
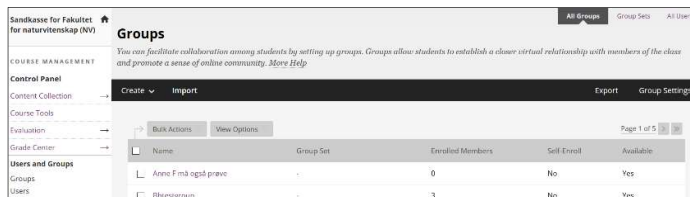


Blackboard Learn: Introduction for student assistants

A general introduction with information (in Norwegian) can be found [here](#).

Student assistants have more rights compared to students in Blackboard Learn (BB). You can add content, evaluate assignments and create groups. In order to change or add content, tests and assignments you need to use the *Edit Mode* Edit Mode is: ON which you can switch on and off in the top right corner. In addition you can use the Student preview, a function which shows you what the course looks like if you were a student. When using this mode, a temporary student account will be created. You can activate student mode by pressing the two arrows  you find left of *Edit Mode*.

Groups



You can create and manage groups in BB. Each group has a group homepage containing information about assignments and access to the group tools. Check the [BB help](#) for detailed instructions.

Create groups or group sets

You access the group view via *Groups* in *User and Groups* in the control panel under *Course management*. You can create **single groups** or a collection of groups (**group set**) by clicking on *Create*. You have the following choices:

- **Self-enroll:** Students can enroll in a group using *Groups* in the control panel. You can also create a link to the enrollment page in the content area. You can find this function under *Tools and Groups*.
- **Manual enroll:** You decide which students are in the group.
- **Random enroll:** BB distributes students over a set number of groups.

You can also import groups by using a CSV file. Check the [BB help](#) for detailed instructions. You can also allow students to create their own groups. For this, check the *Group Settings* on the right top in the group view.

Send an Email

You can send an Email to the members of a group. Access the group homepage by clicking on the group. Under *Group Tools* you can click on *Send Email* and then you select the members you want to send an Email to.

Other tools

You can decide if you want to allow groups access to group tools like blogs, journals, discussion board and wikis. These tools help the students to increase their collaboration and learning experience.

Assignments

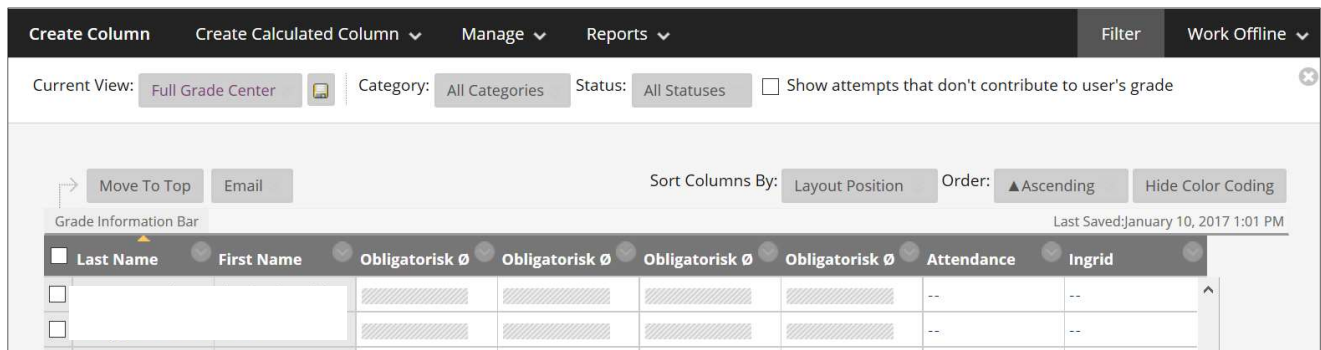
Assignments can be created by accessing the desired location (e.g. Course content), choosing *assessments* and then clicking on *Assignments*. Fill out the scheme which is in general self-explanatory. Here are some useful options and you can check the [BB help](#).

Group submission is accessible under *Submission Details*. You select which groups have to complete the assignments. The assignments will automatically show in the group homepages of the chosen groups, and not in the folder you created the assignment.

Grading Schemas can be selected at *Display of Grades*. Here you can also select your own schemas which need to be created beforehand (see *grading schemas* on the next page).

Rubrics can be used for making the evaluation of assignments more transparent for students. A rubric gives an overview over the objectives, requirements and the amount of points. When correcting the assignments, you can select the achieved objectives and BB calculates the total point score. You can adjust the total amount of points and leave an additional comment. When creating an assignment you can either use an existing rubric or create a new one.

	Novice	Competent/Proficient	Distinguished
Purpose and Focus	<input type="radio"/> Points: 15 (15%) Limited awareness of audience and/or purpose	<input type="radio"/> Points: 20 (20%) An attempt to establish and maintain purpose and communicate with the audience	<input type="radio"/> Points: 25 (25%) Establishes and maintains clear focus; evidence of distinctive voice and/or appropriate tone
Development of Ideas	<input type="radio"/> Points: 15 (15%) Minimal idea development, limited and/or unrelated details	<input type="radio"/> Points: 20 (20%) Unelaborated idea development; unelaborated and/or repetitious details TO depth of idea development supported by elaborated, relevant details	<input type="radio"/> Points: 25 (25%) Depth and complexity of ideas supported by rich, engaging and/or pertinent details; evidence analysis, reflection and insight
Organization	<input type="radio"/> Points: 15 (15%) Random or weak organization	<input type="radio"/> Points: 20 (20%) Logical organization	<input type="radio"/> Points: 25 (25%) Careful and/or suitable organization
Scientific Language	<input type="radio"/> Points: 15 (15%) Incorrect and/or ineffective language	<input type="radio"/> Points: 20 (20%) Acceptable, effective language	<input type="radio"/> Points: 25 (25%) Precise and/or rich language



Grade center

The grade center is a customizable overview over the results of all students recorded in BB. It functions as a data sheet in which you can create new columns, sort columns and filter results to only show selected assessments. You can find an overview of the various symbols used in the grade center on the right. Check the [BB Help](#) for a more detailed instruction.

Overview

You can access the Grade Center under *Grade center* in the control panel of *Course Management*. The following links are available:

- *Needs grading*: Assessments which need to be evaluated manually.
- *Full Grade Center*.
- The *Smart Views* (filters) marked as favorite.

Columns

A column is automatically created for all tests, surveys and assignments in BB. You can also create a column yourself. You have two choices:

Manual column: Used for activities outside of BB, e.g. attendance of obligatory activities. Select *Create Column* and fill in the necessary information.

Calculated column: If you want to combine the results of assessments, you can create a calculated column by e.g. calculating total or average scores. Select *Create Calculated Column* and follow the instructions.

Organization and filters

The column menu can be accessed by clicking the gray arrow right of the column name. You can access column information, hide or download the content, send reminders to students who have not yet completed the assignment and many more.

In order to organize the columns e.g. selecting color codes or fixing columns, select *Manage*. Some useful tips:

Column organization gives you full control over the display of the columns.

Smart Views help you to filter the information given in the grade center by e.g. showing only certain groups or assessments. This link gives you access to the existing Smart Views and you can also create new ones here. Another link to Smart Views is also

available at *Filter*. *Current View* gives you access to the existing Smart Views.

Grading Schemas give you an overview of the existing grading schemas. Here you can also create new schemas which can be used later for evaluation of tests and assignments.

Evaluation

To grade assignments you can either download them or grade them directly in BB (inline grading). If you choose to download the assignment, you can insert the score into the associated column in the Grade Center. For inline grading, you have to select the assignment you want to grade (e.g. under *Needs grading*), and BB will upload the document in their integrated software CrocoDoc. Here you have various possibilities for evaluation, e.g. give comments and corrections. You can insert the total score, give more elaborate comments or attach documents in the blue box on the right. Click on *Submit* to submit the grading. If you attached a rubrics to assignment, you can find the rubrics also in the blue box on the right.

Download

In order to download content from the Grade Center, you need to click on *Work Offline* and *Download*. You can download either the current view, the full Grade Center a selected column or only user information.

