

Manual New and Improved Functions in Blackboard 6

Version 1

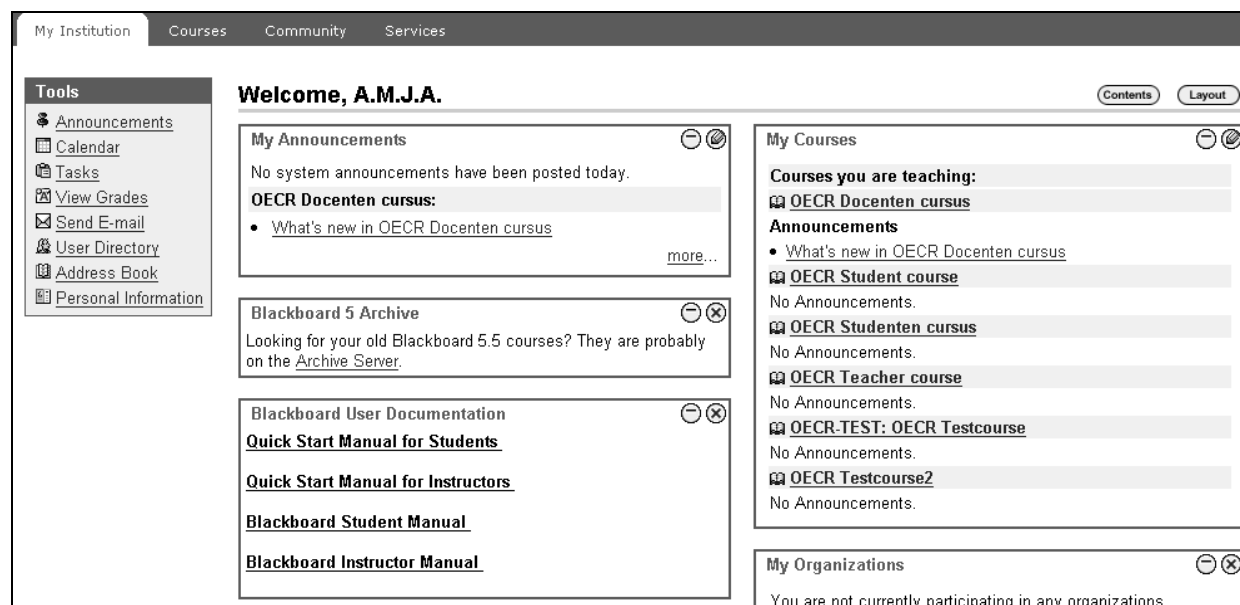
When comparing Blackboard 5.5 to Blackboard 6 you will find that a number of functions have been changed and improved. Below are, in a nutshell, the most important changes and additions. Some of the functions can be approached (and changed) in different ways, not every possibility has been covered in this short form manual.

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1. The My Institution Tab

Below is a picture of the starting page (*My Institution* page) in Blackboard 6:



The information you will see on the *My Institution* page (for example which modules), will be adjusted automatically to the role you have in Blackboard 6 (for example *Instructor* or *Student* or some other role).

1.1 My Institution, adjusting the startup page: adding or removing modules

You can adjust the *My Institution* page by adding or removing certain modules. The frames *Enrolled Courses* and *My Announcements* cannot be removed.


To add modules:

1. Click in the top right hand corner on the **Contents** button.
2. Select in **Select Modules** those modules you would like to add.
3. Click on the **Submit** button.

To remove modules take the following steps:

1. Select in *Select Modules* those modules you wish to remove and click on *Submit*.

OR

Click in *My Institution* page on the  next to the title of the module. Click in the next dialog window on *OK*.

1.2 Module My Announcements


In this module you can see if any new information has been added in one, or more, of the cours(es) you are engaged in as student or instructor.



By clicking on the link you will get an expanded view of all the new information pertaining to the course concerned.

1.3 Module Enrolled Courses

This module presents an overview of all the courses you are involved in as a student or as an instructor. You can adjust this module as follows:

1. Click on the  button of the Module *Enrolled Courses*. The dialog screen **Customize Enrolled Courses** will appear in which you can:
2. Indicate which courses you want to see on the **My Institution** page by selecting or deselecting them
3. Indicate if you want to see the **Course ID, Announcements, Tasks** and/or **Calendar Entries** from each course
4. When all the selections/deselections have been made click on the *Submit* button

N.B.! You can make a course invisible in the *Enrolled Courses* module on the *My Institution* page but, as instructor **you are still the owner of the course** and therefore still listed in the course. As student you would also **still be enrolled in the course**.

1.4 Going to courses that are in Blackboard 5.5 format

To get to courses that have been made in the previous version (5.5) of Blackboard you can click under module *Blackboard 5 Archiver* on the *Archive Server* link. A log-in screen of Blackboard vers.5.5 will appear.

1.5 Various Blackboard User Roles

There are seven course user roles: *Instructor, Teacher's assistant, Course Builder, Grader, Student, Guest* en *Observer*. Each user can have only one role per course. These roles are course-specific, so a single user could be assigned the Instructor role in one course, but be assigned the Student role in another course.

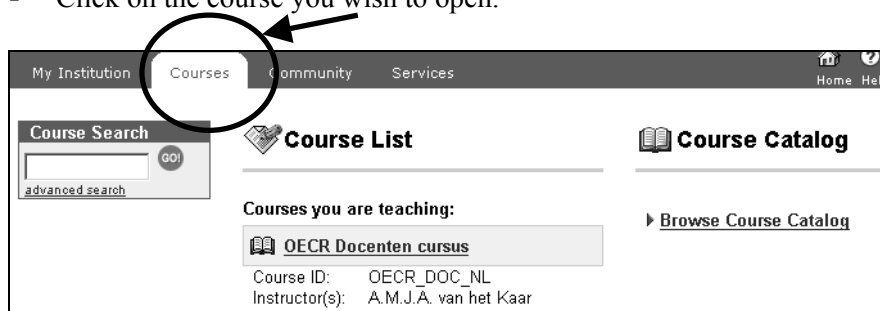
1. The *Instructor* role has the highest level of privilege within a course. The Instructor has full access to the site's Control Panel.
2. The *Teacher's assistant* role would be assigned by the Instructor to a user who will be significantly participating in the teaching of the class or management of the course site. The name of the *Teaching Assistant* does not appear in the *Course List* (under the *Course* Tab).
3. The *Course Builder* role has access to the *Content Areas, Course Tools* and portions of the *User Management* sections of the Control Panel. Course Builders can add users, but cannot remove them or modify their roles. An Instructor would assign someone the Course Builder role so that

person could assist the Instructor in the creation of course content and some of the course management.

4. *Grader* role has access to the links in the *Assessment* section of the *Control Panel*, including the *Gradebook* tool. A Grader would assist the Instructor in the creation, management, delivery, and grading of online assessments delivered through Blackboard.
5. *Student* role is the default course role. Students have no access to the Control Panel.
6. *Guest* role has no access to the Control Panel and, by default, has access only to content areas.
7. *Observer* role; this is a new role that allows an individual user to view the progress of a given student at the Instructor's discretion.

2. Courses Tab


- When you click on the *Courses* Tab all courses for which you are enrolled as Instructor (*Courses you are teaching*) or for which you are enrolled as a Student (*Courses in which you are enrolled*) will appear under *Course List*.
- Click on the course you wish to open.



2.1 Adjusting the Course Menu

2.1.1 Navigation buttons or navigation text

You can choose for separate navigation buttons or for textlinks:


1. Click in your course on the  button for **Control Panel > Settings > Course Design**
2. Select under **1. Select Navigation Style**

Buttons	or	Text
Announcements		Announcements
Course Information		Course Information
Staff Information		Staff Information
		Course Documents

3. If necessary change under **2. Select Style Properties** color and/or style of the Buttons or Text
4. Click on the *Submit* and *OK* buttons.

2.1.2 Place of the navigation buttons/navigation text in the Course menu

Example: the 'Announcements' button (or text) is now in the top (No.1) of the list in the *Course Menu* but should go to place No.5:

1. Click on the  button **Control Panel > Manage Course Menu**
2. Select from the roll-down menu the number **5** before the word **Announcements**. Announcements will now move to place 5 in the list.
3. Click on the **OK** button.



2.1.3 Renaming the Navigation buttons/navigation text

You can adjust the standard text on the navigation buttons/text links yourself, to make the text conform with your course.

For example you want to change the text on a button:


Announcements to **News**



1. Click in the  button **Control Panel > Manage Course Menu**
2. Click after **Announcements** on 
3. After **Area Name**: remove the text **Announcements**
4. Type in the text field the new name of the navigation button/text for example **News** (the text on the button can be 18 characters maximum)
5. Click on the **Submit** and **OK** buttons.




2.1.4 Adding new navigation buttons/navigation text


Use the following procedure:

1. Click in the  button **Control Panel > Manage Course Menu**
2. Click after **Add** on **Content Area**
3. After **Area Name** give this button a new name in the text field
OR
Select a button from the existing list
4. Click on **Submit**; the navigation button/text has now been added to the *Course Menu*.

2.1.5 Increasing the size of the screen available for display of content

You can hide the *Course Menu* creating more space on screen for the course content. As follows:

1. Click in the top left corner of the screen on the red triangle  pointing left.
The *Course Menu* is no longer visible now; you do still see the buttons from *Course Map*  and *Control Panel* . There is now more room for course content.

2. To make the *Course Menu* visible again click on the red triangle button  pointing to the right.

2.2 Adjusting course content

2.2.1 Content can be placed anywhere

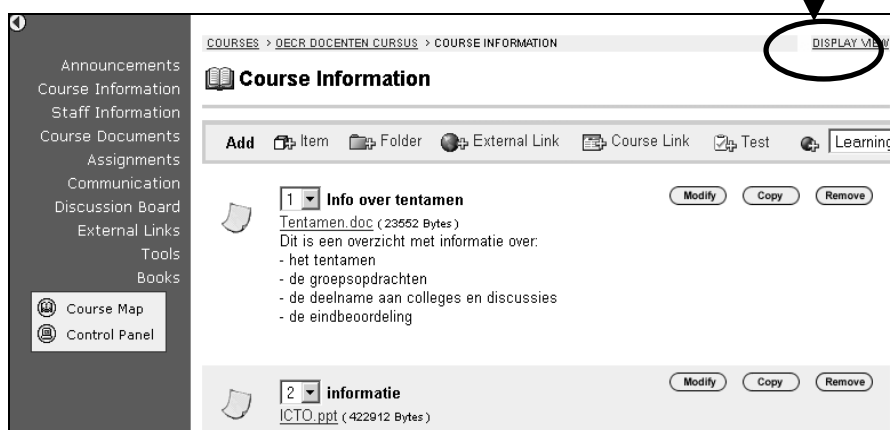
All course content including *Folders*, *Items*, *Assessments*, *Surveys* and internal *Course Links* can be placed in every *Content Area* of a course in Blackboard 6.

2.2.2 Direct-edit of the course content

You can now edit course content directly in the content areas: *Course Information*, *Staff Information*, *Course Documents*, *Assignments* and *External Links* by clicking on the option **Edit View** (see picture below). It is no longer necessary to go via the *Control Panel* to course content.



After you click *Edit View* the following screen opens:

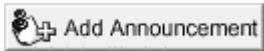


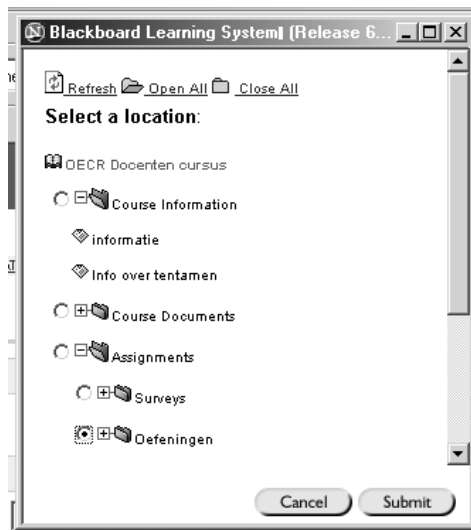
By clicking on **Display View** you will get back to the display mode.

2.2.3 Extra possibilities with Announcements

As an Instructor you can now add a link to certain course content when you make announcements. This is very helpful for students. You add a link as follows:

1. Click on  **Control Panel > Announcements**

2. Click on the  button
3. In the section 3. *Course Link* of the *Add Announcement* screen you can add a *Course Link*



4. Click under 3. *Course Link* on the **Browse** button. In the dialog screen *Select a location* (see picture) that now appears you can select the *Content Area*, *Item* or *Folder* where the newly added course content is located. When the selection is made the name will be added in the text field behind *Link Location*
5. Click in the dialog window on *Submit*
6. Click in the screen *Announcements* on *Submit*.

N.B. In paragraph 2.2.7 *Course Links* are explained in detail.

2.2.4 An easy method to write course material

Especially when you are using *Internet Explorer* you have extended possibilities to enhance your text. With *I.E.* it is also very simple to add Multimedia items to your course content. When you use *Netscape Navigator* there are also some possibilities to enhance your text but this is a relatively complex operation because it involves inserting HTML code in the text. In *Netscape* you can only add Multimedia files as separate files.

- Click on *Control Panel* and choose one of the content areas
- Click after *Add on*, for example, *Item* and the *Add Content* window will open.

2.2.4.1 Internet Explorer

1. Click on *Control Panel* and choose one of the content areas
2. Click after *Add on*, for example, *Item* and you will see the *Add Content* screen
The layout of the *Add Content* window in *Internet Explorer* is as follows:

Under *Text* you have the following possibilities:

- to embellish the text
- to add tables, hyperlinks or formulas
- you can use the options: *Attach File*, *Attach Image*, *Add MPEG/AVI content*, *Add Quick Time Content*, *Add Audio Content*, and even *Add Flash/Shockwave Content*.

N.B. When you are using the button bar to put text make-up (for example, *Italic*, **Bold** or Underlined, **ON** or **OFF**, you will have to click with the Mouse in the text entry field to get your text-cursor back.

2.2.4.2 Netscape Navigator


The layout of the *Netscape Navigator* window looks like this:

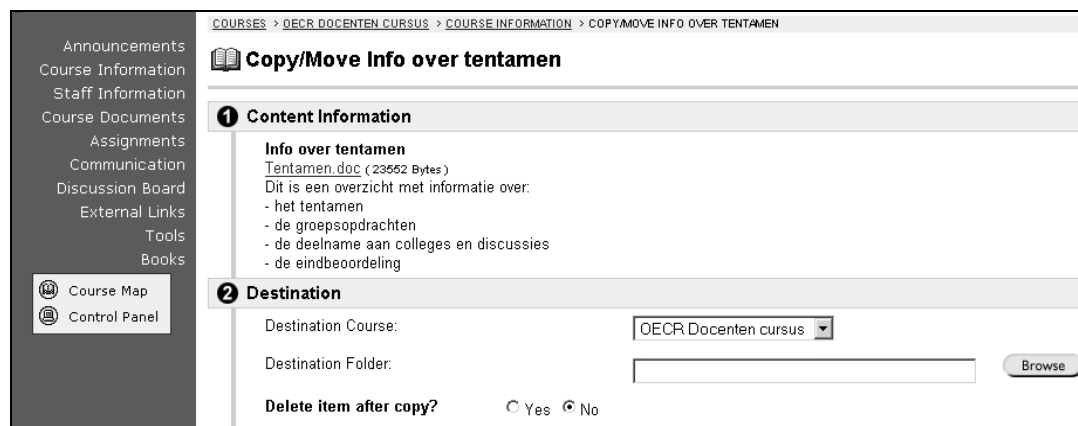
- Under *Text* you can add formulas
- Netscape does not offer a simple method for text make-up.

2.2.5 Moving and Copying Items, Maps a/s within your course

You can copy or move course content (items, maps, a/s) between any of the following content areas: *Course Information*, *Staff Information*, *Course Documents*, *Assignments* or *External Links*. For

example, you could copy an item from the content area *Course Information* to (a map in) the content area *Assignments*, as follows:

1. Choose *Course Information* in the left hand frame and click on the link *Edit View* (top right hand corner) of the *Course Information* window
2. Click behind the item (map) you want to copy or move on the  button, the following screen will open:



3. Click after **Destination Folder** on the Browse button. In the top right hand corner a small dialog window opens *Select a location*
4. Select the content area (or folder in a content area); for example the folder *Assignments*
5. Click in the dialog window on *Submit*; the name of the folder will now be entered in the text input field behind *Destination folder*
6. Indicate if you want to **Copy** or **Move** the item by choosing after **Delete item after copy?** for **No** (for copying) or **Yes** (for moving)
7. Click on *Submit*.

2.2.6 Copying and moving Items, Maps a/s between your courses

You can copy or move certain course content and information to another course *in which you have a role as Instructor*.


Method 1

If only one item or folder is involved you can use the procedure outlined in the previous paragraph:

1. In the **Copy/Move Content** screen you select from the roll-down menu after *Destination Course* the course of your choice
2. After *Destination Folder* you indicate the location within the other course where the item should be copied or moved.

Method 2


When there are larger parts of your course to be copied to another one you can use the following procedure:

1. Click on the  button **Control Panel > Course copy > Copy Course Materials into an Existing Course**
2. After **Destination Course ID** you fill in the course ID. This can only be the ID from a course where you have the role of *Instructor*! When you do not know (off hand) what the ID is you can use the *Browse* button to look for it.

3. When the *Browse* window opens you can select *Instructor* and you will get a list of all the courses in which you are an instructor when you click on the *Search* button
4. Click on *Select* after the appropriate course and you will get back automatically in the previous screen. The **Course ID** has been placed in the text field
5. Select under *Select Course Materials* the content you wish to copy
6. If this should be your intention place a check mark before **Enrollments** and all the students from the current course will be enrolled into your other course as well.
N.B. certain information about the students, for example *Grades*, will not be copied to the other course
7. Click on *Submit*.

2.2.7 Inserting Internal Course Links into your Course


Internal **Course Links** can point to course content or course options in a (map within) one of the other *Content Areas*. *Course Links* make navigation through your course easier and faster for your students. Suppose you wish to make a link from the content area *Course Information* to a map called *Practice* in the content area *Assignments* you can proceed as follows:

1. Click on **Control Panel**
2. In the content area *Course Information* click on  **Course Link** in the menu bar
3. In the following screen type under *1. Course Link Information* an appropriate name and description for the link.
4. Type under *2. Course Link* after **Link Location** the name of the content area (and/or folder) where this link should point to. You can use the **Browse** button to locate the item in the small **Select a location** window that opens in the top right hand corner.
5. Select the (folder within) the content area (or any other area within the course) where you want the link to point to
6. Click on the *Submit* button in the selection window
7. If necessary, select the appropriate items under *3. Options*
8. Click on *Submit*.

By clicking on the link that has been inserted in the content area *Course Information* you would now be able to go directly to (a map) in, for example, the content area *Assignments*.

2.2.8 Checking External Course Links

1. Click on *Control Panel*
2. In the Content Area *Course Tools* click on **Link Checker**
3. The screen **External Links Validator** will open (see next picture). With this tool you can check if the external links in your course are (still) valid. When you have added many links to your course the check may take a while.


External Links Validator

COURSES > OECR DOCENTEN CURSUS > CONTROL PANEL > LINK CHECKER

1 Instructions


This tool verifies that the links within course are valid.
 To disable a link, simply check the box in the "Hide" column of the Link you wish to hide.
 To make a link visible again, modify the individual item through the control panel.

 Note: This tool does not remove the link; it just makes it invisible to the users.
 It may take a few moments to verify the integrity of all of the links. **Please be patient.**

2 Examining Links

Title	URL	Location	Availability	Valid
erasmus homepagina	http://www.eur.nl	External Links	Visible	✓


2.3 Adding equations

There is a formula editor available in Blackboard 6 with which you can easily add formulas to your documents. You can add formulas to *Items*, *Folders*, *Tests*, *Surveys* etc by clicking on the  icon (see picture below).




1 Content Information

Name:

or specify your own name:


Choose Color of Name: 

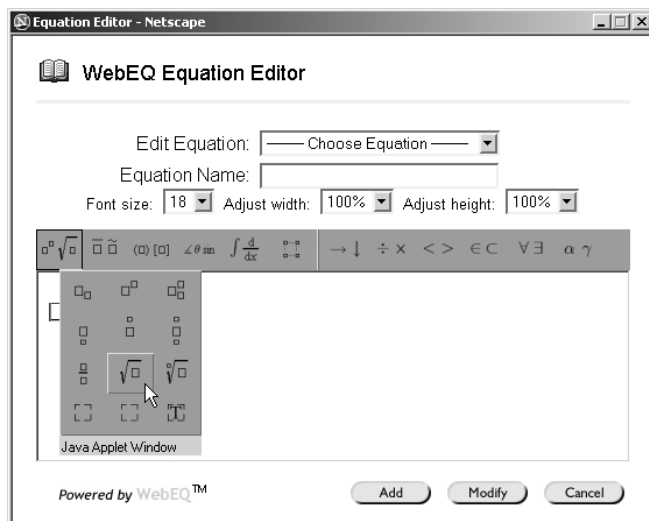
Text:


☒ Smart Text
 ☐ Plain Text
 ☐ HTML
 



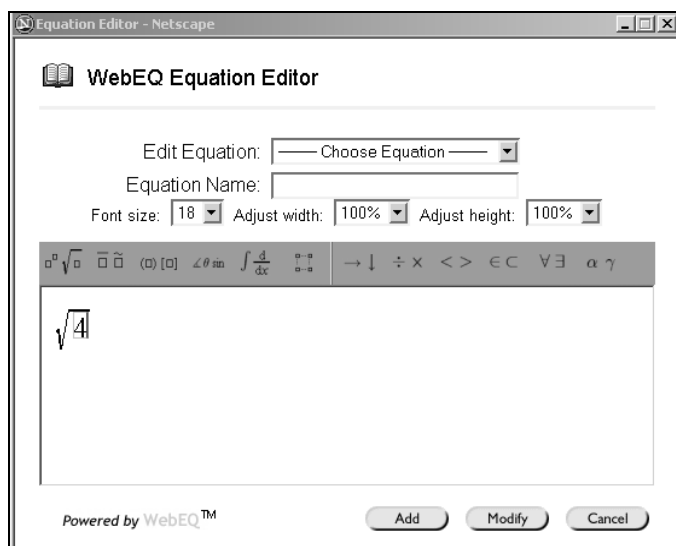
The above picture is from Netscape Navigator, in Internet Explorer there are more, easily accessible, text enhancement possibilities available.

2.3.1 Formula editor

- Click on the  icon (bottom centre) to activate the formula editor. The **WebEQ Equation Editor** appears:



2. Select a formula from the menu bar, for example 
3. Making this selection produces a roll-down menu from which you can choose
4. You can now add values to the formula (for example "4")




5. If necessary add more (parts of) formulas
6. After *Equation Name* you can give every formula a name. This comes in handy when you are making multiple formulas and, possibly, change them later.
N.B. spaces are not allowed in the names of the formulas
7. You can adjust the Font Size of each formula. Standard the size is 18 points. The smallest size available is 10 points.
8. Click on **Add** when you are ready
9. In the screen **Add Content** the formula will now appear in the *Text Input Field* in text form!:

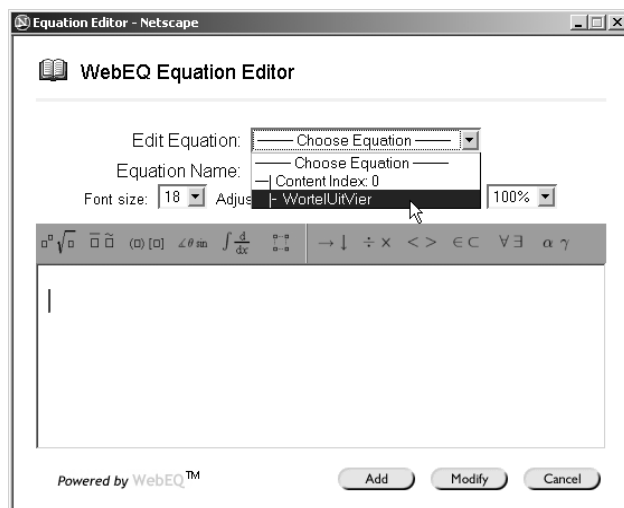


10. Click on *Preview* to see what the formula looks like in the course:



2.3.2 Changing an existing formula

1. Click on the  button to activate the *Formula Editor*. The above *Web Equation Editor* appears
2. Click after *Edit Equation* and select from the roll-down menu the formula to be changed
3. Change the formula



4. Click on *Submit*.

3. Communication

3.1 Collaboration

When you click on *Communication* (in *Course Menu*) and then on *Collaboration*, the following screen appears:

The screenshot shows the Blackboard 6 interface for Collaboration Sessions. On the left is a sidebar with links: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Course Map, and Control Panel. The main area has a breadcrumb trail: COURSES > OECR DOCENTEN CURSUS > COMMUNICATIONS > COLLABORATION. Below this is the title 'Collaboration Sessions' with a wrench icon. There is a filter dropdown set to 'Show All' and a search bar with radio buttons for 'Session Name' (selected), 'Start Date', and 'End Date (MM-DD-YY)'. A 'GO' button is next to the filter, and a 'Search' button is next to the search bar. Below the search bar, it says 'Displaying sessions 1-2 of 2'. A table follows with columns: Session Name, Tool, Start Date, End Date, and an empty column. The table contains two rows: 'Lecture Hall' with tool 'Virtual Classroom' and 'Office Hours' with tool 'Lightweight Chat'. Each row has a 'Join' button in the empty column. At the bottom, it says '2 Sessions' and 'Displaying sessions 1-2'.

Session Name	Tool	Start Date	End Date	
Lecture Hall	Virtual Classroom			Join
Office Hours	Lightweight Chat			Join

There are 2 methods you can use to chat with your students in Blackboard 6: ***Lightweight chat*** and ***Virtual Classroom***.

N.B. You will need a *Java Plug-in* for your Internet Browser to use these 2 functions (see also paragraph 6.2).

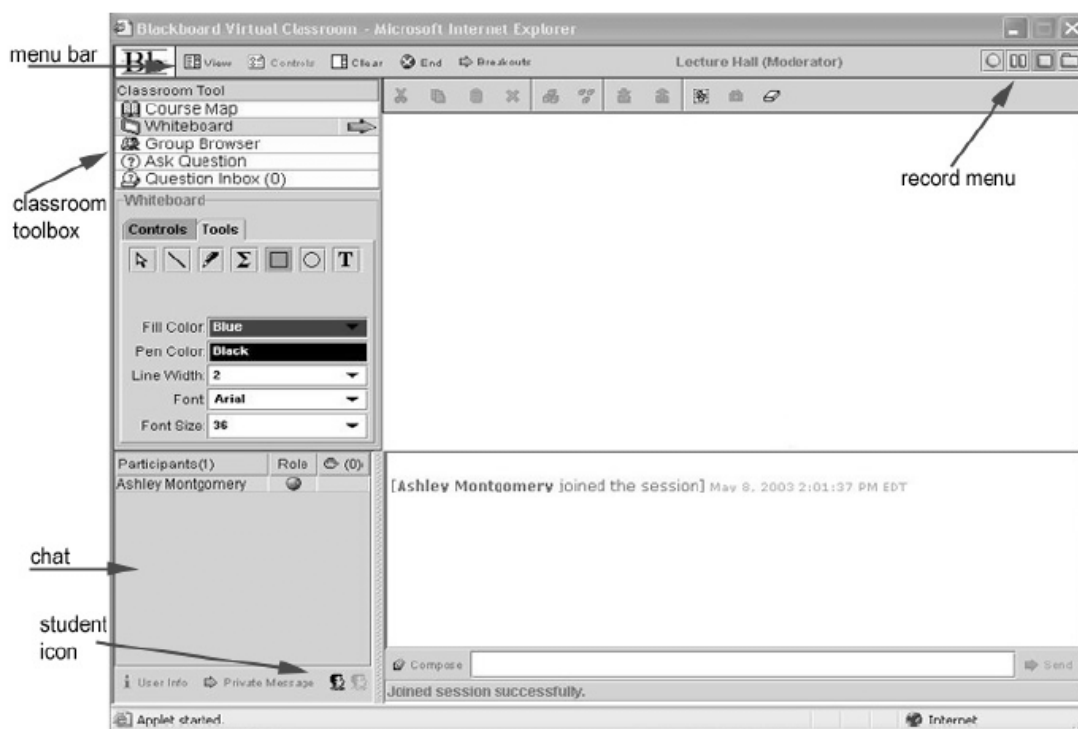
3.1.1 Lightweight chat

The ***Lightweight Chat*** is a tool with which you can hold simple chat sessions for groups of users. The sessions are based on exchanging text messages only.

3.1.2 The Virtual Classroom has been expanded

The ***Virtual Classroom (Lecture Hall)*** is much more extensive than *Lightweight Chat*. It has the following possibilities:

- Instructors and Students can respond to questions from participants
- Course material, for example Power Point Presentations, can be examined under *White Board*
- you can use formulas and scientific notations on the *White Board*
- *Snapshots* can be made and saved of the *White Board*
- more than one chat session can be active at one time



3.2 The Advanced Group Management is expanded

In Blackboard 6 you get a more extensive view of all existing groups within a course. It is also easier to add groups with **Control Panel > Advanced Group Management** (which you can find under the header **Course Tools**). **Advanced Group Management** is structured much better than the previous **Group Management** option:



- With **Add Group** it is easy to create a new group
- By selecting one group you can, with **Modify Group**, change the group functions. You can also adjust the visibility of the group here if you want the groups processes to be accessible for the group members only at certain Days/Times
- With **View/Assign Users** you can add or remove students from a group. In the following screen (**User Assignment**) you can use the option **Randomize** if you want to disperse the students over the available groups. HOWEVER you can only use this option when you have not as yet assigned ANY member to ANY of the groups.

4. Assignments and Assessments

4.1 Extended Assignment possibilities


Blackboard 6 has a new system for Instructors to offer *Assignments* to students. You can make an *Assignment* and place it in one of the content area's (usually *Assignments*). The students can be invited to make the *Assignment* and Upload the result to the Instructor.

The results of the *Assignment (Test)* you can retrieve from the *Gradebook* under the name of the student. You can grade the *Assignment*, correct it or provide another form of feedback and return the result to the student.

By using the *Assignment Manager* the use of e-mail, discussion forum or *Digital Dropbox* is no longer necessary.

The consecutive steps to be taken when using the *Assignment manager* by you, the Instructor, and the Student, are as follows:

Step 1 (Instructor)

1. Open a *Content Area* in the *Course Menu* of the **Courses Tab** (*Course Information*, *Course Documents*, *External Links*, or, most probably *Assignments*)
2. Click on **Edit View** in the top right hand corner to get to the Edit mode
3. Select in the Menu Bar after the  button from the roll-down menu the option *Assignments* and click on *Go*
4. Fill in the name of the *Assignment*
5. Indicate by **Points Possible** the maximum grade that can be obtained with the assignment
6. Type in the **Instructions** field the special instructions for this assignment (if necessary)
7. Enter in **2. Availability Options** the restrictions applicable for making this assignment
8. Click after **File to Attach** on the **Browse** button to add a file (for example with questions) to the assignment
9. Click on *Submit*.

Step 2 (Student)

The student can examine the assignment by clicking on the link **View/Complete Assignment** he could then make the assignment directly in the *content area* concerned (for example in *Assignments*) or he could download a document containing the assignment (depending on the **Instructions** given to him by the Instructor). He can make the assignment and Upload it again to the Instructor for evaluation and/or grading.

N.B. When returning the document to you it is important that the student observes the following procedure:

- with the **Save** button it is possible for the student to save his unfinished work and continue later where he left off.
- with the **Submit** button the file will be send irrevocably to the Instructor. The file is then no longer accessible to the student. Submitting a file to an Instructor is a one time only procedure.
- the student may send more than one file at a time.

Step 3 (Instructor)

When the assignment is finished you can find the results directly in the **Grade Book**

1. Click on **Control Panel > Grade Book**
2. Click on the exclamation mark after the name of the student in the column with the name of the assignment. The exclamation mark is there because the assignment still *Needs Grading* (or evaluation).

3. Click in the next screen *Modify Grade* on the **View** button
4. The file with the finished work from the student you can find in the screen *Grade Assignment* under **Student's Work** after **Student's Files**
5. You can grade the students work under **Feedback to Student > Grade**. After **Comments** you can give other feedback to the student. After **File to Attach** you can return the evaluated file to the student.
6. Under **Instructor Notes** you can make some personal notes. Only you, not the student, will be able to see these notes.

Step 4 (Student)

The student can look at your feedback by clicking in the content area **Tools** on the option **View Grades** and then by clicking after the name of the test, in the column **Grades** on the grade (or the exclamation mark if no grade is being given).

4.2 Using the Gradebook

The *Gradebook* has been improved. The results from all the students can now be placed into one spreadsheet. The results of the submitted *Assignments* and *Tests* can be evaluated and feedback can be given to each student individually. Results in the form of grades can be downloaded to Excel and again uploaded to Blackboard.

4.2.1 Downloading Assignments

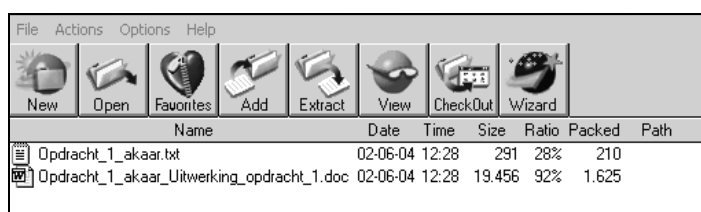
When your students have submitted their assignments, it will show up in the Gradebook and you can download them from there. You can choose to download all of them at one time. You can also download them individually (see paragraph 4.1).

To download assignments individually do the following:

1. Click on **Control Panel > Gradebook**

2. To bulk download the items to your hard drive click on the item title in the column heading to go to the **Items Options** list and click on **Item Download**.
3. This will bring up a list of all students and will indicate when items were submitted and which ones need grading. Check all the students whose assignments you want to download
4. Click on **Submit**. (This will zip your papers up into a single .zip file)

5. You will be prompted to download the file by clicking on the link and when you do this you may be asked to save the file on your hard drive. If so, save the file into a folder that you create to hold all the documents for a particular assignment.
6. If you are taken directly into WinZip click the **File Menu** and select **Copy Archive** to save the file to your hard drive
7. Once the file is downloaded, navigate to the folder where you saved the file and double-click on the icon
8. WinZip will launch and you will see a list of the files in the zip file. Click on **Extract** and then navigate to the folder you created to hold the documents. Click on the **Extract** Button.



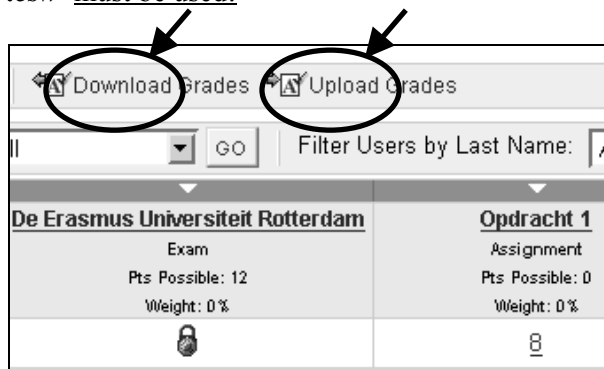
N.B.: For each paper there will be 2 files. The .txt file will any comments that the student submitted along with the assignment. The .doc or other file will be the document itself. Note that the Student login and assignment name is appended to all documents.

4.2.2 Downloading the Gradebook

It is possible to download the *Assignments* from all students at once and insert grades on a conveniently arranged list instead of having to add the grades to Blackboard one by one.

To download the *Assignments* use the following procedure:

1. Click on **Control Panel > Gradebook**
2. Click on the small bar above the name of the *Assignment*, the small downward pointing arrow on the bar will become yellow (see picture below)
3. Click on **Download Grades**
3. In the next screen click on the **Download** button
4. Your computer operating system will now ask where the file to be downloaded should be stored. Choose a folder on your hard disk
5. A file with the name **gb_export.csv** will be downloaded to the folder of your choice
6. The file **gb_export.csv** can be opened in Microsoft Excel for evaluation (double click on the name of the file)
7. You can now adjust the files content by, for example, adding or changing the grades for the tests or assignments
8. You can save the file with the same name or another of your choosing, however the file extension **.csv** must be used!



9. You can now return the file to the **Gradebook** with the changes or additions you have made. Click on the **Upload Grades** button

NB: For best results, you should manipulate and upload a *Gradebook* that has been downloaded from the Blackboard Learning System. It is not advised that you create a new *Gradebook* from scratch then upload it.

10. Indicate in the next screen where the adjusted file can be found, then click on **Submit**

11. The next screen is **Choose Column to Import** (to). You could select which items in a *Gradebook* file you would like to upload to Blackboard from the *Choose Column to Import* page. You may choose to overwrite an existing item (this will not automatically overwrite Students' grades) or create a new *Gradebook* item.

Choose Imported Item allows you to select the column in the file that should be uploaded to the *Gradebook*. **Choose Existing Item** allows you to select the column in the *Gradebook* where the name of the uploaded *Gradebook* item should appear. If the information should appear in a new column in the *Gradebook* select *Create New Gradebook Item*. If *Create New Gradebook Item* is selected the *Modify Gradebook Item* will appear.

12. Click on **Submit**

13. In the screen **Choose Rows to Import** (to) select the row or rows with the name(s) of the students that have to be changed with the updated information from your file

14. Click on **Submit**. The screen reverts to *Gradebook*.

4.3 Extended Test- and Survey Manager (formerly called Assessment Manager)

An **Assessment** (Test or Survey) can now be made or adjusted inside any *Content Area* (*Course Information*, *Staff Information*, *Course Documents*, *Assignments* or *External Links*)

It is no longer necessary to go to the *Control Panel*. As follows:

1. Click on the *Content Area* where you want to place the test/survey and click on **Edit View**
2. After **Add** on the menu bar click on **Test** (OR for a *Survey* select **Survey** from the roll-down menu) and click on **Go**
3. **Add test** will be the next screen. Click for a new test after **Create new test** on the button **Create**, OR adjust an existing test by using **Select an existing test**
(to create a *Survey* you will get to a similar screen called **Add Survey**)
4. Click on **Submit**
5. In the screen **Test Info** you enter the *Name*, *Description* and *Instructions* for the test or you adjust the existing information
6. The next screen is **Test Canvas** where you can insert the questions. You can choose from the standard test forms (such as Multiple Choice or True/False), but you can also upload your own file with questions (for details see paragraph 4.3.1)
7. With **Creation Settings** (in the screen **Test Canvas**) you can indicate for every question in the test you want to:
 - Give feedback on the answers of the student. In a multiple choice situation with 4 possible answers you could give 4 different feedbacks.
N.B. It is possible to provide feedback on every possible answer but, if this option is not checked, it is always possible to give general feedback on either *Correct Response* or *Incorrect Response*.
 - Add pictures, files and/or URL's to the question or the answer
 - Put a special grade value on the question (for example 3 points).

4.3.1 Making tests available to students

You can make the test available to students within the test itself, you do not have to go to the *Control Panel*.

1. Open the *Content Area* in which you want to place the test (*Course Information, Staff Information, Course Documents, Assignments or External Links*)
2. Ensure that you are working in the *Edit Mode* (use *Edit View* if necessary)
3. Click on **Test**
4. Select under **Add Test** the test you want to add to that content area
5. Click on **Submit**
6. Click on **Modify the test options**
7. Under *Test Availability* click on **Yes** on **Do you want to make the link visible?**
8. Indicate after **Do you want to create an announcement for this Quiz?** if you want to inform the students that this test has been added to the curriculum (recommended)
9. Select under **Test Feedback** the feedback you want to supply the students with about this test
10. Indicate under **Test Presentation > Presentation Mode** if the student gets to see the complete test in its entirety or that he will be presented with the questions one at a time. By selecting **Prohibit Backtracking** you can prevent the student from going back to a previously answered question. With **Randomize Questions** you can present the questions of the test in random order. Every student will see the questions in a different order.
11. Click on **Submit**.

5. Notification Manager

Your students, yourself and everyone else who is enrolled in the course can, in the *content area Tools*, indicate if they want to receive a notification when changes or additions to the course have been made.

- Under **Set Notification for this Course** everyone can indicate for which *content areas* (*Announcements, Content Assessments, Calendar Events, Discussion Board Postings*) they want to receive a *Notification*
- Under **Notification Options** you can indicate if they want to receive the notification by e-mail and on which e-mail address

N.B. Observe! You are asked to supply an e-mail address where you want to receive your messages. You need to supply the system with your EUR e-mail address to ensure that the mail will be received properly.

Below is a sample screen showing that a new e-mail message with a *Notification* has been received in your e-mail program.



- Under **Getting Started with Notifications** are short, simple *Directions for Use* of the *Notification* option.

6. Where can you find more information about Blackboard 6?

More information about using Blackboard 6 in education you can find on the Web:

<http://web.eur.nl/icto>

6.1 Questions and problems

- **Problems with log-in**

When you have problems with logging-in to Blackboard (problems with your ERNA account) you can contact the helpdesk of your faculty. (<http://www.erna.nl/helpdesk/heldes.html>)

You could also examine the manual "Logging in on the central Blackboard server of the EUR" (<http://web.eur.nl/icto/docenten/handleidingen>) (Dutch language).

- **Questions or problems with the working of Blackboard**

When you have problems with, or questions over, the working of Blackboard you could peruse the "Frequently Asked Questions" (<http://web.eur.nl/icto/docenten/faq>) (Dutch language). If this does not solve your problem you can contact the Blackboard Coördinator of your faculty:

<http://web.eur.nl/icto/docenten/blackboardcoordinatoren>.

- **Didactical problems and questions**

When you have didactical questions about teaching with the aid of Blackboard you could take a look at www.digitaledidactiek.nl (Dutch language), or you could contact the OECR (www.oecr.nl) telephone: 010-4088726; e-mail: info@oecr.nl (ask directly for a member of the ICT&O group of experts).

6.2 Technical problems

When you have technical problems such as functions that do not seem to work or error messages in Blackboard you should contact the Blackboard coördinator of your faculty.

(<http://web.eur.nl/icto/docenten/blackboardcoordinatoren>).

Technical problems that might occur are, for example:

- Students are unable to start the Lightweight Chat or Virtual Classroom
- Students are unable to see the formulas in the online tests or quizzes.

Possible reasons might be:

1. There is no **Sun Java Runtime Environment** installed on the computer of your student. A solution to this problem may be to download the *Sun Java Runtime Environment (JRE) version 1.4.1_03* from, for example: http://www.java.com/en/download/windows_manual.jsp
2. The version of **Internet Explorer (IE)** that is installed on the computer of your student does not support the use of Blackboard 6 (or not sufficient). For problem free use version **IE 6.0** with *Service Pack 1* is recommended. When the student does not have this version he can update *Internet Explorer* on his computer by selecting **Tools** in the Blackboard menu and choose *Windows Update*. To install **IE 6.0** follow the instructions on the screen
3. The version of **Netscape Navigator** that is installed on the computer of your student does not, or not sufficiently, supports the use of Blackboard 6. For problem free use version 7.0 of *Netscape Navigator* is recommended. An update for *Netscape Navigator* can be found at: <http://channels.netscape.com/ns/browsers/default.jsp>.

6.3 Other system requirements

- *Browser settings:* *JavaScript* and *Cookies* have to be 'enabled'
- *Memory:* minimum of 64 Mb RAM, 1 Gb free space on Hard Disk
- *Processor speed:* 150MHz or better is highly recommended
- *Internet Connection:* 56Kb modem or better.