Your Blackboard Course

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Adjunct Orientation Fall 2020
A quick look at your course website

1. Blackboard (Bb) overview
2. Instructor/student view
3. Adding content
4. Other useful tools
5. Blackboard help
Getting to your Bb site

UAS is limiting physical access to keep our campus community safe.

Campus buildings are closed for all in-person services. We are continuing to conduct university business and serve students through online methods. For assistance, please call 907-796-6100 or email: uas.info@alaska.edu. For more COVID-19 information, please visit our information website.

For Blackboard access, look for the Blackboard manage coursework link.
All your Bb courses in one spot

Let’s explore CT S201: Residential Building Science
Your course website

This is the basic layout for every Bb site at UAS

This is the faculty view
Faculty view with Edit Mode on
In order to edit, Edit Mode must be on
Faculty view
See what students see, by **switching view**
This is the student view
Exploring the left navigation bar:

Basics:

- Links - movable
  - These are generic in the course website - may be customised

- Square with line - on or off
  - Allow students to see the content or not
  - Example: Discussions is defaulted to off for students
Adding your syllabus:

1. Select Browse
2. Select file to upload from your computer
3. Save Changes
Course Content

Where students find:

◆ Learning material
◆ Assessment material
Content creation

Organize content - your choice

- Content folders or modules
- Items
- Files
Examples course layout

CT 201 Sp 20

Course Content

Folders - using weeks and topic titles with
Add content

Using Folders

- contain items
- items contain files
Editing link names
Pulldown menu to edit
Adding item
add item page

1. upload file

2. describe item

Describe the content
Student resource - successfully uploaded
Let’s take a moment

Questions?

Next, gradebook.........
Creating the course gradebook

→ In Course Management
→ Find Grade Center
### Grade Center

Let's look at Full Grade Center

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#### Grade Center: Full Grade Center

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

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### Grade Center Interface

#### Columns

- Last Name
- First Name
- Student ID
- Last Access
- Total
- Quiz 1 Introduction to Building Science
- Journal 1
- Assign 1
- Quiz 2 Building Science Basics
- Journal 2

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#### Data Table

<table>
<thead>
<tr>
<th></th>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
<th>Last Access</th>
<th>Total</th>
<th>Quiz 1 Introduction to Building Science</th>
<th>Journal 1</th>
<th>Assign 1</th>
<th>Quiz 2 Building Science Basics</th>
<th>Journal 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Christopher</td>
<td></td>
<td></td>
<td>May 5, 2020</td>
<td>306.00</td>
<td>5.00</td>
<td>10.00</td>
<td>15.00</td>
<td>4.00</td>
<td>10.00</td>
</tr>
<tr>
<td>2</td>
<td>Robert</td>
<td></td>
<td></td>
<td>May 5, 2020</td>
<td>241.50</td>
<td>0.00</td>
<td>10.00</td>
<td>13.00</td>
<td>2.00</td>
<td>7.00</td>
</tr>
<tr>
<td>3</td>
<td>Violet</td>
<td></td>
<td></td>
<td>May 6, 2020</td>
<td>271.50</td>
<td>5.00</td>
<td>10.00</td>
<td>13.00</td>
<td>1.00</td>
<td>8.50</td>
</tr>
</tbody>
</table>
Create columns

Step 1. Select Create Column tab
Create column

Must contain:

Column Name

Points Possible
Column is created

Columns can be moved and modified, but always default to the end.

The pulldown arrow gives access to editing.
Manage columns

Step 1. Select Manage

Step 2. Select Column Organization
Move columns

Hold down left mouse button over icon to drag columns where you want them.
Final Grades

Accessed through UAOnline
UAOnline access to grades

Step 1.

Step 2.
Step 3.

**Student Services and Account Information**
- Apply for Admission, Register, View your academic records (Transcripts, Grades, etc.) and sign up for Direct Deposit Service.

**Financial Aid**
- Check overall status of financial aid: review messages, outstanding requirements, award and loan information, cost of attending.

**Employee Services**
- Time sheets, pay stubs, benefits, time-off/leave, job history, tax statements, tax withholding, Electronic Personnel Action.

**Faculty Services**
- Enter Grades and Registration Overrides, View Class Lists and Student Information.

**Personal Information**
- View or update your address(es) & phone number(s), View name change & social security number change information.

**Financial Information**
- Direct Deposit Service and On-line Training.

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Step 4.

**Term Selection**
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List

**Enter Grades**
- Summary Class List (Alternate Grade Entry)
- Class List with Prerequisites

**Wait List with Prerequisites**
- View the wait list with student schedules including their prerequisite status

**Registration Overrides**
- Faculty and Advisor Security Information

**Student Menu**
- View student information: FERPA releases, contact information, student schedules, test scores

**Advisor Menu**
- View a student’s transcript: Generate and view unofficial degree evaluations.
Step 5: select the course

Step 6: enter grades from pulldown
Blackboard Help

CELT Instructional Design website
https://www.uas.alaska.edu/celt/idn/blackboard/index.html