

وكالة العمادة للشؤون الفنية



Assessing Learners

Agenda

- Create and managing tests .
- Grade Center.
 - Full Grade Center.
 - Needs Grading .
- Evaluation
 - Retention center

Creating and Managing Test and Surveys

The Test Lifecycle



Building Tests

Tests are created using the Tests tool.



Tests are sets of questions that are graded to measure student performance. Once a test is created here, that some question types are not automatically graded.

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate st

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing question

1. On the Control Panel, under Course Tools, click Tests, Surveys, and Pools.

2. On the Tests, Surveys, and Pools page, click Tests.

Building a Test

- **1**. Click **Build Test**.
- 2. Enter a Name, Description, and Instructions.
- 3. Click Submit.

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Test	is
Build Test	Test Information
0	* Indicates a required field. 1 Test Information
	* Name Oceanography Midterm 2
	Normal Image: Sew Roman B I Image: Abc \mathbf{x}_2 x
	This test contains 50 multiple choice questions and three essay questions. You have one hour to complete the test and may only take it one time. Total points: 80.
	Path: body Save as Reusable Object
	Instructions
	Normal 3 Times New Roman B I II abe x_2 x^2 \equiv $=$ =
	You have one hour to complete the test. You can revisit any question as time permits. Ensure you click Save if you change an answer.

Building a Test: Test Canvas



Specifying Creation Settings

Test Canvas: Test 💿

Create Question V

The Test Canvas allows you to add and edit questions, add question sets or random blocks, reorder questions, and review the test. More Help

Upload Questions

1. Click Question Settings

- 2. Select Options
 - Feedback

Reuse Question V

- Images, Files, Links
- Scoring
- Display
- 3. Click Submit

1. Feedback

Provide feedback for individual answers.

2. Images, Files, and Web Links

Add images, files, and web links to individual feedback.

3. Question Metadata

Add categories, topics, levels of difficulty, keywords and instructor notes to questions.

Question Setting

4. Scoring

Specify default points when creating questions. Default point value 10
 Use the currently assigned points when finding and adding questions

- O Use default points when finding and adding questions.
- Specify partial credit options for answers.
- Specify negative points options for answers.
- Provide option to assign questions as extra credit.

Display

- Specify random ordering of answers.
- Specify the horizontal or vertical display of answers.
- Specify numbering options for answers.

Building a Test: Adding Questions

 Blackboard offers a variety of question types that can be added to tests, surveys and pools (question banks).

Test Canvas
Create Question 🗧 R
> Calculated Formula
> Calculated Numeric
> Either/Or
> Essay
> File Response
 Fill in Multiple Blanks
> Fill in the Blank
> Hot Spot
> Jumbled Sentence
> Matching
> Multiple Answer
> Multiple Choice
> Opinion Scale/Likert
> Ordering
> Quiz Bowl
> Short Answer
> True/False

Question Types

Standard Question Types

- True/False
- Multiple Choice
- Multiple Answer
- Ordering
- Matching
- Fill in the Blank
- Essay

Advanced Question Types

- Calculated Formula
- Calculated Numeric
- Either/Or
- File Response
- Fill in Multiple Blanks
- Hotspot
- Jumbled Sentence
- Opinion Scale/Likert
- Quiz Bowl
- Short Answer
- Reusable Questions

Examples :

• <u>True-False</u>.

Create/Edit True/False Question A True/False question displays two answer options: true and false. There is no partial credit options for True/False questions. <u>More Help</u>	
★ Indicates a required field.	Cancel Submit and Create Another Submit
1. Question Question Title ★ Question Text T T T T Paragraph < Arial 3 (12pt) IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	⊋ i 23
Riyadh is the capital City of KSA : Path: p	Words:7 //

2. Options

Answer Orientation Vertical -

3. Answers

Answer	True
	False

4. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

T T T T Paragraph - Arial - 3(12pt) - \vdots T T P - \clubsuit	🖓 i 🖾 🛠
& D D Q ♥ ♥ ≡ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ	
① ∫ _x ◆ Mashups ▼ ¶	
Correct , Riyadh is the capital city of KSA .	
Path: p	Words:8

TTT	F Par	agraph	•	Arial	+	3 (12pt)		- :E	-	Ξ	- 3		ø	- 🖉
% D û	Q 10	○ Ξ	≣	≣≣		1	\mathbf{T}^{x} \mathbf{T}_{x}	2	25	۲	¶-	-	-		* 🗳
🥑 f _x 🔹 м	ashups	91 6	C	3 J	⊞			1	-	田	I	围		н	ITML ESS
Wrong ansv	/er !														
Wrong ansv	/er !														
Wrong ansv	/er !														
Wrong ansv	ver !														
Wrong ansv	ver !														



Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. More Help

₭ Indicates a required field.	Cancel Submit and Create Another Submit
1. Question Question Title ★ Question Text T T T T Paragraph < Arial	
What is the capital city of KSA ? Path: p	Words:7 //

2. Options

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering	Lowercase Letters (a, b, c)
Answer Orientation	Vertical -
Allow Partial Credit	
Show Answers in Random Order	

3. Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

	Answer a.		-
	T T T T P aragraph \sim Arial \sim 3 (12pt) \sim $\vdots \equiv \sim$ $\vdots = \sim$ T \sim \checkmark		
	<u>×</u> □ □ q ∞ ∞ ≡ ≡ ≡ ≡ ≡ T ^x T _x ∂ ζ→ • ¶ ¶• − − _ " ♥ •		
	\bigcirc f_x \checkmark Mashups \checkmark \P \checkmark \textcircled{e} \textcircled{o} \textcircled{a} \textcircled{H} \rule{H} \textcircled{H} \rule{H} \rule		
	Dammam		
	Path: p	Words:1	1.
0	Answer D.		Re
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0	IS WIT D. T T T Paragraph Arial \rightarrow 3 (12pt) \checkmark \equiv \checkmark T \checkmark	i 35 余 Words:1 ,∉	. FCE
0	Aniswer C. T T T T Paragraph Arial 3 (12pt) 7 $=$ </td <td>i 25 ↔ Words:1 _/ i 25 ↔</td> <td>R</td>	i 25 ↔ Words:1 _/ i 25 ↔	R

Description	
Instructions	
Total Questions 2	
Total Points 4	

	Select. <u>All</u>	None Select by	Type: - Questic	on Type - 👻
~~>	Delete	Points 2	Update	lide Question Details

1. True/False: Riyadh is the capital city of KSA :

Question	Riyadh is the capital city of KSA :						
Answer	😋 True						
	False						

Points: 2

Points: 2

\blacksquare 2. Multiple Choice: What is the capital city of KSA ?

Question	What is the capital city of KSA ?
Answer	a. Dammam
	_{b.} Jeddah
	🔮 _{c.} Riyadh
Correct Feedback	Excellent ! The capital city of KSA is Riyadh .
Incorrect Feedback	Wrong answer ! The capital city of KSA is Riyadh .

Ordering Test Questions

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Create Que Header S Name Chap Description Instruction	st Canvas estion Reuse Question Upload Questions Creation Settings estimation Test n This test is worth 50 points and you will have one attempt.
	Multiple Choice: Which ocean basin is a remnant of the 😒 10 points
	Question Which ocean basin is a remnant of the universal ocean Panthalassa? Answer a. Arctic b. Atlantic c. Indian ✓ d. Pacific Correct Correct Correct! The Pacific Ocean is closing up by subduction on all sides and is a remnant of the universal ocean Panthalassa. Incorrect Incorrect. The Pacific Ocean is closing up by subduction on all sides and is a remnant of the universal ocean Panthalassa.
ţ	Multiple Choice: Which sea is a remnant of a larger 😵 10 points
	Question Which sea is a remnant of a larger ocean that has closed up? Answer a. Baltic Sea b. Bering Sea c. Black Sea d. English Channel e. Red Sea

Your Turn: Create a Test

- Create a short test with Two Questions (Fill in the Blank & Matching)
- 2. Enter Points values .

Deployment and Grading Options

Adding Tests to Content Areas

- 1. Access a Content Area.
- 2. From the Assessments menu, select Test.
- Select a test from the Add Test box.
- 4. Click Submit.

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Hint: If you don't find Test under Assessments tab in the action bar, You can show it by following the steps :

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	COURSE MANAGEMENT									
•	Control Panel									
►	Content Collection	>							Cance	Submit
►	Course Tools		Tool ~	Availabla		ficible to Cueste		Vicible to Obcasione	Available in Contact Area	
•	Evaluation	>	Survey	Available	0	ISIDIE IO GUESIS	0		Available in Content Area	
►	Grade Center	>	Syllabus		0		0	\Diamond		
►	Users and Groups		System Admin Support Tools				0	$^{\circ}$		0
-	Customization		Tasks		V		0			0
	Customization	>	Test		0		\Diamond	\otimes	(
	Guest and Observer Access		Tools Area		V				-	0
	Properties Quick Setup Guide		Tools Area		0		0	0		
	Tool Availability		Video		0		0	0		

Setting Test Options

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	Test Opti	ons						
★ In	dicates a required f	field.	Cancel	Submit				
1	Test Informa	tion						
*	Name	Oceanography Midterm						
	Choose Color of Name	Black						
	Description							
	▲ Normal <u> </u>							
	This test contains 50 multiple choice questions and three essay questions. You hour to complete the test and may only take it one time. Total points: 80.							
	Path: body							
	Save as Reusa	ble Object						
	Open Test in New Window	😑 Yes 💿 No						
_								

Setting Test Options

- 1. Set Availability.
- Specify Attempts for majority of users .
- 3. Set Timer.
- Enable Auto-submit (if desired).
- **5. Restrict** Availability.

Make the Link Available	💮 Yes 💿 No
Add a New Announcement fo Test	or this 💿 Yes 💿 No
Multiple Attempts	
Allow Unlimit	ed Attempts
Number of At	tempts
Once started, this test must	be completed in one sitting.
Once started, this test must Set Timer Set expected completion tim 60 Minutes	be completed in one sitting. e. Selecting this option also records completion time for this 1
Once started, this test must Set Timer Set expected completion tim 60 Minutes Auto-Submit	be completed in one sitting. e. Selecting this option also records completion time for this 1
Once started, this test must Conce started, this test must Set Expected completion time 60 Minutes Auto-Submit OFF ON OFF The user is	be completed in one sitting. e. Selecting this option also records completion time for this 1
Once started, this test must Set Timer Set expected completion tim 60 Minutes Auto-Submit OFF ON OFF: The user is ON: Test will sau	be completed in one sitting. e. Selecting this option also records completion time for this given the option to continue after time expires. e and submit automatically when time expires.
Once started, this test must Set Timer Set expected completion tim 60 Minutes Auto-Submit OFF ON OFF: The user is ON: Test will sav	be completed in one sitting. e. Selecting this option also records completion time for this given the option to continue after time expires. we and submit automatically when time expires.
Once started, this test must ✓ Set Timer Set expected completion tim 60 Minutes Auto-Submit ○ OFF ◎ ON OFF: The user is ON: Test will sau ■ Display After 05/13/2013	be completed in one sitting. e. Selecting this option also records completion time for this given the option to continue after time expires. te and submit automatically when time expires.

Your Turn: Deploy Your Test

- 1. Ensure **Edit Mode** is **ON**, and access the Content Area where the test will be added.
- 2. On the Action Bar, from the **Assessment** contextual menu, select **Test**.
- 3. On the Add Test page, select a test from the Add Test box.
- 4. Click Submit.
- 5. Select relevant Test Options.
- 6. Check the student view.

Viewing and Grading Tests

1. On the Control Panel, click Grade Center – Full Grade Center.

	COURSE MANAGEMENT
Ŧ	Control Panel
Þ	Content Collection
Þ	Course Tools
Þ	Evaluation
T	Grade Center
	Needs Grading
	Full Grade Center
	Assignments
	Tests

Grade Center



- Full Grade Center .
- Needs Grading .

The Grade Center Interface

 The Grade Center is made up of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students.

Grade Center : Full Grade Center ©

In the screen reader view, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. More Help

Create Column	Create Calcula	ted Column 🗸	Manage 🗸	Reports 🗸	11111	111111	111111	Filt	er	Discover Content	Work Offline 🗸
→ Move To Top Grade Information Bar	Email 📚					Sort	Columns By: Layou	ut Position 📎		User Unavailable Column Not Visil Completed Needs Grading Override	e ble to Users
Last Name	First Name	V Last Access	🖉 Planet Paper	Blog Sample (C	Orientation Qui:	Monday Night N	Assignment 02	Practice Qui		Attempt in Progr	ess
🗐 DabneyDemo	DabneyDemo	May 10, 2013		6	0	94) 14	85.00	52		Grade Exempted	d for this User
🔲 User	Demo	May 14, 2013			6 9	10.00	85.00	0	θ	Error	
Selected Rows: 0	Email 🚿									Edit	Icon Legend

Viewing and Grading Tests

1. In Grade Center, locate the cell for the student's test containing a score or an exclamation mark. The exclamation mark appears when a test requires review (i.e. short answer questions).

Grade C Create Column	Center 🗵 Create Calculat	ed Column ≽	Manage ⊗ Rej	ports 💝	Work Offline ≫ Discover Content
Current View: Full Gr	rade Center 📎 Set	as Default Sor	t Columns By: Lay	rout Position \otimes	Order: Ascending
Grade Information Bar					
Move To Top	Email				Icon Legend
E Last Name	First Name 🛛 🗵	Chapter 1 Tes 🗵	Oceans in the 🗵	Chapter 2 Tes	🗵 Chapter 3 Tes 🗵
🔲 Akbar	Mina	-	25.00	-	
🖯 Brown	Tony	50.00	-	32.50	2
😑 Casper	Chris	40.00	20.00	15.00	

Viewing and Grading Tests

- 2. Move the mouse pointer over the cell to see the Action Link.
- 3. Click the Action Link to access the contextual menu.
- 4. Select View Grade Details.



View Grade Details

- Exempt
- Manual Override.
- Attempts (Clear Grade Ignore)

Viewing & Grading Tests

5. On the Grade Details page, Select View Attempts.

Grade Details							
							Jum
User Manuals_update Students (s.update) < > Column Assign	ment 1 (Assi	gnment) < >				
Current Grade: Attempts Manual Override	Needs Grading () out of 10 point: Grade based on Last Graded Attempt Due: None Calculated Grade View Attempts Column Details Grade History	s Exempt					
					De	elete Last Attempt	Go
Jun 15, 2014 10:32:06 AM	Jun 15, 2014 10:32:06 AM (Needs Grading)	Value	Feedback to User	Grading Notes	Grade Attempt Clear Atten	mpt Ignore Attempt Edit G	rade
This user has submitted the maximum num Alternatively, you can mark an existing atte	iber of attempts allowed for this assignment. You m mpt as Ignored (Ignored Attempts are not counted	ay allow this stud- against the maxin	ent to submit an additional attempt. num number of attempts).	Allow Additional Attempt			

Viewing & Grading Tests

6. On the Grade Test page, review the student's answers, grade any questions that require manual grading, and enter Feedback, if desired. 7. Click Submit. You are returned to the Grade

Details page.

Grad	de Test Chapter 3 Test
Name	Chapter 3 Test
User	Chris Casper
Status	Needs Grading
Score	0 out of 50 points
Instructions	You will have 30 minutes to finish this test and you may only take it once.
	It is worth 50 points.
Clear Attempt	Click Clear Attempt to clear this user's attempt.
Comments	Edit Feedback Cancel Submit
Questi	ion 1: Multiple Choice 10 out of 10 points
Wha	at are beaches generally composed of?
Giv	ven Answer: 🗾 Sand
Co	nrrect Answer: 🛃 Sand
Questi	ion 2: Multiple Choice 10 out of 10 points
Wha	at is the last remnant of an eroded headland called?
Giv	ven Answer: 🗾 Sea stack
Co	irrect Answer: 🔽 Sea stack
Question 3:	: Essay 30 out of 30 points
Explain w	hat a tombolo is and where you might find one.
Given Answer:	A tombolo is a deposition landform such as a spit or bar which is attached to the mainland a narrow piece of land. They usually form because the island causes wave refraction, depositing sand and shingle moved by longshore drift in each direction around the island where the waves meet.
	The offshore hill, or stack, bends the incoming waves around it so that their energy sweep sand onto the tombolo from both sides. Once the stack erodes down to the waterline, the tombolo will disappear. Stacks don't last long, and that's why tombolos are uncommon.
	Famous tombolos are found in Chesil Beach, England and Howth Head, Ireland.
Correct Answer:	✓ A tombolo is a ridge of sand that connects an island to the mainland. We have viewed th satellite image of the Chesil Beach in Dorset, England, showing how narrow that strip of la is.
Feedback:	Ap Lei Pai in Hong Kong's waters Stockton Island in Wisconsin
	Normal <u>J</u> J Times New Roman <u>J</u> B I <u>U</u> abe x ₂ x ² ≣ ≡ ≡ ∰
	You have demonstrated you understand this ocean term. Well done.

Viewing SafeAssignments :

- On the Control Panel, expand the Course Tools section and click SafeAssign.
- Click SafeAssign Items. A list of submitted papers appears.



Grading SafeAssignments :

- Locate the cell for a student's submitted SafeAssignment.
- Access the cell's contextual menu and select Attempt.

→ Move To Top Email ≤ Sort Columns By: Layout Positi Grade Information Bar ■ Last Name First Name Assign: Photo Assign: Celest Planet	ion 😸
Last Name First Name Assign: Photo Assign: Celest Planet P	
	aper
🗆 Brown Tony 😡 🚱	
Casper Chris 🕒	
Cooper Ashby	

View the submitted
 SafeAssignment
 and determine if
 any matching
 phrases are
 properly cited.

	odify G	rade								
								Ca	incel	Submit
1.	Assignme	nt Info	rmation	n						
	Name		Summari	ze a The	eory (Si	afeAssignme	nt)			
	Description		Summari doing a s major hig seconds.	ze one o script for ghlightsif not,	of the r r a one . Read you ne	major theorie -minute You your summa: ed to be mor	s presented Tube video, y aloud to s e brief! Goo	in your textbook. In so you have time to ee if you can compl od Luck!	nagine tř include ete it in f	at you are only the 50
2.	Student's	Work			ļ					
	Student ID	Name	3	Fext	File	Matching	SA Report	Submitted		
		Beth Peterse	on		*	0%	5	Thu, Dec 26, 201 02:10 PM	3,	Clear Attempt
3.	Modify Gr Points Possib Grade	ade le	50.0	D						
4.	Feedback	to Stud	dent							
1.	Feedback Comments	to Stud	dent							
1.	Feedback Comments T T T	to Stud	agraph -	Arial		- 3 (12pt)	• ≣ •	∃ · T · Ø ·	0	1 2 *
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4.	Feedback Comments T T T & D D g f _x T Path: p	T Pan Q © C	agraph - n ≣ I © \$ I	Arial	1 1	- 3 (12pt)	•≡• 2244	E • T • ₽ • ♥	e 5	¥ i X ≈



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Hardware and software work together in digital devices and systems to provide computerized functionality.

Hardware includes the physical components, such as the motherboard, chips, memory, and hard drives, while software includes the programs. Though both are most often associated with computers, software also runs on other hardware, such as cellular phones, personal digital assistants (PDAs), Global Positioning Satellite (GPS) units, medical equipment, and air traffic control systems. Modern cash registers are also computerized with software to better organize sales-related issues like inventory, tax, and coupon discounts. Hardware and software are constantly improving in a kind of leapfrog fashion.

The former is most often the bottleneck when it comes to data transfer speeds, or how fast a program can work. Therefore, as hardware improves, it becomes capable of running more robust programs. Old hardware from just ten years ago may not run current software, as the programs might be designed to take advantage of hardware in ways that older pieces of equipment cannot support.



SEU2014 - SEU TRAINING COURSE

SafeAssignment 1 Manuals_update Students on Thu, Jun 19 2014, 10:46 AM

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Submission ID: 55171423

100%

Comments

Q1.docx

Word Count: 164 Attachment ID: 75617496

Hardware is the actual components that your computer is made of: ram, rom, motherboard, modern, wireless chip etc. Software is any program that you load onto a computer: the operating system (Windows, Linux) games or applications.

Citations (1/1)

Select Sources & Resubmit
 http://www.wisegeek.com/...

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Managing the Grade Center

Hiding and Showing Students / Rows

 You can hide columns and rows to focus on specific data. When you hide information, the data is retained.

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Students	Manuals_update s	s.update			
Selected Rows: 1		X			
Move To Top	Hide Other Rows				
	View User Statistics				
	Browse Adaptive Release Status				
	Email User				
	Hide Row				





Organizing the Grade Center

 Access the Column Organization page by clicking Manage on the Action Bar to access the drop-down list.



Your Turn: Organize the Grade Center

- **1.** Enter your practice course in which you are the instructor
- 2. Organize your full grade center view to have the following columns frozen:
 - First Name
 - Last Name
 - Last Access
- **3.** Hide the following columns:
 - Availability
 - Student ID
 - Username
- **4.** Hide one of the students who've dropped the course .
- 5. Use the drag and drop capabilities to rearrange the columns.
- 6. Return to the Grade Center and note the changes.

Working Offline with Grade Center :

 Instructors can perform offline grading and import grades into the Grade Center. They can also upload grades from external sources such as an Excel spreadsheet.

Grade Center : Full Grade Center O

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help

Create Column	Create Calculated Column 🗸	Manage 🗸	Reports v		Filter	Work Offline 🗸
					Upload	
→ Move To Top	Email 💝			Sort Columns By: Layout Positio	Download	

Download Grades

Il or partial data can be dou ades can be changed and ad mment feature or the Manu	S unloaded from the Grade Center and saved to your computer or a Content Collect ided offline and later uploaded to the Grade Center. In addition, you can edit com ally Override tab on the Grade Details page. <u>More Help</u>	tion folder. Once downloaded, uments accessed through the Quick
		Cancel
Data		
Select Data to Download	Full Grade Center Selected Column Weighted Total Include Comments for this Column User Information Only	
2. Options		
Choose either the tab delimite to third-party applications th	ed (XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Exce at do not support Excel.	el. Select comma delimited for importing
Delimiter Type Include Hidden Information	Comma Tab Yes No Hidden information includes columns and usars that have been hidden from view	Download Grades
Delimiter Type Include Hidden Information	Comma Tab Yes No Hidden information includes columns and users that have been hidden from view.	Download Grades The data has been saved to a file. To download the file and work off line click Download to Open the file.
Delimiter Type Include Hidden Information 3. Save Location	Comma Tab Yes No Hidden information includes columns and users that have been hidden from view.	Download Grades The data has been saved to a file. To download the file and work off line click Download to Open the file. DOWNLOAD Opening gc_SEU2014_fullgc_2014-06-19-12-34-07.xls
Delimiter Type Include Hidden Information 3. Save Location Select where to save the file. Download Location	Comma Tab Yes No Hidden Information Includes columns and users that have been hidden from view. My Computer Content Collection Browse	Download Grades The data has been saved to a file. To download the file and work off line click Download to Open the file. DOWNLOAD Opening gc_SEU2014_fullgc_2014-06-19-12-34-07.xls You have chosen to open: @ gc_SEU2014_fullgc_2014-06-19-12-34-07.xls which is: Microsoft Excel 97-2003 Worksheet from: https://ms.seu.edu.sa
Delimiter Type Include Hidden Information 3. Save Location Select where to save the file. Download Location	Comma Tab Yes No Hidden information includes columns and users that have been hidden from view. My Computer Content Collection Browse	Download Grades The data has been saved to a file. To download the file and work off line click Download to Open the file. DOWNLOAD Opening gc_SEU2014_fullgc_2014-06-19-12-34-07.xls You have chosen to open: Gg_gc_SEU2014_fullgc_2014-06-19-12-34-07.xls which is: Microsoft Excel 97-2003 Worksheet from: https://Ims.seu.edu.sa What should Firefox do with this file?
Delimiter Type Include Hidden Information 3. Save Location Select where to save the file. Download Location 4. Submit Click Submit to proceed. Click	Comma Tab Tab Tab Tidden information includes columns and users that have been hidden from view. My Computer Content Collection Browse	Download Grades The data has been saved to a file. To download the file and work off line click Download to Open the file. DOWNLOAD Opening gc_SEU2014_fullgc_2014-06-19-12-34-07.xls You have chosen to open: gc_SEU2014_fullgc_2014-06-19-12-34-07.xls which is: Microsoft Excel 97-2003 Worksheet from: https://lms.seu.edu.sa What should Firefox do with this file? Qpen with Microsoft Excel (default) Save File
Delimiter Type Include Hidden Information 3. Save Location Select where to save the file. Download Location 4. Submit Click Submit to proceed. Click	Comma Tab Yes No Hidden information includes columns and users that have been hidden from view. My Computer Content Collection Browse K Cancel for an back	Download Grades The data has been saved to a file. To download the file and work off line click Download to Open the file. DOWNLOAD Opening gc_SEU2014_fullgc_2014-06-19-12-34-07.xls Vou have chosen to open: gc_SEU2014_fullgc_2014-06-19-12-34-07.xls which is: Microsoft Excel 97-2003 Worksheet from: https://lms.seu.edu.sa What should Firefox do with this file? Qpen with Microsoft Excel (default) Save File Do this gutomatically for files like this from now on.
Delimiter Type Include Hidden Information 3. Save Location Select where to save the file. Download Location 4. Submit Click Submit to proceed Click	Comma Tab Yes No Hidden information includes columns and users that have been hidden from view. My Computer Content Collection Browse Cancel to go back	Download Grades The data has been saved to a file. To download the file and work off line click Download to Open the file. DOWNLOAD Opening gc_SEU2014_fullgc_2014-06-19-12-34-07.xls Vou have chosen to open: gc_SEU2014_fullgc_2014-06-19-12-34-07.xls which is: Microsoft Excel 97-2003 Worksheet from: https://Ims.seu.edu.sa What should Firefox do with this file? @

Upload Grades

Upload Grades To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column. Submit Cancel 1. Choose File When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly. 8 * Attach File Browse Content Collection Browse My Computer Organize • Delimiter Type ● Auto ○ Comma ○ Tab Y Favorites E Desktop Downloads 2. Submit Recent places 词 Libraries Click Submit to proceed. Click Cancel to go back. Documents A Music 🔒 New Library Cancel Pictures Videos Computer SDisk (C:)



Reporting Grades

- You can create printable reports to help you monitor student progress. With these reports, you can view the status of one or more students on any or all items.
- After saving your report, you can share it with students and their observers by using the Email feature in the Grade Center.



Print Report

Grade Center Reports can be printed using the browser's Print button. More ${\it Help}$

Student Report for Manuals_update Students	SEU Home SEU Training Course(SEU2014) June 15, 2014
Grade Information	
Item	Grade
Weighted Total	•
Total	85.00
Assignment 1	10.00
Test-NQ	30.00
Test-T	45.00
Signature:	

Course Evaluation & Monitoring Options

Course Activity Overview Report

- The Course Activity
 Overview report
 displays overall activity
 within a single course,
 sorted by student and
 date.
- Instructor reports are limited to their courses and the students enrolled in those courses.



Retention center

• Monitor students in your course who are at risk.





Retention center

Retention Center

The Retention Center provides an easy way for you to discover which students in your course are at risk. You can communicate with struggling students and help them take immediate action for improvement. You can also keep track of patterns over time. More Help

Students currently at risk

Students you are monitoring

				73	seu104
				View students not at risk	Last Access
STUDENT	MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT	Activity
seu104 seu104	0	0	•	•	Grade Missed Deadli
seu105 seu105	0	0	•	•	
seu106 seu106	Ð	0	•	•	Other inform monitoring
107 107					

seu104 seu104 ***** AT RISK Monitor Notify 🛛 **Risk Factors** MISSED DEADLINES None

\Rightarrow 4 seu104 Never No Activity in Course No Grade in Course lines 0 nation you are



Customize

Questions?

Resources

On Demand Learning Resources

Instructors & Students:

- Video Tutorials
- Client Shared Documents

http://ondemand.blackboard.com/



Blackboard Help

Instructors, Students and Admin:

- New Release Info
- Supported Browser Information
- Help Manual: Key Topics, Search, All Bb Learn Topic and Details



https://help.blackboard.com/

Ask Dr. C

 Ask Dr. C is a free question-and-answer service moderated by a dedicated, international group of your peers, fellow Blackboard clients.

http://discussions.blackboard.com Blackboard Sign in at Jain ASK THE 9 **Blackboard Learn** Blackboard Collabor Who Are The MVPs? Educators and Designers . Educators and Designers Ask The MVPs is a free question System Ad istrators (IT Pro System Administrators (IT Pros. nd-answer service moderated by a Student Students doated, international group of you ers, fellow Blacktoard clients. Meet the MVPs System Administrators (IT Pros Recent Ask the MVPs Posts' Educators and Designers **Dovnipating Grades into Excel issue** How to cascade date settings? Anonymous for students, not for the What's Going On? Find out what people are saying ... instructor Customize too frame Determining Activity in Discussion Board 11 Jun 2014 Cannot view grade center (3) Michael Zimmerman replied to Downloading Orades into Excel issue in Educators and Designers Badoe Image Quality Deprades on Upload To Moolia Backpack 10 Jun 2014 Backboard Collaborate the Melisse olon posted Downloading Grades into Excel issue to Educators and Designers. Qn/off tab Alishael Zimmerman replied to How to cascade data settings? In Educators and Designers Crossdoo, LibreOffice, OpenOffice to Ryan Peterson posted Anonymous for students, not for the instructor to Educators and Designers. Add Batch users to a node 05 Kristine Putnam replied to Customize top frame in System Administrators (IT Proc What is the largest audio file I can upload UD Shannon Augustine replied to Customize too frame in System Administrators (IT Pros) onto oradebook C Lany Lambert replied to Determining Activity in Discussion Board in Educators and Designer Viewing videos on blackboard with Phone (D) Andrea MacArgel replied to Cannot view grade center in Educators and Designers. Report Total users access blackboard by 1 Los Palmer posted How to cascede date settings? to Educators and Designers amarphone_ (2) Mark Devent replied to Badge Image Quality Degrades on Upload To Mobilia Badgadk in Educators and How to retrieve a course into BB Ver al discussions San Price Tarra of Law

Search the Knowledge Base

A repository of articles with solutions to common problems <u>http://kb.blackboard.com</u>

• WikiKB

A repository of Knowledge Base articles with solutions to common problems.

Maintenance Center
 Current technical information about products including
 known issues, release documentation and supported server
 and client configurations.

Back to School

Resources and client best practices relating to routine system maintenance, upgrade planning and other aspects of preparing students and faculty for returning to school.



وكالة العمادة للشؤون الفنية



Thank you