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How do I make a course available to students?

To make a course available:

1.   Login to Blackboard

2.   Open the Course you want to make available.

3.   At the top management area select the Make Available Icon.
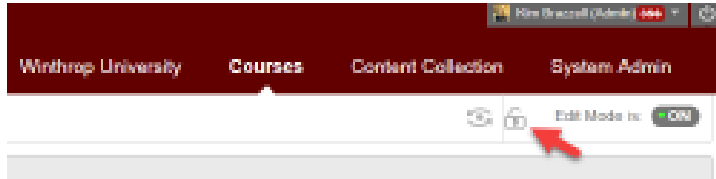
How do I manually add students to my course?

Since the Blackboard course roster will automatically update four times per day to reflect the latest drop/add activity, the option to manually add and drop students to/from your Blackboard rosters has been removed. Please contact the Office of Online Learning at x2551 or email blackboard@winthrop.edu regarding any special circumstances surrounding your Blackboard Rosters.

A Student just added my course and cannot access Blackboard, what should they do?

Blackboard rosters will automatically update four times each day to reflect the latest drop/add activity. The student will gain access within a matter of hours.

Where do I complete my Blackboard Course Usage form?

1.   Login to Wingspan

2.   Click on the Faculty Services tab

3.   Click on the Blackboard Course Usage linkText

How do I combine multiple sections into a master course?

1. Login to Wingspan

2. Click on the Faculty Services Tab

3. Click on the Blackboard Course Usage link

4. Select the correct term

5. Complete the Course usage form before proceeding to the Master Course Link

6. Click on the Master Course Link

7. Click the New Master button

8. Enter a title for the New Master Course

9. Click the save icon

10. Select the courses you wish to merge

11. Click the enabled button.

12. Your changes will be saved automatically.

Will my course content from last semester carry over to my new course for this semester?

A new blank shell is created automatically for each course every semester. You have the option to copy content between courses in Blackboard. Here is how to copy a course in 8 Clicks:

1. Open the course that you would like to copy the materials FROM.

2. On the Control Panel of that course (bottom, left menu), click on Packages and Utilities.

3. Click Course Copy.

4. The Copy Course screen will appear. Click on the Browse button to select the Destination Course ID.

5. A list of your courses will appear. Select the appropriate destination course that you would like to copy the materials TO.

6. Click the Submit button at the bottom of the window.

7. Click on the Select All button to be sure that you copy ALL of the course materials over to the new or existing course.

8. Click Submit.

Return to your course listing to open the course that you just copied TO and verify that everything copied successfully.

How long do my courses remain on Blackboard?

Once the semester has ended, students will no longer have access to those Blackboard courses. However, instructors will continue to have access for one year after the semester has ended. After which, the courses will disappear from your My Courses area of Blackboard. At the end of the semester, export your earlier Blackboard courses to a local drive for use in a future semester.

How do I download my grades from the Grade Center into Excel?

1. From the control panel of the course, click on Grade Center, then Full Grade Center.

2. Click on the Work Offline button near the top, right side of the page and select Download

3. Select the data to download: (ex. Full Grade Center, Selected column, or User Information Only)

4. Select the Tab file delimiter.

5. Select whether to include hidden information in the downloaded data. Hidden information includes columns and students who have been hidden from view in the downloaded file.

6. Select My Computer as the Download location.

7. Click Submit

8. On the next Download Grades page, click the Download button and the file will automatically download to your downloads folder or a dialog box will appear prompting you to Open or Save the file.

How do I move a quiz from one course to another course?

To move a quiz, you will need to export it and then import it into the other course. Here are the steps for exporting and importing a quiz:

1.   Go to Control Panel of the course containing the quiz

2.   Course Tools

3.   Test, Surveys, and Pools

4.   Tests

5.   Click on drop down arrow beside the quiz

6.   Select Export to Local Computer

7.   Save the file to your computer (File will be saved as a zip file format)

8.   Open the other course where you would like to import the quiz

9.   Control Panel

10.   Course Tools

11.   Tests, Surveys, and Pools

12.   Tests

13.   Click on the Import Test button

14.   Click on Browse My Computer and locate the zip file that you saved previously

15.   Click Submit

16.   Navigate to the content area page where you want to add the test.

17.   On the content area page, point to the Assessments button, then select Test.

18.   Select the test from Add Test list.

19.   Click Submit. The Test Options page appears.

How do I allow for a student to take a test without opening it up to everyone in the class?

1. Click on the down arrow beside the test on your content area page and select Edit the Test Options.

2. Scroll down on the page until you come to Test Availability Exceptions.

3. Click on the Add User or Group button.

4. Click on the check box for the student(s) for which you would like to allow an exception.

5. Click the Submit button at the bottom of the window.

6. The students will appear in the Test Availability Exceptions area and you will have the option to allow the following exceptions:

a. Number of attempts

b. Timer

c. Availability

d. Force completion

7. Click the Submit button at the bottom of the window.

How can I print a test from my course?

1. Go to the content area page containing the test

2. Click on the drop down arrows for the test and select "Edit the Test"

3. The test questions will appear with the correct answer choice noted. Use the browser print function. (File, print OR the print button)

   To print the test without the correct answers noted:

1. Go to the content area page containing the test

2. Click on the link for the test (just as if you were going to take the test)

3. Click the begin button

4. Use your print function in your browser (File, print OR the print button) to print the page

   For this option, you will have to be sure that you have selected the option in 'Edit the Test Options' to display the questions all at once.

How can I set a forum discussion to be view only and no longer active?

You will need to lock the forums. This will allow students to read them but not be able to make any changes or add new posts.

1.   Be sure that you are in list view. (Your view buttons are near the top, right of the screen)

2.   Select the box for each thread that you would like to lock

3.   Click on the Thread Actions button

4.   Select Lock.

How can I see the entries the students have entered into the blog?

Open the blog that you would like to view the entries for. Just beneath your name on the right side of the screen, click on the down arrow button. A list of student's names will appear. Their names are links that you can click to access their blog entries.

How can I delete an incorrect assignment submission so that it can be resubmitted?

To clear an attempt:

1.   Go to the Full Grade Center

2.   Go to the Assignment column

3.   Click on the drop down menu button within the student's cell for that assignment

4.   Select View Grade Details

5.   Click Clear Attempt button or you can click the Allow Additional Attempt button.

How can I hide a column in the grade center from the student's view?

1.   Click on the dropdown menu at the top of the column

2.   Select Hide from Students (on/off)

(A circle icon with a diagonal line drawn through it will appear at top of column to indicate that the column is hidden)

To unhide a column that you have previously hidden, follow the same directions as above. The diagonal icon should disappear once column is viewable to the student.

I have hidden a column from the grade center, but the students are telling me that they can still see the column in their My Grades area. What should I do?

There are actually two options for hiding columns in the grade center – One option hides the column from your view. It sounds like you may have hidden the column from your view, but not the students' view. To hide the column from the students, you will first want to add the column back into your view.

1. Go to Grade Center

2. Full grade Center

3. Manage button

4. Column Organization

5. Click the checkbox to the left of the column name

6. Scroll down to the bottom of page

7. Click the Show/Hide button

8. Select Show Selected Columns

9. Click Submit

Next, to hide the column from the students, click on the drop-down menu button at the top of the column, then select Hide from Students (on/off). (A circle icon with a diagonal line drawn through it will appear at the top of the column to indicate that the column is hidden).

How do I reorder my grade center columns?

1. Go to Grade Center

2. Full Grade Center

3. Manage button

4. Column Organization

5. Place your mouse over the cross arrows to the left of the column name and drag and drop the column into the desired order

6. Click Submit

How do I export a test from Test Gen into Blackboard?

When exporting from Test Gen, save to the default "Test Gen" folder only. Do not change the save location from the default. Import to Blackboard as a pool.

I want to load videos into Blackboard. What are the recommended specifications for my videos?

MPEG-4 or .mp4 is the recommended video file format. Produce your video in a "small" format. Some computer programs give you several options when it comes to producing your video, ranging from minimal to high quality. While you may be tempted to import a high-quality video, it will be much easier to upload and deal with your video online if you produce the video in a smaller, more manageable size. It is a good rule of thumb to choose the smallest size possible for producing your video, i.e. medium resolution 640x360 or small resolution 480x272 and no larger than 1.5 GB. It is also recommended that you record the videos in 5- to 7-minute segments. This will help keep the file size down.

How do I track the course activity and last access date for a given student in my course?

1. Go to the Control Panel of the course.

2. Click on Evaluation

3. Click on Course Reports

4. Click on the drop down arrow beside the "all Activity Inside Content Area" or the "Student Overview for Single Course" report

5. Select Run

6. Select the date range and student

7. Click Submit