Getting Started with Blackboard 9

Using the RIC Basic Template

White Papers by Dick Evans
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What’s New in Bb9
By Dick Evans

RIC is making the move to Bb9 over the next year and it will be worthwhile to do so. Although BB9 is designed to work a bit differently than WebCT, the benefits of this new online learning system definitely outweigh the effort one may need to put in to cross over.

Bb9 has a migration tool which will take a WebCT course and get the material over to Bb9 with minimal effort. However, as the course setup in Bb9 is different than WebCT, the screens will look different once the course has migrated.

For example here is a screen print of my WebCT homepage and on the next page one created from the migration tool for Bb9:
As you can see, the look and feel of Bb9 is very different from WebCT. It is not designed to look like or work the same. And the way the students interact is much different.

Because the old courses may not work quite as well in Bb9 when migrated over, a better approach is to build the course from scratch using the materials from WebCT. By doing so, we remove a layer of learning for both the student and the instructor.
Building a Course in Bb9 vs. WebCT

In WebCT the course was built as individual modules such as:

- Assignments
- Quizzes
- Content

The student would go to the assignment page to locate the work to be done for week 1. Then they would head over to quizzes to find the quiz for week 1. Next they might go to a content page to read supporting material for week 1. Perhaps there was another place to find the lecture notes or a slide deck for week 1. In short, organization was by type of content.

In Bb9, a content module allows the course to be organized around the chapter or week. All material having to do with week 1 would be located in the same place. When the class is on week 1, they will see the lecture notes, supporting materials, assignments, quizzes, etc.

The above screen shot shows the Course Work page. It is like the Homepage in WebCT and has links to other areas within the course.
Clicking on Week 1 in Course Work opens the Week 1 page giving the student access to all material needed for week 1. In this sample they have access to a pdf of the introduction lecture, an assignment called About Me, and a Quiz for week 1.

Scott Badger has created a RIC Basic Template for Bb9. It is similar to the starting template for WebCT with pre-done items in the Course Menu. This book outlines building a new course using that template and then explains how to build your course by modifying the course created using the template.

The above Bb9 screen shots were taken from a sample course using that template.
Building a Course
By Dick Evans

The first step in building a course is requesting it with the course number and name from USS. An empty course will be built for you. Once that has been accomplished, you may continue with these instructions.

You will need a copy of the **RIC Standard (Collaboration) Blackboard 9 Template** (standard_template.zip) which can be downloaded from the faculty toolbox. Save a copy on your desktop for use in these instructions.

With an active Internet connection, sign on to your Blackboard 9 (Bb9) account at [http://blackboard.ric.edu](http://blackboard.ric.edu). The resulting screen should look something like the following:
Under My Courses, locate the empty course that was created for you and then double-click the link to open your Home Page.

On the left side find the Course Menu built into the empty course. On the right side is the page the menu is pointing to. This page is for the student to use to organize and to see things like Announcements posted by the instructor, assignment that are due, and much more. Browse the page to see all the pre-made features.

Above the Home Page information, on the right, locate the Edit Mode switch. It is a toggle, so click the word OFF (or ON) will change the mode. OFF is the student view and ON is the instructor view. The student view is much better than in WebCT—you get to see what they see. With edit ON the course can be modified. This is the mode needed to upload and install the RIC Course Template.

Click OFF to turn ON the Edit Mode.
Notice the change between OFF and ON.

In WebCT, the Home Page was the "menu" page for your course. It contained ICONS or images for each of the tools you included for your students. With Bb9, the Home page is customizable by the student and lets them know about new postings from the instructor much like the icons on the WebCT signon screen telling the student if they have email, new assignments, new quizzes, etc.

In Bb9, the course menu will be the "menu" pointing to the included tools for your course.

Under the Course Menu, there is a Course Management area that it used to customize the course.
Mouse over Packages and Utilities and click to open it, and then click Import Package/View

Click Import Package

Scroll down the page to item 2
2. **Select a Package**

   Click **Browse** to locate the course package.

   Uploading large packages may take a long time.

   *Select a Package*  
   ![Browse](C:\Documents and Settings\vanes\Desktop\RB3B6B.zip)  

   Browse to locate the standard_template.zip file previously saved on your desktop.

3. **Select Course Materials**

   Select materials to include. To recreate a course from an archive package, including user records, use **Restore** instead of **Import**.

   - [ ] Content Areas
   - [ ] Adaptive Release Rules for Content
   - [ ] Announcements
   - [ ] Blogs
   - [ ] Calendar
   - [ ] Collaboration Sessions
   - [ ] Discussion Board

   Under item 3, check the boxes for those items you want included in your course from the backup file. If the checked item is not in the backup file, it will not be added to the course. I suggest checking all boxes.

   - ✔ Settings
   - ✔ Contacts
   - ✔ Tasks
   - ✔ Tests, Surveys, and Pools

4. **Submit**

   ![Cancel](Submit)

   Then, under item 4, click **Submit**.
Success! You may have to wait a few minutes for the import to complete. Press F5 to refresh (this returns you to the Home Page). It is complete when the new items are added to the course menu.

Notice there are two (2) Home Page links. All the menu items above the second one must be deleted as they are not part of the template.
To the right of the first Home Page, click the chevron to open the drop down list of options. Click Delete.

Confirm your selection by clicking OK

Repeat to remove the items down to but not including the remaining Home Page. They are:

- Information
- Content
- Discussions
- Groups
- Tools
- Help

When all the items have been removed, you have successfully installed the RIC basic template and are ready to begin building your course by modifying or removing items from the course menu.
Understanding the New Course Menu
By Dick Evans

The following assumes you have downloaded and imported the RIC Basic Template to your new course on Bb9 and have removed the unnecessary menu items described in the white paper “Building a Course”. If so, the course menu should look like the following:

This paper describes each of the menu items built into the basic course menu. This menu is not set in stone. Items may be deleted and additional items added to meet your course’s requirements. The template was created to give a starting point.

The button to the left of the item name allows the item to be repositioned by dragging it up and down. When clicked, the down chevron to the right of the item drops down a menu, which is used to Rename the item (Link), Hide it so the student does not have access to it, or delete it from the course. (Note: If you delete an item, you can add it back later. However you will not have any data that may have been associated with the original link.)
The Course Menu is divided into three sections. The first accesses course tools used on a regular basis by the student. The second (Under the word Collaboration) contains tools to collaborate professor to student and student to student. The last section contains help at various levels—RIC and Blackboard. The Tools item at the bottom is for instructor use only and is hidden in student view.

**Home Page**

In WebCT this was the “menu” for students to access various sections of your course. There was a button for Assignments, one for Email, another for Quizzes, and so forth. In Bb9 the course menu (on the left side of every window) provides the links that the WebCT Home Page provided.

In Bb9, the Home Page is customizable by you and the student. It is the page that displays first when the student logs on to your course. On it they immediately view any announcements posted by you, assignments that are due, a calendar, and more.

By grabbing the title bar of any items on the page, the item can be dragged to another position on the page.

**Announcements**

Allows announcements to be added that display on the student home page
My Grades

This cannot be accessed by the instructor. It contains the grade book for the student. When the instructor attempts to access it, the above error occurs. Just click on another course menu to get out of the error.

Course Email

Course Email allows email to be sent to individual students, all students, or all students in a group. This is similar to the Mail function in WebCT.

My Course Work

The My Course Work selection opens a content page which allows access to additional course data. This is like the Home Page in WebCT. In this case there is a link to the Syllabus for the course and to view Student Pictures.
The folder link to Week 1 opens a page where all documents, links, and quizzes are kept for Week 1.

**Discussions**

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help

**Chat**

Chat Rooms Overview

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Tool</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chat Room 1</td>
<td>Chat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chat Room 2</td>
<td>Chat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chat Room 3</td>
<td>Chat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chat Room 4</td>
<td>Chat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>Virtual Classroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Hours</td>
<td>Chat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Similar to the chat capability in WebCT, this template has the chat rooms set up to be like WebCT.

**Calendar**

![Course Calendar: View By Month]

Similar to the calendar in WebCT. However, when an assignment or test is scheduled, the dates are added to the calendar by Bb9. You may also add entries on your own.

**Course Blog**

![Blogs]

Blogs are an open communications tool for Students to share their thoughts. [More Help]

Create Blog

Display Blogs: All Blogs

Allows students to share their thoughts using a blog self contained within the course on Bb9.
Groups

Similar to groups in WebCT, Bb9 allows them to be automatically generated, generated by the instructor, or having the students add into a group.

Student Toolbox

Accesses the RIC Student Toolbox where a wealth of reference material is available to the student.

Blackboard Help

Access to many helpful papers and links about Bb9
### Tools

<table>
<thead>
<tr>
<th><strong>Announcements</strong></th>
<th>Hide Link</th>
<th>Create and view Course Announcements.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Messages</strong></td>
<td>Hide Link</td>
<td>Create and send private and secure Messages to Course members.</td>
</tr>
<tr>
<td><strong>Blogs</strong></td>
<td>Hide Link</td>
<td>Create and manage blogs for Courses and Course Groups.</td>
</tr>
<tr>
<td><strong>My Grades</strong></td>
<td>Hide Link</td>
<td>Shows detailed information about your grades.</td>
</tr>
</tbody>
</table>

Used by the instructor to add Bb9 tools to the course. The above only shows four of many tools available.
Announcements
By Dick Evans

This paper describes working with announcements placed on the course. Announcements are displayed on the student Home Page in the Announcement block.

Adding a new Announcement

Make sure Edit Mode is ON

On the Course Menu, click Announcements, then on the Announcements page click Create Announcement.

1. Announcement Information

   Subject

Enter a Subject line for the announcement, and then include the text or links to other files using the WYSIWYG area.
Inserting Text

Click in the white area and type. This editor works much like Word with buttons and pull downs for the typical tools you need to type a document.

Inserting a Link

Type the line you want to have linked, then select it and click the “world” on the toolbar.

Insert Link

1. Hyperlink Properties
   - Type: HTTP
   - URL: http://www.ic.edu/revans
   - Title (optional): Open REvans college Web site
   - Open link in new window

2. Submit

Complete the Insert Link form, and then click Submit
There are some new entries on my college Web site you should check out.

Click to open the REVANS Web site

The link is active.

2. Options

Duration

- Permanent
- Date Restricted

Select Date Restrictions

- Display After [05/22/2009] [11:23 AM]
- Display Until [06/03/2009] [11:23 AM]

Override User Notification Settings

- Check to send an email to all users, even those that choose not to receive Announcement notifications through email.

Click the Permanent radio button if this announcement is to always be displayed.

Leave it as Date Restricted to set a display after date/time and/or a display until date/time.

The Override checkbox forces an email to be sent to all students, even if they have turned off that option.

3. Course Link

Click Browse to choose an item.

Location [Browse...]

Should you have a document in Bb9 that you wish this announcement to link to (perhaps an assignment already uploaded to Bb9), you can browse to it here. You cannot browse to a local file on your computer or link outside of Bb9 to a location such as the FDR.

Should you need them to link outside of Bb9, insert that link in the first section using the WYSIWYG editor.
Click Submit

The green message indicates a successful insertion.

The announcement shows on the student’s Home Page under My Announcements.
Changing an Announcement

Click the chevron to the right of the title of the announcement to be changed, and then select Edit.

The same page used to add the announcement appears with the current data included. Make the changes as necessary to any of the sections, and then click Submit.

A “Success” message appears to indicate that the announcement has been changed.
Deleting an Announcement

Click the chevron to the right of the title of the announcement to be changed, and then select Delete.

If this is correct, click OK.

The “Success” message indicates that the request was processed and the announcement is gone.
Course Email
By Dick Evans

This paper will explain composing email, reading email, and responding to email in Bb9. The features are straightforward so instructions on how to Print, look through Sent mail, Delete old mail, etc are not covered in this paper.

Attachments are NOT allowed in Course Email.

This works similar to the Mail function in WebCT, even though it is called Messages.

On the Course Menu, click Course Email to open the Messages window.

Composing a Message

Click the Create message button

Click the To button.
Select the recipients and move them to the right side by clicking the right arrow >

2. Compose Message

Subject: Exam Makeup

Add text to the Body of your message.

You can make up the Word exam this Friday at 8:00 am. Can you make that time?

Add text to the Body of your message.

3. Submit

Click Submit.

Reading a Message

<table>
<thead>
<tr>
<th>Folder</th>
<th>Unread</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbox</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sent</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
Click the Subject link to open the message.

From Dick Evans Test
To Stephanie Hilz; Dick Evans Test
Cc
Sent Friday, May 22, 2009 1:12 PM
Subject Exam Makeup

You can make up the Word exam this Friday at 8:00 am. Can you make that time?

Replying to a Message

From Dick Evans Test
To Stephanie Hilz; Dick Evans Test
Cc
Sent Friday, May 22, 2009 1:13 PM
Subject Exam Makeup

You can make up the Word exam this Friday at 8:00 am. Can you make that time?

Open the message and click Reply.
Choose Sender or All.

You can change the recipients in section 1.

2. Compose Message

Subject: Re: Exam Makeup

Body:

----- Original Message -----
Sent on Friday, May 22, 2009 1:12 PM
You can make up the Word exam this Friday at 3:00 am. Can you make that time?

The original message is included in the Body of the message.
Thanks, I will be there at 8:00 am on Friday.

----- Original Message ----
Sent on Friday, May 22, 2009 1:12 PM
You can make up the Word exam this Friday at 8:00 am. Can you make that time?

Type your response as you would in any other email system.

Click Submit to send the reply.

Success: Message sent to one or more recipients

The “Success” message indicates that the message was sent.
The My Course Work selection opens a content page which allows access to additional course data. This is like the Home Page in WebCT. In this case there is a link to the Syllabus for the course and to view Student Pictures. Folders are included to add course data on a week by week basis.

The icon come with Bb9 and cannot be changed. They can be removed.

Click the chevron to the right of the page title—My Course Work

Select Show Text Only.
This takes less room. If images are desired, they can be added to each of the items. See the white paper on Adding Images.

**Adding a Syllabus**

On the My Course Work page, in EDIT ON mode, click the chevron to the right of Syllabus, and select Edit.

2. **Attach or Link Content**

Files can be attached here. Click Browse to select the file to attach and specify a name for the link to this file.

- **Attach Local File**
- **Link to Content**
- **Collection Item**
- **Name of Link to File**
- **Special Action**

Scroll down to section 2 and Browse to locate your syllabus saved as a PDF on your local machine. (Note: If you are accessing a copy of it on the FDR, use the link to locate it under Name of Link to File instead. If you have uploaded the file to the Content Collection, browse to it instead.)

Click Browse.
Click Open.

The file location has been placed in the Attach Local File box and the file will be uploaded to Bb9 automatically when Submitted. There is not Attach button to click. Browsing to the file attaches it when the form is submitted.

Dates can be set to limit the time the item will be available for access on the My Course Work page.
Click Submit.

The green “Success” message indicates that the PDF was uploaded and available as a link under the Syllabus item on the My Course Work page.

Switch to EDIT OFF mode.

This is how the student sees the page. Click the cis251 syllabus link.
The PDF open immediately.

On the Course Menu, click the My Course Work to return to the My Course Work page. Alternatively, click the back button on the browser to return.

Student Pictures

Return to the EDIT ON mode.

See the white paper “Student Pictures” for suggestions on building a PDF displaying the students in the course.

Using the same steps as above, add the pictures.pdf file:

- Pull down the chevron to the right of words Student Pictures.
- Click Edit.
- In section 2, browse to the PDF of the student pictures
- In section 4, click Submit
Click the link to try it out.

The “student” pictures display. Click the back button to return to the My Course Files page.

**Week 1**

The folder link to Week 1 opens a page where all documents, links, and quizzes are kept for Week 1.

This is a shift from the way we build WebCT courses. In WebCT we build a Home Page with links out to the Assignments, quizzes, Lectures, Content Management pages, etc. The student knew which was for which week or lesson in the course by the due dates. Or we hope they did.
This approach groups all the work for a lesson or week (just change the name from Week 1 to whatever works for your course). Every task associated with that week is together, so the students know what they have to do for that week.

The current content in the Week 1 folder is for example only. Click the chevron next to each of the two items and delete them from Week 1.

Consider what the student should be doing for Week 1. These items come to mind:

- Read the Lecture notes
- Do an assignment
- Take a quiz
- Review some white papers

The four links (blue buttons) allow different types of items to be included on the page.

**Create Item**

Create Item adds a Content Item which is any type of file, text, image, or link that displays to users on a Content Area page. This is how we added the Syllabus and Student Pictures to My Course Menu.

**Build**

Build adds a number of items, but we will look at adding Folders, External Links, and Course Links.

**Evaluate**

Evaluate adds a number of items, but we will look at adding Tests, Surveys, and Assignments.
Collaborate adds a number of useful items such as discussions and chat, but we will cover them in this paper. There are a number of collaboration tools built into the template’s Course Menu.

Lecture Notes

Create Item

Click Create Item.

1. **Content Information**

   - **Name**: Lecture Notes
   - **Color of Name**: Black
   - **Text**:

   Enter the name for the Item, then in the text editor add any notes you want displayed on the Week 1 page under the title. This can include an image about the lecture—note the image icon on the toolbar.

   ![Click to insert an image]

   What you include in the text editor box in section 1 will display on the Week 1 window.

2. **Attach or Link Content**

   Files can be attached here. Click **Browse** to select the file to attach and specify a name for the link to this file.

   - **Attach Local File**
   - **Link to Content Collection Item**
   - **Name of Link to File**
   - **Special Action**: Create a link to this file
In section 2, Browse to the PDF file of your lecture or perhaps a PowerPoint saved as a PDF. (Note: saving PowerPoint as a PDF follows the same instructions as saving a Word document as a PDF, which is Office > Save As > PDF or XPS > Publish). You could link to the file on the FDR instead by entering the URL into the Name of Link to File box. If you have the file uploaded to your Content Collection, Browse to it instead.

You can only link to or attach one file per item. If you have two lecture items for Week 1, enter them as individual items on the Week 1 page.

2. **Attach or Link Content**

Files can be attached here. Click Browse to select the file to attach and specify a name for the link to this file.

Attach Local File: C:\Desktop\EB251_introduction.pdf

3. **Options**

- Permit Users to View the Content Item: Yes
- Track Number of Views: Yes

Select Date and Time Restrictions

- Display After
- Display Until

4. **Submit**

Set parameters for when the student can see the file, and then click Submit
Click the new link to try it out.

Students can scroll through all the slides in the presentation saved as a PDF. If you had used a document file instead, this would displayed the PDF of that document.

(Note: you can still upload the actual DOC or PPT files to Bb9 as you could in WebCT. Using the PDF approach is much quicker for the student as they do not have to go through a couple of additional steps to save and/or view it. And they do not have an editable version of your work.)

**Adding an Image**

Let’s edit the item and add an image to the Week 1 page.

Click the chevron next to the Lecture Notes item, and then select Edit

In the toolbar in Section 1, click the Image button
Browse to the image you wish to use.

Click Submit.

Add any text you would like to display with the picture. Resize the picture as necessary, and then scroll up or down and click Submit.
The image displays on the Week 1 page under the title Lecture Notes with a brief description of the material included.

(Note: use this same method to bring images you used as icons in your WebCT course over to Bb9. The image can be linked, but not to material in the course, only to an external item which could be on the FDR or a Web site.)

Adding an Assignment

Click Evaluate > Create Assignment

Add a title for the assignment and the wording you would like to appear with the title on the Week 1 page.
Browse for Local File to attach the assignment PDF and any additional files the student will need to complete the assignment.

Add a name for the link if the file name is not enough to describe the file, and then click Attach File.

Click Browse to add additional file, if necessary.

Enter the maximum number of point the student can earn for this assignment.
Complete the Availability section. (Note: the Message or Course Email tool does NOT allow for attaching a file, so it might be a good idea to allow them to make additional submissions. This way they upload corrected attempts as instructed by you.)

<table>
<thead>
<tr>
<th>4. Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the Assignment Available</td>
</tr>
<tr>
<td>This assignment cannot be made available until it is assigned to an individual or group of students.</td>
</tr>
<tr>
<td>Number of Attempts</td>
</tr>
<tr>
<td>☐ Allow single attempt</td>
</tr>
<tr>
<td>☐ Allow unlimited attempts</td>
</tr>
<tr>
<td>☐ Number of attempts:</td>
</tr>
<tr>
<td>Limit Availability</td>
</tr>
<tr>
<td>☐ Display After</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</td>
</tr>
<tr>
<td>☐ Display Until</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</td>
</tr>
<tr>
<td>☐ Track Number of Views</td>
</tr>
</tbody>
</table>

Set the Due Date and Time for this assignment.

<table>
<thead>
<tr>
<th>6. Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submissions are accepted after this date, but are marked Late.</td>
</tr>
<tr>
<td>Due Date: 05/26/2009 03:00 PM</td>
</tr>
</tbody>
</table>

Click Submit.
Click the About Me link.

<table>
<thead>
<tr>
<th>1. Assignment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: About Me</td>
</tr>
<tr>
<td>Instructions: Click the above link to open the assignment. When completed, upload the about me.docx file and submit this assignment.</td>
</tr>
<tr>
<td>Due Date: May 26, 2009 3:00:00 PM EDT</td>
</tr>
<tr>
<td>Points Possible: 100</td>
</tr>
<tr>
<td>Assignment Files: About Me.pdf (About Me.pdf)</td>
</tr>
</tbody>
</table>

The students will click the Assignment File About Me.pdf to view the details of the assignment and then, on this same page, they will later upload the files they created and Submit this assignment.
Creating a Quiz or Test

Click Evaluate > Create Test

1. Add Test

Create a new Test. There are no Tests to add. Any Test that has already been added will not be displayed.

Create a New Test  Create

Click Create

1. Test Information

* Name  Quiz 1

Description

Enter a name for the quiz and any descriptive information you want to appear under the item name Quiz 1 on the Week 1 page. Then scroll up or down and click Submit.

On the Test Canvas there are three options.

- Create Question
- Reuse Question
- Upload Questions
Questions can be created offline and uploaded to Bb9 using a text file with one question per line in a specific format. The following was taken from the Bb9 Help screens and outlines the typical WebCT type questions. More can be found at the More Help link under Upload Questions.

**File Format Rules**

Questions in the text file must conform to the following structure to be uploaded successfully:

- No header row for the file
- One question per row
- Duplicate questions are allowed
- Fields in a row are separated by a {TAB}
- Each field in the question correlates to the fields of the respective system-created question
- Point values for questions in an uploaded file cannot differ but can be edited after the upload
- The first field in every row defines the type of question
- Correct, Incorrect, True, False, and other words that identify answers must be in English.

**Note:** Formatting errors in individual questions in a file will cause the questions to fail to upload, not the entire file.

**Essay**

ESS {TAB}question text {TAB}sample answer

The sample answer is optional for this question type

**Fill in the Blank**

FIB {TAB}question text {TAB}answer text

{TAB}answer text may be repeated for each correct answer that is part of this question type. The maximum number of answers is 20.

**Multiple Choice**

MC {TAB}question text {TAB}answer text {TAB}correct or incorrect {TAB}answer text {TAB}correct or incorrect

{TAB}answer text may be repeated for each of the answers that are part of this question type. For each {TAB}answer text, there must be a corresponding {TAB}correct or {TAB}incorrect. The maximum number of answers is 20.

**True/False**

TF {TAB}question text {TAB}true or false
Create the bank of questions using Word and then copy paste to a text editor like Notepad to clean out all the hidden formatting codes. Save the notepad file as a .txt file (this is the default extension).

Browse to locate the text file, assign the points per question, and then click Submit.

There are more types available than in WebCT and more than this is the Bb9 drop down list. This example will use the True/False for simplicity. The others should be self-explanatory.

Click True/False.
Type a statement and choose a Point Value.

Choose how you want the answer oriented and if the statement is True or False.

Click Submit

The question with the correct answer checked appears on the Test Canvas
Click Create Question again to add another question. Repeat to add all the questions for this quiz making sure the sum total of all possible points adds up to the 100 points you want the quiz to be worth.

Reuse Question is used to generate random questions from a question pool in the test or to get a question from a question pool or another test. Look to another white paper on how to create a question pool and how to use these options.

After the test (quiz) has been created, it appears on the Tests page.

Next to the quiz name, click the chevron and select Edit to set the options for taking the quiz.

Add any text to be displayed with the Quiz title.

And select if the quiz should open in a new window.
Enter the availability options—when it is open for the students take it and other settings.

<table>
<thead>
<tr>
<th>Test Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the Link Available</td>
</tr>
<tr>
<td>Add a New Announcement for this Test</td>
</tr>
</tbody>
</table>

- **Multiple Attempts**
  - Allow Unlimited Attempts
  - Number of Attempts: 3

- **Force Completion**
  - Test must be completed the first time it is launched.

- **Set Timer**
  - Set expected completion time. Selecting this option also records completion time for this Test.

  - **Display After**
    - Date: 05/23/2009
    - Time: 12:00 PM
  - **Display Until**
    - Date: 05/26/2009
    - Time: 11:00 PM

- **Password**
  - Require a password to access this Test

Choose to include in the grade book.

3. **Self-assessment Options**

- **Include this Test in Grade Center Score Calculations**
  - Grade Center items excluded from summary calculations are also excluded from weighting. Also note that some weighted items are included in calculations and other weighted items are not; grade weight calculations will be skewed.

- **Hide Results for this Test Completely from Instructor and the Grade Center**
  - If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

4. **Test Feedback**

Select the Type of Feedback Displayed Upon Completion

- **Score**
- **Submitted Answers**
- **Correct Answers**
- **Feedback**
Select the type of feedback desired.

5. **Test Presentation**

Presentation Mode
- All at Once
  - Present the entire Test on one screen.
- One at a Time
  - Present one question at a time.
- [ ] Prohibit Backtracking
  - Prevent changing the answer to a question that has already been submitted.
- [ ] Randomize Questions
  - Randomize questions for each Test attempt

Determine how to present the quiz to the student.

6. **Submit**

Click Submit to edit options for this Test. Click Cancel to quit.

Click Submit.

The quiz has been added to Week 1. Click to test it out.
Click Begin to begin Quiz 1. Click Cancel to go back.

Click Begin

Instructions display with the first question under them.

Moving to another question will save this response.

Question 1 of 4  

Question 1  

70 points  Save Answer

Microsoft’s latest OS is called Windows 7.

☐ True  

☐ False

Moving to another question will save this response.

Question 1 of 4  

Answer and click Save Answer.

Continue through all the questions.

Question 4  

10 points  Save Answer

The last LMS in use at RIC was WebCT.

☐ True  

☐ False

Click Submit to complete this assessment.

Save and Submit

At the last question, click Save and Submit.
Click OK to confirm.

In the lower right corner, click OK to view results.

Click OK to continue.
This brings you back to the Week 1 page.

Using Create Item, additional items can be added to the page. Using Evaluate, Quizzes and Assignments that are linked to the Grade Book can be added to the page.

On the course menu, click My Course Work to return to the starting page for your course.

Adding Week 2

Click Build > Create Folder
Enter the name of the folder, and then click Submit.

- Week 1
- Week 2

Follow the steps above to add items into the Week 2 folder. Then add as many additional folders as you have weeks.

This paper was not meant to show everything there is to know about Bb9. Hopefully it has given you enough to get start using the RIC Bb9 template file to build your new course. There is much more that can be done and many additional white papers coming to assist you in your course work.
Saving a Word Document as a PDF
By Dick Evans

By saving a document as a PDF, the resulting file can be opened directly in Bb9. The student does not have to answer a dialog box to either Open the file or Save the file as happens with a Word document. Clicking on the link simply opens the PDF file directly.

Open the document to be saved as a PDF in Word, such as a syllabus.

Office Button > Save As > PDF
Confirm the location to save the file, and then click Publish.

The document is now available as a PDF, which can be uploaded to Bb9 and opened directly.

Always save BOTH the Word document and the PDF. If you need to make changes later, you must use the Word document to do so and then save as a PDF overwriting the original PDF file. You cannot change a PDF into a Word file to make changes or make changes directly in the PDF.

I suggest using this approach to save any document used in your course such as the syllabus, assignments, lecture note, etc.
Student Pictures
By Dick Evans

I like to have pictures to refer to when working on material from students. They also give me another opportunity to put their name to their face. In past semesters I would bring a camera to class and take their pictures. This worked, but was not always taken well by those students who were “not ready to have their picture taken”.

Today, most students are on social networking sites such as www.facebook.com, www.linkedin.com, or others. They have pictures of themselves on the Web and can access them in class. If not, many in the class will have a cell phone that is capable of taking a picture. They can have someone take their picture and email it to them. (A student a few semesters ago showed me how to do this from my phone—I thought you could only send it to another phone number! Often, they teach us things.)

On the toolbox, I have included a template file named pictures.dot which you can open in Word, and then save as a template in your Trusted Templates folder (should be the top left item on your Save As window). Then you can Office > New > My Templates and locate the pictures.dot file to build a new Student Picture document for the course.

This paper assumes you have copied and saved that template in Word.

Open Word. Then Office > New > My Templates and locate the pictures.dot.

Replace my picture with your own and my name with yours.
Change the course information to fit your course.

In the cells that say Picture, insert the picture you had the student send you and size it to 1.5" high. Then change Student Name to be their name. Remove any unused entries and save the document with a name relevant to the course.

I usually have a starting assignment called About Me where I ask them to tell me a little about themselves and include their home email address and their picture. They submit this as an assignment as practice so I know they are able to submit assignments. They also submit the picture as a JPG and I use it on the Student Pictures page.

Here is a sample page with images from the SOM Faculty page as though they were students in this class.

Save it As using a name associated with your course, such as cis251 summer 2009 pictures.docx.

And then, save it as a PDF with the same name. This is the file loaded to Bb9. Keep the docx file on your local machine to make changes later, if necessary.
Office > Save As > PDF or XPS. Locate the folder to save in, and then click Publish to turn the document into a PDF. For more details, see the white paper Saving a Word Document as a PDF.