




NEW SEMESTER PREP


Blackboard Survival Guide
and Checklist

NEW SEMESTER PREP – BLACKBOARD CHECKLIST



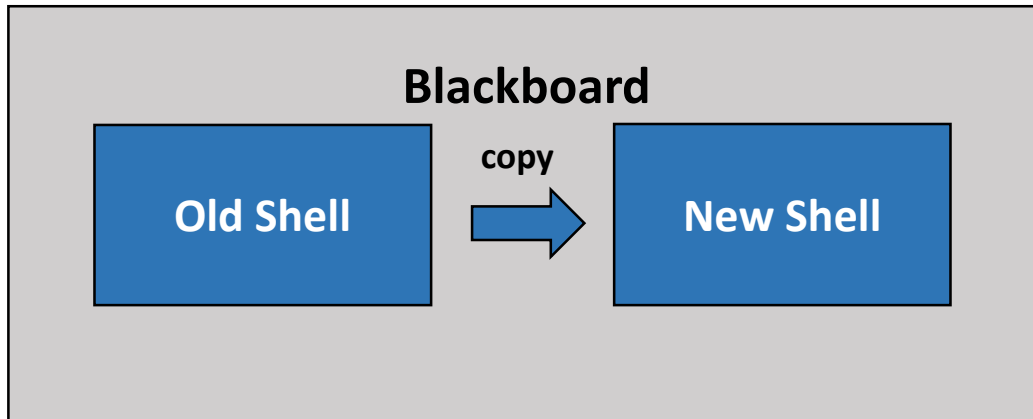
The checklists below will walk you through the basic steps for preparing your courses each semester. Print as many checklists as you need.

 Course:	Page #	Notes
Copy content from previous semester	3	
Set course entry point (homepage)	4	
YuJa Set-Up (adding to course menu, allowing students to publish to the course, and enabling proctoring)	5-7	
Upload appropriate YuJa instructions to the course (viewing instructor recordings, creating a recording, exam proctoring, etc.)	N/A	
Change course due dates in bulk	8	
Change all dates in folder/course content titles	N/A	
Remove all references to Moodle and Tegrity	N/A	
In the Full Grade Center, hide or delete the Weighted Total column if not in use	9	
Organize the Full Grade Center	10-12	
If using weighted grades, setup meeting with Alissa	N/A	

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COPYING COURSE CONTENT

At the beginning of each semester, you may want to copy content from a previous course into a new course shell. This will add content to a course shell, and it will not remove existing content.



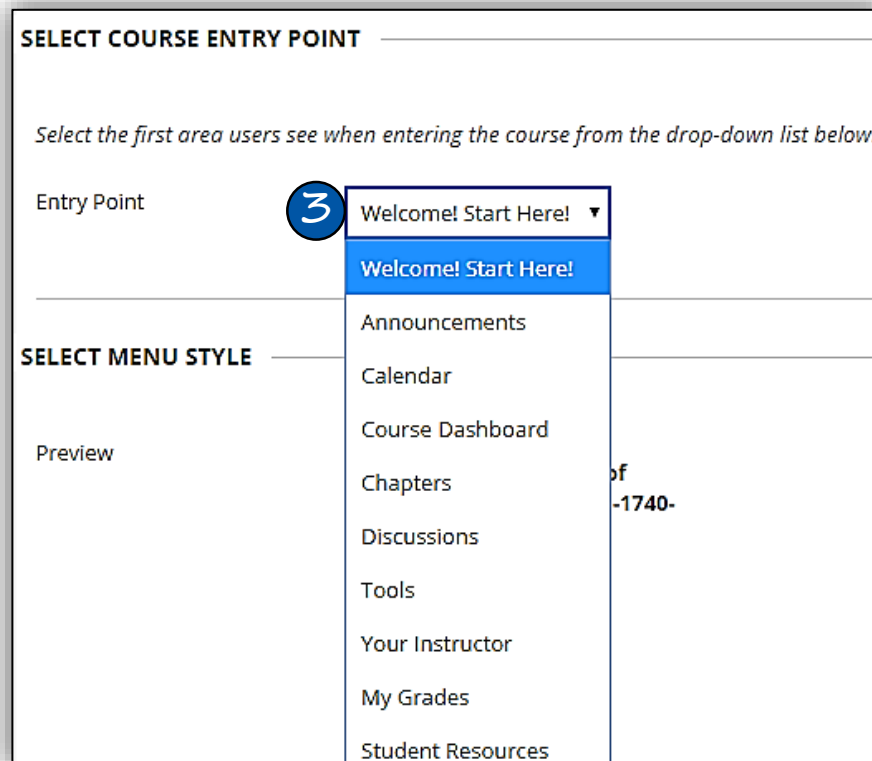
1. Open the course from which you are copying materials (the old shell)
2. Under your course management menu, go to **Control Panel > Packages & Utilities > Course Copy**
3. Select Copy Type: **Copy Course Materials into an Existing Course**
4. In the **Destination Course ID** field, browse for the course in which you want to copy the course materials (the new shell)
5. Select your course and **Submit**
6. Under **Select Course Materials**, select which materials you would like to copy. Pay close attention to the following items:
 - **Announcements:** If you select this, it will bring over the previous semester's announcements
 - **Discussion Board:** There are two options under Discussion Board. Read each option carefully to ensure you are only copying the correct items
 - **Grade Center Columns and Settings:** If you do not select this option, none of your assignments or tests will copy over to the new course.
7. Click **Submit**. You will receive an email confirmation when the course copy is complete

The screenshot shows the Blackboard interface. On the left is a dark sidebar with a "Course Management" menu. Under "Packages and Utilities", the "Course Copy" option is highlighted with a red box. A blue circle with the number "4" is placed over the "Destination Course ID" field in the main content area. The main content area has a white background. At the top, it says "SELECT COPY TYPE" and has a dropdown menu set to "Copy Course Materials into an Existing Course". Below this is "SELECT COPY OPTIONS". The "Destination Course ID" field is empty, and the "Browse..." button next to it is highlighted with a red box. Under "Select Course Materials", there are checkboxes for "Content Areas", "Home Page", "Information", "General", and "GETTING STARTED".

SETTING YOUR COURSE ENTRY POINT

The course entry point is the first area students see when they enter a course. The default course entry point for all Mayville State courses is the *Welcome! Start Here!* page. If you would like to change this, you may do so by following the steps below.

1. Under your course management menu, click on **Customization > Teaching Style**
2. Towards the middle of the page, you will see the option to **Select Course Entry Point**. Use the dropdown menu to select your new course entry point and **Submit**



The new entry point takes effect immediately for students who log in to the system after the change. Students who are in the system when the change takes place will see the new entry point the next time they log in.



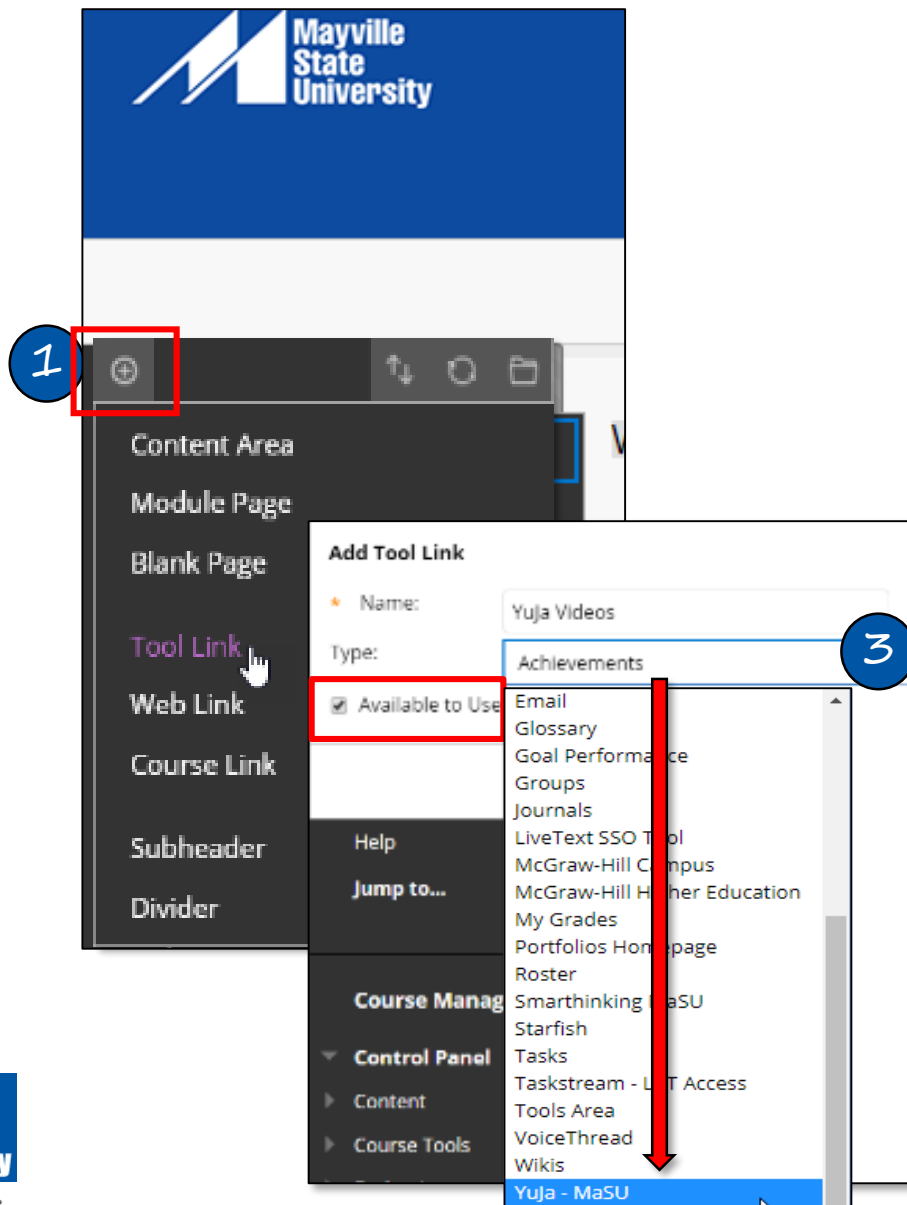
Not sure what to use for a course entry page?
The ideas below are from other instructors:

- **My Grades**
- **Announcements**
- **Weekly Content**

ADDING YUJA TO YOUR COURSE MENU

If you wish to use YuJa in your course, it will need to be activated by adding it to your course menu.

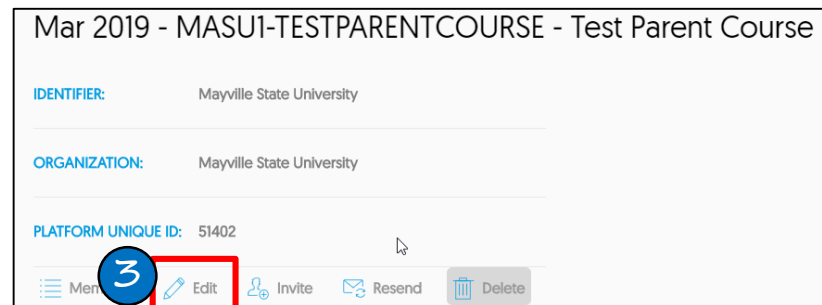
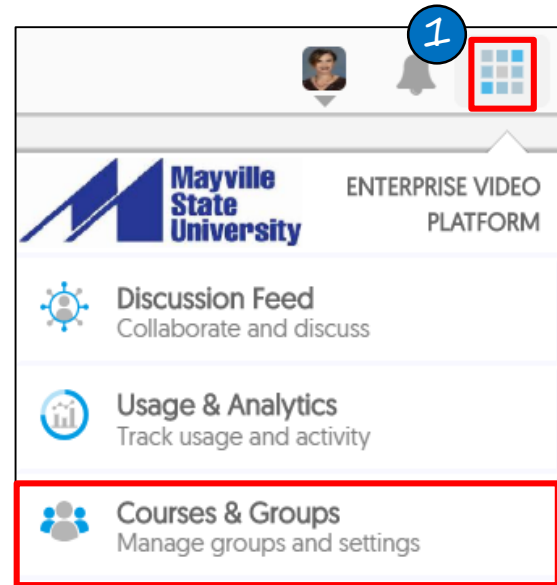
1. Choose the **Add Menu Item** icon on the top left-hand corner of your course menu and select **Tool Link**
2. Give the tool link a name such as YuJa, YuJa videos, etc.
3. Use the dropdown box and select **YuJa – MaSU**
4. Check the **Available to Users** box and **Submit**
5. The new YuJa link will appear at the bottom of your course menu. Drag the link to the desired location on your course menu
6. Click into YuJa using the link you created. This step will sync YuJa with your course



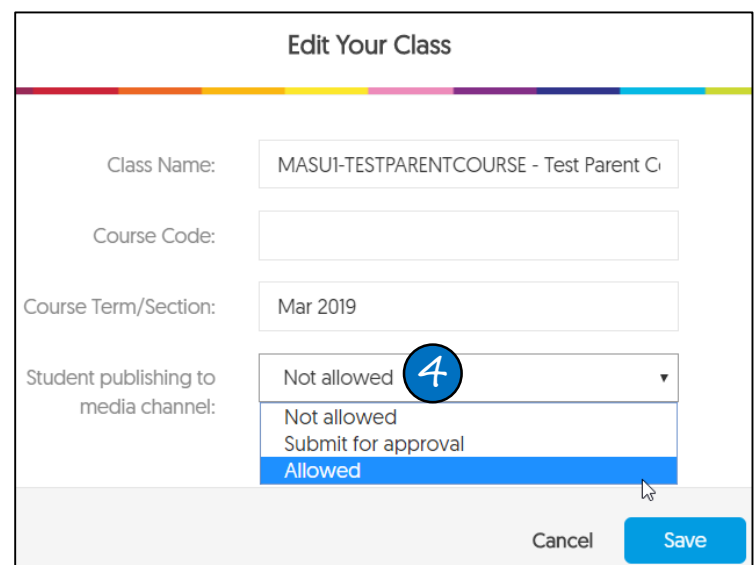
ALLOWING STUDENTS TO PUBLISH TO THE COURSE IN YUJA

If you would like students to record YuJa videos and publish them to the course, you will need to enable that setting in YuJa. To allow students to record, follow the steps below.

1. In YuJa, on the top right corner, click **Main Menu icon** (9 little squares) > **Courses & Groups**
2. Select the course using the menu on the left-hand side of the page.
3. Select the **Edit** button
4. The **Edit Your Class** screen will appear. In the dropdown menu next to **Student publishing to media channel**, select from the following options:
 - **Submit for approval:** The student's video will submit to the instructor. Upon the instructor's approval, the video will publish to the course
 - **Allowed:** Students can publish videos to the course
 - **Not Allowed:** Students cannot publish videos to the course
5. Click **Save** to submit your changes



Allowing students to publish videos to the course means that their videos can be viewed by other students enrolled in the course. If you want students to create videos that are only visible by the instructor, have them use the *Providing a Direct Link to Your Video* option on page 9.

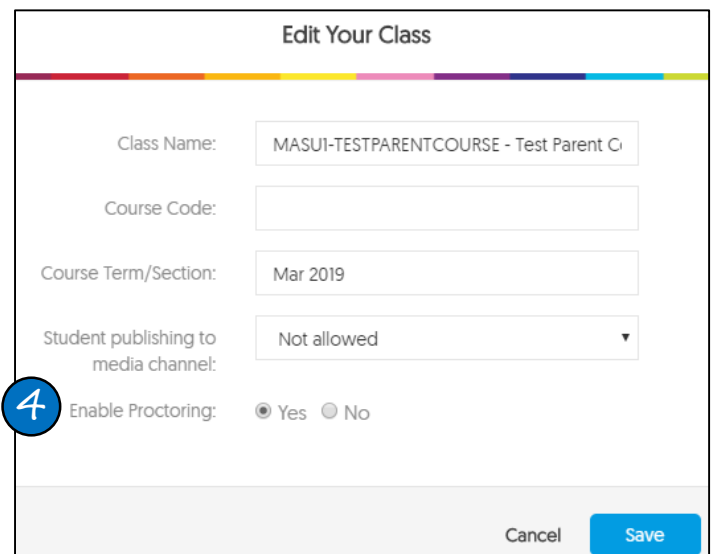
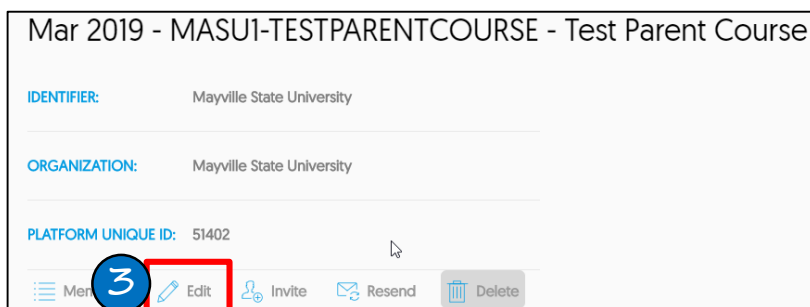
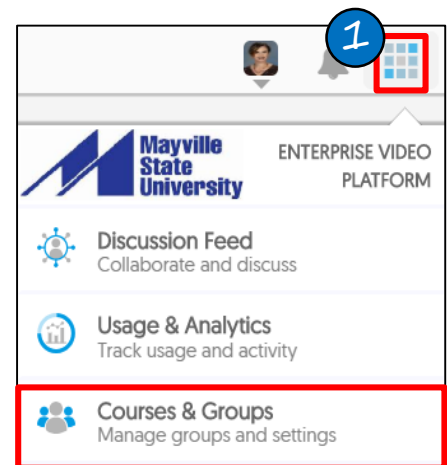


ENABLING EXAM PROCTORING IN YUJA

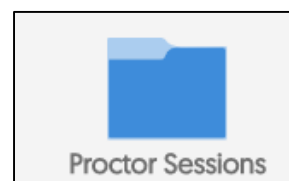
YuJa's exam proctoring feature ensures the security of student exams taken from remote locations. The YuJa Proctor Recorder also ensures that the recording is only securely allocated to a centralized instructor folder, which will avoid distribution of the exam recording by the student.

If you would like students to use YuJa for proctoring an exam, you will need to enable that setting in YuJa. To allow proctoring, follow the steps below:

1. In YuJa, on the top right corner, click **Main Menu icon** (9 little squares) > **Courses & Groups**
2. Select the course using the menu on the left-hand side of the page
3. Select the **Edit** button
4. The *Edit Your Class* screen will appear. Next to the item titled *Enable Proctoring*, choose **Yes**
5. Click **Save**



The student's video recording will process to the instructor's submission folder labeled *Proctor Sessions*. This folder can be found under *My Media*.



USING THE DATE MANAGEMENT TOOL TO CHANGE DUE DATES

You may update assignment settings and due dates by going to each individual content item in your course. However; using the date management tool allows you update due dates, availability dates, and adaptive release dates all from one spot.

1. Under your course management menu, click on **Course Tools > Date Management**
2. Decide how you would like to adjust your dates. There are 3 options:

Option	Description	Example
1. Use Course Start Date	Adjusts the dates according to the course start date. If the start date of the previous semester's course isn't listed, enter it. Enter the start date of your new semester's course to reflect when this course is going to start. All dates in the course will then adjust by the number of days each date occurs after the start date.	The original course started on September 1 with an assignment due September 26. The assignment is due 25 days after the start date. If you adjust the new start date to January 12, the assignment is now due February 6, which is 25 days after the new start date.
2. Adjust by Number of Days	Use this option when you know exactly how many days you want to adjust dates by. Base it on the dates that are currently set for each item in the course, not today's date. Negative numbers move the dates back. Positive numbers move the dates forward.	On June 1, you adjust dates by 30 days. An assignment that was originally due September 1 is now due October 1.
3. List all Dates for Review	Use this option to display a list of all content and tools with dates in the course and select Start. On the Date Management Review page, you can review all dates and adjust accordingly. You can refresh the current page to display for any changes that were made to the course since date management was last run.	You prefer to manually change the due dates. You print out your syllabus and manually change the due dates on the Date Management page to ensure they match.


3. Choose the option that you would like to use and click **Start**
4. The report will run. If you have a lot of course content, this may take a few minutes. When the Date Management report is finished processing, click **Next**
5. This will bring you to a page where you can review all of your new due dates and make changes if necessary

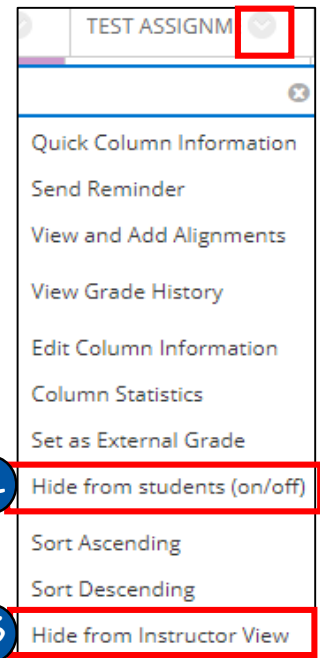


HIDING COLUMNS IN THE GRADE CENTER

Manipulating columns in the Grade Center help you stay sane while grading. Hiding non-essential columns can free up some real estate for you and keep grades organized for the students.

Hide a Column from Students

1. In the Full Grade Center, locate the column you want to hide from students. Click the chevron arrow next to the title of the column > **Hide from Students (on/off)**
2. Once hidden from students, a gray circle with a red line through it will appear next to the title of the column 



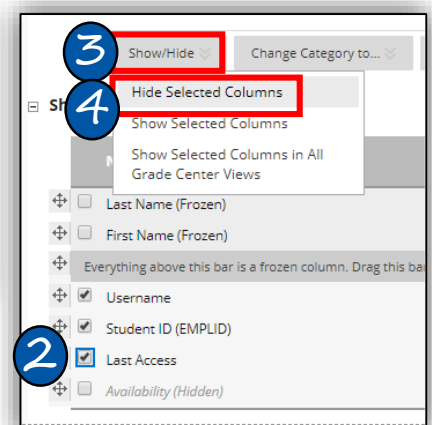
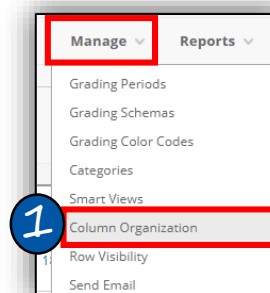
Hide a Column from the Instructor

3. In the Full Grade Center, locate the column you want to hide from your instructor view. Click the chevron arrow next to the title of the column > **Hide from Instructor View**
4. Once hidden, you will no longer see the column

Note: You should hide a column from the student BEFORE hiding it from the instructor.

Hide Multiple Columns from the Instructor

1. In the Full Grade Center, Choose **Manage > Column Organization**
2. Locate the name of the column you would like to hide and **check the box** next to it
3. At the top or the bottom of the page, find the **Show/Hide button** and click the down arrows to open the menu
4. Choose **Hide Selected Columns**
5. Click **Submit** on bottom right corner of the screen to save your changes



Note: If you do not click Submit, your changes will not be saved.




Consider hiding columns named Username, Student ID (EMPLID) and Last Access. Hiding these columns will give you more space to work in the Grade Center. If you do not use weighted grades, it is recommended that you delete or hide the Weighted Total column.

CREATING A TOTAL COLUMN

A total column is created by default and appears in new course shells. You can rename, change the settings, change which columns are included, or delete the column. Instructors may find it helpful to create a second total column to display the students' total score in percentage. To create a new total column, follow the instructions below.

1. In the Full Grade Center, click **Create Calculated Column > Total Column**
2. Type a brief name and an optional description
3. Make a selection in the *Primary Display* menu. The selection is the grade format shown to both instructors and students. The following options appear:
 - **Score**
 - **Letter**
 - **Text:** Examples of text values include: Excellent, Very Good, Good, Fair, and Poor -OR- Satisfactory and Unsatisfactory.
 - **Percentage**
 - **Complete/Incomplete:** When a student submits an item, a *Completed* icon appears in the column regardless of the score achieved
 - **CC Final Grade Options:** You can ignore these options as they were created by NDUS CTS for Grades Integration
4. Optionally, make a selection in the *Secondary Display* menu. The default setting is none. ONLY the instructor sees the *Secondary Display*
5. Select what Grade Center items to include in the column's calculation
6. Set the other desired settings and click **Submit**



1 Create Calculated Column ▾

- Average Column
- Minimum/Maximum Column
- Total Column
- Weighted Column

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

T T T Paragraph Arial 3 (12pt)
[List Icons]
[Text Icons]
[Table Icons]
[HTML CSS]

Path: p Words: 0

Primary Display 3 *Calculated grades display in this format in both the Grade Center and My Grades.*

Secondary Display 4 *This display option is shown in the Grade Center only.*

DATES

Grading Period

Date Created Jun 5, 2019

SELECT COLUMNS

Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total. To include specific columns or categories in the total, choose Selected Columns and Categories.

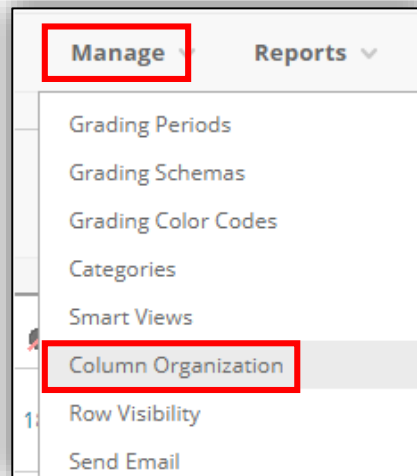
Include in Total 5

- ☒ All Grade Columns
- ☐ All Grade Columns in Grading Period
- ☐ Selected Columns and Categories

Calculate as Running Total ☐ Yes ☒ No

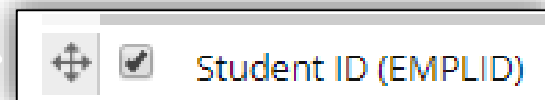
REORDERING COLUMNS IN THE GRADE CENTER

There are two ways to reorder grade center columns. For both options, the first step is to open the **Full Grade Center**, then click on **Manage > Column Organization**.



Option 1:

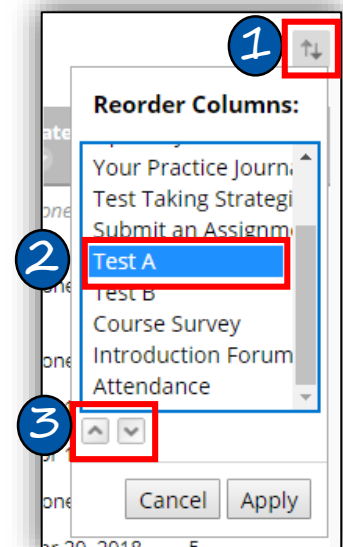
1. Locate the column you wish to move. Hover your mouse over the **4-way arrow button** to the left of the column name
2. The mouse will become a 4-way arrow. **Click and drag** the column to where you want it. **Release** the mouse button.
3. Click **Submit** to save your changes



Option 2:

1. Click the **up and down arrows button** to the right side of the Column Organization page
2. **Click the column you wish to move**
3. Use the down and up arrows at the bottom left corner of the **Reorder Columns:** box to move the column
4. Click **Apply**
5. Click **Submit** to save your changes

Note: If you do not click Submit, your changes will not be saved.



COLOR CODING THE GRADE CENTER

You can create rules to apply color to certain cells in the Grade Center, either by grade or status. Color in the Grade Center provides visual indicators and organization. For example, you can use yellow to highlight graded items with failing scores so that students and assignments that require extra attention are prominent.

1. In the Full Grade Center, choose **Manage > Grading Color Codes**
2. In the **Color Code Information** section, select **Enable Grading Color Codes**
3. In the **Color Coding Options** section, you can set your criteria and color codes. When you've made your selections, select **Submit** to save your changes
4. A success message appears at the top of the Full Grade Center and the columns that meet your criteria will now show in your selected colors
5. To remove the color coding, use the **Hide Color Coding** button in the Full Grade Center.

When you create color codes, they are only visible to you, not the students.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view.

Create Column Create Calculated Column Manage Reports

Grading Periods Grading Schemas Grading Color Codes

Move To Top Email

Grading Color Codes

Cancel Submit

1. Color Code Information

Enable Grading Color Codes

2. Color Coding Options

Grading Status

Background Color

In Progress Light Faded Yellow

Needs Grading Green Green Spring

Exempt White

Grade Ranges

Add Criteria

Select a swatch color

Color value #33FFFF Preview Skip

Color Preview Light Hard Cyan (#33FFFF)

Cancel Apply

Criteria Background Color Text Indicator Preview

Between % and % White Black Text Delete Criteria

Success: The Grading Color Codes have been updated.

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Hide Color Coding

Grade Information Bar Last Saved: April 18, 2013 3:45 PM

Last Name	First Name	Total	Wave Assignm	Week 1 Study	Terminology T	Gras
Akbar	Mina	41.50	--	29.00	12.50	!
Casper	Chris	36.00	!	16.00	20.00	!
Cooper	Ashby	57.50	--	30.00	27.50	!
Dubois	Alyssa	20.00	!	15.00	5.00	!
Durand	Porter	20.00	!	!	20.00	!