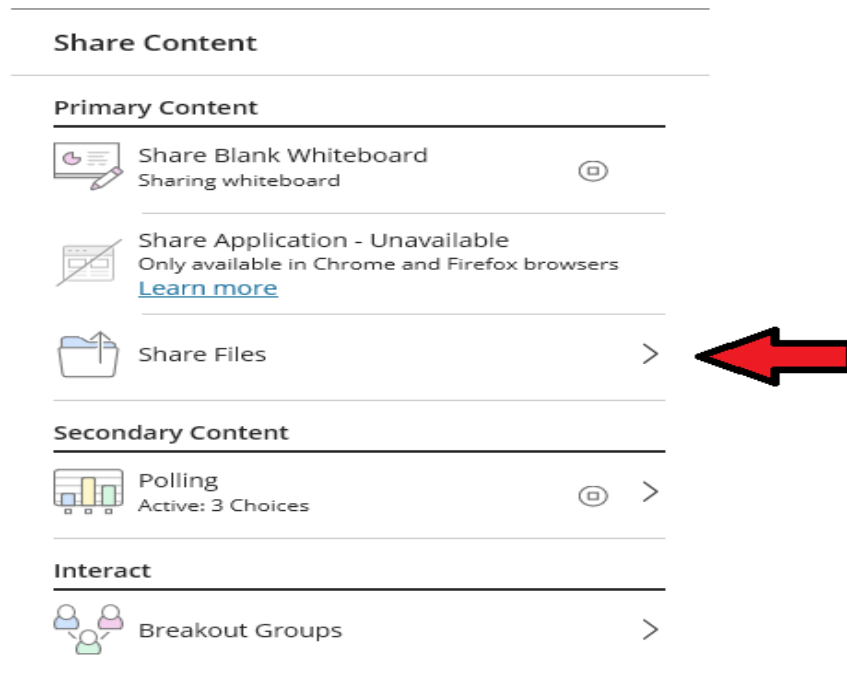
Interact



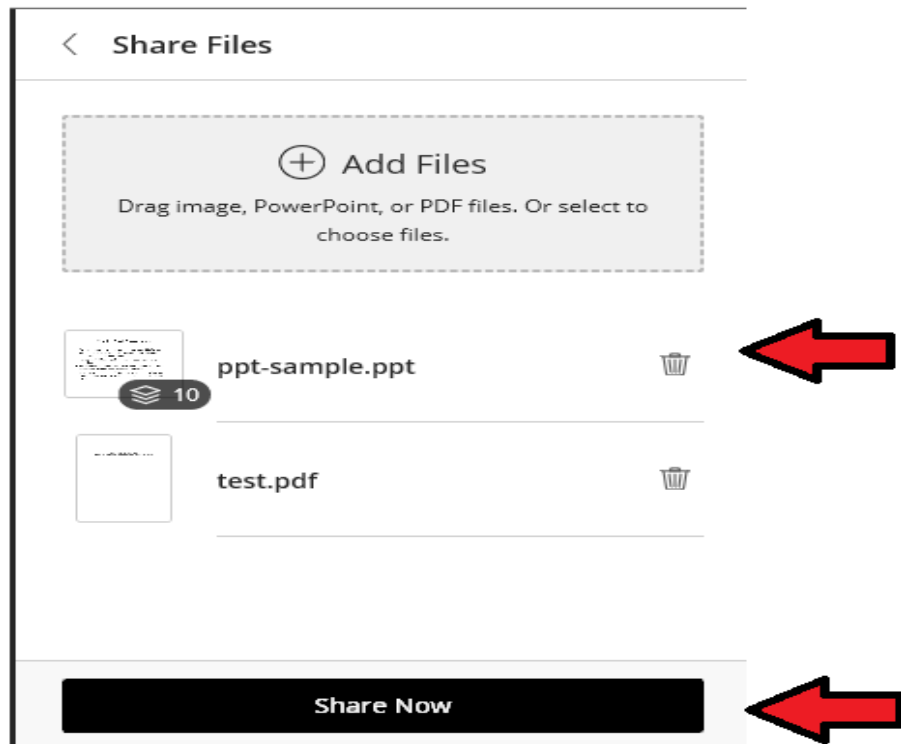
Breakout Groups



By clicking the “*Share Files*” option you can “drag & drop”, or select files that you want to share with the participants on the teleconference window.



By clicking on the file you want to share and then on the “*Share Now*” button, you can share the selected file on the session’s window.

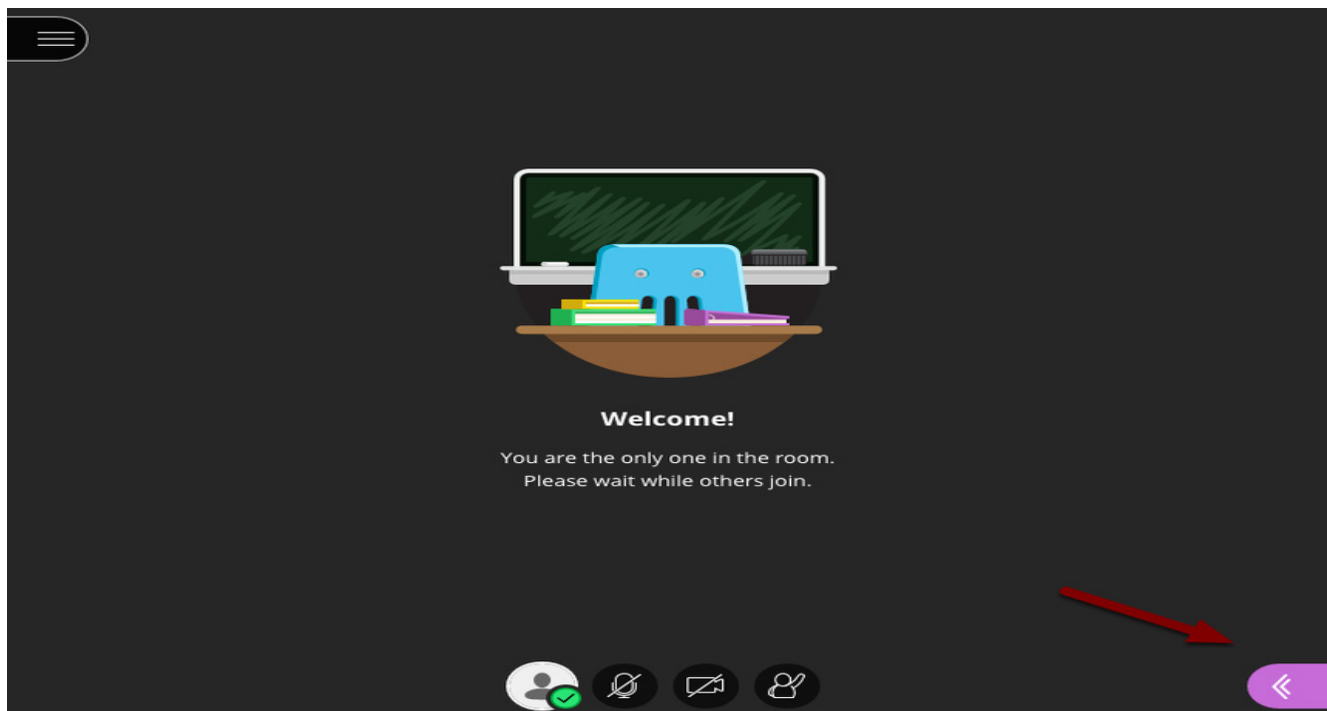


Setting up Collaborate in Course Groups

Breakout Groups allows as session leader to split session participants into small groups for activities such as discussion, brainstorming, or problem solving.

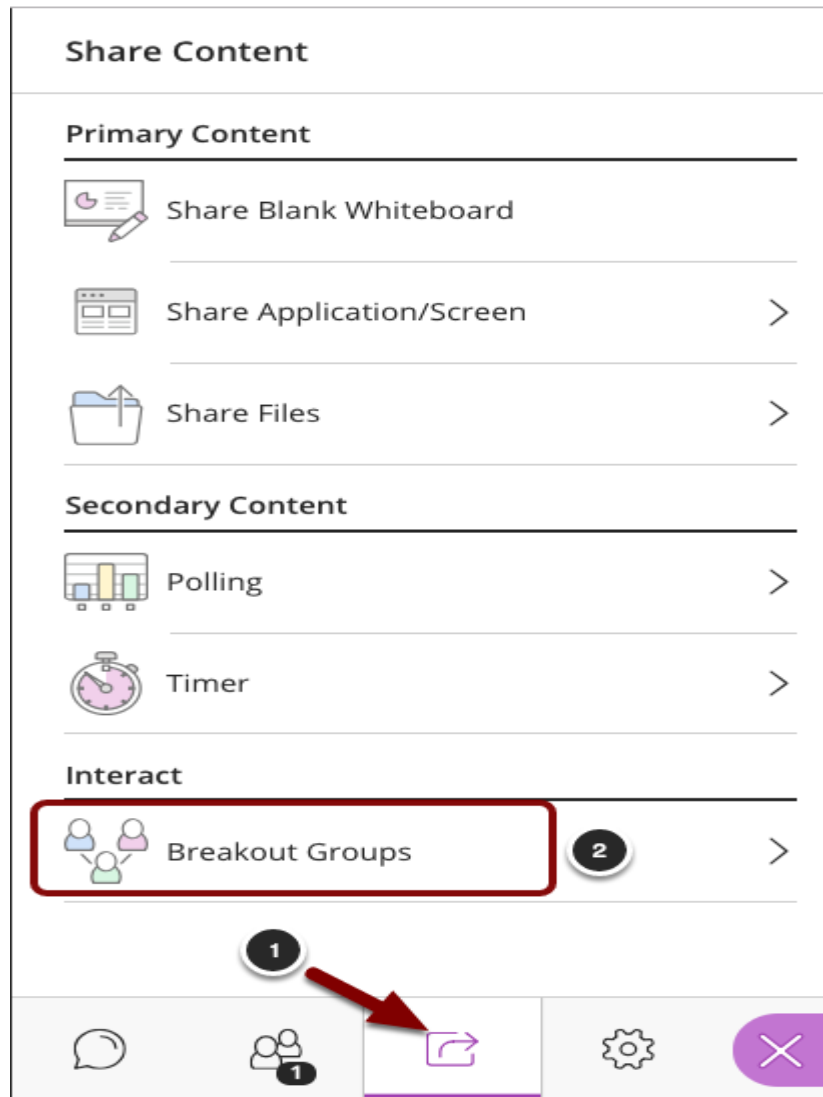
Accessing the Collaborate Panel

To set up breakout rooms, you will need to open the Collaborate Panel. To open the Collaborate Panel, click on the purple button in the bottom right corner.

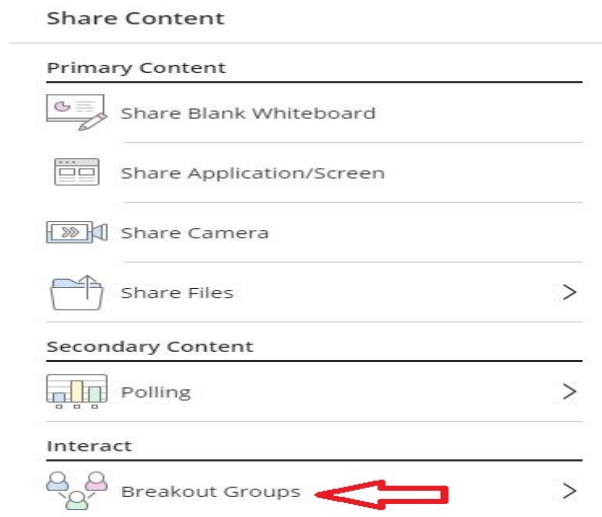


Setting up Breakout Groups

In the Collaborate Panel, click on the Share Content tab



Select Breakout Groups from the menu



There are two methods of assigning participants to groups: Random assignment and manual assignment.

- Randomly Assigning Participants to Groups
- Manually Assigning Participants

Randomly Assigning Participants to Groups

1. Assign Groups: Select the Randomly Assign option from the dropdown menu. To include moderators, check the option labeled Include moderators in group assignment.
2. Number of Groups: Use the dropdown menu to select the number of groups to create.
3. Allow participants to switch groups: Select this option to allow participants to change groups.
4. Shuffle Participants: Check this option to change the random group assignment.
5. Group assignments will appear here. To rename a group, click on the group name. To reassign participants, drag the participant you wish to reassign between groups.
6. To start Breakout Groups, click the Start button.

< Breakout Groups

Assign Groups **1**

Randomly assign ▼

☐ Include moderators in group assignment

Number of Groups **2**


2 ▼

2 groups of 2 participants

☐ Allow participants to switch groups **3**

☒ Shuffle participants **4**


Main Room


-  Demonstration Instructor ...

1 member

5


Group 1


-  Student A ...

-  Student B ...

2 members

Group 2

-  Student C ...

-  Student d ...

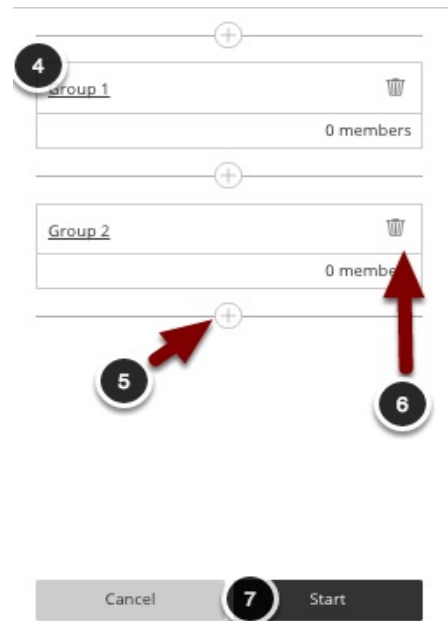
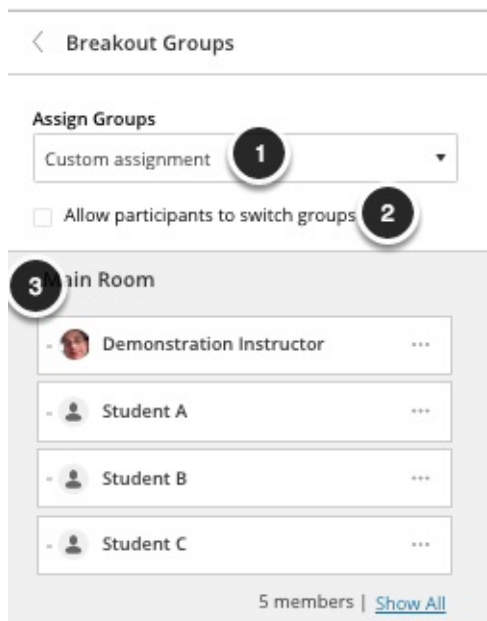
2 members

6

Cancel Start

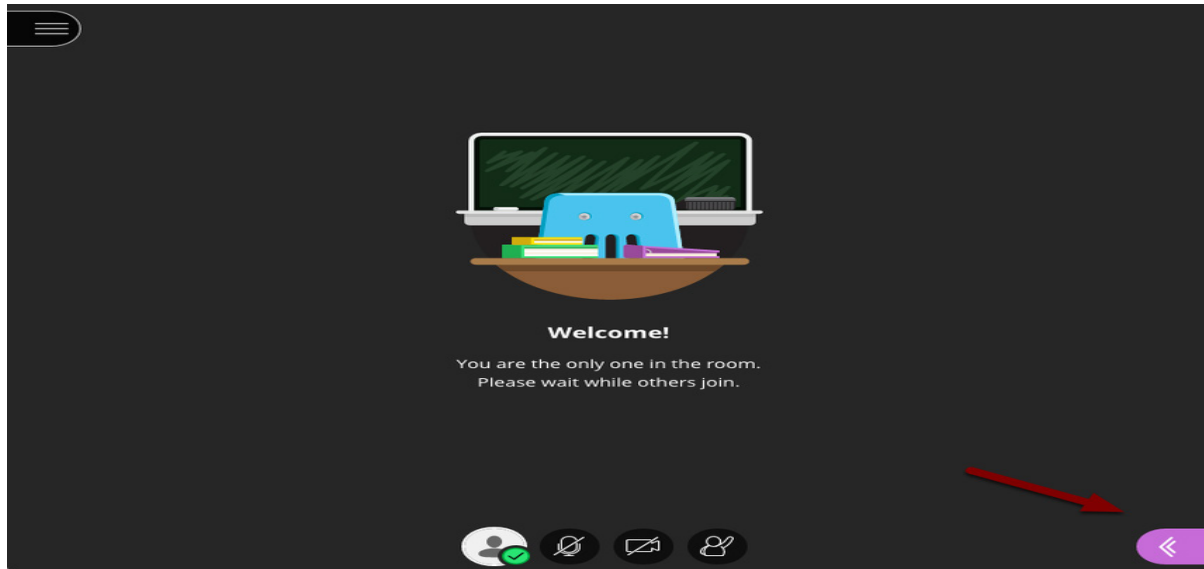
Manually Assigning Participants

1. Assign Groups: Select the Custom Assignment button.
2. Allow participants to switch groups: Select this option to permit students to change their enrolled group.
3. Main Room: Participants in the main room will be listed here. Click Show All to view all participants.
4. Groups: Drag participants from the main room to the desired group. Click on the group name to rename the group.
5. Add group: Click the + sign to add additional groups.
6. Delete group: Click on the trash can icon to delete the group.
7. When finished, click the Start button to start the breakout rooms.



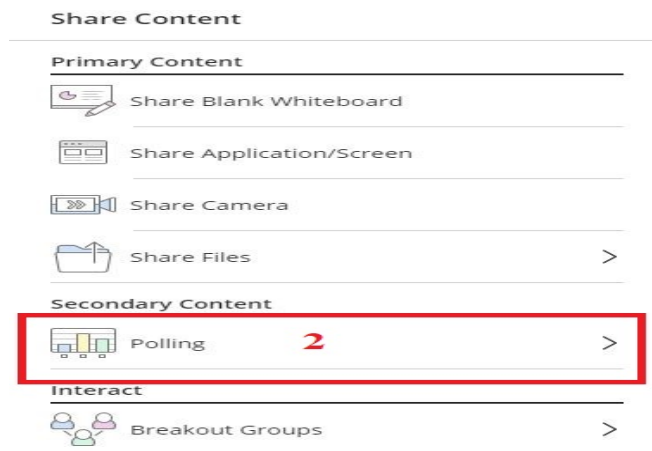
Polling

Accessing the Collaborate Panel. To distribute a poll, you will need to open the Collaborate Panel. To open the Collaborate Panel, click on the purple button in the bottom right corner.



Setting up a Poll

1. In the Collaborate Panel, click on the Share Content tab.
2. Select Polling from the menu



Choosing a Poll Type

< Polling

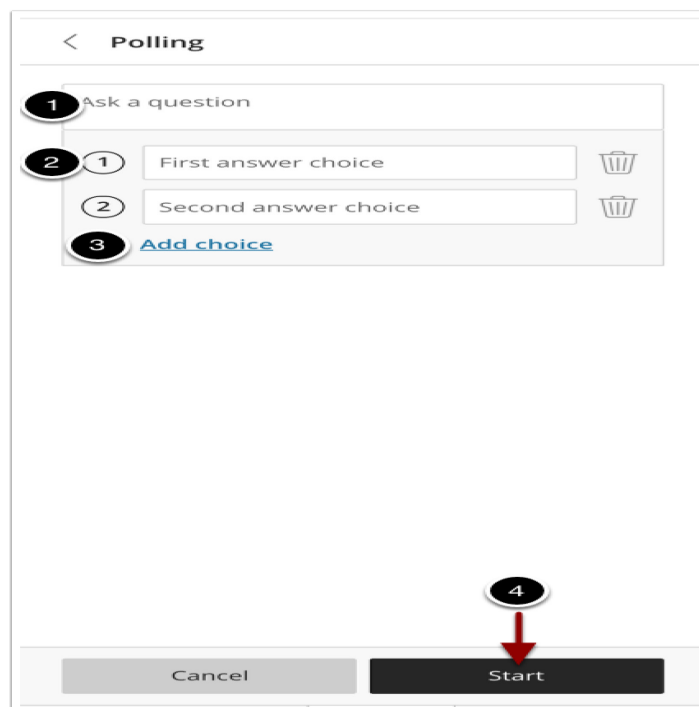
Multiple Choice

Yes/No Choices

Select either Multiple Choice or Yes/No

Multiple Choice Polls

1. Ask a question: Type the question you wish to ask to participants in this space.
2. Answer choices: Type in your answer choices in the spaces provided
3. Add choice: Click on Add Choice to add additional choices (up to a total of five choices).
You can click the trash can icon next to an answer choice to delete it.
4. Click the Start button to start the poll.



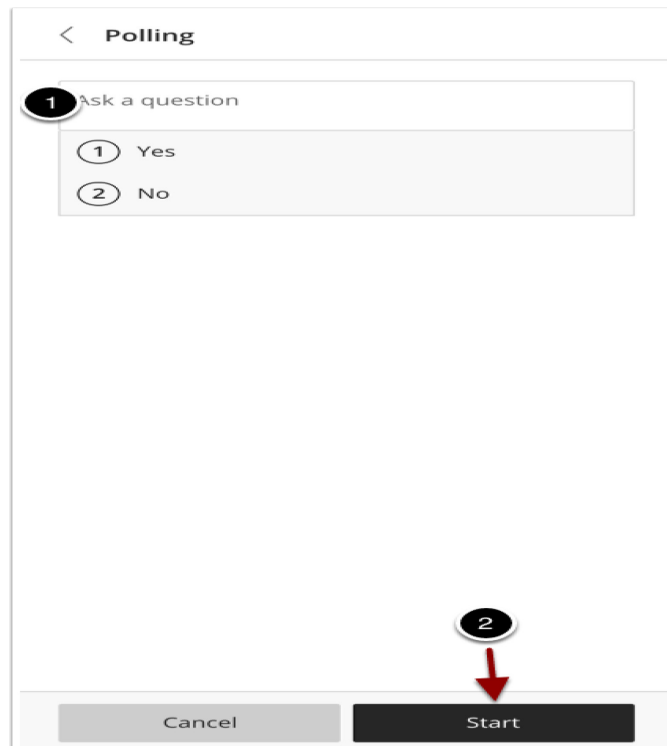
The screenshot shows a mobile app interface for creating a poll. At the top, there is a back arrow and the title "Polling". Below this, a box contains the following elements:

- Step 1: A text input field labeled "Ask a question".
- Step 2: Two text input fields for answer choices, labeled "First answer choice" and "Second answer choice". Each field has a trash can icon to its right for deletion.
- Step 3: A blue link labeled "Add choice" below the answer choice fields.

At the bottom of the screen, there are two buttons: "Cancel" (light gray) and "Start" (dark gray). A red arrow points from a circled number 4 to the "Start" button.

Yes/No Polls

1. Ask a Question: Enter the question you wish to ask in the space provided.
2. Click the Start button to start your poll.



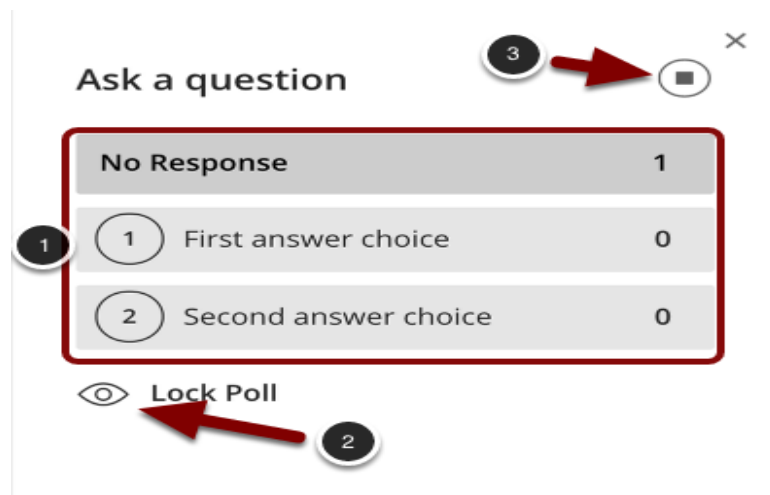
The screenshot shows a mobile application interface for creating a poll. At the top, there is a back arrow and the title "Polling". Below this is a text input field with a placeholder "Ask a question", which is highlighted by a red circle with the number "1". Underneath the input field are two radio button options: "1 Yes" and "2 No". At the bottom of the screen, there are two buttons: a grey "Cancel" button and a dark grey "Start" button. A red circle with the number "2" is positioned above the "Start" button, with a red arrow pointing down to it.

Distributing a Poll to Users

The poll will appear on screen similar to the poll shown in the image above.

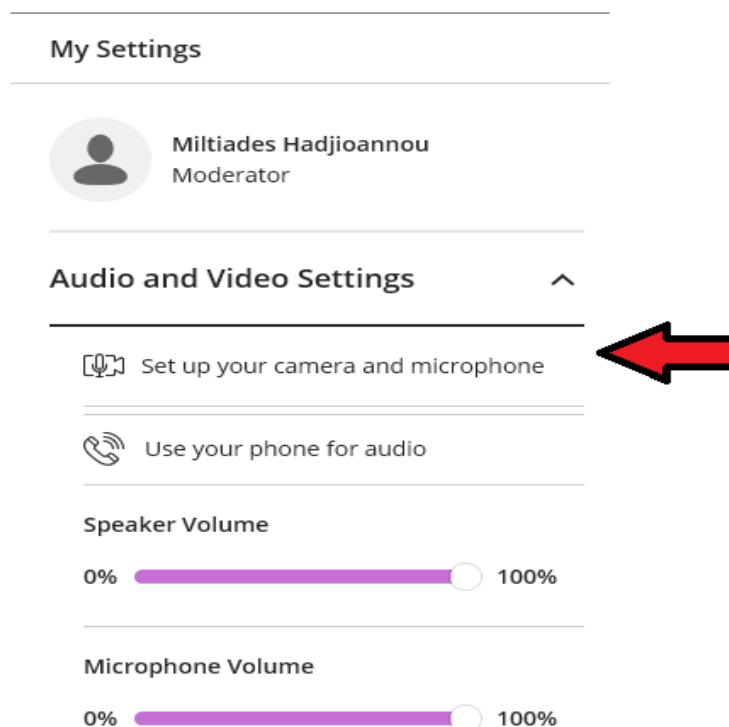
1. Response counts will appear here for each option.
2. To prevent participants from changing their answers, click the Lock Poll button.

To end the poll, click the End Polling button in the upper

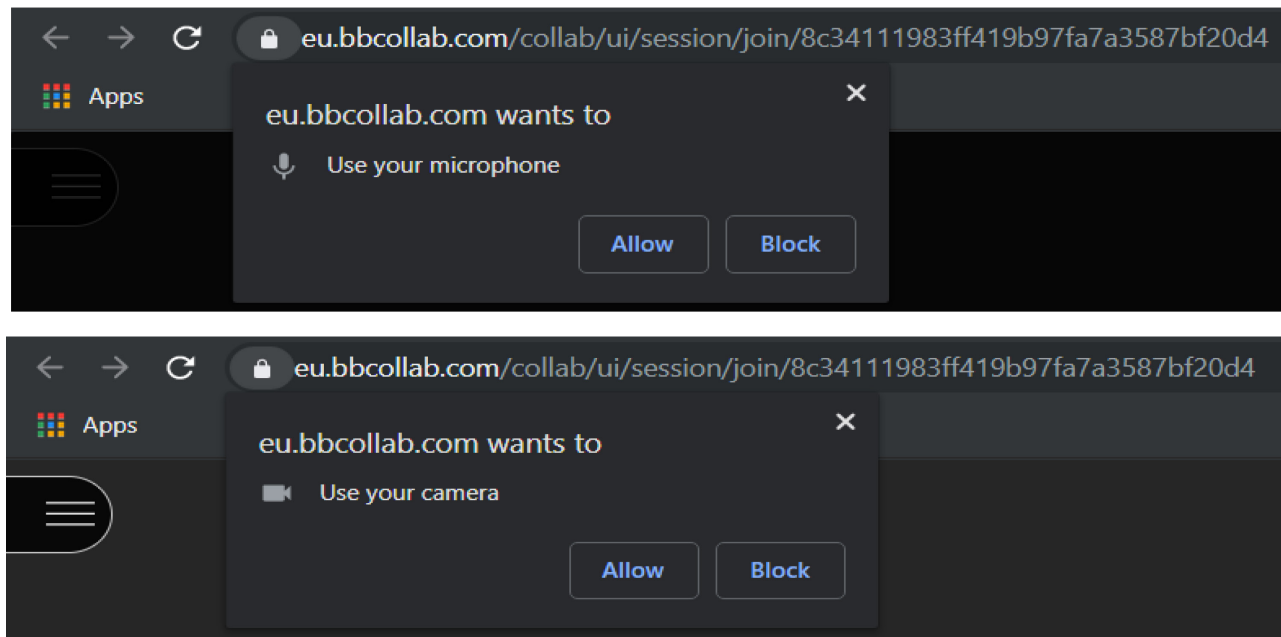


Set up your camera and microphone

By clicking on the fourth (4) button you can set the various settings regarding your session window. The most important one is the “*Set up your camera and microphone*” option where you give the necessary permission to Blackboard Collaborate to access your microphone and camera devices.



After clicking on that button, two small pop-up windows will open asking you to give permissions to Blackboard Collaborate to access your input (microphone & camera) devices.

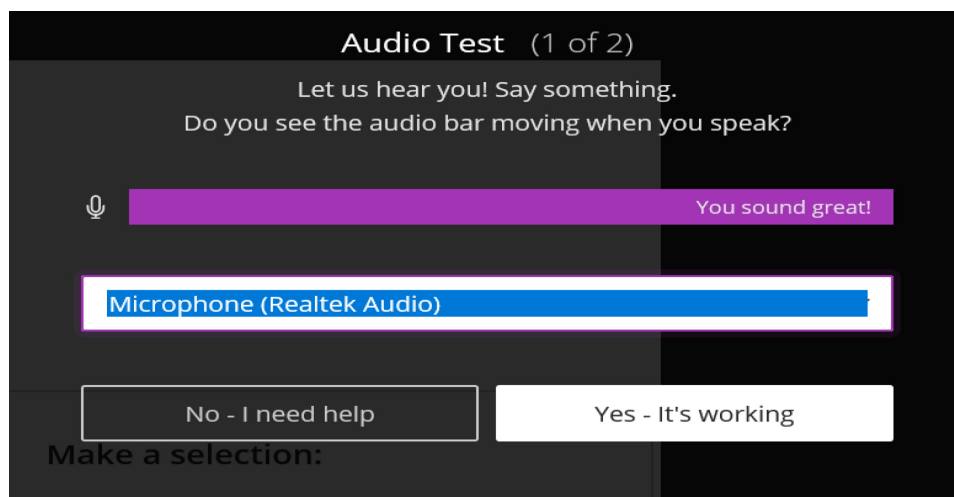


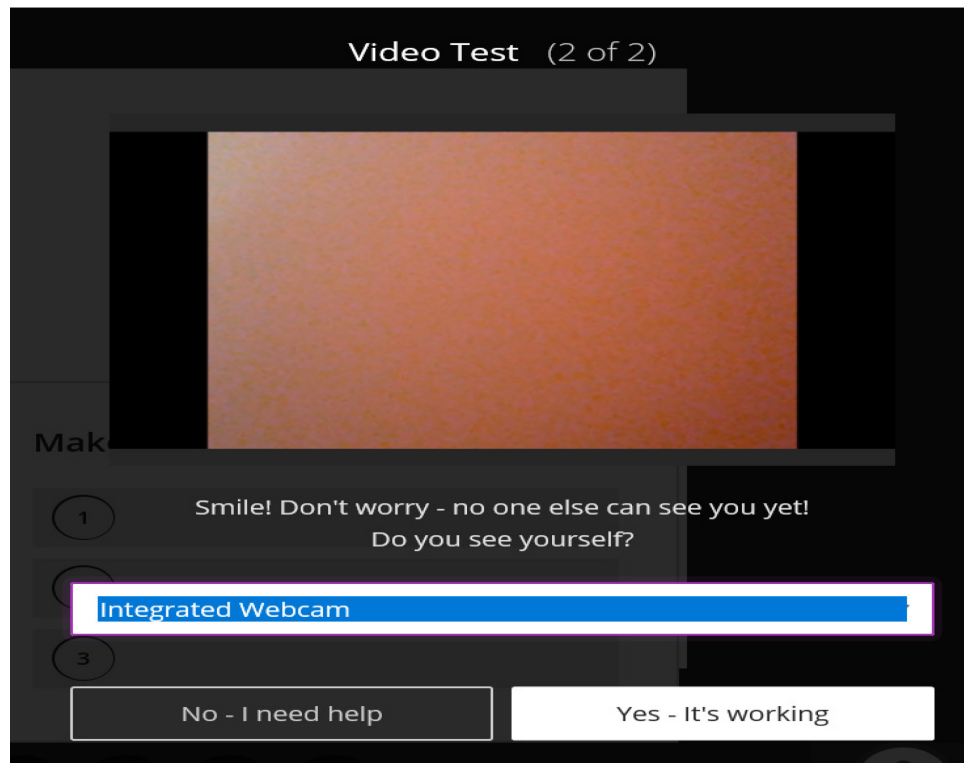
Click on the **“Allow”** option.

You will then be asked to choose your preferred input devices, in case you happen to have multiple microphone or camera devices, and also validate the quality of your devices.

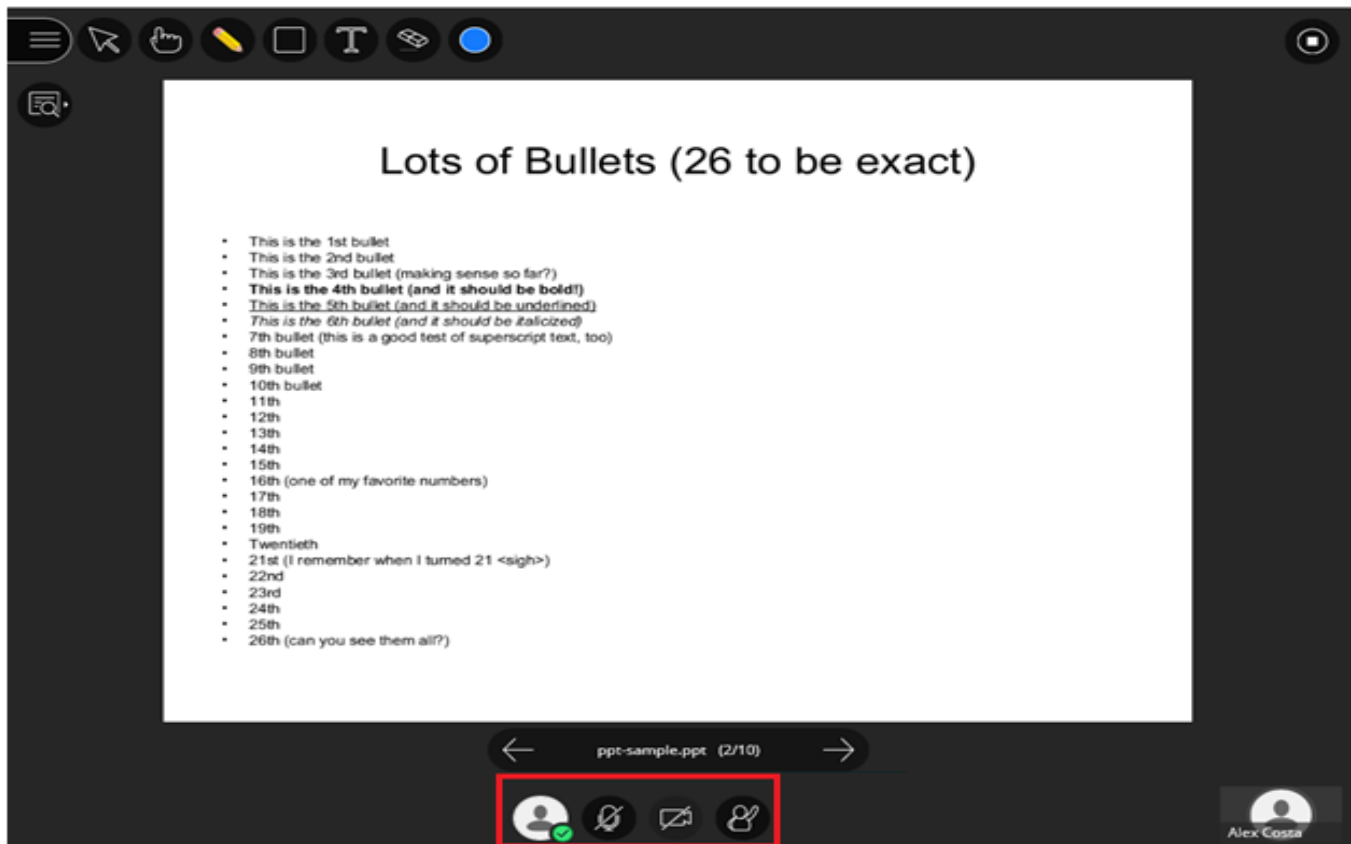
The first check is for the microphone while the second one is for the camera.

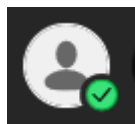
If your devices are working properly, click on the **“Yes – It’s Working”** button and you will be taken back to the session’s main window.

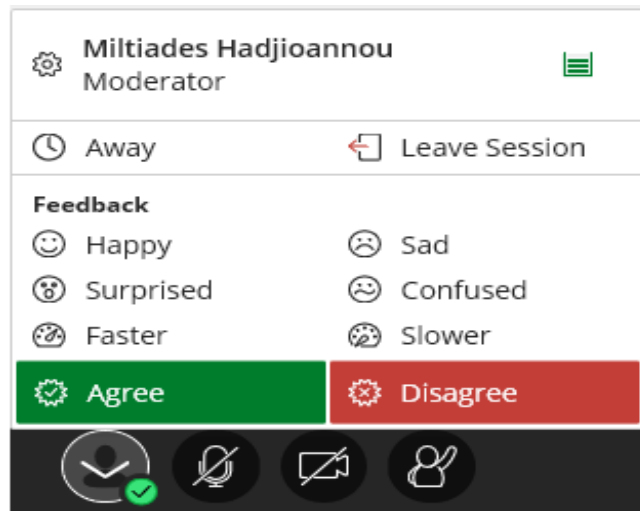




At the bottom of the session's main window, you can see four main buttons.



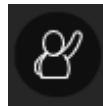
By clicking on the first button, , the following pop-up menu will come up from where you can change your status to “away” if you happen to have to leave momentarily from your PC or you can choose to leave the session by clicking the corresponding button.



You can even use the feedback buttons to give the presenter your immediate feedback on the presentation.



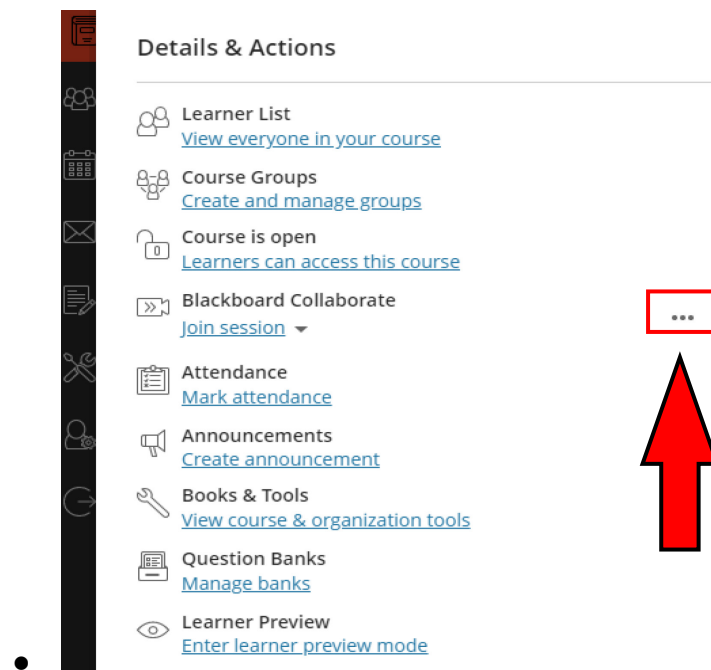
The next two buttons, , are used for activating and deactivating your microphone



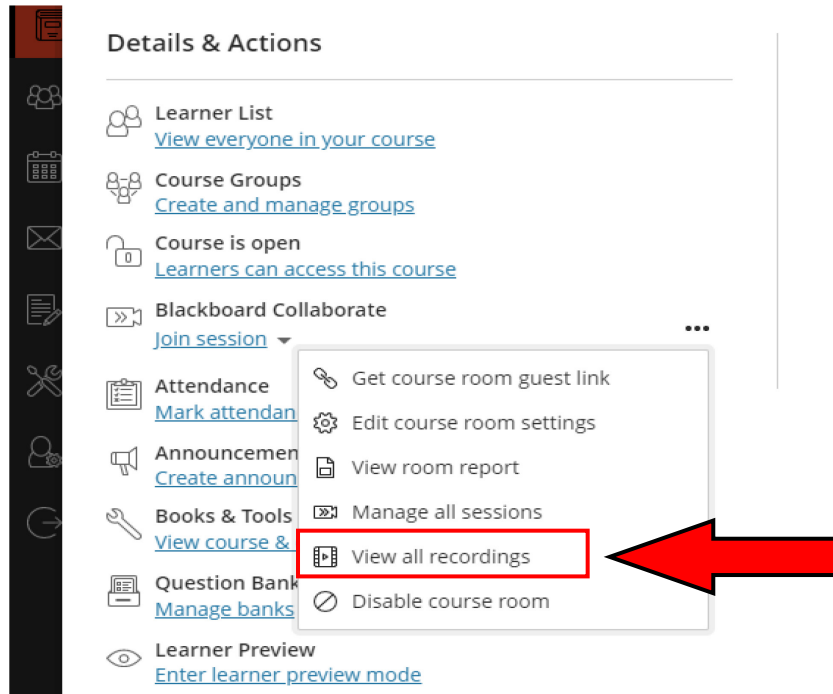
and camera accordingly, while the third one, , is used in case a participant wants to raise his hand to tell something to the instructor.

Viewing Recordings










- Go to your course in Blackboard
- On the left side menu click on the 3 dots that appear on the right of “*Blackboard Collaborate*”





- From drop down menu Click on “**View all Recordings**”





Details & Actions


-  **Learner List**
[View everyone in your course](#)
-  **Course Groups**
[Create and manage groups](#)
-  **Course is open**
[Learners can access this course](#)
-  **Blackboard Collaborate**
[Join session](#) ...
-  **Attendance**
[Mark attendance](#)
-  **Announcements**
[Create announcement](#)
-  **Books & Tools**
[View course & content](#)
-  **Question Bank**
[Manage banks](#)
-  **Learner Preview**
[Enter learner preview mode](#)


 Get course room guest link

 Edit course room settings

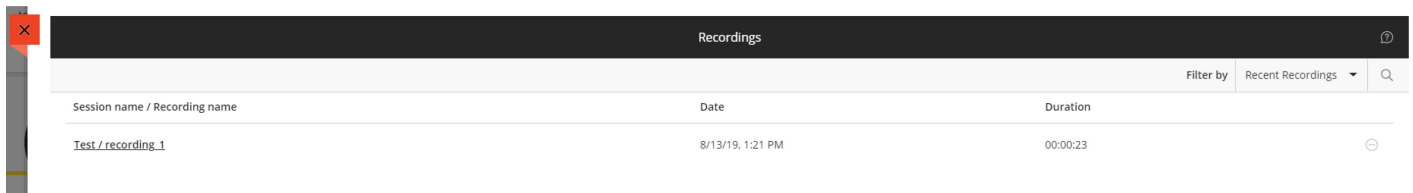
 View room report

 Manage all sessions

 **View all recordings**

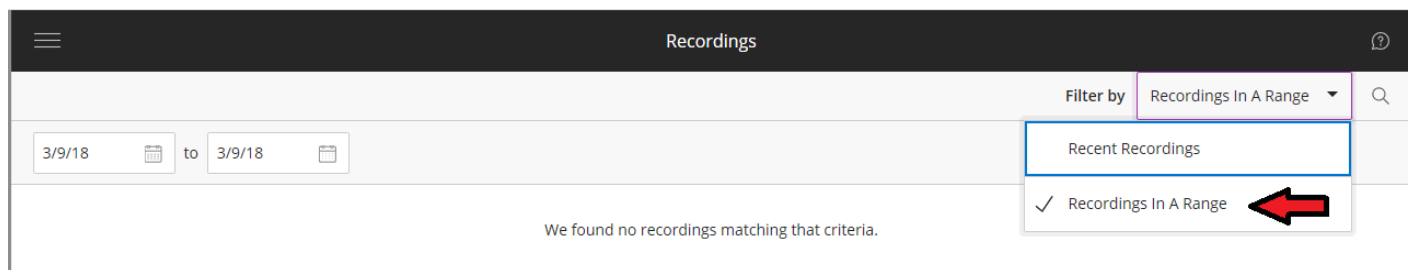
 Disable course room

You will be greeted with the following webpage



Recordings		
Session name / Recording name	Date	Duration
Test / recording_1	8/13/19, 1:21 PM	00:00:23

You can filter the recordings according to a date by clicking on the “*Recordings In A Range*” as seen in the picture down below.



Recordings

Filter by: **Recordings In A Range**



3/9/18 to 3/9/18

We found no recordings matching that criteria.


Recent Recordings

☒ Recordings In A Range


To view a recorded session, just click on the name of a recording and then click on the “*Watch Now*” link as shown in the picture down below.


Recordings		
Filter by		Recent Recordings
Session name / Recording name	Date	Duration
test1 / recording_2	3/6/18, 12:11 PM	00:00:21
<div>  Watch now  </div>	3/6/18, 11:25 AM	00:00:07

The video will open in a new browser window.

In case you want to add the link of a recorded session to a folder within your course, just click on the  symbol, which is to the right of session’s name, and then click on “*Copy link*”.

Recordings		
Filter by		Recent Recordings
Session name / Recording name	Date	Duration
test1 / recording_2	3/6/18, 12:11 PM	00:00:21
test1 / recording_1	3/6/18, 11:25 AM	00:00:07



- Watch now
- Edit name
- Delete
- Copy link 

Then go to your course and in “*Course Content*” select the folder you want to add the link to and click on the “*Create*” option.

Course Content

[Batch Edit](#) ...

First Lecture

Visible to learners

...

^

+ Create

Copy Content

Upload

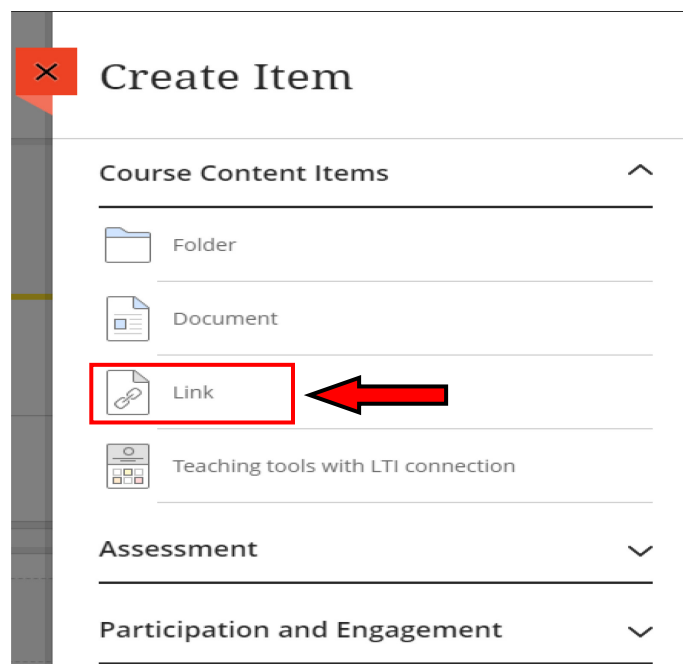
Content Market

Cloud Storage


Content Collection

New Learning Module


On the menu that appeared on the right hand side of the screen click on the “Link” option



Give a name to the link in the “New Link .../.../...” field, paste the link of the recording in the “Link URL” field and then click on the “Save” button which is at the bottom-right corner of the page.


 Test Course

New Link 8/13/19

 Hidden from learners

*** Link URL**

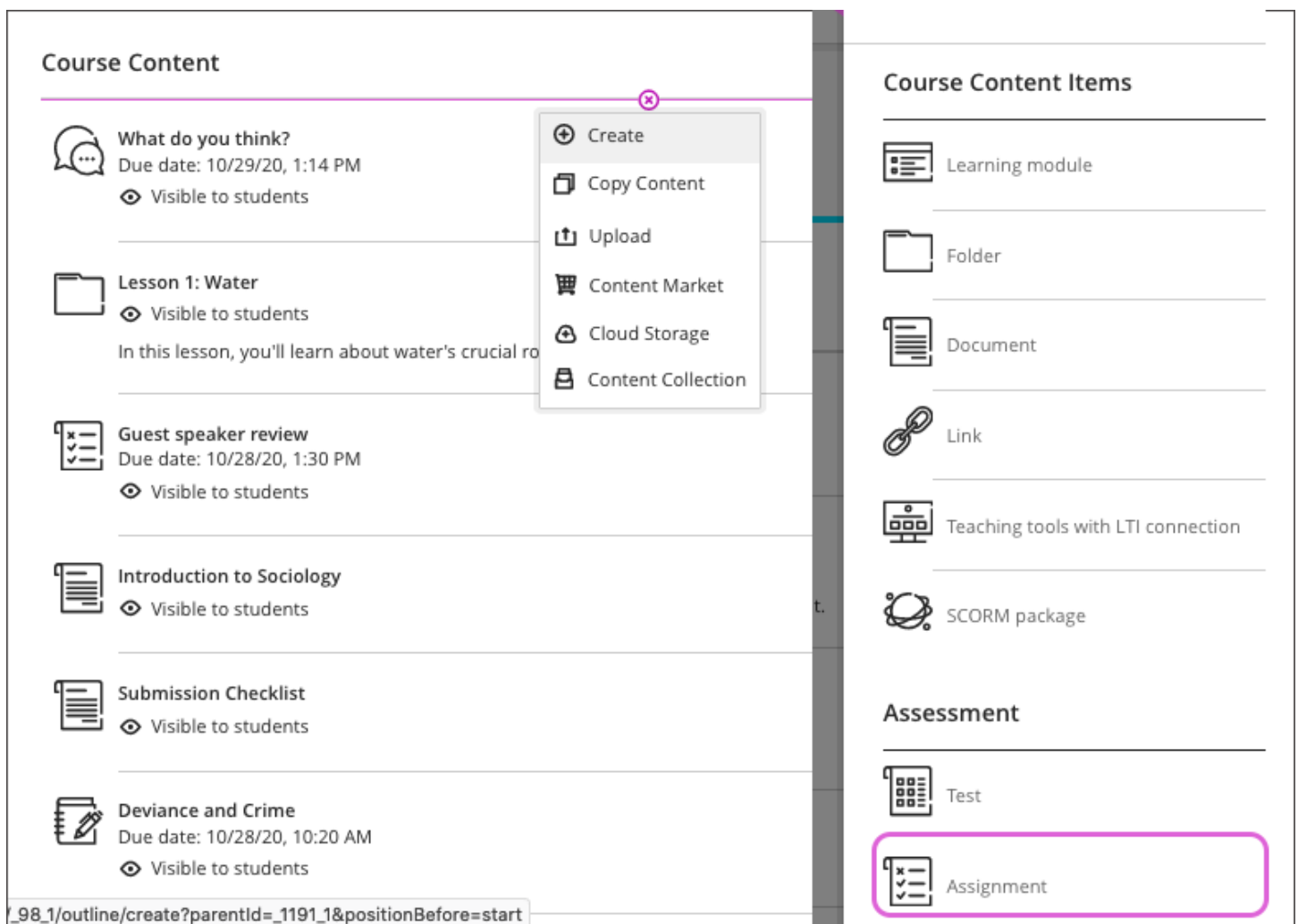
Additional Tools

 **Goals & standards**
You need to save the link before you can edit the aligned goals. Save the link and return.

Description







Create an assignment

On the Course Content page, select the plus sign wherever you want to add an assignment. In the menu, select Create to open the Create Item panel and select Assignment. The New Assignment page opens.









The screenshot displays the 'Course Content' page. On the left, a list of course items is shown, each with an icon, title, due date, and visibility status. A plus sign icon is visible above the list. A context menu is open, showing options: Create, Copy Content, Upload, Content Market, Cloud Storage, and Content Collection. On the right, the 'Course Content Items' panel lists available item types: Learning module, Folder, Document, Link, Teaching tools with LTI connection, and SCORM package. Below this, the 'Assessment' panel lists 'Test' and 'Assignment', with the 'Assignment' option highlighted by a pink box. The URL at the bottom is [_98_1/outline/create?parentId=_1191_1&positionBefore=start](#).



Course Content

-  **What do you think?**
Due date: 10/29/20, 1:14 PM
Visible to students
-  **Lesson 1: Water**
Visible to students
In this lesson, you'll learn about water's crucial ro
-  **Guest speaker review**
Due date: 10/28/20, 1:30 PM
Visible to students
-  **Introduction to Sociology**
Visible to students
-  **Submission Checklist**
Visible to students
-  **Deviance and Crime**
Due date: 10/28/20, 10:20 AM
Visible to students

Course Content Items

-  Learning module
-  Folder
-  Document
-  Link
-  Teaching tools with LTI connection
-  SCORM package

Assessment

-  Test
-  Assignment


[_98_1/outline/create?parentId=_1191_1&positionBefore=start](#)

New Assignment page (settings)

MINAS TEST COURSE
New Assignment 13/08/2021

Hidden from students

Content and Settings
(0) Submissions



Use this space to build your assignment.
You can save your changes along the way.
Just close the assignment when you're finished.

Student content appears at the end of each submission

Assignment Settings

- Due date
14/08/2021, 00:00 (EEST)
- Mark category
Assignment
- Marking
Points | 100 maximum points
- Attempts allowed
1 attempt
- Originality Report
Enable SafeAssign

Provide a descriptive title so students can easily find the assignment among your course content. On the Course Content page, the title appears as the link students select to view the materials.

Provide a due date. Due dates appear on the calendar and in the activity stream. Late submissions appear with a late label in the course gradebook.

Show or hide the assignment. Students can't see an assignment until you choose to show it.

Set also the number of attempts that students allowed to submit.

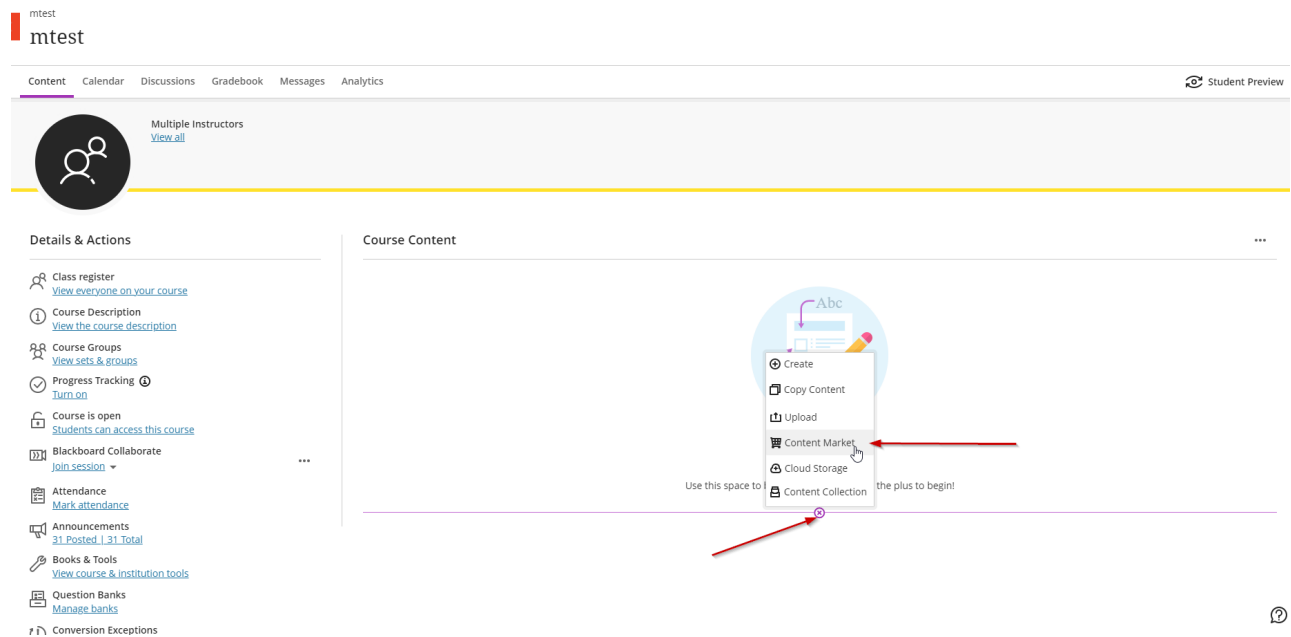
On the Course Content page, the assignment title appears as a link to students.

When you create an assignment, a gradebook item is created automatically.

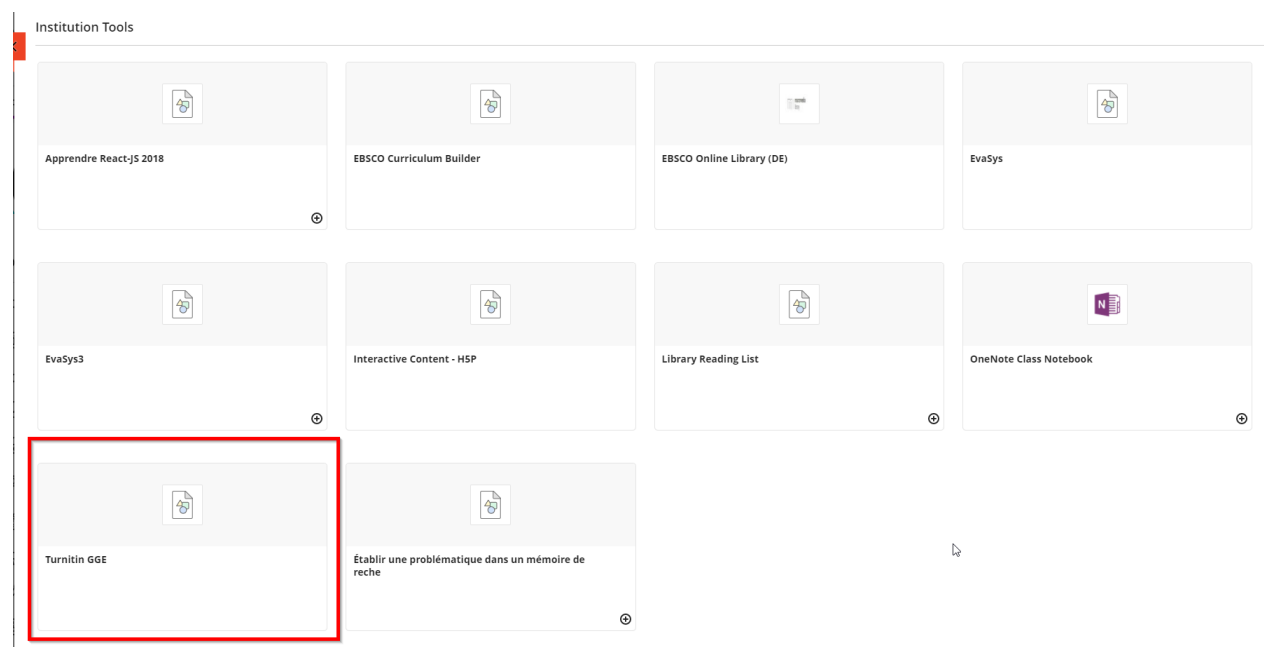
After you post assignment grades, students can view their scores on their grades pages or in the activity stream. They can also access an assignment, their submissions, your feedback, and their grades from the assignment link on the Course Content page.

Creating a Turnitin assignment

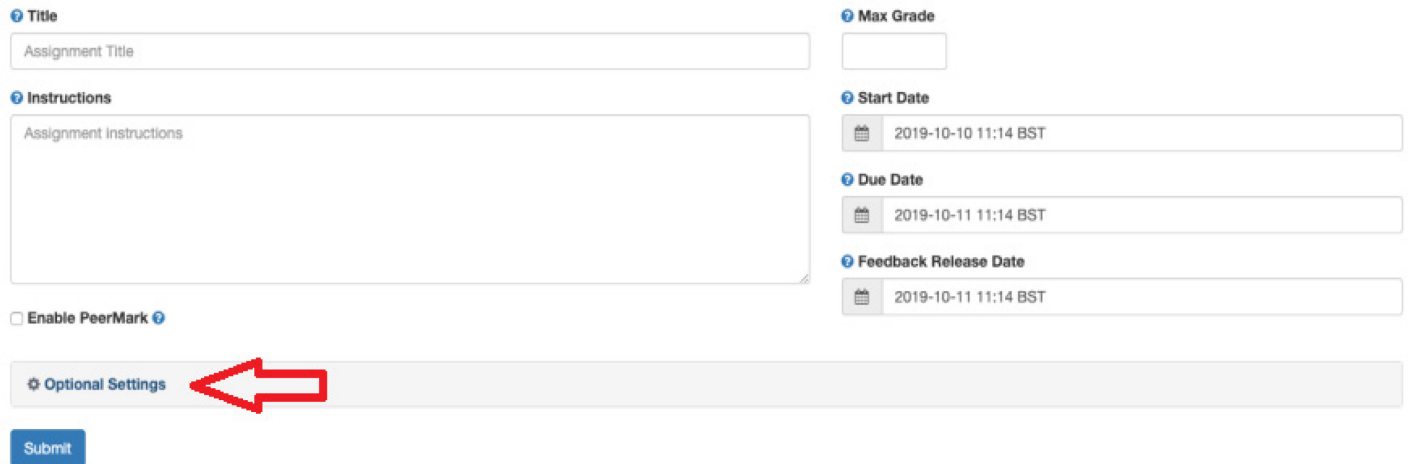
To create a Turnitin assignment in Blackboard, go into your course and click on the purple plus sign, and select Content Market.



Select the “Turnitin GGE” option



To complete the assignment setup. Fill out the Turnitin assignment settings.



Title
Assignment Title

Max Grade

Instructions
Assignment instructions

Start Date
2019-10-10 11:14 BST

Due Date
2019-10-11 11:14 BST

Feedback Release Date
2019-10-11 11:14 BST

☐ Enable PeerMark

[Optional Settings](#)

Submit

Assignment Title

Enter the assignment title that your students will see

Max grade

Set a point value for the assignment to allow a grade to be set by rubrics (if used) and be sent to the grade book. For example, if you set the max grade as 100, this is the highest grade your student can receive.

Start date

The start date is the date and time students can begin submitting to the assignment.

Due date

The due date is the date and time students' papers are due for the assignment.

Feedback release date

The feedback release date is the date and time students can begin viewing the comments and grades you have left on their papers. Feedback can only be released after the due date.

To complete the assignment setup, click on **Optional Settings** (Very Important)

Optional Settings

Submission settings

Submit papers to

Do not store the submitted papers

☐ Allow submission of any file type

☐ Allow late submissions

☒ Enable Translated Matching [What languages does Translated Matching support?](#)

☐ Enable grammar checking using ETS® e-rater® technology

☐ Attach a rubric

Compare against

☒ Student paper repository

☒ Institution student paper repository

☒ Current and archived web site content

☒ Periodicals, journals and publications

Similarity Report

Generate Similarity Reports for student submission

Generate reports immediately (students can resubmit until due date)

☒ Allow students to view Similarity Reports

☐ Exclude bibliographic materials

☐ Exclude quoted materials

☐ Exclude small sources

Additional settings

☒ Save these settings for future use

Submit

Submission settings

- **Standard paper repository**

Student papers will be checked against other institutions' student submissions.

- **Institution paper repository**

Student papers will only be checked against other student papers within your institution. With this setting enabled, if a student from your institution submits a paper matching a paper of a student from another institution, Turnitin will not identify this match.

- **Do not store the submitted papers (MAKE SURE TO SELECT THIS ONE)**

A similarity report will still be generated for paper submissions, but your students' papers will not be stored in the Turnitin standard paper repository or the institution's paper repository for future comparison.

Compare against

These search options allow you to select the repositories that students' submissions will be checked against when processing Similarity Reports for papers. The similarity score may decrease if a repository option is deselected.

Similarity Report

Report generation and resubmissions

- **Generate reports immediately (resubmissions are not allowed)**

Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. If, for any reason, a resubmission is required when this setting is selected, you must manually delete a student's submission from the assignment inbox to allow the student to submit again.

- **Generate reports immediately (resubmissions are allowed until due date).** After 3 resubmissions reports generate after 24 hours.

This option is typically used when students are self-reviewing and revising their submissions and able to view the Similarity Report. Similarity Reports will be generated immediately for each student's initial submission to this assignment.

- Students may resubmit as often as they wish until the assignment's due date.
- Similarity Reports for a second or subsequent submission will generate after 24 hours of submission.
- As all previous submissions are removed upon resubmission, only the latest submission is available to both you and the student.
- Similarity Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment.
- This report regeneration may cause a change in a paper's similarity score. No resubmissions are allowed after the due date and time of the assignment.

- **Generate reports on due date (resubmissions are allowed until due date)**

Originality Reports will not be generated for any submission until the due date and time of the assignment is reached. Students may resubmit as many times as needed until the due date and time, but will not receive reports during this period. No resubmissions are allowed after the due date and time of the assignment.

Allow students to view Similarity Reports

Select the checkbox to allow your students to view their Similarity Reports for submissions to this assignment. This option gives you more flexibility and control when creating assignments.

Exclude bibliographic materials

Select the checkbox to exclude text appearing in the bibliography, works cited, or references sections of student papers from being checked for matches when generating Originality Reports. You can overwrite this setting in individual Similarity Reports.

Exclude quoted materials

Select the checkbox to exclude quotations from being checked for matches when generating Similarity Reports. You can overwrite this setting in individual Similarity Reports.

Exclude small sources

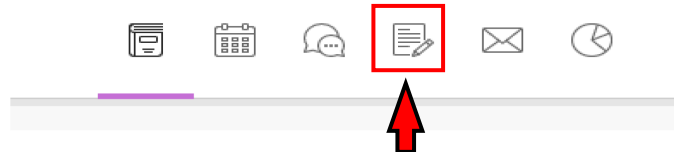
Select the checkbox to exclude matches that are not of sufficient length (determined by you) from being considered when generating Similarity Reports. A box will appear, where you can exclude matches by word count or by percentage.

Don't Forget to Submit!

Scroll to the bottom of the settings page and click the **Submit** button to save your settings.

Grade Assignments

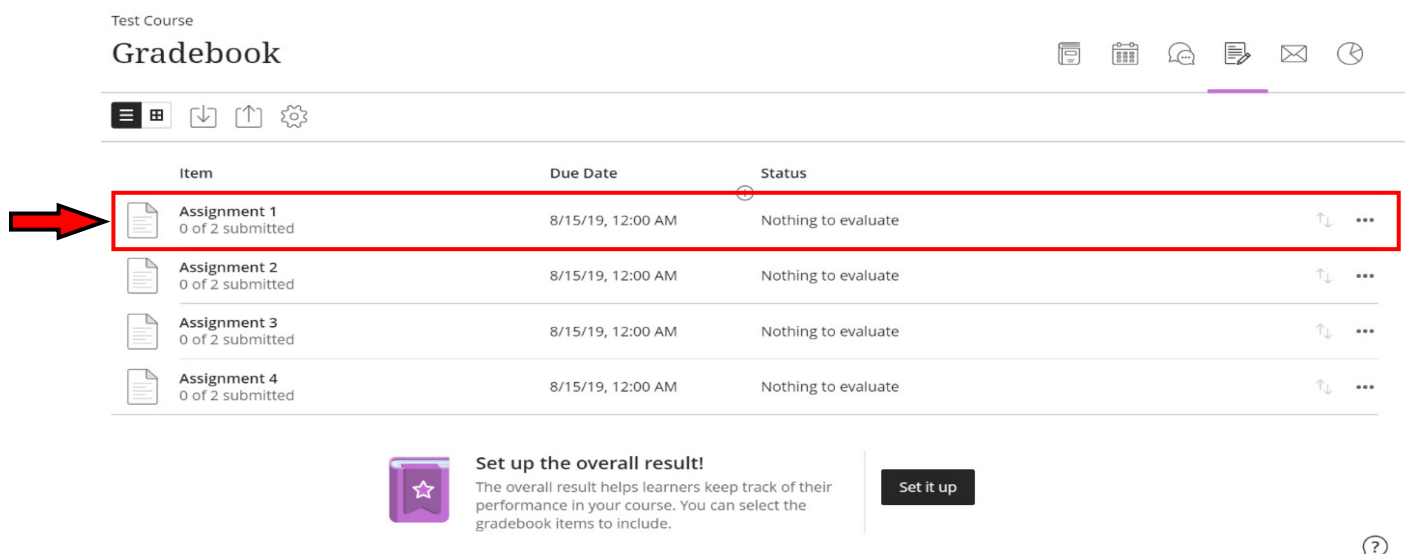
- Go to your course in Blackboard
- On the right top menu click on “Gradebook”








You will be greeted with the following webpage

Test Course

Gradebook



Item	Due Date	Status
 Assignment 1 0 of 2 submitted	8/15/19, 12:00 AM	Nothing to evaluate
 Assignment 2 0 of 2 submitted	8/15/19, 12:00 AM	Nothing to evaluate
 Assignment 3 0 of 2 submitted	8/15/19, 12:00 AM	Nothing to evaluate
 Assignment 4 0 of 2 submitted	8/15/19, 12:00 AM	Nothing to evaluate


 **Set up the overall result!**
The overall result helps learners keep track of their performance in your course. You can select the gradebook items to include.

[Set it up](#)

Click on the assignment you want to grade. You will be greeted with the following webpage

Test Course

Assignment 1

 Visible to learners ▼


← Content and Settings

Submissions






0 of 2
SUBMITTED

0
TO EVALUATE

0
TO POST

 Search by learner name

25 ▼ items per page

Learner	Status	Evaluate	
 Minas Mina Unopened	Nothing to evaluate		 ...
 MIS Assistant Unopened	Nothing to evaluate		...


In this webpage you can evaluate each student for the specific Assignment by clicking on the oval option under “Evaluate”.

Post All Results?



When you post results, learners can view them and any feedback you provided.

1 

2 

Cancel Post All Results

When you're ready to release grades to students, click on “Post all results” (button number 1). All grades you have assigned for this assignment are posted for students to see. If you want to post one at a time, click on “Post” (button number 2). On the pop up window click on “Post All Results” or “Post Result”.

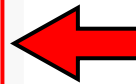
Post All Results?



When you post results, learners can view them and any feedback you provided.

Cancel

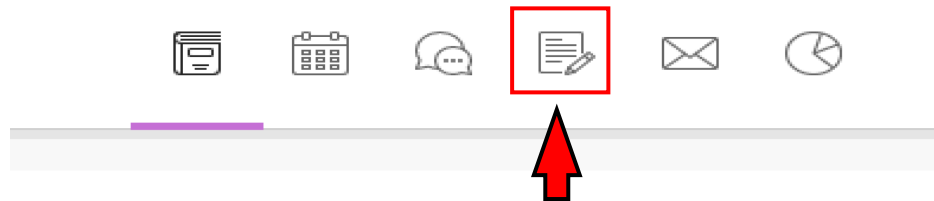
Post All Results



Posted grades appear with a “*Posted*” message in the column.

Add Grade Item

- Go to your course in Blackboard
- On the right top menu click on “Gradebook”







You will be greeted with the following webpage

Test Course

Gradebook



Item	Due Date	Status	
 Assignment 1 0 of 2 submitted	8/15/19, 12:00 AM	Nothing to evaluate	↑↓ ...
 Assignment 2 0 of 2 submitted	8/15/19, 12:00 AM	Nothing to evaluate	↑↓ ...
 Assignment 3 0 of 2 submitted	8/15/19, 12:00 AM	Nothing to evaluate	↑↓ ...
 Assignment 4 0 of 2 submitted	8/15/19, 12:00 AM	Nothing to evaluate	↑↓ ...



Set up the overall result!

The overall result helps learners keep track of their performance in your course. You can select the gradebook items to include.

Set it up







All posted Assignments for the course are included by default in Gradebook list. However, if you want to add an item in Gradebook like an exam or attendance grades you can do it by clicking on the plus sign wherever you want to add something.

Test Course

Gradebook



Item	Due Date	Status		
 Assignment 1 0 of 2 submitted	8/15/19, 12:00 AM	2 to post	Post results	⌵ ...
 Assignment 2 0 of 2 submitted	8/15/19, 12:00 AM	2 to post	Post results	⌵ ...
 Assignment 3 0 of 2 submitted	8/15/19, 12:00 AM	<div> + Add Item ⊞ Add Calculation 📅 Add Attendance </div>	Post results	⌵ ...
 Assignment 4 0 of 2 submitted	8/15/19, 12:00 AM		Post results	⌵ ...

If you want you can add an overall result by clicking on “*Set it up*” on the note appear at the bottom of gradebook. Overall result is the overall grade that a student achieved for the class and it calculated automatically by the system based on student grades.



Set up the overall result!

The overall result helps learners keep track of their performance in your course. You can select the gradebook items to include.

Set it up









When you click on “*Set it up*” to set up an overall result you will be greeted with the following webpage to set the overall result by changing the relative weights for gradebook items or categories. When you set the weights click on “*Save*” and then return to Gradebook.

Test Course

Overall Result

Items in the Gradebook

 Assignment 1 Exercise	5%	⌵
 Assignment 2 Exercise	5%	⌵
 Midterm Exam	30%	⌵
 Assignment 3 Exercise	5%	⌵
 Assignment 4 Exercise	5%	⌵
 Final Exam Exam	50%	⌵

Total: 100%

Overall result percentage

Overall Result Settings

The overall result helps learner keep track of their performance in your course. The overall result is calculated using relative weights for gradebook items or categories.

Select how the overall result is calculated:



Cancel

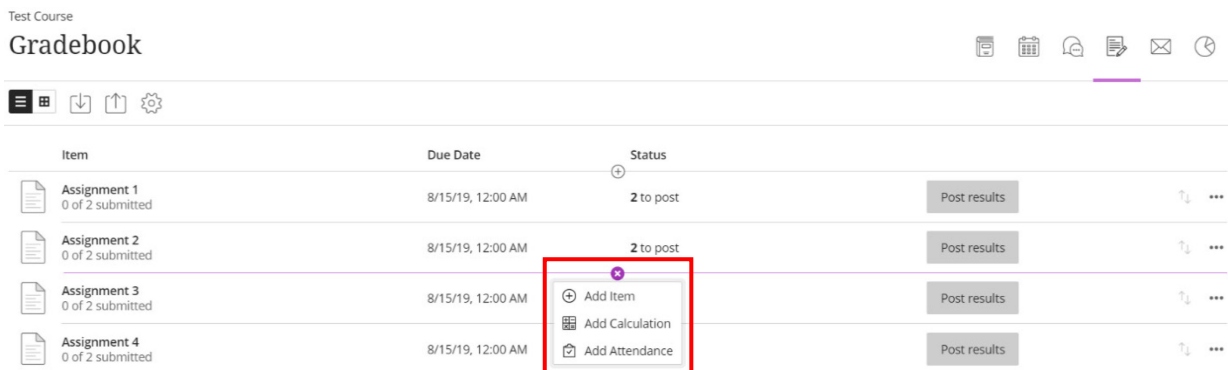
Save

Announcement of Final Exam Grade

If you like to announce the final exam grade without make exam paper visible to students you Must create a new column in grade book. You can do it by clicking on the plus sign and select “Add item”

Test Course

Gradebook



Item	Due Date	Status		
Assignment 1 0 of 2 submitted	8/15/19, 12:00 AM	2 to post	Post results	⌵ ...
Assignment 2 0 of 2 submitted	8/15/19, 12:00 AM	2 to post	Post results	⌵ ...
Assignment 3 0 of 2 submitted	8/15/19, 12:00 AM	+	Post results	⌵ ...
Assignment 4 0 of 2 submitted	8/15/19, 12:00 AM		Post results	⌵ ...

Dropdown menu options:

- Add Item
- Add Calculation
- Add Attendance

Give a name of the new column, set the maximum points, click save. Enter to the new column and write the final grade (numerical) for each student.