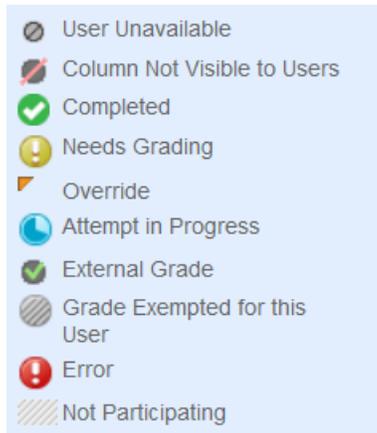


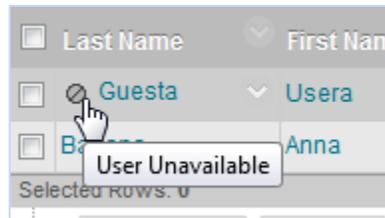
Instructional Technology & Technology Enhancement Center -iTEC

Grade Center Tutorial for Faculty

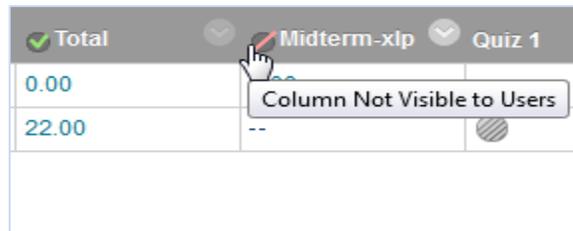
Grade Center: Several changes have been made in new Grade Center including new icons. Note that grade center icons appear under certain conditions.



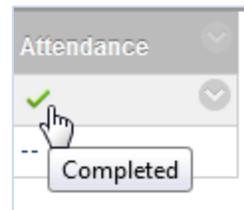
Circle with gray line-User Unavailable icon appears in Grade Center for different reasons. For instance, an instructor can make a student unavailable due to excessive absences.



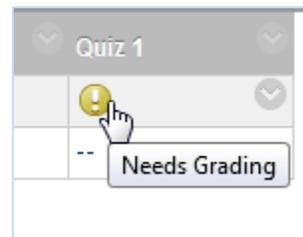
Circle with red line-Column Not Visible to Users icon appears when instructor hides a column to users.



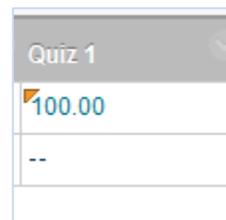
Green check mark-Completed icon appears when instructor creates a column to show students' assessment completion.



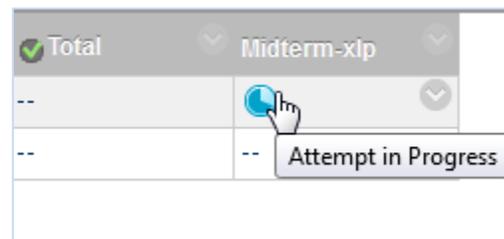
Yellow exclamation-Needs Grading icon appears when an assessment is waiting for an instructor to review and grade.



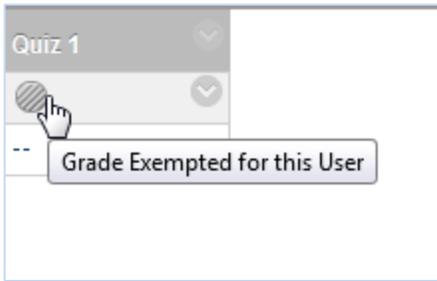
Small orange triangle-Override icon appears when instructor overrides any grade.



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

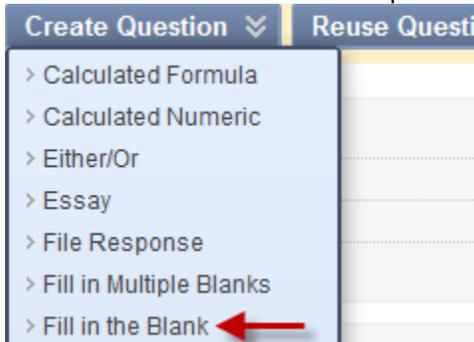


Circle with gray lines-Grade Exempted for this User icon appears when an instructor decides to exempt an assessment for a specific item or more than one student.



Creating a Test

- From **Course Tools**, click **Tests, Surveys, and Pools**.
- Click **Tests**.
- Click **Build Test**.
- Give a **Name** and type in optional **Description** and **Instructions**.
- Click **Submit** button.
- Hover mouse over **Create Question** and click the type of the question to add in the test. Here we will create a Fill in the Blank question.



- Enter an optional Question Title, type in the question in Question Text.
- Type in an answer in Answer box
- Enter optional feedbacks for correct and incorrect responses.
- Add optional Categories and Keywords to this question for future quick search.
- Enter optional Instructor's Notes.

Note: The test will not be available to students until it is added to a content area.

Examples of some question types:

Calculated Formula- Calculated Formula questions have formulas and variables that change for each student. Watch video at http://ondemand.blackboard.com/r91/movies/bb91_tests_surveys_create_calculated_formula_quest.htm

Calculated Numeric- Calculated Numeric questions are like fill in the blank questions. Students enter numeric value to complete a statement. Watch video how to create Calculated Numeric at http://ondemand.blackboard.com/r91/movies/bb91_t

[ests_surveys_create_calculated_numeric_question.htm](http://ondemand.blackboard.com/r91/movies/bb91_tests_surveys_create_calculated_numeric_question.htm)

Either/ Or- Gives you choices, such as yes or no.

Essay- Students can write essay in text box inside the test question. You will find more info at http://help.blackboard.com/instructor/Content/Mini_TOCs/mt_instructor_tests_surveys_pools_question_types.htm

File Response- File Response question allows students to upload a file to answer a question.

Fill in Multiple Blanks- Is similar to Fill in the Blank but this type of question has several blanks to fill in by student.

Hot Spot- Select an area from an image that you upload.

Jumbled Sentence- as per Blackboard, "In jumbled sentence questions, students are shown a sentence with parts of the sentence as variables. The student then 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- matching questions allow students to match answers to questions or given statements.

Multiple Answers- this type of question has more than one answer, so students can choose more than one response.

Multiple Choice- this type of question has several choices but a student will have only one correct response.

Opinion Scale/ Likert- Create a rating scale, such as disagree, agree, agree strongly.

Ordering- "Ordering questions require students to provide an answer by selecting the correct order of a series of items." Credit: Blackboard.

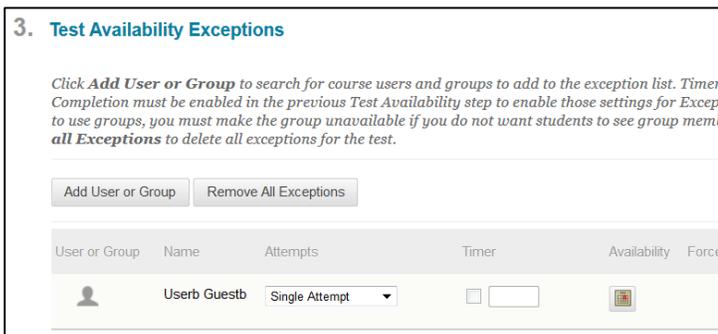
Quiz Bowl- "Quiz Bowl questions are a way to add fun and creativity to tests, such as self-assessments or in-class contests. The student is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, such as whom, what, or where, to be marked as correct." Credit: Blackboard.

Short Answer- this type of question is similar to Essay question.

True/False- Students choose a true or false response to a statement.

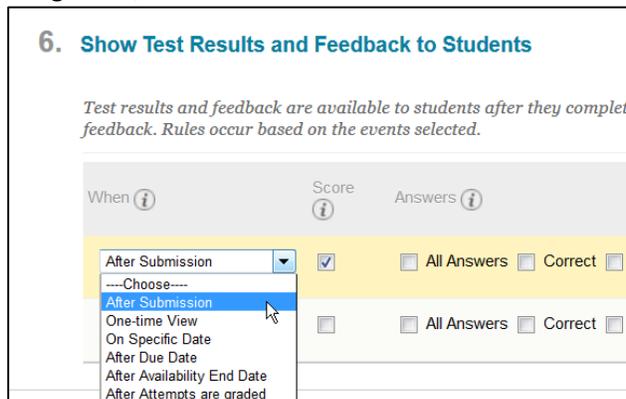
Tests Options – When creating a test, there are new test options available.

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.



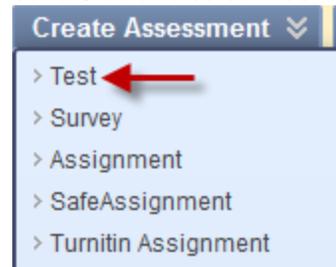
Adding a Test to a Content Area

- Click **Content** or any other content area such as Assignments or Course Documents from



Content Area.

- Hover mouse over **Create Assessment** action button/tab and select **Test**.



- Select a test from the **Add Test** box and click **Submit** button.
- In the **Test Availability** section, select **Yes** next to **Make the link available**.
- Optional: Add new announcement, multiple attempts, force completion, set timer along with Auto submit, time restriction, due date, Test Feedback (helps students learn from their mistakes), randomize questions, etc.
- Click **Submit** button.

Accessing Grade Center

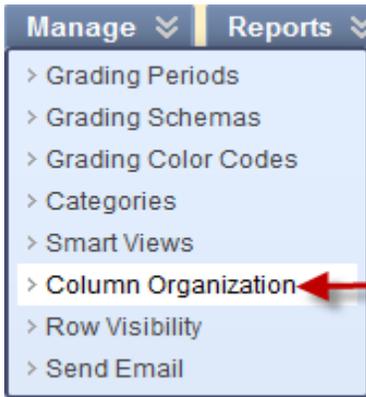
Under **COURSE MANAGEMENT**, click **Grade Center** and then click **Full Grade Center**.



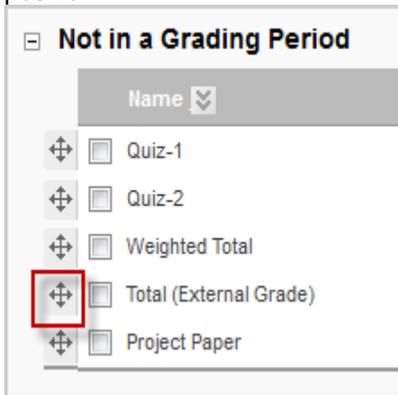
Grades can be manually posted in columns, and student names automatically appear in rows.

Moving a row up or down in the Grade Center

- Hover mouse over **Manage** action button and select **Column Organization**.



- Select the Grade Center row to be moved by dragging up or down and releasing it at the desired position.



- Click **Submit** to save changes.

Creating a column

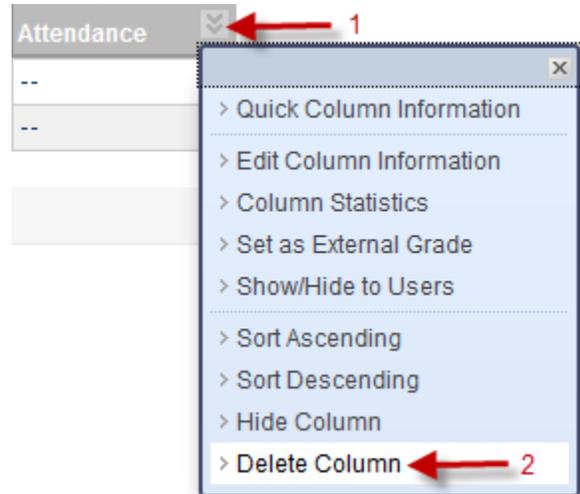
When you build a test, quiz or gradable assignment in Blackboard or mark a discussion forum as gradable, the column is automatically added. If you want to add a column, do the following:

- In Grade Center, click **Create Column**.
- Complete the Column Information, Dates and Options.
- Click **Submit** button.

Removing Columns

If there are certain gradable items you no longer need in Grade Center, you can remove their columns. You **cannot** remove default columns (Name, Student ID, Last Access, Total, etc.) or automatically generated columns for tests and assignments. You have to remove the test or assignment from the course to remove the column from the Grade Center.

- In Grade Center, locate the column to remove, click the drop-down arrow and select **Delete Column**.

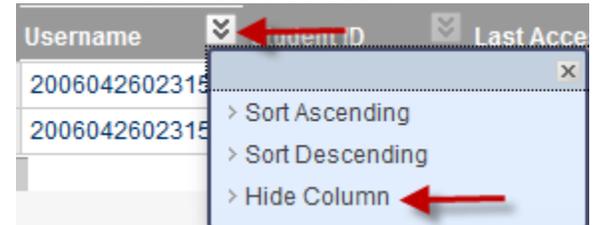


- Click **OK**.

Hiding and Showing Columns

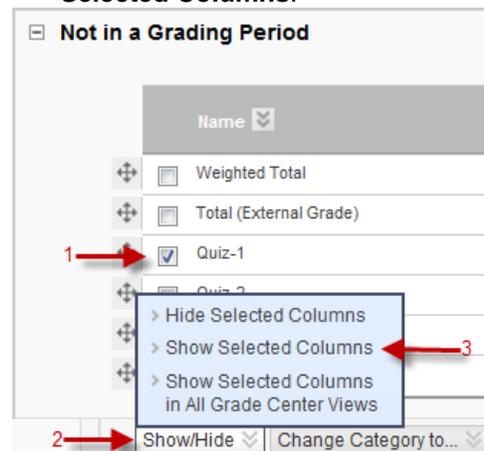
To hide a column:

- Locate the column to hide, click drop-down arrow and select **Hide Column**.



To show columns:

- Click **Manage**.
- Select **Column Organization**.
- Check the box(es) of the Grade Center column to show, hover mouse over **Show/Hide** action button and select **Show Selected Columns**.



- Click **Submit**.

Creating Grading Periods

Grading Periods allow the instructor to view Grade Center sorted by due dates. It also helps them to better organize the Grade Center that contains many columns.

- Hover mouse over **Manage** and select Grading Periods.
- Click **Create Grading Period**.
- Give a name, click **Range** radio button and change **Start Date** and **End Date**.

None
 Range Start Date 05/01/2012
Enter dates as mm/dd/yyyy
End Date 05/26/2012
Enter dates as mm/dd/yyyy
 Associate this Grading Period with all columns

Click **Submit** button.

Viewing Grade Center using Grading Period

- Click **Filter** located on right of Full Grade Center
- Hover mouse over **Full Grade Center** and you should see your newly created grading period under Grading Periods.

Full Grade Center Category: All Categories Status: All Sta
Full Grade Center Grading Periods
Full Grade Center(Default) WYST
Smart Views
Assignments

Entering grades manually

You can enter grades for any items by typing numbers from your keyboard and hitting the enter key.

Home Work 2
--
100

Grading an assignment

- In Grade Center, move your cursor over the cell with an exclamation mark, click the drop-down menu and

select **View Grade Details**.

Assignment 1 N
100.00
! 1
> View Grade Details
> Exempt Grade
> Attempt 5/23/12 !

- Click **View Attempt**

Needs Grading ! out of 100 points
Grade based on Grade of Last Attempt
Due: None
Calculated Grade
View Attempts

- Review the student's submission.
- Enter a grade and any feedback to student.

3. Grade Current Attempt
★ Grade - out of 100
Feedback to User

- Click **Submit** button.

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.

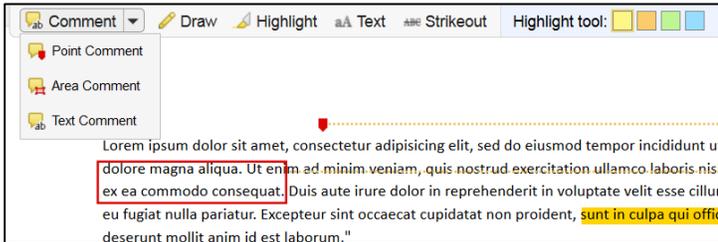
	Last Name	First Name	Midterm	New Forum
<input type="checkbox"/>	Banana	Anna	40.00	!
<input type="checkbox"/>	Guesta	Usera	40.00	--
<input type="checkbox"/>	Guestb	Userb	--	--

Selected Rows: 0
Move To Top Email

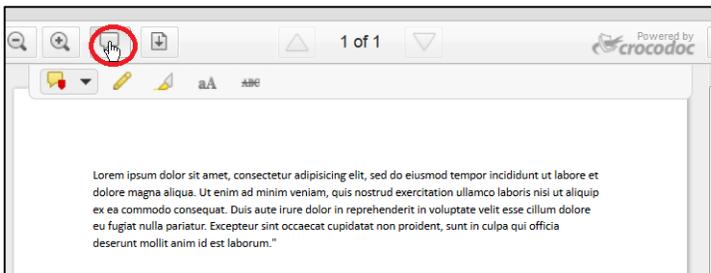
To add text and comments, click on the Comment button. There are 3 comment tools: Point, Area and Text. Click on Comment then select one of the three. Point – click to place the pointer, then type in the comment.

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



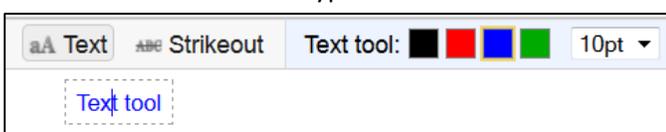
To download the original, click on the download button next to the document name on the right-hand side under Submission.



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

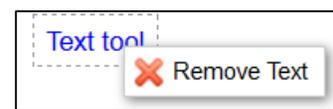
Highlight tool – Click on Highlight, select a color then drag the mouse over the words to highlight them on the document.

Deleting an annotation:

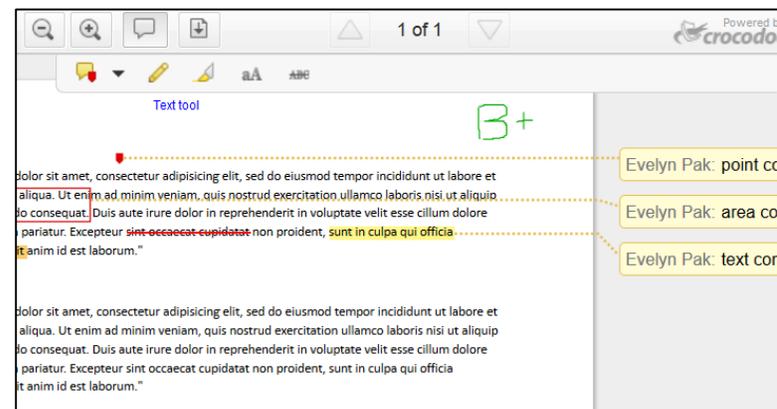
To delete a comment, hover over the comment, and click Delete and confirm.



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



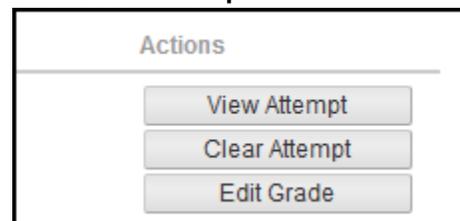
After all grading is done on the document, enter a grade on the right-hand side, click submit to save.



Resetting test attempts

If an Internet connection fails, a student may email you to take the test again.

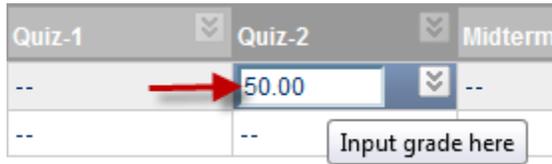
- In Grade Center, locate the student's test score, move your cursor over the grade, and click the drop-down menu.
- Click **View Grade Details**.
- Click **Clear Attempt**.



- Click **OK**.

Overriding student's grade

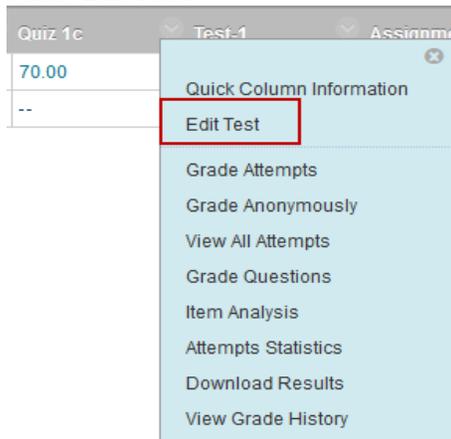
- In Grade Center, just click on the grade you want to override, change grade and hit enter key from the keyboard.



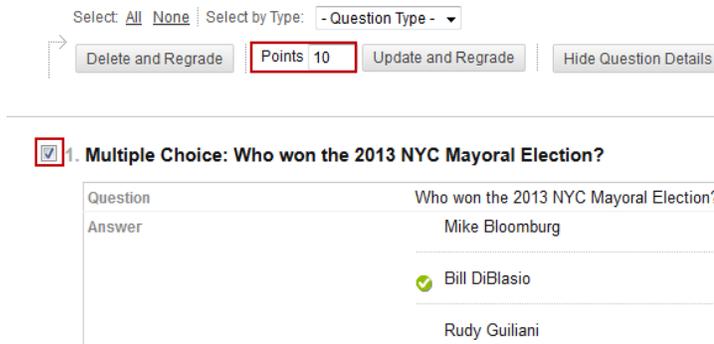
When you override a grade, an orange triangle appears next to the grade, however, the original grade remains recorded in the Grade History of the Grade Details page.

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**.

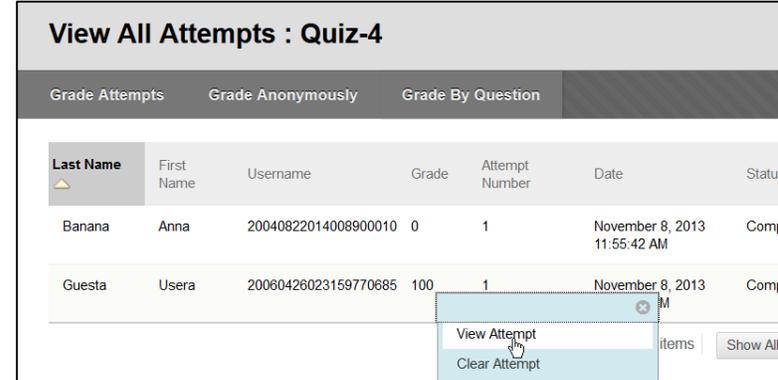


Change the points, select question(s) and click **Update and Regrade**. Click **OK** for acknowledgement and click **OK**.



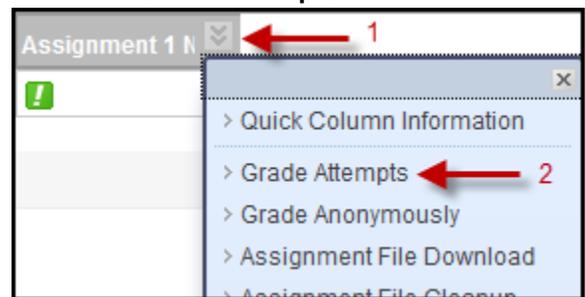
View All Attempts: Shows the grade, the number of attempts, the date and time the test was taken, and the duration.

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.



Grading Attempts

- Locate the column to grade, click drop-down arrow and select **Grade Attempts**.



- Review student's submission (attached files) under **Review Current Attempt** section.
- Enter grade in **Grade** box.
- Click **Save and Exit** to finish grading attempt.

Save and Exit

- Click **Save and Next** to move to another student.

Save and Next

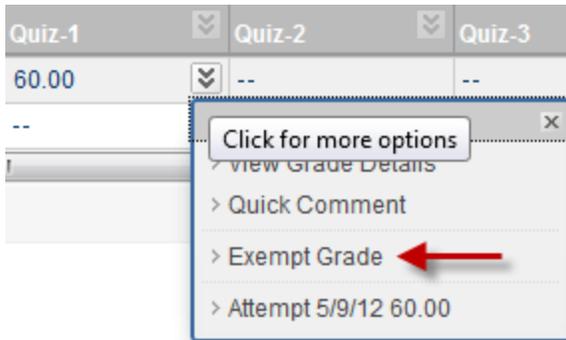
- Alternatively you can use navigation arrow to move to next or previous student.



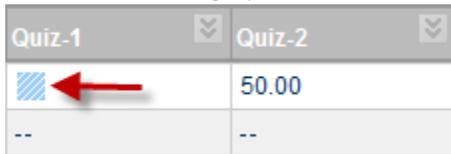
Exempting a grade

Exempted assignments will not be included in the total score.

- In Grade Center, locate the student and column you want to exempt.
- Click the drop-down menu and choose **Exempt Grade**.



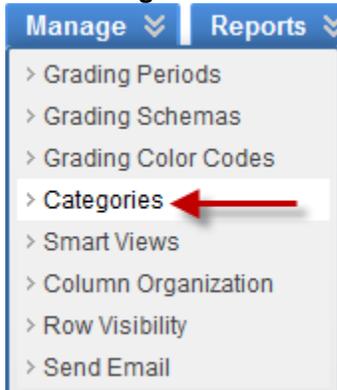
When you finish exempting a grade, it shows in Grade Center as grayed out.



Creating a Category

Organizing by category allows you to filter and weight grades by category.

- Click **Manage** and select **Categories**.



- Click **Create Category** button.

- Name the category and click **Submit** button.



Create Category

Categories tag Grade Columns so that actions can be performed against all Columns in th

* Indicates a required field.

- Category Information**

* Name

Description
- Submit**

- Click **Ok** to go back to full Grade Center.

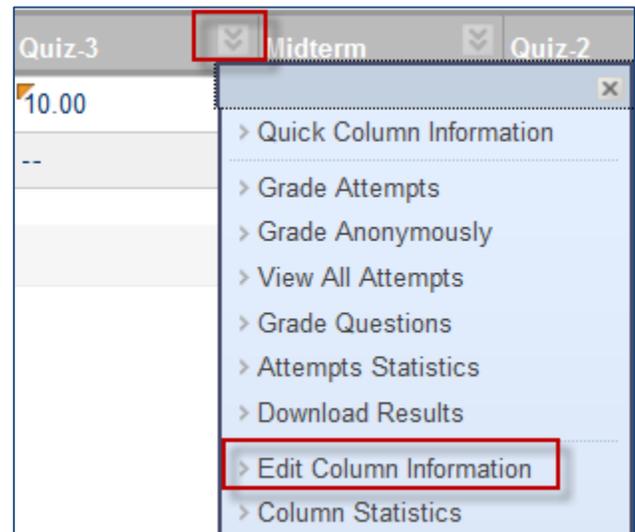
Note: You can only modify or remove categories that you create, not default ones.

Dropping the lowest grade:

Instructor can set up Grade Center so it automatically drops each student's lowest score from their final score calculations. For example, if you want to drop one lowest grade out of four tests and to count three highest scores towards calculation, then follow these steps:

Step-1 assigning **Category** to grade columns.

Locate the grade column to categorize, click the drop-down arrow and select **Edit Column Information**.



On the Edit Column screen, select a Category (e.g. Test) from the drop-down list.

Category	Test
	No Category
	Assignment
	Survey
	Test
	Discussion
	Home work

Click the **Submit** button to save the assigned Category.
 Step-2 editing **Weighted Total** column.
 Click drop-down chevrons next to **Weighted Total** column and select Edit Column Information.
 Select Test under **Categories to Select:** and click right-arrow to appear under **Selected Columns:**

Selected Columns:
 Enter the weight percentage for each item. Percentages should add up to 100 percent.

* % Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

Enter percentile for the **Category**. Select **Equally** for Weight Columns to apply equal value to all assessments within a category; that means select equally when all assessments worth the same points.
 Select **Proportionally** to apply the appropriate value to a column based on its points compared to other columns in the category; that means when assessments' worth vary in terms of points possible.
 Enter 1 in **Lowest Grades** box to drop one lowest grade.
 Click **Submit** button.

Extra Credit:

Setting up Extra Credit in Grade Center is as simple as creating a column in Grade Center; just make sure not to include this column in grade calculation.

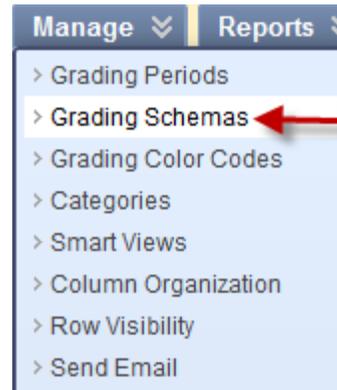
From Full Grade Center, click **Create Column**.
 Complete the Column Information such as **Column Name**, **Points Possible** and under **Options** click **No** radio button for **Include this Column in Grade Center Calculations**.

Customizing a Grading Schema

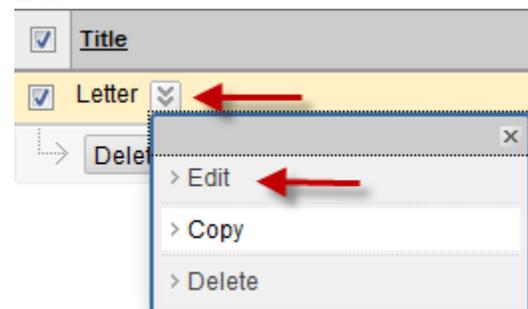
If you choose to display students' scores as letter grades, the Grade Center letter grade schema converts the scores to letter grades. The default letter grade

schema consists of letter grades from A+ to F and their corresponding percentage ranges. To customize the letter grade scheme, you do the following:

- Hover mouse over **Manage** and select **Grading Schemas**.



- Click drop-down arrow next to **Letter** and click **Edit**.

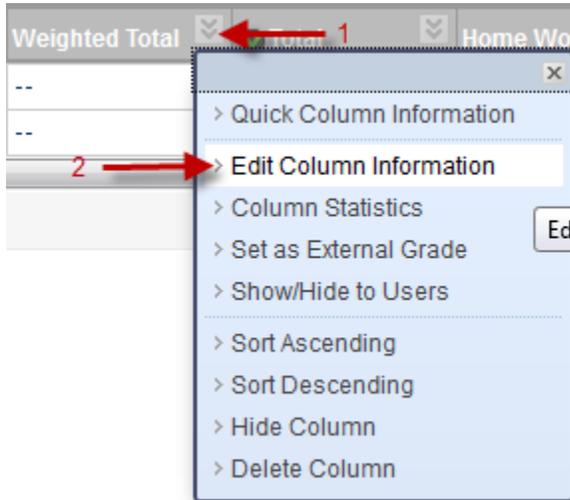


- Enter percentage ranges that convert scores to letter grades. These ranges are used when items are automatically graded.
- Enter percentages that correspond to letter grades. These percentages are used when calculating the Total columns.
- Click Submit button.

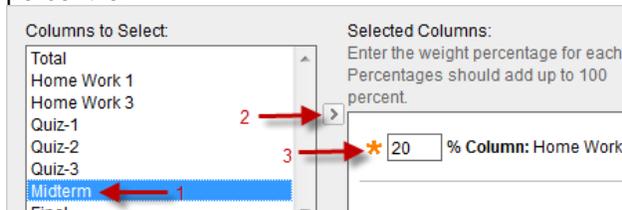
Setting up Weighted Total

Weighted Total allows instructor to weigh columns to be worth a specific percentage of the total. For example, you can have Final 40%, Midterm 30%, and Tests 30% of your total grade.

- Click **Weighted Total** action button and select **Edit Column Information**.



- Select a column, click right arrow and enter percentile.



- Selected columns should add up to a Total Weight 100% and when it becomes 100%, click **Submit** button.

Note: A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

- Click **OK**.

Viewing or saving Grade History

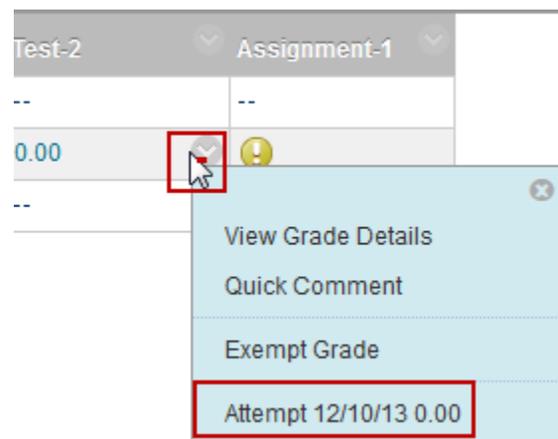
- Hover mouse over **Reports** and select **View Grade History**.



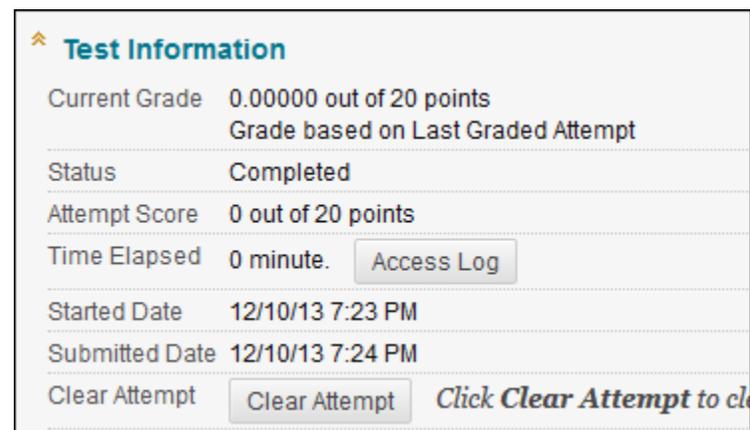
- Click **Download** button to Save. Click **Submit** button.

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.



Click Test Information to expand and then click Access Log.



Creating a Grading Schema

- Hover mouse over **Manage** and select **Grading Schemas**.
- Click **Create Grading Schema**
- Enter a Name for the Grading Schema.
- Enter a **Description** for the Grading Schema.
- Enter the **Schema Mapping** information. By default, any new grading schema will have two ranges of percentiles from 50% to 100% and from 0% (zero) to less than 50%. Click the arrow to insert a new row into the schema to enter additional display values to the schema.
- Click **Submit** button.

Remove a Grading Schema

Instructors can remove Grading Schemas, but Grading Schemas in use can't be removed. Removing a Grading Schema is permanent.

- Move your cursor over **Manage** and click **Grading Schemas**.
- Click the drop-down arrow next to the schema to be deleted and click Delete.

Using the Performance Dashboard

The Performance Dashboard displays students' activity for the course; for example, students' last course access, days since last course access, review status, discussion board postings, etc. Follow the steps below to access the Performance Dashboard.

Click **Evaluation**.

Click **Performance Dashboard**.

The Performance Dashboard provides an up-to-date report on the activity for all students. Information appears in a table format. Click the arrow in the header row of a column to sort the table data by that column. [More Help](#)

Last Name	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Early Warning System	View Grades
...	Instructor	Jan 8, 2013 4:51:23 PM	2	0	...	0
...	Instructor	Jan 10, 2013 4:17:03 PM	0	0	...	0
...	Student	Dec 12, 2012 10:24:02 AM	29	0	...	0
...	Student	Oct 19, 2012 12:28:00 PM	83	0	...	0

Displaying 1 to 4 of 4 items | Show All | Edit Paging...

E-mailing from Grade Center

- From **Full Grade Center**, click Weighted Total drop-down arrow and select Edit Column Information.
- Check box(es), hover over **Email** action button and select **Email Selected Users**.

Grade Information Bar

Last Name

GUESTA

GUESTB

Selected Rows: 1

Move To Top | Email

- > Email Selected Users
- > Email Selected Users and their Observers
- > Email Observers for Selected Users

- Type in **Subject** line, **Message** box, optional file **Attachments** and click **Submit** button.

Creating an Average Column

An Average Column calculates and displays the numeric average for a selected number of Columns. Columns with text as the primary display cannot be averaged.

- Hover mouse over **Create Calculated Column** and select **Average Column**.

Create Calculated Column

- > Average Column
- > Minimum/Maximum Column
- > Total Column
- > Weighted Column

- Under **Column Information** enter a Column Name, optional Description, select Primary Display and optional Secondary Display.
- Under **Select Columns**, select columns to be included in the Average grade column.
- Under **Options**, set desired options.
- Click **Submit** button.

Creating a Total Column

Every Grade Center comes with a default Total column, but can be created if needed. The Total column is the calculated column of all the columns of a grade center.

- Hover mouse over **Create Calculated Column** and select **Total Column**.

Create Calculated Column

- > Average Column
- > Minimum/Maximum Column
- > Total Column
- > Weighted Column

- Under **Column Information** enter a Column Name, optional Description, select Primary Display and optional Secondary Display.
- Under **Select Columns**, select columns to be included in the Total grade column and disable Calculate as Running Total if desired.
- Under **Options**, set desired options.
- Click **Submit** button.

3. Options

Select **No** for the first option to exclude this Grade Center column from calculations.

Include this Column in Grade Center Calculations Yes No

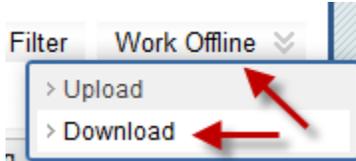
Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

Click **Submit** button.

Downloading Grade Center to Excel

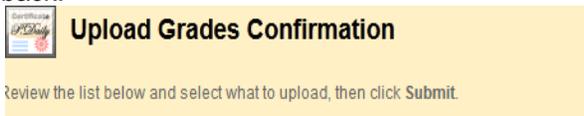
- From Full Grade Center view, hover mouse over **Work Offline** and click **Download**.



- Leave all default settings, just click **Submit** button.
- Click **DOWNLOAD** button.
- Save the file on your computer.

Uploading Grade Center file back to Blackboard

- Open Excel program and open the downloaded file. **Do not open the file by double click.**
- You will be notified that the file will be in a different format and asked if you still want to continue. Click **Yes**.
- Make sure "**Delimited**" is selected under Choose the file type that best describes your data: and click **Next**.
- Make sure "**Tab**" is selected and click **Next**.
- Select the **Username** column, select "**Text**" under Column data format and click **Finish**.
- Modify grades.
- Save the file as CSV (Comma delimited) extension.
- Click **NO** for compatibility.
- Click **Cancel**.
- Exit from the Excel program.
- If prompted, click **Don't Save**.
- From Full Grade Center view, hover mouse over **Work Offline** and select **Upload**.
- Click **Browse** button next to Attach local file to select the modified file.
- Choose Comma for Delimiter type.
- Hit **Submit** button.
- Uncheck the column(s) you don't want to upload back.

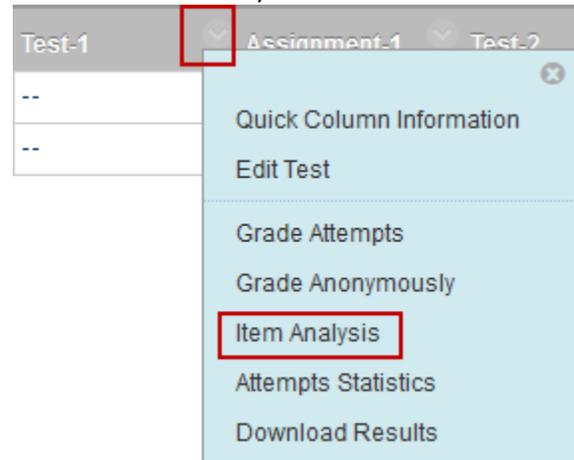


Upload	Uploading Column	Match
<input checked="" type="checkbox"/>	Weighted Total	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Total	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Quiz-1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Quiz-2	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Midterm	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Final	<input checked="" type="checkbox"/>

- Click **Submit** button.

Item Analysis: It gives statistics on overall test performance.

Click small drop-down arrow of a Grade Center column and select Item Analysis.



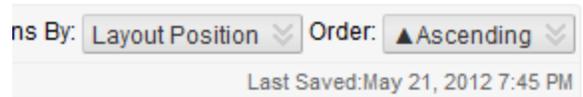
Click Run. Item analysis report will generate; click View Analysis on the green status bar.

Additional Topics

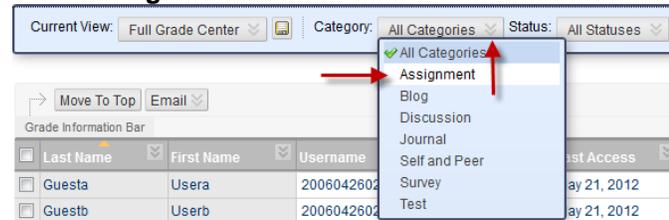
Using Filter

Instructor can use filter feature to display Grade Center by Category or Status. In this example, we display Grade Center by Assignment category.

- From **Full Grade Center**, click **Filter** located on right side.



- Click down arrow next to **All Categories** and select **Assignment**.



Note: Filtered Grade Center will include built in columns along with selected Category.

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

2

View students not at risk

STUDENT	MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT
Userb Guestb	●	●	●	●
Anna Banana	●	●	●	●

Click on an area to see more information

Students currently at risk

2

View students not at risk

STUDENT	MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT
Userb Guestb	●	●	●	●
Anna Banana	●	●	●	●

MATCHING RISK FACTORS

- External Grade is 25% below class average 29.37%

Total Grade: 17.25%
29.37% lower than class average of 46.63%

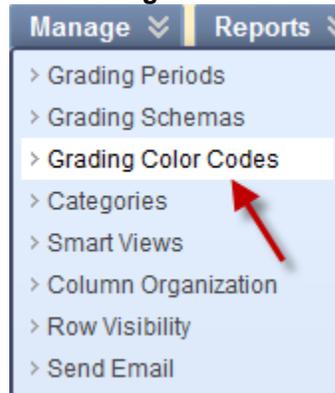
★ Monitor ✉ Notify

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

Grading Color Code

Grade Center cells can be viewed in color of your choice if it meets conditions that you provide. For example, you want grade center cells to appear in red if students get less than 70 on a test.

- Click **Manage** and click **Grading Color Codes**.



- Check **Enable Grading Color Codes** under Color Code Information.
- Click **Add Criteria** button.
- Specify **Criteria, Background Color** and **Text color**.



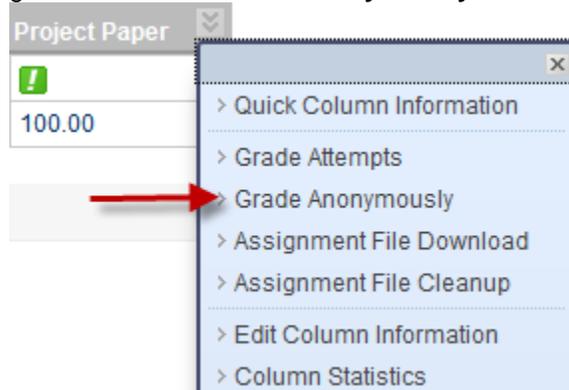
- Click the **Submit** button.

Note: You can easily enable or disable grading color code by hitting Hide Color Coding button located right side of Grade Center.

Grading Anonymously

Instructor can grade assignment anonymously by concealing students' name for impartiality and fairness.

- Click the chevron next to the column you want to grade and select **Grade Anonymously**.



- Under Review Current Attempt** section, click on the student's submission to review the paper.
- Enter grade in the **Grade** box.



- Click **Save and Next** button to move to next student.

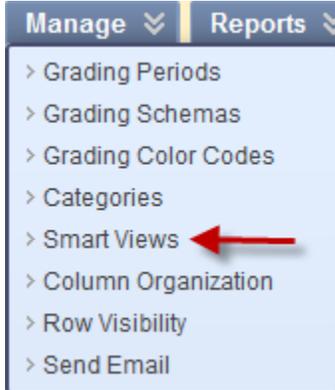
- Click **Save and Exit** once done.

Save and Exit

Creating Smart View

There are five types of Smart Views instructor can create to get student information. The following is a performance based Smart View.

- Hover over **Manage** action button and select **Smart Views**.



- Click Create Smart View.

Create Smart View

- Give a name for Smart View Information.



- Click **Performance** for Selection Criteria.

- Course Group View one or more Course Groups.
- Performance View specific users based on their performance on a single
- User View individual users.
- Category and Status View items by their category and status.
- Custom Build a query based on user criteria.

- Define User Criteria, Condition and Value for Select Criteria.

Select the user criteria to include

User Criteria: Condition: Value:

- Select columns to Display in Results for Filter Results.

Columns to Display in Results:

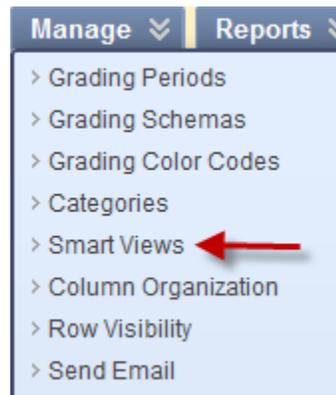
Include Hidden Inform:

- Click **Submit** button.

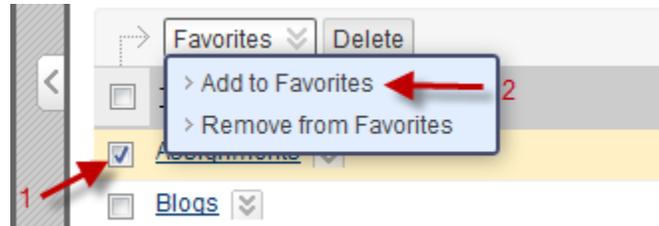
Using Smart View

Smart View gives a custom quick view of Grade Center based upon criteria you set for specific column(s). You can either use built in Smart Views or create one.

- Hover over **Manage** action button and select **Smart Views**.

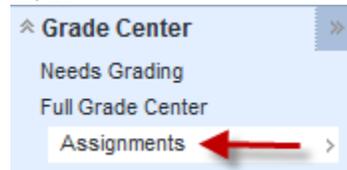


- Pick one of the built-in smart views and click **Add to Favorites** from **Favorites** action button.



- Click the arrow on the **Select Report** box and select a report type.

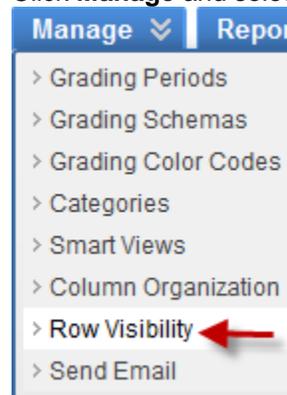
- Created smart view will appear under Full Grade Center. Just click on it to see the new smart view.



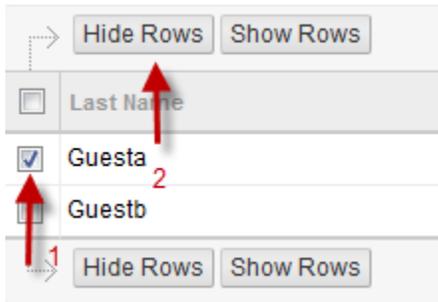
Hiding Users in Grade Center

You can hide students from the Grade Center View to reduce the number of rows. Hidden users are not removed.

- Click **Manage** and select **Row Visibility**.



- Check the user(s) you want to hide and click Hide Rows.



- Click **Submit**.

Users that are hidden will appear grayed out on the Users page and will not appear in the Grade Center View.

Showing hidden users

- Click **Manage** and select **Row Visibility**.
- Check the users to be shown.
- Click **Show Rows**.
- Click **Submit**.

Creating a Question Pool:

You can create a Pool, which is a repository of questions for future use. Pools act as repository for sets of questions that can be added to a test.

Click **Tests, Surveys, and Pools** under **Course Tools**.

Click **Pools**.

Click **Build Pool**.

You can add questions in Pool in two different ways—create new questions or find questions from existing Tests. The following shows how to add questions in the pool from existing Tests using the find questions feature. Click **Find Questions** tab.

All the questions from all existing tests will appear. If questions do not appear on the right, click **Tests** on the left to open up the list of tests; make sure All Tests is check marked.

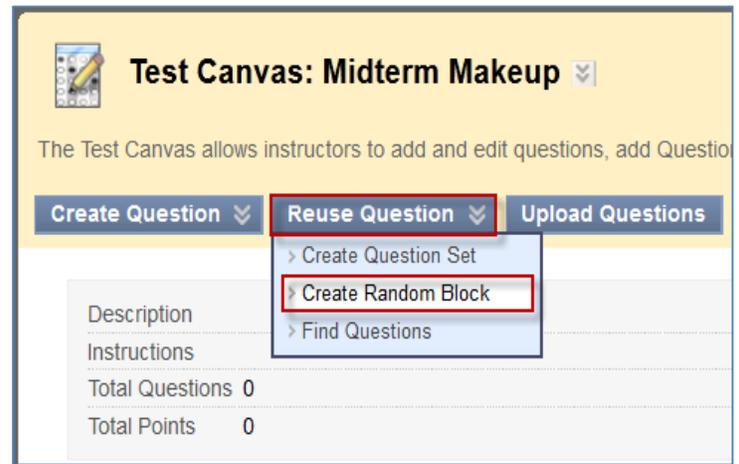
Check mark questions you want to include in the pool.

Click **Submit**.

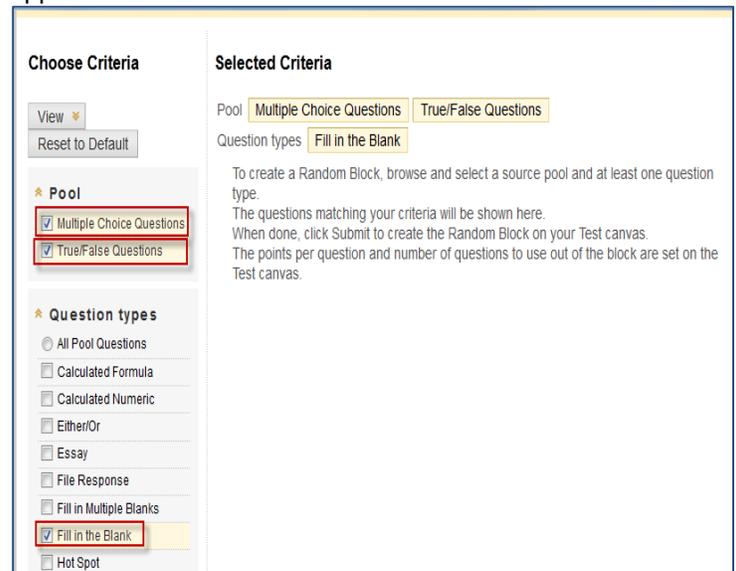
Creating a test using Random Block:

A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the selected Question Pool based on the question type and the number of questions available in the selected pool. If you don't have a pool, visit Creating a Question Pool section.

From a **Test Canvas**, hover over **Reuse Question** and select **Create Random Block**.



All Pools will appear. Select at least one Pool and Question type. Questions matching your criteria will appear.



Click **Submit** button at the bottom of the page.

Enter points for each question and specify number of questions to include in this test.

Click **OK** and deploy the test in any Content area. Check Adding a Test to a Content Area section on how to deploy a test.

Course Reports

Course reports allow the professor to view the student activities in the course.

Click on **Evaluation**, then on **Course Reports**.

Select the type of report you want by clicking on the drop down arrow next to the heading and then clicking on **Run**.

Change the **Report Format**, start and end dates, and user selections as needed.

Click on **Submit** to open report.

Click on **Download Report** to save the report.

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

NAME	DUE	STARTS
Assignment 1 Assignment	8 NOV 2013 Fri 12:35 PM	
Midter Exam Announcements		20 OCT 2013 Sun 01:12 PM
Midterm Test	24 SEP 2013 Tue 11:59 PM	

To edit the dates, click on the Edit Dates button  next to the item. Edit the date(s) and click on green

check mark (Submit button)  to save.

Midter Exam  

Availability Starts Availability Ends

10/20/2013 01:12 PM  10/26/2013 11:59 PM 

Assignment 1  

Due

11/08/2013 12:35 PM  Availability Starts Availability Ends

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

 NAME 	DUE	STARTS	ENDS	
 Assignment-1 Assignment		28 NOV 2013 Thu 11:59 PM	31 DEC 2013 Tue 11:59 PM	
 Updated				
 ddd Assignment	9 DEC 2013 Mon 12:00 AM			