What’s New in Blackboard
Faculty Tutorial

Global Navigation menu:
The new Notification area combines notices, alerts, messages, and other items from all of your courses in one place. Now you can find alerts in one place and even respond to discussion board posts from all your courses from the same area. Click on the arrow next to your name in the upper right-hand corner to get to Notification area. You can easily access another course through the Notification area instead of going back out to the Home page.

- To log off Blackboard click on the power button in the upper right-hand corner.
- Bb Home - displays recent notifications, such as items that are due and announcements.
- Posts - shows new posts from areas such as discussion board, blogs and wikis.
- Updates - shows courses that have updates, such as items that needs grading, new assignments, announcements, and tests that have been completed by students.
- My Grades - for students, shows students their grades.
- Retention Center - shows how many students are at risk for such things as lack of course participation (for example, shows last access by a student to the course.) You can send out a notification to student to log into the course and participate.
- Calendar - shows anything that is due shortly. You must set a due date for events to appear in the Calendar.

Edit options, chevrons and handles are now hidden. You must mouse over to reveal options.
My Courses module (box) image shown below before mouse over:

![My Courses module (box)](image)

My Courses module image after mouse over:

![My Courses module after mouse over](image)

Course Menu shown below before mouse over:

![Course Menu before mouse over](image)

Course Menu image shown below after moving the mouse over the Discussions link.

![Course Menu after mouse over](image)

Hover to the left of the link to move, when the move cursor appears drag it up or down to move an item.
To rename, hide or delete the course link, click on the drop-down button on the right to bring up the menu.

**New Text Editor:**
Several new features have been included in the Text Editor Tool bar, such as Record from Webcam, Mashup, enhanced Math Editors, multi-language spell check, Emoticons, etc. When using Math Editor, click on LaTex for support.

**Video Everywhere:**
This tool inserts videos recorded from a webcam. You must have a YouTube account. The video will be uploaded to the YouTube account as a private video. Private videos are searchable but won’t open to the public unless the settings are changed.

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Open Text editor. You may need to expand the text editor to see the Video Everywhere icon.

Click Record from Webcam button. Sign in to YouTube if prompted.

If you do not already have a YouTube account, create one at www.youtube.com and add a YouTube channel. It will prompt with a message to grant access to YouTube, click Grant Access.

After access has been granted, click on Record from Webcam. If prompted to allow access to your Webcam, select Allow, check Remember and click close in the Adobe Flash Player Settings window.

When ready, click start recording. When prompted, click OK to allow Blackboard to upload to YouTube.

When done recording the video, click Stop Recording. To upload, click the Upload button (or start over if not happy with the recording.)

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To have the video play within Blackboard select Play in place. To have the video open in a new browser select Thumbnail. Click Insert.

Date Management:
This tool changes dates of any item that is date restricted or has a due date in it. Use it for Course Copy. Click Course Tools from the Course Control Panel then click Date Management. Select List All Dates for Review and click Start. If you do not see Select Date Adjustment Option, click Run Date Management Again button.

Click Next when date management progress is done.

Any item that has a date restriction or due date will be listed

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To edit the dates, click on the Edit Dates button  at the item. Edit the date(s) and click on green check mark (Submit button) to save.

After changes have been made, it will show the new dates and under the name it will say Updated.

Discussion Board: You need to hover over the post/thread to get Search or Refresh options. Also, the Unread Posts are now highlighted. There is a new option that instructors can select: students must create a thread in order to view other threads in the forum. If you select this option, students must post their own answer and thoughts to the discussion board before they can read what other students wrote before them.
3. **Forum Settings**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

**Viewing Threads/Replies**
- Standard View
  - Participants must create a thread in order to view other threads in this forum.

*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

**Grade**
- No Grading in Forum
- Grade Discussion Forum Points possible: [ ]
- Grade Threads

**Alignments**
- Forum alignments
- Thread alignments

**Subscribe**
- Do not allow subscriptions
- Allow members to subscribe to threads
- Allow members to subscribe to forum
  - Include body of post in the email
  - Include link to post

**Create and Edit**
- Allow Anonymous Posts
- Allow Author to Delete Own Posts
  - All posts
  - Only posts with no replies
- Allow Author to Edit Own Published Posts
- Allow Members to Create New Threads
- Allow File Attachments
- Allow Users to Reply with Quote
- Force Moderation of Posts

**Additional Options**
- Allow Post Tagging
- Allow Members to Rate Posts

**Grade Center:** Several changes have been made in Grade Center including new icons. Note that grade center icons appear under certain conditions.
Circle with gray line-User Unavailable icon appears in Grade Center for different reasons, for instance, instructor can make a student unavailable due to excessive absent.

Circle with red line-Column Not Visible to Users icon appears when instructor hide a column to users.

Green check mark-Completed icon appears when instructor creates a column to show students’ assessment completion.

Yellow exclamation-Needs Grading icon appears when an assessment is waiting for an instructor for review and grade.
Small orange triangle-Override icon appears when instructor overrides any grade.

Light blue time progress circle-Attempt in Progress icon appears when a student is taking an assessment.

Circle with gray lines-Grade Exempted for this User icon appears when an instructor decides to exempt an assessment for a specific or more than one students.

**Item Analysis:** It gives statistics on overall test performance. Click small drop-down arrow of a Grade Center column and select Item Analysis.

Click Run. Item analysis report will generate; click View Analysis on the green status bar.

**Update and Regrade:** It allows you to reassign points to an assessment and update students’ grades automatically.
Click small drop-down arrow of a grade column and select Edit Test.

Change the point, select question(s) and click Update and Regrade, click OK for acknowledgement and click OK.

View All Attempts: Shows the grade, the number of attempts, the date and time the test was taken, and the duration. To view more details for a specific student, click on the chevron next to the student’s score and select View Attempt. This will display the student’s answers.

Access Log: Students’ access log can be viewed by clicking on Access Log from the student’s attempt. The access log will display when the student saved each question.
Click drop-down arrow next to a student’s name and click Attempt.

![Image of drop-down menu with Attempt 12/10/13 0.00 highlighted]

Click Test Information to expand and then click Access Log.

![Image of Test Information dialog box]

**Inline Grading:** Comments can be added to the student’s documents without having to download the document, and students will see all the comments in a PDF. Students can upload their assignments as Microsoft Word, PDFs and PowerPoint Presentation files. Inline Grading is not available for SafeAssignments.

To open the document for inline grading, go to the assignment in Grade Center, and then view a student’s attempt.

![Image of Grade Center with selected student's attempt]

To add text and comments, click on the Comment button. There are 3 comment tools: Point, Area and Text. Click on Comment then select one of the three.

Point – click to place the pointer, then type in the comment.

Area – drag the mouse over an area to create a box, then type in the comment.
Text – highlight the text in the document, then type in the comment

To download the original, click on the download button next to the document name on the right-hand side under Submission.

Draw tool – Click on the Draw icon, select a color and start drawing. Click complete when done with drawing.

Text tool – Click on text, select a color and font size then click on an area and type in text

Strikeout tool – Click on Strikeout, then drag the mouse over the words to strikeout on the document

Highlight tool – Click on Highlight, select a color then drag the mouse over the words to highlight them on the document.

Deleting an annotation:
To delete a comment, hover over the comment, and click Delete and confirm.

To delete drawings, text, strikeouts and highlights, right click on it, click Remove and confirm

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After all grading is done on the document, enter a grade on the right-hand side, click submit to save.

**Tests Options** – When creating a test, there are new test options available.

**Test Availability Exceptions** can be given to a group or specific students if they need more/less time, more/less attempts. In section 3 of the test options, select a user or group for an exception, then enter the desired options.

There are a few options when test results and feedback are available for students to see.

- Section 6 of the test option is the Show Test Results and Feedback.
- Under When, select an option in the drop down, then choose what the students are able to see.
- Up to two different options can be displayed to students. One option is to show the students the score right after submission. After Attempts are graded, all answers can be shown also.

**Rubric:**
You use a rubric to create evaluation criteria for an assessment and to define the grading of an assessment. It can be created in two different ways-- from Course Tools or from within Content Area items.
Click Course Tools and select Rubrics. Then click Create Rubric.

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Type in required Rubric Information and Rubric Detail for the rubric and click Submit button.

**Achievements:**
Blackboard Achievement, found under Course Tools, is an indicator of an accomplishment, skill, competency, or interest students complete and achieve. Create achievements for course completion.

**Retention Center:** It shows students who are at risk. It is the upgraded version of the previous Early Warning System. From Control Panel, click Evaluation then select Retention Center. The retention center will show a chart of the students at risk and the problem areas.

![Students currently at risk](image)

Click on an area to see more information

![Students currently at risk](image)

Alternatively, Retention Center can be viewed from the Blackboard Home page.

**Blackboard Collaborate:** Automatically each course has a course room already created, as well as a room for the course instructor. The course and instructor’s rooms by default are available as long as the course is available. Students will enter as participants, instructors will enter as moderators. To change the settings, click Edit Room. To invite outside
guests, click Allow Guests. You will send Guests an emails with the link to the room.

**Blackboard Collaborate**

Blackboard Collaborate offers a robust toolset that allows you to web conference and connect with one student or your entire class. You and your students can collaborate using audio, video, and recording capabilities. You can also use private and public chat, a whiteboard, application sharing, a clip art library, and the ability to add and edit content at any time. More Help

A new session can be created by clicking on Create Session. Defaults can be preset for these sessions by clicking on Set Defaults before creating the rooms.

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