

Blackboard Basics

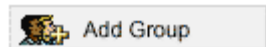
Blackboard Groups

To create a Blackboard group:

1. Go to the control panel
2. Click on 'Manage Groups' (under 'User Management')

[Manage Groups](#)

3. Click the 'Add Group' button



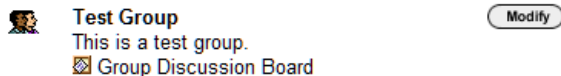
4. Define the aspects of the group including the name of the group and the description of the group.
5. Determine which group options you would like to make available to the group.
6. Choose whether the group will be available or not (this is so you can create the groups ahead of time if you wish).
7. Click Submit.

[Submit](#)

8. Click OK when you see the receipt.
9. You will be brought to the 'Manage Groups' menu, where you will see the group you just created. Here you can add more groups or add users to a group.

To add users to a group:

1. From the 'Manage Groups' menu, click on the 'Modify' button next to the appropriate group.



2. Click 'Add Users to Group'
3. Click the 'Search' button to see the users in your Blackboard course.

[Search](#)

4. Click the checkbox next to each user that you would like to add into this group.

NOTE: You may want to consider adding yourself (the instructor) to all student groups so you can monitor their interactions.

5. Click 'Submit'
6. Click OK when you see the receipt.

Blackboard Dropbox

The Digital Drop Box enables Students to exchange files with the Instructor or submit electronic assignments.

The dropbox can be found by going to Tools > Digital dropbox.



[Digital Dropbox](#)

Drop-box Tips:

1. The following date and time information is included in files:
 - a. Files sent to the Instructor will show the date and time submitted
 - b. Files that are added to the Drop Box but not sent will show the date and time posted
 - c. Files sent from the Instructor will show the date and time received
2. Files added to the dropbox are not organized. Be sure to educate your students on naming their documents so that they will be easy to find in the dropbox. For example, "Susan Smith – Assignment 1.doc."

Blackboard Surveys

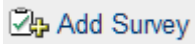
To create a survey:

1. Go to the control panel
2. Click on 'Survey Manager' (under 'Assessment')

[Survey Manager](#)

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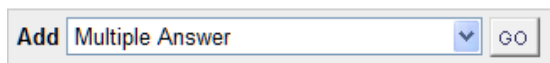
- You will be brought to the Survey Manager menu. Click 'Add Survey'.



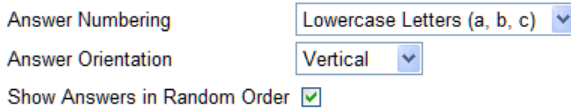
- Provide a name, description, and instructions for your survey.
- Click 'Submit'.
- Add questions to your survey by first choosing a survey question type from the drop-down list.

To add a 'Multiple Answer' question:

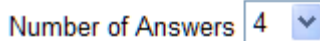
- Choose 'Multiple Answer' from the drop-down list and click 'Go'



- Add question text (ex: "What is your favorite color?")
- Decide how you would like the answer choices to be numbered and oriented. Choose whether you would like the possible answers to appear in random order.



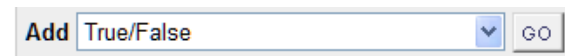
- Choose the number of possible answers.



- Type the answer options into the boxes provided.
- Click 'Submit'

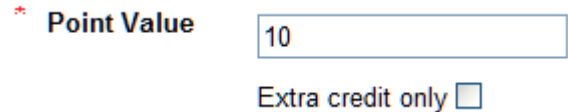
To add a 'True/False' question:

- Choose 'True/False' from the drop-down list and click 'Go'.

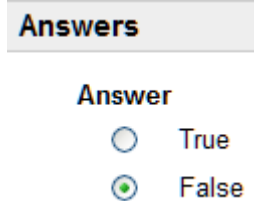


- Provide the question text, example: "The color of the sky is purple'.

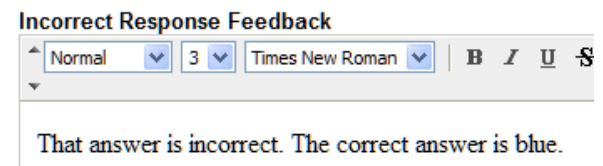
- Determine a point value for this item (only an option when creating questions as part of a test).



- Choose whether the question text is true or false.



- Provide feedback text for a correct answer.
- Provide feedback text for an incorrect answer.

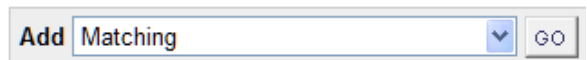


- Click Submit.



To add a 'Matching' question:

- Choose 'Matching' from the drop-down list and click 'Go'.



- Choose the question text.
- Determine a point value for this item (only an option when creating questions as part of a test).

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* **Point Value**

Extra credit only

- Decide how you would like the answer choices to be numbered and oriented. Choose whether you would like the possible answers to appear in random order.

Answer Numbering

Answer Orientation

Show Answers in Random Order

- Choose the number of answers to match.

Number of Questions


- Add the question and matching answer text in for each question.
- Click Next.
- Provide the correct matching answers.
- Provide feedback text for a correct response and an incorrect response.
- Click Submit.

Next

Submit

To add your survey to a section of Blackboard:

- Choose an appropriate section (for example, 'Course Documents')
- Click 'Edit View'
- From the 'Select' drop-down menu, choose 'Survey'. Click 'Go'.

 **Select:**

- Choose your survey from the list.

Add Survey
Your favorite color

- Click Submit.

Submit

- Click OK when you see the 'Modify Survey' options.


Blackboard Tests

To create a test:

- Go to the control panel
- Click on 'Test Manager' (under 'Assessment')
- You will be brought to the Survey Manager menu. Click 'Add Test'.
- Provide a name, description, and instructions for your test.
- Click 'Submit'.
- Add questions to your test by first choosing a test question type from the drop-down list.
- Add questions the same way as shown for test.

Assessment


Test Manager

 Add Test

To add your test to a section of Blackboard:

- Choose an appropriate section (for example, 'Course Documents')
- Click 'Edit View'
- Click the 'Test' button.
- Choose your test from the list.
- Click Submit.
- Click OK when you see the 'Modify Survey' options.

EDIT VIEW

 Test

Submit