**Making course available**: Now you can make a course available to students with one click. From a course Content area, click on the padlock icon located next to Edit Mode.

	Sta Blackboard	nging	-				Make this websit	e talk	🙂 Rezai	J Hoque 1	<b>9</b>
8	Home	Help!	Accessibility	r Training	Content Collection	City Tech	Library	Class Web Sites	System	Admin	Blackboard
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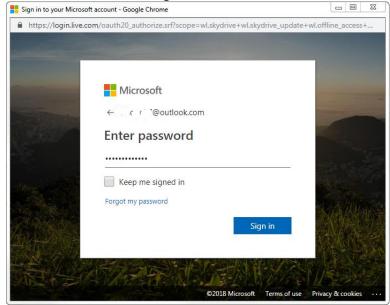
Accessing files from the cloud: Now you have options to upload a file from Cloud Storage such as Dropbox, OneDrive and Google Drive in addition to the local computer and Content Collection.

**Important note:** Files uploaded from Cloud Storage are a "snapshot" of the file as of the time the file is submitted in Blackboard. Changes to files in Cloud Storage made after the files have been uploaded to Blackboard will not be reflected in Blackboard unless you upload the file again. This applies to student submitted work as well.

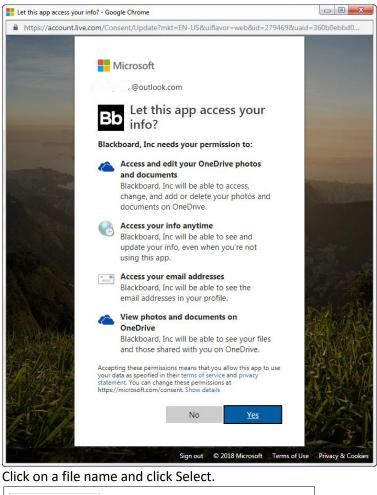
From a course Content area, hover mouse over Build Content and click Item. Under Attachments, click on Browser Cloud Storage and select your favorite cloud drive.

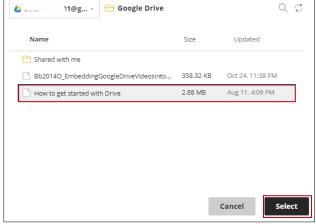
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	Select Do Not Attach to re			i ca in the top forci jo

Here we will show how to get a file stored in the OneDrive. Click OneDrive and sign in to your account.



Click Yes to give access permission.





Click Submit button.

**Important note 1:** Due to the permissions necessary to use Cloud Storage in Blackboard, logging into these services will save a cookie to the computer you are using for that Blackboard session. After completing your work, we strongly recommend logging out of Blackboard, closing the web browser, and completely logging out of your account after using public or shared computers. If you do not completely log out of a shared computer, the next user to open Blackboard may see your Cloud Storage files.

**Important note 2:** There is a known issue with the new Cloud Integration tool and files attached from Google Drive. It has been reported that files uploaded to Blackboard directly from Google Drive attach to content items without the identifying file extension, which causes a blank file to be displayed in Blackboard. This will impact both the content you post and work your students submit. Blackboard is aware of the problem and until it is resolved by Blackboard, files should not be uploaded to Blackboard directly from Google Drive. As a workaround, you can download any files to your local computer and then upload them to Blackboard from there, or you may download them to your local computer, re-upload them to Google Drive and then use them in Blackboard without downloading them again.

For more information, visit Blackboard at

https://help.blackboard.com/Learn/Instructor/Course\_Content/Create\_Content/Create\_Course\_Materi als/Add\_Files\_Images\_Audio\_and\_Video/Cloud\_Storage

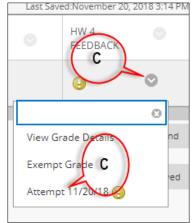
#### Audio and video feedback:

Instructors now have the option to send audio and/video feedback in addition to the existing text based feedback to the students.

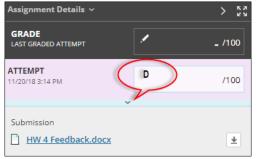
A. Click Grade Center.

B. Click Full Grade Center.

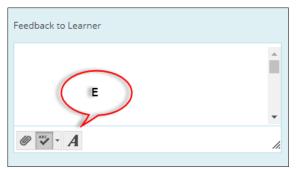
C. Locate the column for the Assignment you want to view a student's submission and click the small drop-down arrow located on the right side of the exclamation sign and click Attempt.



D. Click small down-arrow to open grading panel.



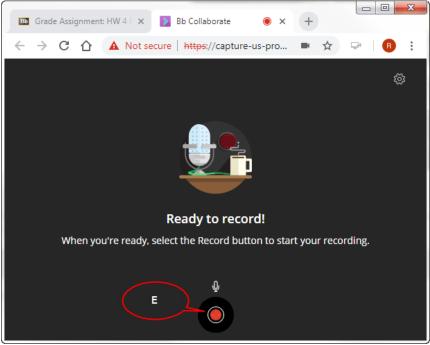
E. Click icon A to open content editor.



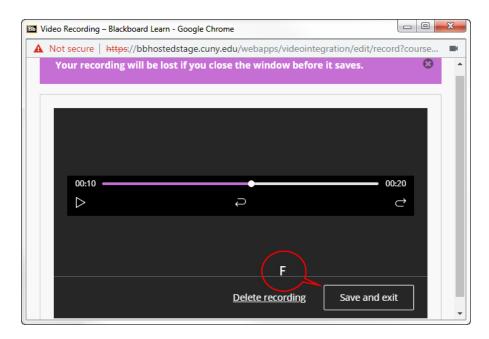
F. Click microphone icon from the Feedback to Learner ribbon.



E. Click on red circle to start capturing audio or video feedback. You can record up to five minutes.



F. Click Save and exit button.

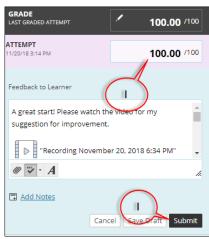


#### G. Click Insert Recording button.

📴 Video Recording – Blackboard Learn - Goo 🗖 💷 🗮 🌉
▲ Not secure   https://bbhostedstage.cuny.ed ■
Your recording will be lost if you close the Swindow before it saves.
Recording November 20, 2018 6:34 PM 00 : 20
*Recording Name
Recording November 20, 2018 6:34 PM
*Alternative Text
Recording November 20, 2018 6:34 PM
G Insert Recording

H. Click Submit button.

I. Enter a grade for the attempt and click Submit button.



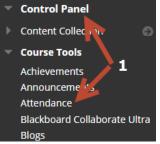
Note that students can't download or save the recordings.

For more information, visit Blackboard at: https://help.blackboard.com/Learn/Instructor/Interact/Audio Video Recording

**Attendance**: Now the instructors can manually enter each/all students' Attendance record in a Blackboard course. Click <u>here</u> for a quick Attendance page tour.

#### Accessing attendance:

1. Click Course Tools and select Attendance.



2. Attendance settings will popup; close it to proceed.

Attendance		
<b>2</b> Grade Schema		
Present	100	96
Late	50	96
Absent	0	96
Grade using		
Points		-

You will be taken to the attendance page.

Faculty Workshop GC Attendance						Overall Meeting	ŝ
$\leftarrow$			Today				$\rightarrow$
Student	Today	Present	Late	Absent	Excused		
Ug Usera Guesta		$\checkmark$	Ø	×	$\oslash$		
Ug Userb Guestb		~	©	×	Ø		

## **Taking attendance:**

Locate a student and simply click any of the icons:  $\square$  for present;  $\square$  for late,  $\square$  for absent or  $\square$  for excused

Faculty Workshop GC Attendance						Overall Meeting	<u>نې</u>
$\leftarrow$			Today				$\rightarrow$
Student	Today	Present	Late	Absent	Excused		
Ug Usera Guesta		$\checkmark$	()	$\times$	$\oslash$		
Ug Userb Guestb		~	0	×	$\oslash$		

You can watch a short video about marking attendance here.

#### Meeting view:

This is the default Attendance view. Here you can mark or edit the current day's (Today's) attendance. You will be able to perform following actions by clicking the date column header: Mark all present for a meeting Mark all absent Clear marks Exempt meeting Edit meeting Delete meeting Clear exemption

Attendance						
$\leftarrow$						Today
Student	Today	Present	Late	Absent	Excused	
Ug Usera Guesta	✓ Mark all present X Mark all absent		O	×	Ø	
Ug Userb Guestb	<ul> <li>Clear marks</li> <li>Exempt meeting</li> <li>Edit meeting</li> </ul>	ł	٩	×	$\oslash$	
	Delete meeting					

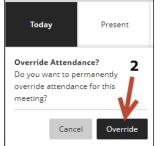
Hint: Mark all students present (see below) then change individual students' attendance statuses from their cells to save time. You will receive an override confirmation when you change an attendance status that had previously been set.

# Mark all students present:

1. Click on Today or the day you want to take attendance and click Mark all present.

Faculty Workshop GC Attendance					Overall Meeting	ŝ
$\leftarrow$		Today Posted				$\rightarrow$
Student	Today	Late	Absent	Excused		
Ug <u>Usera Guesta</u>	✓ Mark all present X Mark all absent					
Ug Userb Guestb	Clear marks Exempt meeting Edit meeting	©	×	$\oslash$		
	🗑 Delete meeting					

2. Override prompt will appear if any of the students were marked previously. Click Override.



Use the back or forward arrows to navigate between meetings.

Faculty Workshop GC Attendance						Overall Meeting	ŝ
$\leftarrow$			11/22/18	3			$\rightarrow$
Student	11/22/18	Present	Late	Absent	Excused		
Ug Usera Guesta		$\checkmark$	(1)	×	$\oslash$		
Ug Userb Guestb	-	~	©	×	$\oslash$		

## **Overall view:**

In this view you will be able to download class attendance, attendance history, create new meetings, etc.

#### **Download class attendance:**

From the Overall view, click Export icon.

Faculty Workshop GC Attendance							Overall Meeting	3
Average Attendance	2 Students with attendance 100% of the		2 Students with ave attendance 100% of the class	erage or above average	atte	dents with below average indance of the class		
Student	Overall	11/1/18	11/20/18	11/22/18	11/30/18	Today		
Ug Usera Guesta	100 / 100	Mark	√ Present	Mark	Mark	Mark		
Ug Userb Guestb	100 / 100	<u>Mark</u>	√ Present	Mark	Mark	<u>Mark</u>		

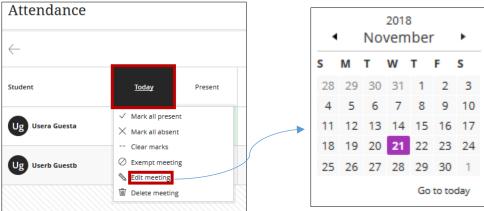
Attendance will be downloaded as an Excel CVS file.

Note: you can't download individual student's attendance, but you can view Overall Score. Click on the name of a student to view a student's overall attendance records. You can see how many class meetings the student has missed.

						×	Attendance Usera Guesta		
							Overa 100		
Faculty Workshop GC					Overall Meeting	0 Absent   1 I			
100% Average Attendance	2 Students with perfect attendance 100% of the class	2 Students v above ave 100% of t	vich average or rage attendance he class	O Students with 1 average attend 0% of the class	lance	ent.	Status Present Signed in by instructor	Date 12/20/18	Grade
Student	Overall	Yesterday	Today	11/26/18	12/20/18	rk	Present Signed in by instructor	11/20/18	100%
Student Ug Usera Guesta	Overall	Yesterday Present	Today V Present	11/26/18 Ø Excused	12/20/18 V Present	rk V		11/20/18	

## Edit a meeting:

Click the date column header (Today) and click Edit meeting.



Pick a day.

Newly edited date will appear.

Refresh the browser to see the current (Today) day.

#### **Delete a meeting (attendance):**

Click on the meeting you want to delete and click Delete meeting.

Faculty Workshop GC					Overall Mee	ting 💭
Attendance						
100% Average Attendance	2 Students with perfect attendance 100% of the class	2 Students with average atten 100% of the o		0 Students with below a attendance 0% of the class	verage	Ľ
Student	Overall	<u>11/1/18</u> 11	1/20/18 11/22	2/18 Today	11/30/18	
Ug Usera Guesta	100 / 100 >	/ Mark all present	Ма	r <u>k Mark</u>	Mark	
Ug Userb Guestb	100 / 100	<ul> <li>Clear marks</li> <li>Exempt meeting</li> <li>Edit meeting</li> </ul>	Ma	rk Mark	Mark	
	1	Delete meeting				

Click Delete to confirm.

# Viewing attendance summary:

Click on the Overview view to see attendance summary.

Faculty Workshop GC Attendance				Overall Meeting	ŝ
100% Average Attendance	2 Students with perfect attendance 100% of the class	2 Students with average or above average attendance 100% of the class	0 Students with below average attendance 0% of the class		Z

## **Exempt a meeting:**

Click on a meeting that no longer requires an attendance then click Exempt meeting.

100% Average Attendance	2 Students with perfect attendance 100% of the class	2 Students with average or a average attendance 100% of the class	v	Students with below ave attendance 0% of the class	erage	
itudent	Overall	<u>11/1/18</u> 11/20/18	11/22/18	Today	11/30/18	
Ug Usera Guesta	100 / 100	Mark all present	Mark	Mark	Mark	
Ug Userb Guestb	100 / 100	Clear marks Exempt meeting Edit meeting	Mark	Mark	<u>Mark</u>	
You can clear the e		isiting the same pla	ice.			
Attendance	)					
			udents with average erage attendance	e or a		
100% Average Attendance	ce attendan 100% of		0% of the class			
	CP	the class 10		3		

# **Good practice:**

- Avoid changing attendance grade from grade center.
- Don't copy attendance column during a course copy process as you'll will get a duplicate attendance column to your Grade Center.

Delete meeting