

## “I wish I had known that before.....”

Timesaving Tips Using the Blackboard Grade Center

### Checking your web links

If you use links in your course to guide your students to helpful information you might want to verify that the links have not changed over time.

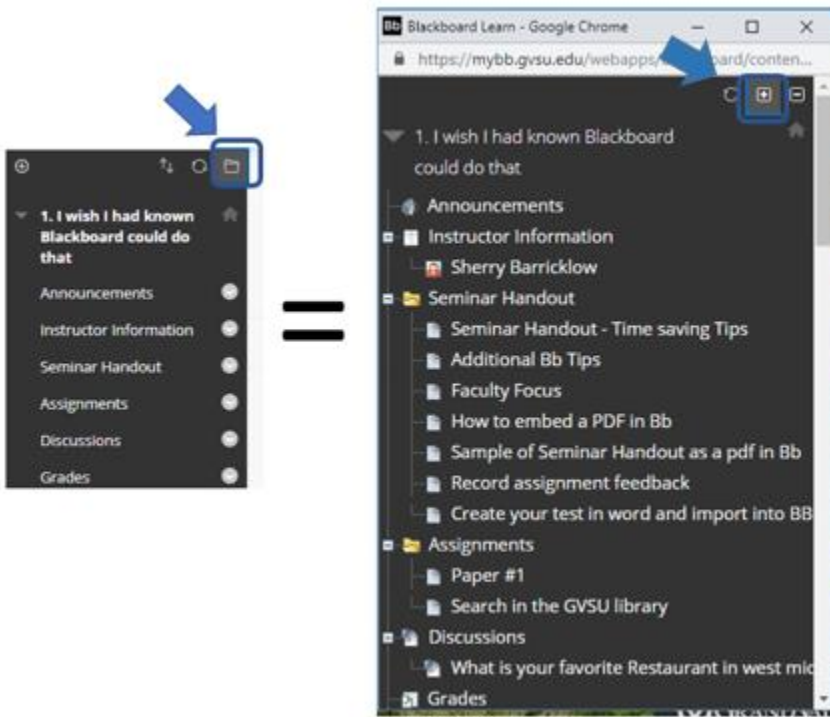
Find Link Checker under the Control Panel, Course Tools.

### Batch Create Grade Columns

Grade Columns represent any Student effort that is measured. Grade Columns can be added manually to the Grade Centre to represent any item. Use this tool to create multiple Grade Columns in your course.

### Display your Course Menu in a window

Clicking the Display Course Menu folder icon, will give you a list of all folders and files in your course. You can also search for items using (Windows)CTRL + F or (Mac) CMD +F



## Roll over dates from semester to semester.

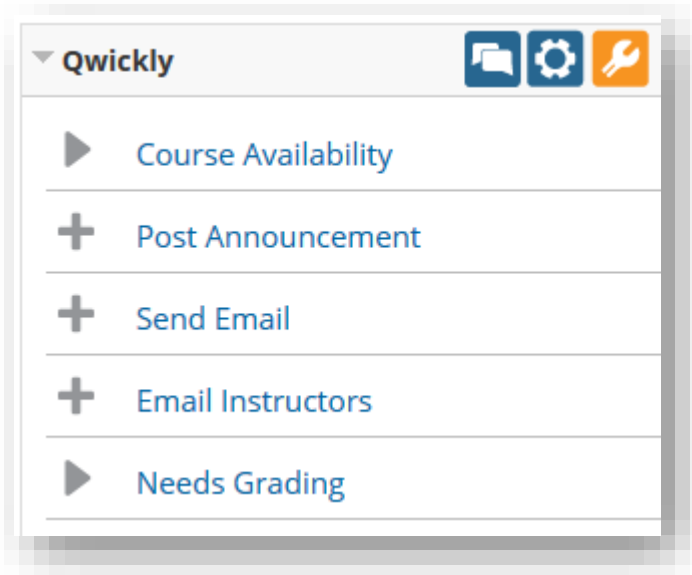
In every new semester, you will spend hours updating due dates, availability dates, and adaptive release of your course content, such as announcements, discussion forums, assignments, blogs, or exams. In Blackboard, you can use the “Date Management” tool to rollover content from a previous course to correspond with new dates in semester. It can save you hours of setup time.

Tutorial:

[https://help.blackboard.com/Learn/Instructor/Course\\_Content/Reuse\\_Content/Date\\_Management](https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Date_Management)

## Quickly

Use Quickly to send mass emails to multiple courses, post Announcements and make your courses available. Quickly is available on your Bb portal.



## Library Search Bar

Add the Library search bar into your course for students to use.

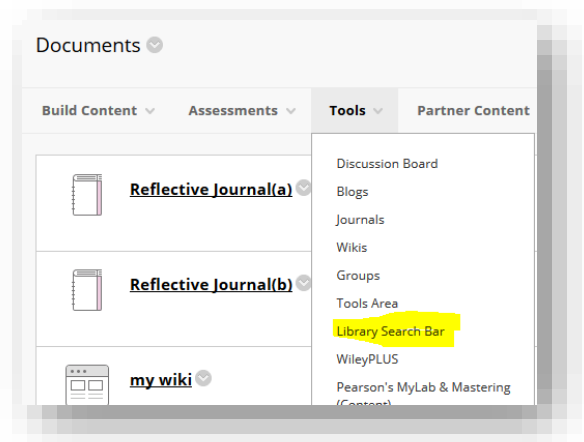
Go to any content area

Select tools.

Select Library Search Bar

## Class Photo Roster

Find your students photos under Course Tools.



## Downloading the Blackboard Grade Center to create class list and record of grades

How to: Go to the Full Grade Center. Click on Work Offline (right side of screen), then choose Download, for a class list tick User Information Only or the settings of your choice. The default setting are good. Click Submit. Click Download. Find and open the downloaded file. You may also use the downloaded file to upload grades.

## Text column for information

Instructors may add a column in their grade center that contains text that may or may not be added to the totals. In Grade Center click Create column. Type a Column Name, under Primary Display select Text, in Point Possible add a zero, click Submit. You may now type text in a column. You have a 10-character limit. Sample uses: Book chosen for review, Presentation Date, Group name...

## Avoid a FERPA violation when discussing grades with your students

If a student comes into to your office to discuss their grades, It is important that you know if is FERPA violation for a student to see any grades pertaining to another student. Therefore, it is important to isolate a student's' grades if they wish to discuss them with you.


In the Grade Center click the **dropdown arrow** next to either the student's' last name or first name. Select "**Hide other rows**". When you have finished speaking with the student click the drop down arrow by their last or first name and select "**Show All Rows**"

## Organize columns

New columns added to the Grade Center are by default added at the end of the Grade Center, with Total and Weighted Total columns near the beginning. Reorder columns to a logical order, such as sequential order by due date.

How to: Select Manage from the tabs above the Grade Center, then click Column Organization. Click and drag the multi-directional arrows next to each column's name, to reorder them.

In Column Org you may want to hide Username, Student ID, Last Access

Warning: hiding the column in Column Organization does NOT hide it in the student view. 

## Organize your columns by score and then back to last name

Click on the column name to rearrange in numeric order. Then Click on Last Name to reorganize by last name. Quick way to see how student preformed on the evaluation

## Hide Grade Center Columns from students

There are two options to hide columns in the Grade Center, Hide from Students (on/off) (students will not see the column category in their My Grades), and Hide from Instructor View. How to: click the down arrow next to the title of the column, then click either Hide from Students (on/off) or Hide from Instructor View. Note: some faculty like to hide Assignments and Tests with Essays while they are grading from the students. Once completed then make the column available to the students.

## Send Reminders from the Grade Center

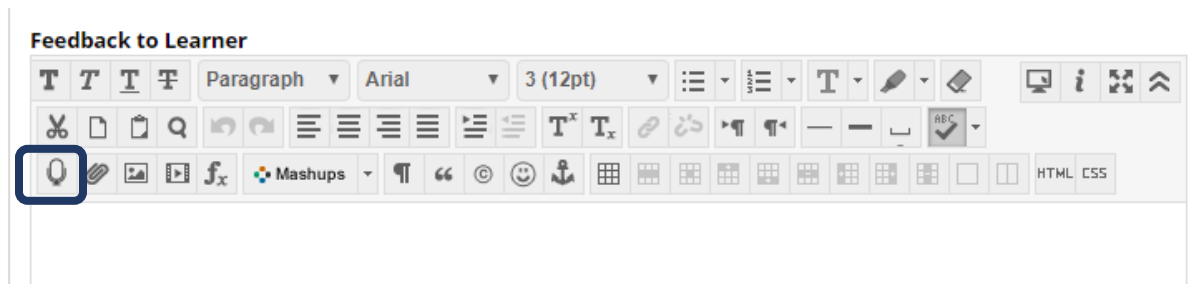
Instructors can now send email reminders from Grade Center columns to students and members of groups who have missing coursework. Students receive a system-generated email that lists the course, coursework, and the due date if included. How to: Click on the down arrow next to the specific column in the Grade Center and select send reminder.

## Provide written or verbal feedback on any student scores

Comments can be added to any score in the Grade Center. Add comments to student scores when you want to provide individual feedback or clarification on a score. Comments are visible to students in My Grades.

1) Enter the score in a cell. 2) click the down arrows 3) click Quick Comment. Enter comments in the Feedback to User box.

Voice message: Firefox or Chrome ONLY 1) Enter the score in a cell. 2) click the down arrow 3) click Quick Comment. 4) click the left most cell on the bottom row of icons 5) allow your webcam and microphone 6) click red record button.



## Use Blackboard Rubrics

Blackboard rubrics can help you more effectively grade and help students understand assignment expectations and grading decisions. How to: From the Control Panel, click Course Tools. Click Rubrics Click Create Rubric. Provide a name for the Rubric. Optionally, provide a Description. Edit the Rubric Grid and then associate the rubric with an online assignment, discussion board forum, blog, journal, wiki..etc.

## Create customized "Smart Views"

A smart view is a focused look at the Grade Center that shows only the columns that match a set of criteria. Smart views can be especially important for instructors who have merged courses or are team-teaching and responsible for grading only "certain" students and don't need to see the entire Grade center. How to: Select Manage from the tabs above the Grade Center, then click Create Smart Views. Click the Create Smart View button. Enter a name for the view and then select the type of view, criteria, and any desired filtering. Click the Submit button to save.

## Shared Idea that I wish they had thought of.

Have the students take a syllabus quiz or submit an online assignment to make sure they have read the syllabus.

Sample questions might include... What are the preferred methods of communicating with the instructor?

Why is logging in regularly and reading announcements helpful to succeeding online?

Where are the assignment due dates located?

Is late work accepted?

What is the policy for making up an exam?

Where is technical support information located?

What does substantive mean in regards to discussion posts?

How are the learning materials, such as readings, videos and lectures helpful?

What happens if a student plagiarizes material?

Are there extra credit opportunities?

## Set up a Frequently Asked Questions (FAQ) Discussion Board Forum

During the semester, you will receive many student emails that ask the same questions over and over. Encourage them to post their questions to a FAQ forum and then compile these questions into an FAQ page in your Bb site and keep it updated each semester. Then, tell students to read this FAQ page before asking any questions.

If you and/or your students subscribe to the discussion board, you will receive an email when there is a new post. VERY helpful for the faculty so you do not have to remember to check it.

## Reuse assignment comments for student feedback.

The assignment comments to students might be very similar every semester. You can capture these routine comments and save in a Word file. Since these comments are tailored to your specific course, you can reuse them or customize them quickly. This tip can be applied to the weekly announcement, email responses.

## Don't forget your library liaison!

Your library liaison can be added as a TA to your course so that they can provide research assistance to you and your students! They can help identify relevant library material supporting course assignments including research databases, e-books, open education resources, primary sources, or unique resources from GVSU University Libraries.

<https://www.gvsu.edu/library/librarians-by-subject-30.htm>

## Use Blackboard Collaborate Ultra for office hours, advising and assisting in student group-work.

Bb Collaborate Ultra is a real-time synchronous video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. Google Chrome is the preferred web browser but you don't need to install any additional software to use the tool.

<https://www.gvsu.edu/elearn/help/blackboard-collaborate-ultra-34.htm>

## Inform students of your availability.

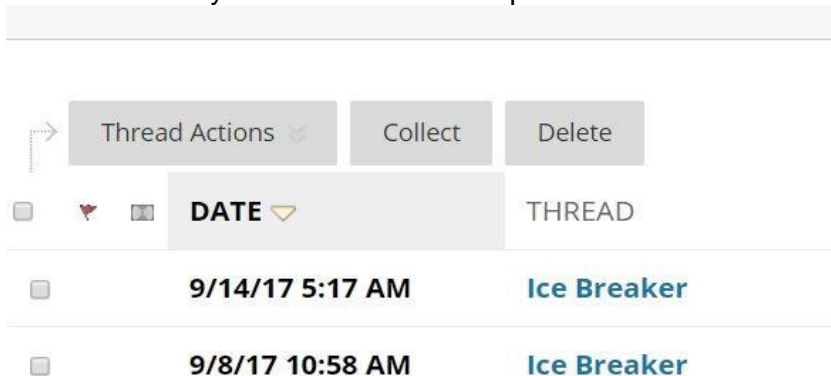
Teaching online does not mean you teach 24 hours a day. Set contact times. Reinforce that they can access your Blackboard course 24/7. Be clear about your availability. If assignment due dates are Sundays at midnight, students need to make sure that they are emailing their questions prior to 5pm on Friday. For example, "I read and respond to the discussion board five out of seven days a week, usually taking off Friday and Saturday." Perhaps includes how often you will be participating on the discussion boards, when to expect a response to email, when you are holding virtual office hours, etc..

## Create a hidden content folder for your ideas

Have you ever found your self wanting to do something a bit different the next semester, and forgetting to make the change? Use the hidden folder to make yourself notes of what you want to include, exclude or just do different for next semester.

## Collect discussion board threads for easier/faster reading!

In addition to the Discussion Board grading function and creating Bb rubrics, use the "collect" function to easily read and collect multiple threads.



## Flag threads!

The nice thing is that no one else sees your flag. It's a great function when you need to revisit a particular thread. Click on the "checkbox" and then select "flag" from the "message actions" drop-down menu. Flags can be cleared when you no longer need to flag an item.

## Ally

Check out the IT web site for insights on how to get your Documents accessibility level to Green



### Time Saving tips for Blackboard

Attached Files: Timesaving Tips Using the Blackboard.docx (132.68 KB)