

Blackboard Competencies Demo – Five Technical Badges

1. Course Design/Management

Course Menu

Add Content Area:

- ☐ Syllabus

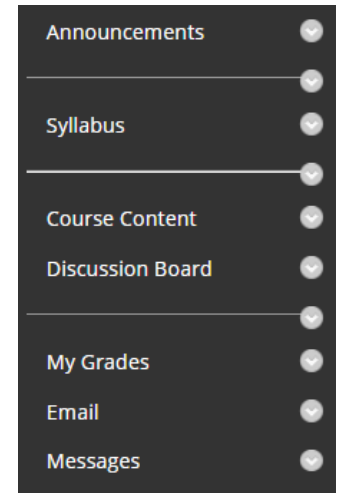
Add Tool Links:

- ☐ My Grades
- ☐ Journals

Edit Menu:

- ☐ Move 'Syllabus' below 'Announcements' and 'My Grades' above Email
- ☐ Hide the 'Journals' Tool Link
- ☐ Rename 'Discussions' to 'Discussion Board'
- ☐ Delete the 'Journals' tool link

The complete course menu should look like this:



Content Areas – Adding Content

- ☐ Upload a syllabus file to 'Syllabus' content area
- ☐ Add 2 content folders to the 'Course Content' content area named 'Unit 1' and 'Unit 2'
- ☐ Reorder content folders
- ☐ Add an Item with attached file to 'Unit 1' folder
- ☐ Add a (different) File to both 'Unit 1' and 'Unit 2' folders
- ☐ Check document accessibility level using the Ally meter
 - ☐ Navigate to the instructions that demonstrate what needs to be fixed
 - ☐ Demonstrate how to access the alternative formats for downloading documents with Ally
- ☐ Move the Item in 'Unit 1' folder to 'Unit 2' folder
- ☐ Copy a File from one folder to the other

➤ **Student Preview**

- ☐ Enter Student Preview
 - ☐ Open 'Settings'
 - ☐ Check 'Do not ask me...' and
 - ☐ Select 'Keep the Preview User and all data' (for this demonstration) and Save
- ☐ Exit Student Preview

Notes:

2. Communications

Announcements

- ☐ Create a new announcement
 - ☐ Apply Date Restriction (End date) and Submit
- ☐ Edit announcement
 - ☐ Send email notification
- ☐ Reorder the 'New Announcements appear below this Line' bar
- ☐ Delete announcement

Discussion Board

- ☐ Create a 'Unit 1' Forum with prompt/questions in the Description field
- ☐ Set Forum Availability – *(make sure 'Display After' is in the past so it will be available to Preview Student)*
- ☐ Select 'Participants must create a thread in order to view other threads in this forum'
- ☐ Select 'Grade Discussion Forum' and include points possible
- ☐ Add Rubric > Select Discussion Rubric
 - ☐ Show Rubric to Students (Yes with Rubric Scores)
- ☐ Submit

Messages

- ☐ Create and send a message to your Student Preview User

Email

- ☐ Create and send an email to your Student Preview User selecting the following:
 - ☐ Attach a file to email

➤ **Enter Student Preview:**

- ☐ Create Discussion Thread in the 'Unit 1' Forum and reply to it
- ☐ Read and reply to Message from Instructor
- ☐ Exit Student Preview

*For this demonstration you have both tools - Messages and Email - on the course menu.
For your live courses, you should pick only one of these tools for the Course Menu.*

Notes:

3. Assignments

Create Assignment #1 in Unit 1 Folder

- ☐ Include instructions in content editor
- ☐ Set points possible
- ☐ Select Assignment rubric and make it Visible to Students with Scores

Submission Details:

- ☐ Multiple attempts
- ☐ Maximum attempts: 2
- ☐ Score Attempts Using: Highest Grade
- ☐ Display of Grades: set Secondary Display as 'Letter'
- ☐ Availability: Set 'Display' dates (*make sure 'Display After' is in the past so it will be available to Preview Student*)

Create Assignment #2 in Unit 2 Folder

- ☐ Include instructions as an attachment
- ☐ Set points possible

➤ **Enter Student Preview and complete Assignments:**

- ☐ Assignment #1
 - ☐ View rubric
 - ☐ Submit using the text editor
- ☐ Assignment #2
 - ☐ Submit as an attachment
- ☐ Exit Student Preview

Notes:

4. Tests

Create a Test in Unit 2 Folder:

- ☐ Open Question Settings and set Default point values to 2
- ☐ Create 1 M/C question
 - ☐ Set answer numbering and Show in Random order
 - ☐ Indicate correct answer selection
- ☐ Create 1 T/F question
- ☐ Create 1 Essay question

Update point value:

- ☐ By Question Type: Essay – 10 points
- ☐ By Individual Question: Change a Question to Extra Credit

Deploy test in a folder

- ☐ Make test available: Yes
- ☐ Set Multiple attempts: 3
- ☐ Score Attempts Using: Highest Grade
- ☐ Do Not check Force Completion
- ☐ Set timer: 30 minutes
 - ☐ Auto-submit: ON
- ☐ Set Display dates (*make sure 'Display After' is in the past so it will be available to Preview Student*)

Show Test Results and Feedback to Students:

- ☐ After Attempts are graded

Test Presentation

- ☐ One at a time
- ☐ Prohibit Backtracking
- ☐ Submit

Make edits to Test Options:

- ☐ Add User Exception: Set Timer to 60 for Student Preview User
- ☐ Test Presentation
 - ☐ Randomize Questions
- ☐ Submit

➤ **Enter Student Preview:**

- ☐ Complete the Test
- ☐ Exit Student Preview

Notes:

5. Grade Center

Categories:

- ☐ Create a new Category named 'Project'

Columns:

- ☐ Create column named 'Research Project 1'
 - ☐ Set category as 'Project'
 - ☐ Enter points possible
- ☐ Submit

Calculated Columns:

- ☐ Create Weighted Column named 'Current Grade'
 - ☐ Set each category as 25% (Assignment, Discussion, Tests, Project)
 - ☐ Drop 1 lowest grade for Discussions
- ☐ Edit 'Total' Calculated Column
 - ☐ Set secondary display as percentage

Display/Column Organization:

- ☐ Hide the 'Total' column from Students
- ☐ Hide the 'Total' column from Instructor View
- ☐ Move 'Current Grade' to the top of column list
- ☐ Show the 'Total' column in Instructor View

Enter Grades and Feedback:

- ☐ Enter a grade for 'Research Project 1'
- ☐ Use Quick Comment to add Feedback for 'Research Project 1'

Needs Grading:

- ☐ Grade submitted Discussion, Assignments and Test
 - ☐ Grade one Assignment or Discussion using the rubric
- ☐ Provide feedback for one Assignment

Grade Details:

- ☐ View grade details for Test
- ☐ Ignore 1 attempt
- ☐ Override grade
- ☐ View complete grade history

Grade Center and Records:

- ☐ Download Grade Center
 - ☐ Set Comma Delimiter
- ☐ Download Grade History
 - ☐ Show Entries from Past: All
 - ☐ Set Comma Delimiter
- ☐ Archive Course
 - ☐ Include Grade Center History
 - ☐ Select copy links and include copies of files outside of the course default directory
 - ☐ Download to computer