Instructor Guide for Blackboard-Learn

Prepared by

Vice-Dean of E-Learning
Dr. Ahmed Youssef Khedr

Deanship of IT and E-Learning
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How to Log In to Blackboard Learn
To log in to Blackboard open your browser and go to:

https://uoh.blackboard.com

- Enter your UOH username and password
- click Login

Email: a.khedr@uoh.edu.sa
Username is a.khedr

Explore Home Tab
A. The Global Navigation Menu and My Blackboard are available everywhere in Blackboard Learn. Click the arrow next to your name at the top of the screen to access the following functions:
   o All of your courses, as well as the Home and Help links. Users can change their settings, such as text size and personal information. The logout function is nearby.
   o On the left side of the panel, My Blackboard pages display course communication, due dates, grades, and more. A number next to your name indicates how many new items are available.

B. Tools: The tools available on this page roll up information from all of your courses. For example, the calendar shows events for all courses. Descriptions of the tools are available later in this page.

C. Modules: Modules on the Home tab collect information from all the courses you are enrolled in or are teaching.
   o My Courses: Access the courses you are enrolled in or teaching.
   o My Announcements: Displays announcements for courses and from Hail University. Announcements communicate important, time-sensitive information.
   o My Tasks: Displays tasks added by instructors. You can add personal tasks when accessing tasks from Tools.

D. Add Module: Click to view the list of available modules, such as dictionary, report card, and notes. Descriptions are provided in the list so you can choose the most significant.

E. Personalize Page: Change the color scheme of the page.
My Blackboard Tools

<table>
<thead>
<tr>
<th>Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bb Home</td>
<td>Gives you an overview of the items that are due and recently graded. Bb Home displays the five most recent activities relevant to you.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Review everything you have due and be reminded of when you need to complete it.</td>
</tr>
<tr>
<td>Posts</td>
<td>Displays the posts made in the <em>last seven days</em> in the courses and organizations you are enrolled in and follow.</td>
</tr>
<tr>
<td>Updates</td>
<td>Review a list of notifications alerting you to important events and information.</td>
</tr>
<tr>
<td>My Grades</td>
<td>View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course.</td>
</tr>
<tr>
<td>Retention Center</td>
<td>Provides an easy way for you to discover which students in your course are at risk. You can communicate with struggling students and help them take immediate action for improvement.</td>
</tr>
</tbody>
</table>

Personal Information

How to Edit Personal Information

1. From Home tab and on the Tools panel, click Personal Information.
2. On the Personal Information page, click Edit Personal Information.
3. On the Edit Personal Information page, make changes to the appropriate fields.
4. Click Submit.

How to Change Your Password

Password cannot be changed within the system. To change the password, it must be changed from the university email service using the password change procedures.
How to Add an Avatar Image

1. From Home tab and on the Tools panel, click Personal Information.
2. On the **Personal Information** page, click **Personalize My Settings**.
3. On the **Personalize My Settings** page, you can add or change your personal avatar. Click **Use custom avatar image**.
4. Click **Browse My Computer**.
5. Select the avatar image file and click **Open**.
6. Click **Submit**.

How to change a Language Pack

Follow these steps to set a language pack for a user.

1. From Home tab and on the Tools panel, click Personal Information.
2. On the **Personal Information** page, click **Change Personal Settings**.
3. Select a language pack from the drop-down list.
4. Click **Submit**.

How to Set Privacy Options

1. From Home tab and on the Tools panel, click Personal Information.
2. On the Personal Information page, click **Set Privacy Options**.
3. On the **Set Privacy Options** page, select the appropriate check boxes to make personal information visible to other Blackboard users.
4. To list your profile information in the User Directory, select the check box.
5. To prevent other course members from contacting you by email, select the email option check box.
6. To prevent your name from appearing in the course roster, select the check box.
7. Click **Submit**.
Courses

A. **Course menu**: The access point for all course content. Instructors determine which links are available here.

B. **Control Panel**: The panel following the course menu is an instructor's access point for course management functions. You can manage the course style, course tools, and users from this area. Students do not see the Control Panel.

C. **Student preview**: You can review course content and validate course behaviors from a student's perspective.

D. **Edit Mode**: When Edit Mode is ON, all the instructor functions appear. This includes action bar functions such as Build Content or the appearance of contextual menus. When Edit Mode is OFF, you are viewing the course as a student sees it.

E. **Action bar**: Rows at the top of the page containing page-level actions such as Build Content, Search, Delete, and Upload. The functions on the action bar change depending on where you are in your course. The action bar can contain multiple rows of functions such as on the main Grade Center page.
Add Menu Item drop-down list

Course Menu Components

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content area</td>
<td>You create, link, and manage them on the course menu. After you create a content area, you add content to it, such as online lectures, multimedia, tests, and communication tools.</td>
</tr>
<tr>
<td>Blank page</td>
<td>The blank page tool allows you to include files, images, and text as links on the course menu. Include blank pages on the course menu for critical information, as too many links on the course menu can overwhelm students. Remove blank pages from the course menu as soon as the information is no longer needed.</td>
</tr>
<tr>
<td>Tool link</td>
<td>Create a link to an available tool in your course, such as the calendar or journals. You can also create a link to the Tools page.</td>
</tr>
<tr>
<td>Course link</td>
<td>Create a shortcut to an existing area, tool, or item in a course.</td>
</tr>
<tr>
<td>Web link</td>
<td>Create a link to a URL to provide quick access to a resource on the internet.</td>
</tr>
<tr>
<td>Module page</td>
<td>Create a module page and choose the individual modules to include. The modules can be tools, such as a calculator, or the modules can display information, such as grades, alerts, and tasks.</td>
</tr>
<tr>
<td>Subheader</td>
<td>A subheader is unlinked text. You can group related links under a subheader to help users find information quickly.</td>
</tr>
<tr>
<td>Divider</td>
<td>A divider is a line that visually divides the course menu to help users find information quickly. After you create it, you can move it to the appropriate position.</td>
</tr>
</tbody>
</table>
Control Panel

The Control Panel is comprised of the following areas.

<table>
<thead>
<tr>
<th>Area</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Files or Content Collection</td>
<td>You have access to all files from a central location inside the course. Course Files is relative to the course, so only content for the course is stored there.</td>
</tr>
<tr>
<td>Course Tools</td>
<td>Contains all the available tools that are added to your course.</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Provides links to course reports, the Retention Center, and the Performance Dashboard.</td>
</tr>
<tr>
<td>Grade Center</td>
<td>Provides links to the Needs Grading page, the Full Grade Center.</td>
</tr>
<tr>
<td>Users and Groups</td>
<td>List, enroll, edit, and remove users from your course. Create formal groups of students to collaborate on work.</td>
</tr>
<tr>
<td>Customization</td>
<td>Control enrollment options and guest and observer access. You can change the properties of your course, such as its name, availability, and language pack.</td>
</tr>
<tr>
<td>Packages and Utilities</td>
<td>Import, export, and archive a course, check course links, copy all or part of the course, and move selected files to Course Files or the Content Collection (when available).</td>
</tr>
<tr>
<td>Help</td>
<td>Offers online documentation.</td>
</tr>
</tbody>
</table>

Create Course Areas for Content

You can create course areas to serve as containers for your course material.

The top-level course areas are called *content areas*, which you create, link, and manage on the course menu. Typically, courses contain multiple content areas.

The next level of course areas includes *folders, learning modules*, and *lesson plans*. 
After you create a course area, you can create content items within it to present your course material. You can include content such as text, file attachments, links to websites, tests, assignments, and multimedia.

For example, you can create a content area called "Units" that contains learning modules for Unit 1, Unit 2, Unit 3, and so on. Each of the learning modules contains reading materials, assignments, tests, and links to tools to help student accomplish the learning objectives for each unit.

A. **Content areas** are the top-level course areas that provide your course structure. They appear on the course menu only. They contain other course areas and content items.

B. **Folders** are containers for content.

C. **Learning modules** are containers for content, can include a table of contents, and can require sequential viewing of its content.

D. **Lesson plans** are containers for content, and present objectives and other details directly above its list of content items.

E. Create content within course areas by pointing to Build Content, Assessments, and Tools on the action bar.
How to Create a Content Area

1. Change Edit Mode to ON and point to the plus sign above the course menu. The Add Menu Item drop-down list appears.

2. Click Content Area.

3. Type a Name for the new content area.

4. Select the Available to Users check box. You can create content areas ahead of time, make them unavailable to users, and then make them available at the appropriate time.

5. Click Submit. A link to the new content area appears on the course menu.

Manage Course Menu Links
You can organize and rename the links on the course menu to make them easier for students to use.
A. Use the drag-and-drop function to reorder links on the course menu.
B. Alternatively, use the keyboard accessible reordering tool to reorder the links.
C. Access a link’s contextual menu and click Rename Link to change its title. Click Hide Link to make it unavailable to students. Click Show Link to make it available to students. Delete removes the content area AND all content items within it. This action is final.
D. With Edit Mode set to ON, an unavailable link title appears with a square with a diagonal line through it. Students do not see the link on the course menu.

**How to Create a Learning Module**
1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click Learning Module.
3. On the Create Learning Module page, type a name and an optional description. The description appears below the learning module name in the course area.
4. Select the options.
5. Click Submit. A link to the new learning module appears in the course area.

**Learning Module Options**

<table>
<thead>
<tr>
<th>Options</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability</td>
<td>Permit Users to View this Content: Select No to make the learning module unavailable to users. Select Date and Time Restrictions: Select the Display After and Display Until check boxes to enable the date and time selections.</td>
</tr>
<tr>
<td>View</td>
<td>Enforce Sequential Viewing of the Learning Module: You can force students to view the pages in the order you determine. Open in New Window: open in a separate window Track Number of Views: record the number of times the learning module is viewed, when it is viewed, and by whom.</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Show Table of Contents to Users: Select Yes to show a structured view of the Learning Module. Users can choose to display the Table of Contents on the bottom or on the side of the Learning Module. Hierarchy Display: Choose the way items in a learning module are labeled: numbers, letters, Roman numerals, or mixed.</td>
</tr>
</tbody>
</table>
**How to Create a Lesson Plan**

1. Change Edit Mode to ON.
2. Access a course area, such as a content area or folder.
3. On the action bar, point to Build Content to and click Lesson Plan.
4. On the Create Lesson Plan page, the Content Information tab appears first by default. This tab enables you to display general information for users at the top of the lesson plan in a gray box.
5. Type a name and optional description.
6. Type information for default elements: Instructional Level, Instructor, Objectives, and Subject Area. You can change a default element’s title by clicking the existing title to access the Edit Element Name box. Delete an element by clicking the X.
7. Select the check box next to Share with students for each element that you want to appear in the lesson plan when students view it.
8. To add new elements, point to Add Lesson Plan Section on the action bar.
9. Select an element. The new element is added to the bottom of the list on the Create Lesson Plan page, where you can edit its title and use its content editor, if available.
10. Select the options.
11. Click Save and Exit to the course area. You can edit the lesson plan later to create content items.

**Content Folders**

Folders are useful for organizing and structuring content in a Content Area. For example, Instructors may add folders for each week of the Course to a Content Area, or organize the Content Area by topic, such as separate folder for Assignments, Tests, and Group Projects.

**How to Create a Folder**

1. Change **Edit Mode** to **ON** and access a content area.
2. On the action bar, point to **Build Content** and click **Content Folder**.
3. On the **Create Content Folder** page, type a name and an optional description or instructions.
4. Select the options:
   - Click **Yes** to **Permit Users to View this Content**.
   - Click **Yes** to **Track Number of Views**.
   - Select the **Display After** and **Display Until** check boxes to enable the date and time selections.
5. Click **Submit**. A link to the new folder appears in the course area.

**How to Create an Item in a Content Area**

1. Open a Content Area
2. **Edit Mode** is **ON**
3. Point to **Build Content** and click **Item**.
4. Complete the **Create Item** page and click **Submit**.

**How to Create an Item in Course Files**

Content Items that are created using the Text Box are automatically saved to Course Files. This Content Item can be reused across the course.

1. Open a Course Files folder.
2. Point to **Build Content** and click **Item**.
3. Type a **Name** for the item.
4. Use the Text Editor to create the item.
5. Click **Submit**.

**About Content Types**

![Units](units.png)
The following table describes the different content types available in the Build Content drop-down list.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>An item can contain text, audio, movies, files, images, and mashups.</td>
</tr>
<tr>
<td>File</td>
<td>Use the <strong>File</strong> content type to add a file.</td>
</tr>
<tr>
<td>Audio, Image, Video</td>
<td>Upload files from your computer and incorporate them in a course area.</td>
</tr>
<tr>
<td>Web link</td>
<td>Link to an outside website or resource.</td>
</tr>
<tr>
<td>Learning module</td>
<td>A set of content that includes a structured path for progressing through the items.</td>
</tr>
<tr>
<td>Lesson plan</td>
<td>A special content type that combines information about the lesson itself with the curriculum resources used to teach it.</td>
</tr>
<tr>
<td>Syllabus</td>
<td>Enables you to attach an existing syllabus file or build a course syllabus by walking through a series of steps</td>
</tr>
<tr>
<td>Course link</td>
<td>A shortcut to an item, tool, or area in a course.</td>
</tr>
<tr>
<td>Content folder</td>
<td>A course area that contains content items.</td>
</tr>
<tr>
<td>Blank page</td>
<td>The blank page tool allows you to include files, images, and text as a link in a course area</td>
</tr>
<tr>
<td>Module page</td>
<td>A page containing dynamic personalized content modules that help users keep track of tasks, tests, and assignments</td>
</tr>
<tr>
<td>Mashups</td>
<td>Mashups allow you to include content in a course that is from an external website. Three types of mashups are available: Flickr Photo, SlideShare, and YouTube</td>
</tr>
</tbody>
</table>

**How to Create an Item**

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click Item.
3. On the Create Item page, type a Name.
4. Optionally, type instructions or a description in the Text box.
   - Alternatively, in the Attachments section, click Browse My Computer to upload a file from your computer.
5. Select the Options:
   a. Click Yes to Permit Users to View this Content.
b. Click Yes to Track Number of Views.
c. Select the Display After and Display Until check boxes to enable the date and time selections.

6. Click Submit.

**How to Create a File**

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click File.
3. On the Create File page, click Browse My Computer to upload a file from your computer.
4. Click Select a Different File to delete the file you linked and replace it with another.
5. Type a Name for the file. This name appears in the course area as a link.
6. Click Yes for Open in New Window to display the content in a new browser window.
7. Select the options.
8. Click Submit.

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**How to Create Audio, Image, and Video Links**

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click Audio, Image, or Video.
   The Create page appears and is similar for all three content types.
3. Click Browse My Computer to upload a file from your computer.
4. If the mashups function is available, you can browse for and link to content available on the internet.
5. Click Select a Different File to delete the file you linked.
6. Type a Name. This name appears in the course area as a link.
7. Set the Options. Audio, video, and image files each have unique options for displaying their content. These are listed later in this section.
8. Select the Standard Options:
   a. Click Yes to Permit Users to View this Content.
   b. Click Yes to Track Number of Views.
9. Select the Display After and Display Until check boxes to enable the date and time selections. Display restrictions do not affect item availability, only when it appears.

10. Preview the content and click Submit when you are finished.

**How to Create a Web Link**

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click Web Link.
3. On the Create Web Link page, type a Name for the link that will display in the course area.
4. Type a URL. Use the http:// protocol, such as http://www.uoh.edu.sa/.
5. Click Browse My Computer to upload a file from your computer.
6. Set the Options:
   a. Click Yes to Permit Users to View this Content.
   b. Click Yes for Open in New Window to display the content in a new browser window.
   c. Click Yes to Track Number of Views.
   d. Select the Display After and Display Until check boxes to enable the date and time selections.
7. Click Submit.

**How to Create Learning Modules, Lesson Plans, and Content Folders**

Within a course area, you can create containers to further organize your course materials. For example, within a single content area, you can create eight folders—one folder for each unit in your textbook.

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click Learning Module, Lesson Plan, or Content Folder.
3. On the Create page, type a Name. Specify the settings and options.

**How to Create a Syllabus**

You can create a syllabus in two ways. You can upload an existing file or use the Blackboard Learn syllabus builder. For both options, you create the syllabus in a course area, such as a content area or folder.
Use an Existing Syllabus File

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click Syllabus.
3. On the Add Syllabus page, type a Syllabus Name.
4. Select the Use Existing File option.
5. Click Browse My Computer to upload a file from your computer.
6. Click Submit.
7. On the Edit Item page, select a color for the Syllabus Name.
8. Optionally, in the Text box, type instructions or a description.
9. In the Attachments section, you can attach additional files. Any files you upload from your computer are saved in Course Files or the Content Collection in the top-level folder.
10. Select the Options:
   a. Click Yes for Permit Users to View this Content.
   b. Click Yes for Track Number of Views.
   c. Select the Display After and Display Until check boxes to enable the date and time selections. Display restrictions do not affect syllabus availability, only when it appears.
11. Click Submit.

Use the Syllabus Builder

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click Syllabus.
3. On the Add Syllabus page, type a Syllabus Name.
4. Select the Create New Syllabus option and click Submit.
5. On the Syllabus Builder page, type instructions or a description in the default body text boxes.

![Syllabus Builder: Introduction to Oceanography Syllabus](image)

6. In the Syllabus Design section, select the styles and colors for your syllabus.
7. In the Build Lessons section, select the Create Specified Number of Lesson Shells option and type a number. You provide lesson information in later steps. Alternatively, you can select the Do Not Create Lesson Shells option.
8. Select the Options:
   a. Click Yes to Permit Users to View this Content.
   b. Click Yes to Track Number of Views.
   c. Select the Display After and Display Until check boxes to enable the date and time selections.
9. Click Submit.
   If you did not create lesson shells, your syllabus is complete. Click OK to return to the course area and view the syllabus.
   -OR-
   If you need to provide details for lessons, continue with the subsequent steps.
10. Access the lesson's contextual menu and click Edit.
11. On the Edit Lesson page, type the lesson title. Optionally, select a date and time when the lesson will appear in the syllabus.
12. Type a Lesson Description.
13. Click Submit.
14. Click OK to return to the course area and view the syllabus. Change Edit Mode to OFF to view the syllabus as students see it.
How to Create a Course Link

A course link is a shortcut to an existing area, tool, or item in a course. If you have created all assignments in their own content area, you can create course links to individual assignments in other areas of the course, such as in a unit folder or learning module.

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click Course Link.
3. On the Create Course Link page, click Browse to find the course item you want to link to.
4. In the pop-up window, select the item.
5. The Name and Location text boxes are populated automatically.
6. Optionally, edit the name and provide a description.
7. Select the Options:
   a. Click Yes to Permit Users to View this Content.
   b. Click Yes to Track Number of Views.
   c. Select the Display After and Display Until check boxes to enable the date and time selections. Display restrictions do not affect course link availability, only when it appears.
8. Click Submit.

How to Create a Module Page

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and click Module Page.
3. On the Create Module Page, type a name and optional description.
4. You can allow users to change the color theme, reorder modules, and add modules to their personal views of the page. Users' customizations affect their view only.

5. Select the Options:
   a. Click Yes to Permit Users to View this Content.
   b. Click Yes to Track Number of Views.
   c. Select the Display After and Display Until check boxes to enable the date and time selections. Display restrictions do not affect module page availability, only when it appears.

6. Click Submit.

**How to Customize the Module Page Banner**

1. Change Edit Mode to ON and access a content area or folder.
2. Click the link to the module page and access the title's contextual menu.
3. Click Page Banner.

4. Type the Page Banner Content in the box.
5. Click Use Custom Page Banner to display your banner to users. When Edit Mode is ON, the custom page banner will appear above the default banner. Users see only the custom page banner.

6. Click Submit.

**How to Add Course Modules**

1. Change Edit Mode to ON and access the module page.
2. Click Add Course Module.
3. On the Add Module page, select a module by clicking its Add function. Click its Remove function to delete a module.
4. Click OK.
Managing Modules

A. Click the gear icon to change the display of a module. For example, you can select how many days of announcements appear in a module. Click the X to remove a module. Removing a module does not delete content.

B. Use the drag-and-drop function to reorder course modules.

C. Alternatively, use the keyboard accessible reordering tool to reorder the modules.

D. Click the link in a module to view more.

E. Click the paper icon to open the module in a new window. You can move the window to a different location on your screen to use as a reference while you navigate in your course.

How to Create Mashups

1. Change Edit Mode to ON and access a content area or folder.
2. On the action bar, point to Build Content and select one of the available mashups: Flickr Photo, SlideShare Presentation, or YouTube Video.
3. On the Search page, type keywords and choose how to use the keywords in the search.
4. Click Go.
5. On the Search Results page, you can refine the list using the Sort by and Uploaded drop-down lists.
6. Click Select to add the mashup. You have the option to Preview it before selecting it.
7. On the Create Mashup Item page, type a Name for the link if you do not want to use the title that automatically appears in the box.
8. Optionally, type a Description.
9. Set the Mashup Options. Options vary depending on the type of mashup:
   a. View: Controls how the link to the video is displayed in the content area. Thumbnail displays a small player that enlarges when clicked. Text link with player displays text that expands to a player when clicked. Embed Video displays a full size player in the content area.
   b. Show YouTube URL: Displays the source URL.
   c. Show YouTube information: Displays the information about the content from the external website.
10. Set the Options:
    a. Click Yes to Permit Users to View this Content.
    b. Click Yes or No to Track Number of Views.
    c. Select the Display After and Display Until check boxes to enable the date and time selections. Display restrictions do not affect mashup availability, only when it appears.
11. Click Submit.

**Managing menu buttons**

To display the options for editing a menu button, click on the little double arrows (/questions) next to the name of the menu button.
**Rename Link:** Use Rename Link to change the name of your button.

**Hide Link / Show Link:** Make a menu button visible or invisible for students.

**Delete:** Remove a menu button.

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**Assignments**

**How to Create an Assignment**

1. On the action bar, point to Assessments and click Assignment.
2. On the Create Assignment page, provide the name, instructions, and any files students need.
3. Optionally, select a Due Date.
4. In the Grading section, type the Points Possible. Optionally, expand the sections to make selections such as anonymous grading and how the grade is displayed.
5. Make the assignment available.
6. Select the Display After and Display Until check boxes to enable the date and time selections.
7. Optionally, select the check box to Track Number of Views.
8. Click Submit.

**Best Practice: Presenting Assignments**

**Option A: Add all assignments to one content area.**

Create an Assignments content area and create all of your assignments there. This option keeps the creation process simple and helps students quickly access all assignments for your course.
Option B: Add assignments to different content areas.
After setting up various content areas for your course, you can add assignments to them.
For a fully online course, this method is an effective way to integrate assignments with course content. On a single page, you can provide everything students need for a unit of study.

Option C: Add course links to assignments in other content areas, folders, or learning modules.
The Assignments content area provides a single location for you to access and update assignments. Adding these assignments as links in other course areas allows you to present assignments alongside course content. Although this option does require an extra step, it accommodates different course-usage styles and creates an integrated, cohesive learning experience.
This option is most appropriate for instructors teaching robust, fully online courses. Editing assignments is easy, and students still have convenient access to assignments.

How to Build a Test or Survey and Add New Questions
You add questions to tests and surveys in the same way, but you add no points to survey questions. Before students take a test, you can add new questions exactly where you want them.

3. On the Tests page, click Build Test on the action bar.
4. On the Test Information page, type a name. Optionally, provide a description and instructions.
5. Click Submit.
6. On the Test Canvas, point to Create Question on the action bar and select a question type.
7. On the Create/Edit page, provide the necessary information to create a question.
8. Click Submit.
9. On the Test Canvas, you can change a question's point value.
10. Continue adding questions.
11. Click OK. The test is added to the list on the Tests page and is ready to deploy in a course area.
## Test and Survey Availability Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the Link Available</td>
<td>You can set this to available, and then use the Display After and Display Until fields to limit the amount of time the link appears.</td>
</tr>
<tr>
<td>Add a New Announcement for this Test/Survey</td>
<td>You can create an announcement for a test or survey. The announcement includes the date and states, &quot;An assessment has been made available in [Course area that includes the link to the assessment].&quot;</td>
</tr>
<tr>
<td>Multiple Attempts</td>
<td>You can allow students to take a test or survey multiple times. With multiple attempts for a test, you can also select which attempt's score to use in the Grade Center from the Score attempts using drop-down list.</td>
</tr>
<tr>
<td>Force Completion</td>
<td>If you select Force Completion, students must complete the test or survey when they launch it.</td>
</tr>
<tr>
<td>Set Timer</td>
<td>Set a time limit for finishing a test or survey. Type the amount of time in the hours and minutes boxes.</td>
</tr>
<tr>
<td>Display After</td>
<td>Optionally, select the date and time when the test or survey will become available to students.</td>
</tr>
<tr>
<td>Display Until</td>
<td>Optionally, select the date and time the test or survey will be made unavailable to students.</td>
</tr>
<tr>
<td>Password</td>
<td>You can require and type a password for students to use to access it.</td>
</tr>
<tr>
<td>Restrict Location</td>
<td>You can require students to take the test or survey in a specific location. This is based on a range of IP addresses created by university.</td>
</tr>
<tr>
<td>Test Availability Exceptions</td>
<td>For existing availability settings, you can make exceptions for individual students or groups.</td>
</tr>
<tr>
<td>Due Date</td>
<td>To prevent late submissions, you can select the check box for Do not allow students to start the Test/Survey if the due date has passed.</td>
</tr>
</tbody>
</table>
Feedback Options

**SHOW TEST RESULTS AND FEEDBACK TO STUDENTS**

<table>
<thead>
<tr>
<th>When</th>
<th>Score per Question</th>
<th>Answers</th>
<th>Feedback</th>
<th>Show Incorrect Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Submission</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>All Answers</th>
<th>Correct</th>
<th>Submitted</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

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**Test or Survey Presentation**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All at Once</td>
<td>Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. When selected, you may not choose Prohibit Backtracking.</td>
</tr>
<tr>
<td>One at a Time</td>
<td>Displays one question at a time. The screen includes navigation tools to move between questions. The Submit function only appears on the last page of the assessment. You may also select Prohibit Backtracking and Randomize Questions.</td>
</tr>
<tr>
<td>Prohibit Backtracking</td>
<td>Prevents students from going back to questions they have already answered. If you do not allow backtracking, questions are presented one at a time and the &lt;&lt;, &lt;, and &gt;&gt; functions do not appear to users during the test or survey.</td>
</tr>
<tr>
<td>Randomize Questions</td>
<td>Display questions in a random order each time the assessment is taken. If you include references to the question numbers as they appear on the Test Canvas, do not use this option because the random order changes the question numbering.</td>
</tr>
</tbody>
</table>

**How to Create Announcements**

1. On the Control Panel, expand the Course Tools section and click Announcements.
2. On the Announcements page, click Create Announcement on the action bar.
3. On the **Create Announcement** page, type a **Subject**. This becomes the title of the announcement on the **Announcements** page.
4. Type your message.
5. In the **Web Announcements Options** section, click:
   - **Not Date Restricted** to keep the announcement visible until you remove it.
   - **Date Restricted** to limit the announcement's visibility by date and time.
6. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.
7. Select the **Email Announcement** check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email.
8. Optionally, in the **Course Link** section, click **Browse** to link to a course area, tool, or item.
9. Click **Submit**.
Edit and Delete Announcements

To edit or delete an announcement, access its contextual menu and click **Edit** or **Delete**. The deletion action is final and irreversible.