## ADDINGS BLOGS, JOURNALS, AND DISCUSSIONS

When creating blogs, journals, or discussions, many of the steps are the same:

1. Choose the area where you want the journal, blog, or discussion to appear
2. Hover over the "Tools" drop down menu, choose which one you want from the list, follow to "Create…"
3. Add title and description; specify dates of availability (if you want it to disappear from students at some point), due dates, etc.
   a. **For journals/blogs:** Specify whether students are allowed to edit or delete entries and comments, and whether it will be graded or ungraded.
   b. **For blogs:** specify whether students will respond anonymously and how often they are expected to submit
   c. **For discussions:** specify whether students must post before viewing others' responses; choose to subscribe, whether they can add attachments, respond anonymously, or edit/delete.
4. Click "SUBMIT"

Once this forum is created, you can click it as it appears and then "Create Blog Entry/Journal/ Thread" to which students can respond.

   ***The template completes Steps 1-4 for you.***

- **Journals** are a personal space for students to communicate privately with you, writing reflections, opinions, ideas, etc.
- **Blogs** are an open communication tool for students to share their thoughts with others in the course
- **Discussions** allow students to have virtual conversations based on "discussion topics".

## CREATING QUIZZES & TESTS

**Commonly used to quiz students on readings, terms, concepts, etc.. Can be graded or ungraded**

1. Choose the area where you want the test/quiz to appear
2. Hover over "Assessments," choose "Test", then "Create New Test"
3. Add name and provide description
   a. Add instructions/summary of options (test types, attempts)
4. Click "SUBMIT"
5. "Create Question"
   a. Choose question type and follow prompts. All of them ask you to give a title and will provide a response for entering the question and adding answer options (if applicable).
6. Click "SUBMIT"

**TEST/QUIZZES SETTINGS & Options:**
Clicking this button opens options for
- Providing feedback on answers
- allowing students to add images, files, and/or web links to their answers.
- Turn on/off unique scoring options for points such as partial credit, negative scoring, and/or extra credit.
- Turn on/off options allow for random ordering, horizontal or vertical display of questions, and specifying numbering options for answers.

# Blackboard: Behind the Scenes

**BLACKBOARD TUTORIAL & DESIGN WORKSHOP**
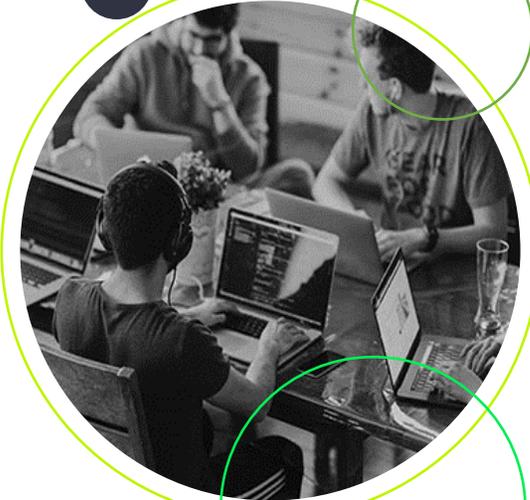
# KENT STATE UNIVERSITY

**GSO 2018**

## CREATING A PAGE/ITEM

Used for posting instructions, lecture notes, or other information.

**Adding an Item:**
1. Choose the content area where you want the text to appear.
2. Hover over the "Build Content" drop down menu. Click "Item".
3. Add a name to your item and write in or copy/paste your text in to the description box.
   a. You may also choose to include an attachment.
4. Click "SUBMIT"

**Adding a File:**
1. Choose the content area where you want the file to appear.
2. Hover over the "Build Content" drop down menu. Click "File".
3. Add a name to your item
4. Attach the file to be used
5. Click "SUBMIT"

**Standard Options for creating a page/item or adding a file attachment:**
- Choose to permit users to view item or not
- Choose to track the numbers of views
- Choose for the item to appear after or until certain dates/times

## CREATING AN ASSIGNMENT

1. Choose the content area where you want the assignment to appear.
2. Hover over the "Assessments" drop down menu, click "Assignment".
3. Add a name and color for a title and then write in or copy/paste your text into the instructions box.
   a. You may include an attachment.
4. Choose a due date and time.
5. Specify the total points possible
   a. You may also put "0" for extra credit assignments
6. Add rubric (optional)
7. Under "Submission Details"
   a. Specify individual/group submission
   b. Specify number of attempts
   c. Specify use of SafeAssign, the plagiarism checker, and whether students may see results.
8. Under "Grading Options"
   a. Specify anonymous or delegated grading (useful for shared grading)
9. Under "Display of Grades"
   a. Display grades as scores, letter, text, percentage, or complete/incomplete
   b. Choose to include grade in Grade Center
   c. Specify if you would like the students to see their grade in My Grades
10. Choose to make the assignment available to the students or not, and during what time period.
11. Click "SUBMIT"

## CREATING A SURVEY

1. Choose the area you want the survey to appear
2. Hover over "Assessments" drop down menu, choose "Survey". Click "Create New Survey"
3. Add name and provide description (to accompany visual link)
   a. Add instructions for the survey – you can provide a summary of submission options (this is anonymous, etc.)
4. Click "SUBMIT"
5. "Create Question"
   a. Depending on the kind of question you give, you will be asked to follow several prompts: all of them ask you to give a title and will provide a response for entering the question and adding answer options (if applicable).
6. Click "SUBMIT"

SURVEY QUESTION SETTINGS & Options:
- Whether to allow students to add images, files, and/or web links to their answers.
- Turn on/off options allow for random ordering, horizontal or vertical display of questions, and specifying numbering options for answers.