

**HEARTLAND COMMUNITY COLLEGE
BLACKBOARD LEARN
TRAINING MATERIALS**



HEARTLAND COMMUNITY COLLEGE BLACKBOARD LEARN TRAINING MATERIALS



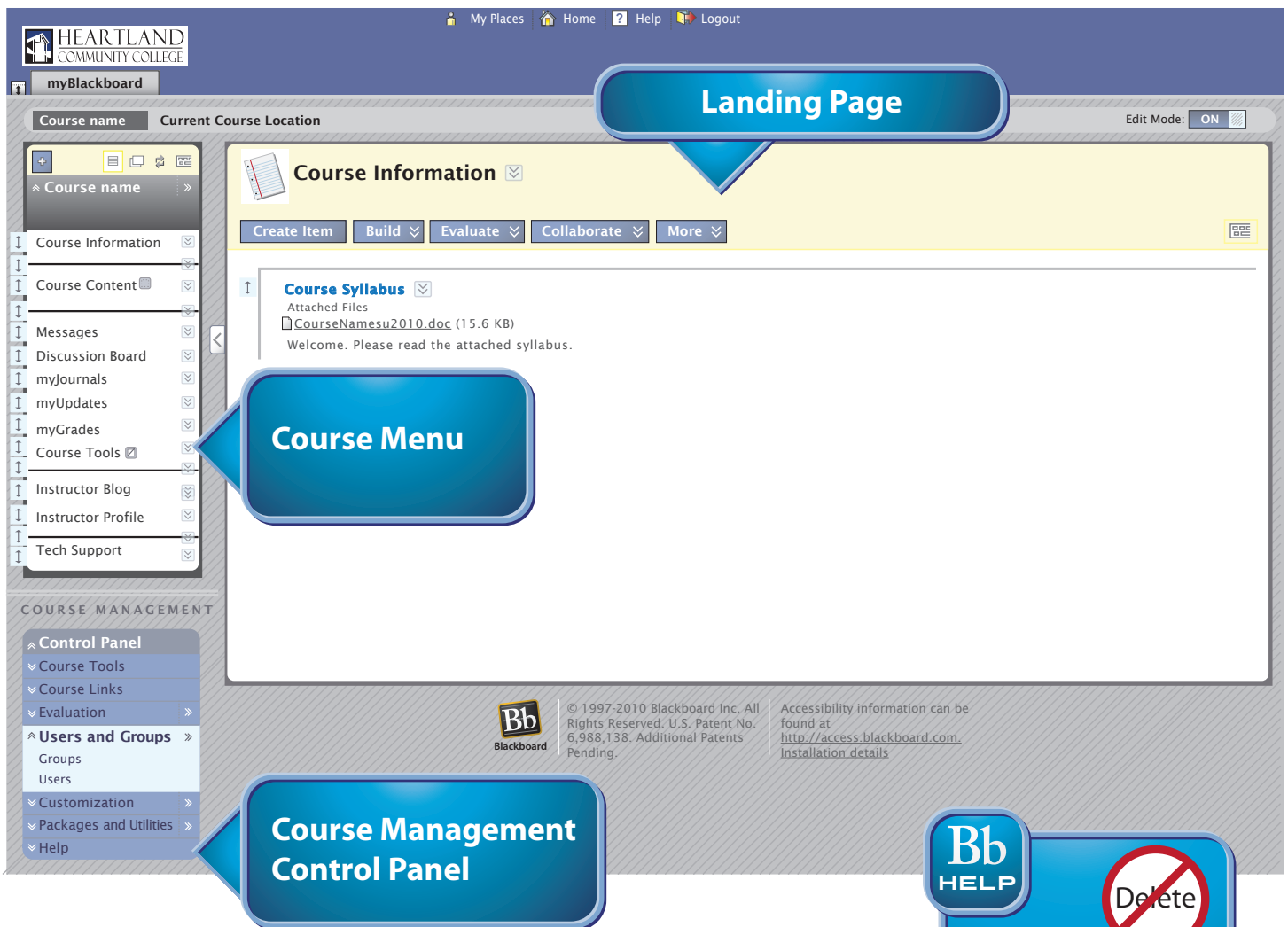
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COURSE OVERVIEW

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This shows your main screen after logging in referred to as the Landing Page. Do not delete this page or the link to this page from your course menu as it is your home page of the course. If this landing page is deleted you won't be able to log into your course. 



The screenshot displays the Blackboard interface for Heartland Community College. At the top, navigation links include My Places, Home, Help, and Logout. The main header area features the 'myBlackboard' logo and a 'Landing Page' button. Below this, the 'Course Information' section is visible, containing a 'Course Syllabus' link and an attached file named 'CourseNamesu2010.doc'. A 'Course Menu' callout points to the left-hand navigation pane, which lists various course tools and resources. A 'Course Management Control Panel' callout points to the 'Control Panel' section in the left-hand navigation pane. A 'Bb HELP' callout points to the 'Help' link in the bottom right corner. A 'Delete' warning callout points to the 'Delete' link in the bottom right corner.

Course Menu

Course Management Control Panel

Bb HELP

Delete

The Delete function in Blackboard is very powerful. If you delete the Landing Page of your course you won't be able to log back in. If you delete a Course Content Area **ALL** content is deleted.

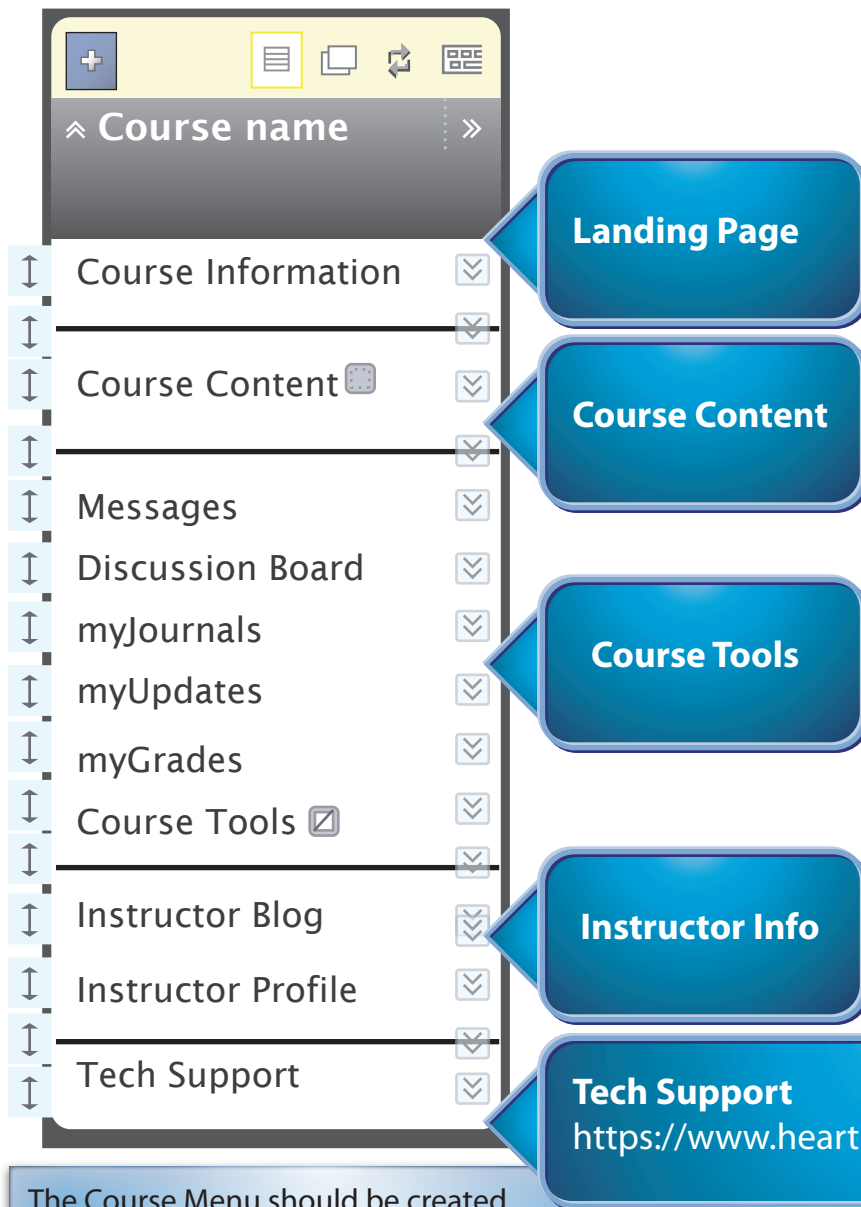
HOW TO USE THIS GUIDE

4

INFORMATION

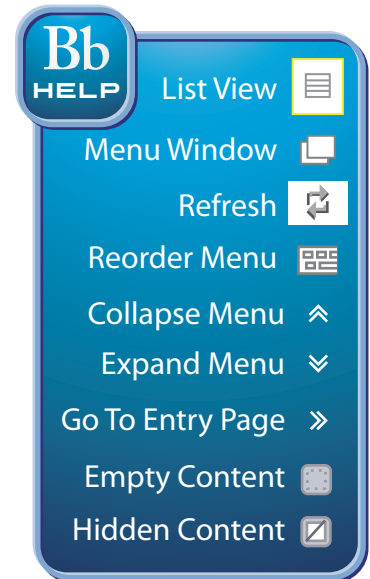
These blue boxes contain extra information or instructions about that particular set of tools or Blackboard screen.

COURSE MENU STRUCTURE



The Course Menu should be created like the image above. Separate out Course Content from Course Tools.

HELPFUL ITEMS



In this guide, helpful items to consider will appear in a blue beveled box like the image above.

Tech Support

<https://www.heartland.edu/support/blackboard.jsp>

MAIN COURSE NAVIGATION

5

MYBLACKBOARD TAB

myBlackboard

MY PLACES NAVIGATION

My Places Home Help Logout

NAVIGATION BREADCRUMB

Course name Current Course Location

EDIT MODES

Edit Mode: ☒ ON ☐

Edit Mode: ☐ OFF ☒

COURSE MENU

Course menu items:

- Course Information
- Course Content
- Messages
- Discussion Board
- myJournals
- myUpdates
- myGrades
- Course Tools
- Instructor Blog
- Instructor Profile
- Tech Support

Toggle Edit Modes:
Editable View (On)
and Student View (Off)

Bb HELP

- List View
- Menu Window
- Refresh
- Reorder Menu
- Collapse Menu
- Expand Menu
- Go To Entry Page
- Empty Content
- Hidden Content
- More Options
- Create Item
- Drag/Drop Item

> Rename Link
> Show Link
> Delete

EXPAND NAVIGATION

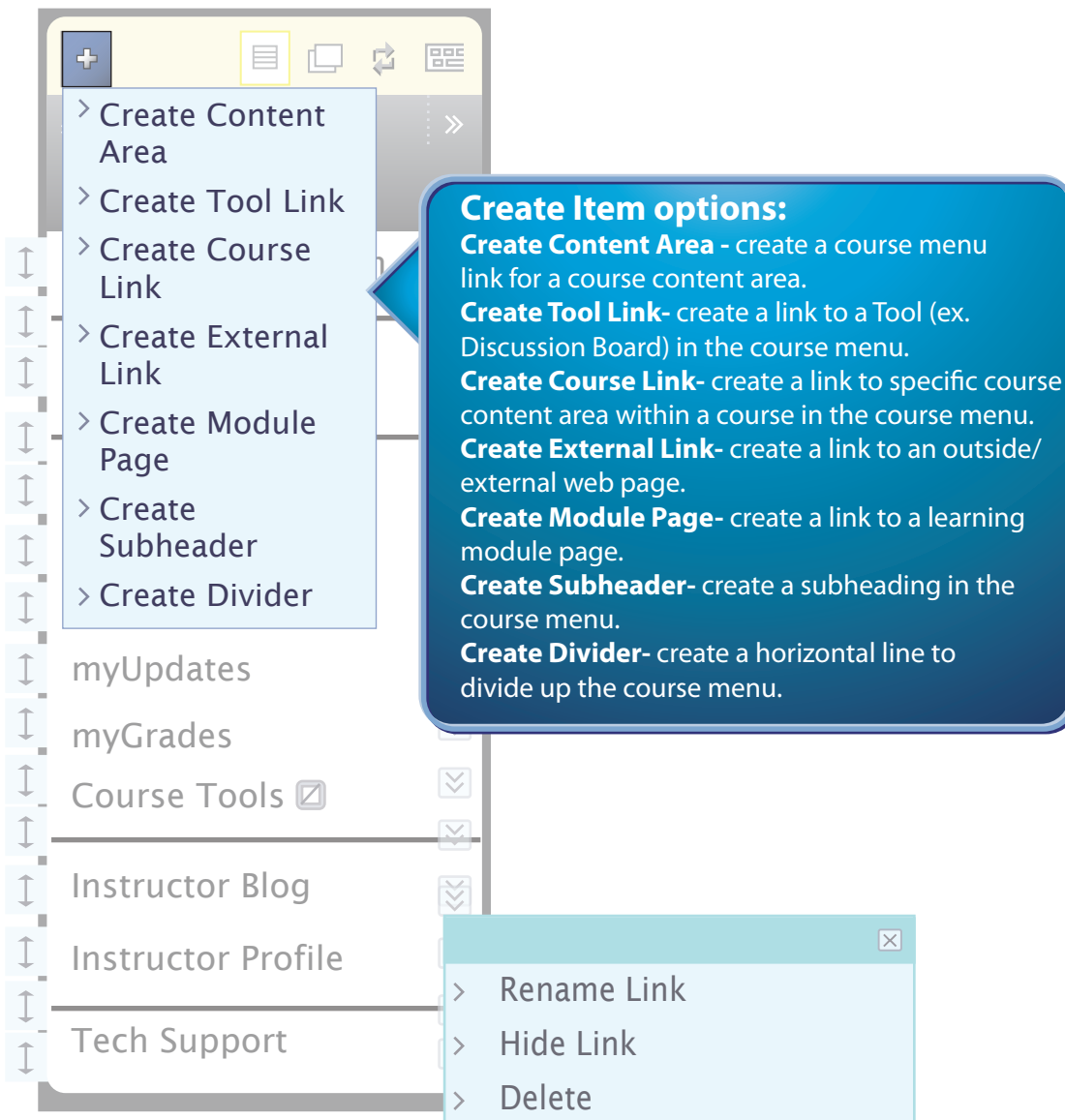
COLLAPSE NAVIGATION

The myBlackboard tab will take you back out to the main Blackboard screen. My Places will show a list of all courses you have access to. Course Navigation can be found using the Breadcrumb and/or the left side Course Menu. Expand or Collapse the left navigation using the left and right tabs. < >

MAIN COURSE NAVIGATION

CREATE ITEM MENU

The Course Menu area will contain all of the navigation to main areas of your course. Use the plus button  to drop down the Create Item Menu to create a Content Area, Tool Links, Course Links and more. Move links using the up/down arrow  and chevrons  to show more options.



The screenshot shows the Course Menu interface. At the top, there is a toolbar with icons for adding, editing, and deleting items. Below the toolbar, a dropdown menu is open, listing the following options:

- > Create Content Area
- > Create Tool Link
- > Create Course Link
- > Create External Link
- > Create Module Page
- > Create Subheader
- > Create Divider

Below the dropdown menu, the following items are listed in the course menu:

- myUpdates
- myGrades
- Course Tools 
- Instructor Blog
- Instructor Profile
- Tech Support

A callout box titled "Create Item options:" provides detailed instructions for each option:

- Create Content Area** - create a course menu link for a course content area.
- Create Tool Link** - create a link to a Tool (ex. Discussion Board) in the course menu.
- Create Course Link** - create a link to specific course content area within a course in the course menu.
- Create External Link** - create a link to an outside/external web page.
- Create Module Page** - create a link to a learning module page.
- Create Subheader** - create a subheading in the course menu.
- Create Divider** - create a horizontal line to divide up the course menu.

At the bottom right, a context menu is open for the "Tech Support" item, showing the following options:

- > Rename Link
- > Hide Link
- > Delete

COURSE MANAGEMENT CONTROL PANEL 7

COURSE MANAGEMENT

» Control Panel
» Course Tools
Announcements
Blogs
Collaboration
Contacts
Course Calendar
Discussion Board
Glossary
Journals
Link Checker
Messages
SafeAssign
Self and Peer Assessment
Send Email
Tasks
Tests, Surveys, and Pools
» Course Links
» Evaluation »
» Users and Groups
» Customization »
» Packages and Utilities »
» Help

COURSE MANAGEMENT

» Control Panel
» Course Tools
» Course Links
» Evaluation »
» Users and Groups
» Customization »
Guest and Observer Access
Properties
Style
Tool Availability
» Packages and Utilities »
» Help

COURSE MANAGEMENT

» Control Panel
» Course Tools
» Course Links
» Evaluation »
Early Warning System
Grade Center
Performance Dashboard
Tracking Reports
» Users and Groups
» Customization »
» Packages and Utilities »
» Help

COURSE MANAGEMENT

» Control Panel
» Course Tools
» Course Links
» Evaluation »
» Users and Groups
» Customization »
» Packages and Utilities »
Course Copy
Export/Archive Course
Import Course Cartridge
Import Package/View Logs »
Recycle
» Help

COURSE MANAGEMENT

» Control Panel
» Course Tools
» Course Links
» Evaluation »
» Users and Groups »
Groups
Users
» Customization »
» Packages and Utilities »
» Help

COURSE MANAGEMENT

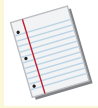
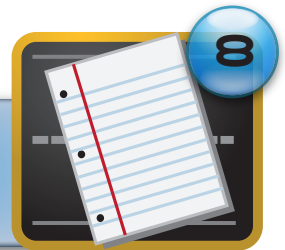
» Control Panel
» Course Tools
» Course Links
» Evaluation »
» Users and Groups
» Customization »
» Packages and Utilities »
» Help
Contact System Administrator
Manual
Quick Tutorials »
Support

The Course Management Control Panel allows you to manage all of the settings, tools, links, pools/tests/surveys, users/groups and customization of the look of your Blackboard course and more.

COURSE CONTENT OPTIONS

8

Course Content can be divided into Weeks, Chapters or Units using Folders (content presented on one page where students scroll down) or into Learning Modules where each assignment, quiz, etc. is presented on a new screen.



Course Content ▾

Create Item

Build ▾

Evaluate ▾

Collaborate ▾

More ▾



Course Content by Folders



Week One ▾



Week Two ▾



Course Content ▾

Create Item

Build ▾

Evaluate ▾

Collaborate ▾

More ▾



Week One ▾



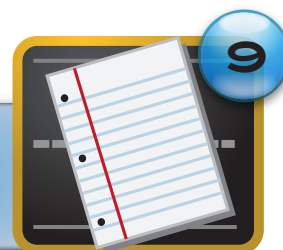
Week Two ▾

Course Content Learning Module

COURSE CONTENT AREA MENU

9

Course Content is where all of your course's assignments, tests, links and other materials are stored. Areas can be divided into Weeks, Chapters or Units using folders. Use chevrons ▼ to edit, track, copy or adaptively release items/folders.



 **Course Content** ▼

Create Item

Build ▼

Eva

More ▼

▼

 **Week One** ▼

> Edit

> Delete

> Show Icons Only

> Show Text Only

> Edit

> Adaptive Release

> Adaptive Release: Advanced

> Set Review Status (Disabled)

> Metadata

> Tracking (Enabled/Disabled)

> User Progress

> Copy

> Delete

Folder/Item Options:

Edit - edit name/description/options
Adaptive Release - create an adaptive release rule for this item.

Adaptive Release Advanced - multiple Adaptive Release rules included here.
Set Review Status - allows students to mark their progress.

Metadata - add metadata keywords to a course folder or item.

Tracking - stores content item usage/ number of views of a particular item.

User Progress - check status of student reviews of course items.

Copy - copy item to a different area.

Delete - delete the item

 **Course Content** ▼

Create Item

Build ▼

Evaluate ▼

Collaborate ▼

More ▼

▼

 **W**

> Create Folder

> Create External Link

> Create Course Link

> Create Learning Module

> Create Syllabus

> Create Module Page

> Link to Tools Area

> Link to Offline Content

Build options:

Create Folders - divide a course into Chapters, Units, Modules, Weeks, etc.

Create External Link - link to external web page.

Create Course Link - link to area within course.

Create Learning Module - create step by step learning module.

Create Syllabus - upload or design a syllabus.

Create Module Page - create page for a learning module.

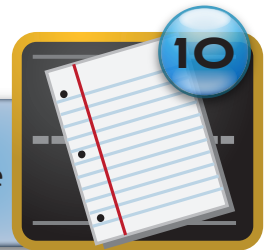
Link to Tools Area - create a link to a tool (ex Discussion Board).

Link to Offline Content - create link to content on the students computer or a CD-ROM.

COURSE CONTENT AREA MENU

10

The Evaluate button is used to display options for adding Tests, Assignments, SafeAssignments, and Self and Peer Assessments. Collaborate allows you to create Discussion Board links, Blogs/Journal Links, Chats and Virtual Classroom Links.



Course Content ▾

Create Item

Build ▾

Evaluate ▾

Collaborate ▾

More ▾



Week One ▾

- > Create Test
- > Create Survey
- > Create Assignment
- > Create SafeAssignment
- > Create Self and Peer Assessment

Evaluate options:

Create Test- create a test/quiz.

Create Survey- create ungraded survey.

Create Assignment- create assignment.

Create SafeAssignment- create a Safe Assignment which checks essays for plagiarism and adds them to an institutional database of papers.

Create Self and Peer Assessment- create a test which allows students to grade each other or their own test.



Course Content ▾

Create Item

Build ▾

Evaluate ▾

Collaborate ▾

More ▾



Collaborate options:

Create Discussion Board Link- create a link to the discussion board.

Create Blog Link- create a link to a Blog.

Create Journals- create link to a Journal.

Create Chat- create a Chat room for students to log into and in real time interact via text.

Create Virtual Classroom Link- create a "webinar" style whiteboard virtual class.

Create Groups Link- create a link to a group of students.

- > Create Discussion Board Link
- > Create Blog Link
- > Create Journals
- > Create Chat
- > Create Virtual Classroom Link
- > Create Groups Link



Course Content ▾

Create Item

Build ▾

Evaluate ▾

Collaborate ▾

More ▾



More options:

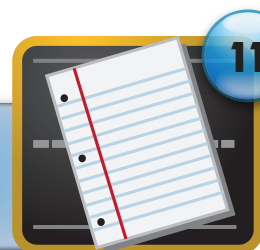
Add Document Package- upload a zipped folder of documents into a course content area.

- > Add Document Package

COURSE CONTENT FOLDER

11

Using Folders allows you to present all of the material for that one Week, Chapter, or Unit on a single screen. Students will then scroll down and read through that one screen seeing all of the items to complete in that folder's content.



Course Content ▾

Create Item

Build ▾

Evaluate ▾

Collaborate ▾

More ▾



Week One ▾

Course Content by Folders



Week Two ▾

Student View of a Course Content Folder Page



Week One



Week One: Assigned Reading: Precursors to Powered Flight

Before the end of the day (midnight CST) on Friday of this first week of classes please do the following 3 part assignment for Week One.

1. Visit and read the text at the following link:

[U.S. Centennial of Flight Commission: Precursors to Powered Flight](http://www.centennialofflight.gov/essay/Prehistory/late_1800s/PH4.htm)

or copy and paste the link into your browser: http://www.centennialofflight.gov/essay/Prehistory/late_1800s/PH4.htm.

2. View the attached Adobe PDF file called "A Century of Flight",

[A Century of Flight \(Adobe PDF\)](#)

3. And in your own words answer the following questions in the Assignment Materials area of this assignment. Your participation in this assignment will be graded.

1. Can you imagine living in a time before powered flight? What would be different about your life or the world?
2. Why do you think the problem of flight took so long to solve?
3. What challenges have flight conquered?
4. Do early attempts at aircraft design live on in modern airplanes you've seen or do the early designs seem odd?



History of Aviation Survey Week One

In this first survey I am going to ask you to tell me their thoughts on what aspect of the history of aviation most interests you in a series of questions. This survey is anonymous and isn't for a grade. I simply want to know what aspects of this course to highlight.

The instructions for filling out this survey are simple. Read each questions and answer what you feel about this question in essay form.



History of Aviation Knowledge Pretest Week One

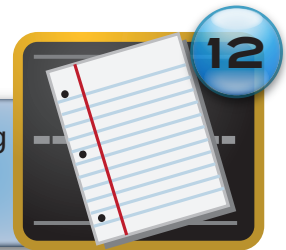
Please take this History of Aviation Knowledge Pretest by the end the day on Friday (midnight) of the first week of class. This test won't be graded but will give you the opportunity to see if your computer is set up to take tests in Blackboard and give you practice using this test function.

It will also give you examples of the types of questions I will be asking you in future exams.

CONTENT LEARNING MODULE

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Course Content can also be set up as a Learning Module. After Creating a Learning Module (under the Build button) you will Create Module Pages to store/display your assignments, tests, and other course content on one screen at a time.



Course Content ▾

Create Item

Build ▾

Evaluate ▾

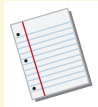
Collaborate ▾

More ▾



Week One ▾

Course Content Learning Module



Week One ▾

Create Item

Build ▾

Evaluate ▾

Collaborate ▾

More ▾



Folder Empty

- > Create External Link
- > Create Syllabus
- > Create Module Page
- > Link to Tools Area
- > Link to Offline Content

Build Options:

Create Module Page- Begin here to create the first page in the module. Keep returning to build more pages in each module.

Student View of a Course Content Learning Module Page



Week One: Assigned Reading: Precursors to Powered Flight

Contents

< Page 1 of 3 >

[Click to Launch](#)

Before the end of the day (midnight CST) on Friday of this first week of classes please do the following 3 part assignment for Week One.

1. Visit and read the text at the following link:

[U.S. Centennial of Flight Commission: Precursors to Powered Flight](http://www.centennialofflight.gov/essay/Prehistory/late_1800s/PH4.htm)

or copy and paste the link into your browser: http://www.centennialofflight.gov/essay/Prehistory/late_1800s/PH4.htm.

2. View the attached Adobe PDF file called "A Century of Flight",

[A Century of Flight \(Adobe PDF\)](#)

3. And in your own words answer the following questions in the Assignment Materials area of this assignment. Your partic

1. Can you imagine living in a time before powered flight? What would be different about your life or the world?
2. Why do you think the problem of flight took so long to solve?
3. What challenges have flight conquered?
4. Do early attempts at aircraft design live on in modern airplanes you've seen or do the early designs seem odd?

Students will be presented one screen of content at a time and be told what page they are on (ex. Page 1 of 3). They will flip through pages using the left and right arrows to navigate the content of the Learning Module.

Visual Editor: **ON**



EXAMPLE

After creating your Folder or Learning Module you can roll over the Evaluate button and click on Create Assignment. Enter the assignment name and type the instructions for the assignment into the Visual Editor (shown above). Follow the instructions above on adding hypertext links. 

Visual Editor: **ON** [illegible]

A Century of Flight (Adobe PDF)

Your content link will appear underlined in blue.



Insert Content Link

Cancel

Submit

1.

Select Content Link

Browse

I:\BlackboardCourseFiles\HIS143\A_Century_of_Flight.pdf

Browse...

or Specify Source URL

For example, <http://www.myschool.edu/>

2.

Content Link Options

Name of Link to File

A Century of Flight (Adobe PDF)

Launch in new window

☒ Yes ☐ No

Alt Text

A Century of Flight (Adobe PDF)

3.

Submit

Cancel

Submit

Content Links can also be added to assignments. Files include Adobe PDF, Microsoft PowerPoint, Microsoft Word, Microsoft Excel, HTML files, etc. Follow the instructions above on adding content links to an assignment using the Paper/PaperClip symbol  in the Visual Editor.

VISUAL EDITOR SCREENS

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Messages Visual Editor

Bb
HELP

Visual Editor: ☒ ON

Visual Editor: ☐ OFF

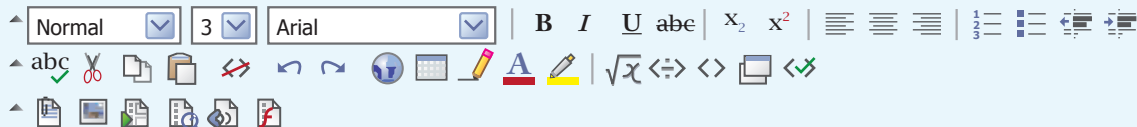
Visual Editor: ☒ ON



Messages Visual Editor

Use the tools above to format, spell check, copy and paste, insert links and more.

Visual Editor: ☒ ON



Discussion Board Visual Editor

Use the tools above to format, spell check, copy and paste, insert links and more.

Discussion Board Visual Editor

To use the Visual Editor you must have the Java runtime plug-in installed on your computer (version 5 update 12 or newer). This is a free plug-in available online: <http://www.java.com>. Also make sure the Visual Editor is set to On ☒



VISUAL EDITOR OPTIONS

16

Normal 		Text Style		3 		Text Size		Arial 		Font	
B	Bold		Spell Check		WebEQ						
<i>I</i>	italicize		Cut		MATHML						
<u>U</u>	Underline		Copy		Toggle HTML Source Mode						
abc	Strikethough		Paste		Preview						
X ₂	Subscript		Clear Formatting		Markup Validation						
X ²	Superscript		Undo								
	Left Justify		Redo								
	Center		Hyperlink								
	Right Justify		Create Table								
	Numbered List		Line								
	Bullet Point		Font Color								
	Indent Left		Highlight Text								
	Indent Right										

Added Discussion Board Options

-  Attach File
-  Attach Image
-  Add MPEG/AVI Content
-  Add QuickTime Content
-  Add Audio Content
-  Add Flash/Shockwave Content

Visual Editor options allow you to format the text you enter into the Visual Editor text boxes. This list of functions shows everything you can do to the text area in a Visual Editor. Items include adding hypertext links, indenting, changing typeface, attaching files and including other multimedia.

DISCUSSION BOARD



The Discussion Board allows you to create Forums where your students will post Threads and Replies. You can also see the number of total posts, unread posts, total participants, and open, edit, manage (set user privileges), copy and delete forums.



Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum

Search



Delete

	☐	Forum	Description	Total Posts	Unread Posts	Total Participants
1	☒	Introductions	This discussion forum is for Introductions among class members. You are required to participate in this discussion forum. By 5 PM CST on Friday - Week 1 of the semester each class member will be expected to have entered the following in a new thread: Name, Year in school & Major What drew you to take this class? Your favorite course and/or instructor you've had at the college thus far. What you'd like to be when you grow up. A standout memory from your time here on campus. Any hobbies/interests you would like to share with the class. (optional) a photograph of yourself I strongly encourage everyone to read the mini-biographies of your fellow students. You are certainly more than welcome (and highly encouraged) to respond to any that catch your attention.	5	0	5

Delete

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)



Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum

Search



Delete

	☐	Forum	Description	Total Posts	Unread Posts	Total Participants
1	☒	Introductions	This discussion forum is for Introductions among class members. You are required to participate in this discussion forum. By 5 PM CST on Friday - Week 1 of the semester each class member will be expected to have entered the following in a new thread: Name, Year in school & Major What drew you to take this class? Your favorite course and/or instructor you've had at the college thus far. What you'd like to be when you grow up. A standout memory from your time here on campus. Any hobbies/interests you would like to share with the class. (optional) a photograph of yourself I strongly encourage everyone to read the mini-biographies of your fellow students. You are certainly more than welcome (and highly encouraged) to respond to any that catch your attention.	5	0	5

- > Open
- > Edit
- > Manage
- > Copy
- > Delete

Forum options:

Open- open a forum.
Edit- edit a forum.
Manage- assign roles to the forum.
Copy- copy a forum.
Delete- delete a forum.

Manage options:

Manager- grants all privileges.
Moderator- all privileges and can edit, delete or lock posts.
Grader- grants privileges and can grade posts.
Participant- read/write privileges.
Reader- read only privileges.
Blocked- blocks the user from forum.

DISCUSSION BOARD FORUM DETAIL SCREEN



Navigating into a Forum from the main discussion screen will take you to the Forum Detail screen where you can organize the threads, mark threads as read or unread, set flags, and publish threads to make them available.

Forum: Introductions

List ViewTree View

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the carat at the top of each column. [More Help](#)

Create Thread

Thread List View

SearchDisplay ▾

Thread Actions ▾CollectDelete

☐	Date	Thread	Author	Status	Unread Posts	Total Posts
☐	3/3/10 3:36 PM	Introductions ▾	Student Name	Published	0	5

Thread Actions ▾CollectDelete

> Mark as Read

> Mark as Unread

> Set Flag

> Clear Flag

> Publish

> Hide

> Make Available

> Lock

> Unlock

Displaying 1 to 1 of 1 items Edit Paging...

OK

Forum: Introductions

List ViewTree View

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the carat at the top of each column. [More Help](#)

Create Thread

SearchCollapse AllExpand All

Message Actions ▾CollectDelete

☐						
☐	Introductions		Student Name			3/3/10 3:36 PM

Message Actions ▾CollectDelete

> Mark as Read

> Mark as Unread

> Flag

> Clear Flag

Thread TreeView

DISCUSSION BOARD THREAD DETAIL SCREEN



Navigating into a single thread from the Forum screen will take you to the Thread Detail screen. Read and respond to Threads and Posts from this screen.

Thread Detail

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. [More Help](#)

Search Refresh

Introductions > Reply

Total Posts: 5 Unread Posts: 0

Message List

Message Actions Collect

☐	☐ Introductions	Student Name	3/3/10 4:36 PM
☐	☐ RE: Introductions	Student Two	3/3/10 4:36 PM
☐	☐ RE: Introductions	Student Three	3/4/10 2:56 PM
☐	☐ RE: Introductions	Student Four	3/10/10 10:29 AM
☐	☐ RE: Introductions	Student Five	3/19/10 9:50 AM

Message Actions Collect

Introductions >

Reply Quote Set Flag

Author: [Student Name](#)
Posted Date: Wednesday, March 3, 2010 4:36:13 PM CST
Edited Date: Wednesday, March 3, 2010 4:36:13 PM CST

Total views: 88 (Your views: 3)
Overall Rating: ★★★★★
Your Rating: ★☆☆☆☆

Text content of the currently selected thread. This box is referred to as the Current Post and the box above is called the Message List.

Introductions >

Reply Quote Set Flag

Current Post

OK

Bb HELP

THREAD OPTIONS

Reply to this Post/Reply

Reply including Post Text

Flag the Post/Reply

MESSAGE LIST ACTIONS

Message Actions

Mark as Read > Read

Mark as Unread > Unread

Set a Flag > Set Flag

Clear a Set Flag > Clear Flag

Swap Down Message List

Swap Up Message List

Hide Message List

Restore to Minimum Message List

Maximize Message List

Minimize Message List

Thread Detail allows you to view each response to a thread or post in a Discussion Board. The "top" box is called the Message List and the lower box is the Current Post. You can select a post/reply to read by selecting it from the Message List or clicking in the arrows to go from one post/reply to the next.

CREATING A POOL OF TEST QUESTIONS



Assess student learning with Tests. Questions are created as a part of Pools, then assigned to Tests, and then adding a Test to a course content area (ex. Week One). To start go to **Tests, Surveys and Pools** under Control Panel and Course Tools.

COURSE MANAGEMENT

» Control Panel

» Course Tools

- Announcements
- Blogs
- Collaboration
- Contacts
- Course Calendar
- Discussion Board
- Glossary
- Journals
- Link Checker
- Messages
- SafeAssign
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools

» Course Links

» Evaluation »

» Users and Groups

» Customization »

» Packages and Utilities »

» Help



Tests, Surveys, and Pools

» Tests

» Surveys

» Pools

Tests, Surveys, & Pools

Tests- assign pools of questions to tests and manage tests that have already been created.

Surveys- assign pools of questions to surveys and manage surveys that have already been created. Surveys are ungraded.

Pools- import or create and manage groups of questions to use in Tests or Surveys.

Use Pools to create a repository of test questions. The Pool Manager will allow you to Build a Pool or Import a Pool you've already created in Blackboard. Pool questions can then be assigned to a Test or Survey. Using Import Pool questions can also be imported from a plain text file with appropriate formatting. See bottom of the next page for more info.



Pool Manager

Test Questions can be added into Pools so that they can be stored for repeated use. Pools act like repositories for sets of questions. Pools can be imported into and exported for reuse.. [More Help](#)

Build Pool

Import Pool

Name

Date Last Edited



History of Aviation Knowledge Pretest

February 18, 2010

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

- > Edit
- > Export
- > Delete

Pool Manager- click Build Pool to start a new pool.

After a Pool has been created you can edit, export or delete a Pool.

CREATING A POOL OF TEST QUESTIONS



Enter a descriptive name to your Pool and then type a Description and Instructions for taking the associated test into the Description Box (don't use the Instructions box). Click Submit to begin creating this Pools set of questions.



Pool Information

Enter a **Name** for the Pool. This is a required field. Use a descriptive name to identify the Pool. [More Help](#)

* Indicated a required field

Cancel

Submit

1. Pool Information

* Name

History of Aviation Knowledge Pretest

Description

Visual Editor: ON

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The History of Aviation Knowledge Pretest contains pretest questions used to assess prior knowledge.

Path: body

Instructions

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BLACKBOARD TEST QUESTION FORMAT

USED FOR IMPORTING TEST QUESTIONS FROM A PLAIN TEXT FILE (with a .txt file extension)

Test Type	Statement/Question	Answer Choices or TRUE/FALSE	
TF- True/False	Statement of Fact.	TRUE	
MC- Multiple Choice	Question	Answer1 Correct	Answer2 Incorrect ...
MA- Multiple Answer	Question	Answer1 Correct	Answer2 Correct ...

TRUE/FALSE FORMAT EXAMPLE

TF John Glenn was the first pilot to successfully break the sound barrier. FALSE

MULTIPLE CHOICE FORMAT EXAMPLE

MC Charles Lindbergh's historic transatlantic crossing took place in what year? 1932 Incorrect
1927 Correct 1926 Incorrect 1930 Incorrect

MULTIPLE ANSWER FORMAT EXAMPLE

MA Which forces act upon an airplane at all times during flight? Drag Correct
Lift Correct Thrust Correct Gravity Correct Rudder Incorrect

CREATING A POOL OF TEST QUESTIONS



After the Pool has been created questions can be added to it using the Pool Canvas. There are 17 question types you can ask ranging from True/False or Multiple Choice to advanced question types like drop downs, hot spots, fill in the blank, and more.

 **Pool Canvas** 

 Edit

Create, edit, and delete questions. Select a question type from the Add Question drop-down list to add questions. Use Create Settings to establish which default options, such as feedback and images, are available for question creation.. [More Help](#)

Create Question 

Reuse Question 

Upload Question

Creation Settings 

> Calculated Formula

> Calculated Numeric

> Either/Or

> Essay

> File Response

> Fill in Multiple Blanks

> Fill in the Blank

> Hot Spot

> Jumbled Sentence

> Matching

> Multiple Answer

> Multiple Choice

> Opinion Scale/Likert

> Ordering

> Quiz Bowl

> Short Answer

> True/False

> Find from Pool or Test

Knowledge Pretest
of Aviation Knowledge Pretest contains pretest questions used to assess prior knowledge.

Create Question

Roll over the Create Question button to see the 17 question types you can add. Click on the question type you'd like to add and fill in the Question and Possible Answer(s) and Correct Answer.

QUESTION TYPES

Calculated Formula- contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated.

Calculated Numeric- This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.

Either/Or- Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers.

Essay- require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or Graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page.

File Response- Users upload a file from the local drive or from the Content Collection as the answer to the question. This type of question is graded manually.

Fill in Multiple Blanks- This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank.

Fill in the Blank- answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling.

Hot Spot- Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.

Jumbled Sentence- Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists.

Matching- allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.

Multiple Answer- allow users to choose more than one answer. The number of answer choices is limited to 20.

Multiple Choice- allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.

Opinion Scale/Likert- Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction.

Ordering- Ordering questions require users to provide an answer by selecting the correct order of a series of items.

Quiz Bowl- Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. The user is shown the answer and responds by entering the correct question into a text box.

Short Answer- similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box.

True/False- allow the user to choose either true or false. True and False answer options are limited to the words True and False.

CREATING A POOL OF TEST QUESTIONS



After a test question type has been chosen you will be presented with a screen similar to the following. This example shows the options for creating a Multiple Choice Question. Fill in the Question Text in part 1 and options in part 2. Part 3 is for Answers.



Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 20 answers can be added to the question. The difference between Multiple Choice and Multiple Answer questions is that Multiple Choice questions permit Students to select only one correct answer, Multiple Answer questions permit Students to select multiple answers. [More Help](#)

* Indicates a required field

Cancel

Submit

1. Question

* Question Text

Visual Editor: ☒ ON

Normal 3 Arial B I U abc x_2 x^2 [List Icons] [Table Icon] [Link Icon]

Charles Lindbergh's historic transatlantic crossing took place in what year?

Path: [body](#)

Question Text

In Part 1, fill in the Question Text in the Visual Editor Textbox.

2. Options

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering:

Answer Orientation:

Allow Partial Credit: ☐

Show Answers in Random Order: ☒

Question Options

In Part 2, choose the answer numbering format, orientation, partial credit option, and randomize answers.

3. Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers:

Correct

☐ Answer a.

Visual Editor: ☒ ON

Normal 3 Arial B I U abc x_2 x^2 [List Icons] [Table Icon] [Link Icon]

1930

Answer Choices

In Part 3, select the number of answers you'd like, fill in the Answer Text in the Visual Editor choosing the correct answer using the radio button along the left.

CREATING A POOL OF TEST QUESTIONS



Since this example is a Multiple Choice Question with 4 possible answer choices, continue to fill in answer choices as shown below. When finished click the radio button next to the correct answer. Blackboard will refresh after the correct answer is chosen.

☒ Answer b.

Visual Editor: ON

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1927

Path: body

☐ Answer c.

Visual Editor: ON

Normal 3 Arial B I U abc x₂ x²

1919

Path: body

☐ Answer d.

Visual Editor: ON

Normal 3 Arial B I U abc x₂ x²

1934

Path: body

Answer Choices (cont.)

Continuing Part 3 with more possible answers. Answer b shown at left is chosen as the correct answer using the radio button filled in like the graphic shown here: ☒ Answer b.

4. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Visual Editor: ON

CREATING A POOL OF TEST QUESTIONS



Part 4 allows you to provide correct response feedback and incorrect response feedback. Type in any feedback you'd like your students to see in these two Visual Editor boxes. Feedback of this sort allows students to use tests as another learning tool.

4. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Visual Editor: ☒

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Path: [body](#)

Incorrect Response Feedback

Visual Editor: ☒

Normal 3 Arial B I U abe x_2 x^2 | | | | | | | | | |

Incorrect. The year was 1927. The Orteig Prize of \$25,000 was created by New York Hotel owner Raymond Orteig in 1919 to be paid to the first pilot to fly non-stop across the Atlantic Ocean. Several other attempts were made and pilots, most notably Nungesser and Coli, lost their lives in these attempts. On a damp and rainy May 21, 1927 Charles Lindbergh took off on what seemed to be an impossible flight. Battling fatigue, weather, distance and navigation difficulties Lindbergh successfully landed a Le Bourget airfield near Paris, France after flying for 33 straight hours.

Path: [body](#)

5. Categories and Keywords

Categories ☒ None

Levels of Difficulty ☒ None

Topics ☒ None

Keywords Enter keywords separated by commas.

6. Submit

Part 5 allows you to categorize questions by your own categories, keywords, topics and set the question level of difficulty. This is useful if you want to randomly choose a certain number of questions based on difficulty or based on category, topic or keyword for a given test. Click Submit when finished.

