

## **Blackboard for Everyone**

This session will provide a brief overview of how Blackboard is used at Montgomery College for supplementing face to face courses. Participants will learn about ELITE's Blackboard Training opportunities, and the differences between the various courses that are offered. There will be a demonstration of preparing a simple Blackboard site for on campus use with students. This demonstration will include posting a course syllabus, organizing a course site, uploading files to a Blackboard site, and creating links to external websites. Faculty will also learn about MC Specific policies and procedures for when sites become available to faculty and students.

### **At the end of the session participants should be able to:**

1. Explain ELITE's Blackboard Training opportunities
2. Describe proper techniques for organizing a Blackboard Course
3. Review the steps for uploading a course syllabus, files, and linking to websites in a Blackboard Course.
4. Review MC specific policies and procedures for when courses become available to faculty and students.

## 1. ELITE: Who we are, and what we do

ELITE stands for ELearning, Innovation, and Teaching Excellence. For more information about who we are, and what we do, visit our ELITE website at [www.montgomerycollege.edu/ELITE](http://www.montgomerycollege.edu/ELITE)

Instructional Designers are available to help faculty with their teaching, whether improving in classroom instruction or helping faculty integrate technology into their teaching. There are two ELITE instructional Designers available on each of the three campuses.





- Germantown
- Rockville
- Takoma Park

Each pair of instructional designers has a specific focus.

**There are Online Instructional Designers that focus on the use of technology in the classroom** (such as Blackboard), and there are Classroom Based Instructional Designers.

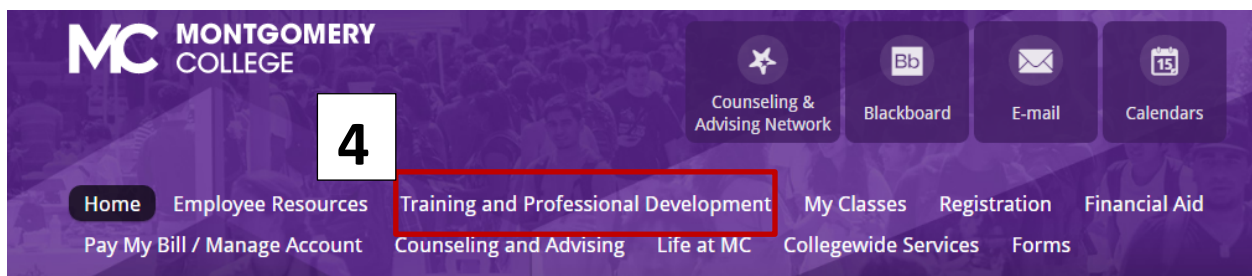
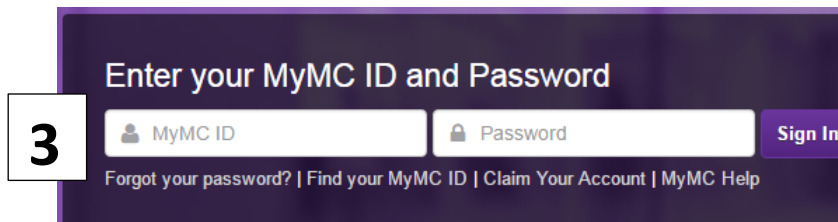
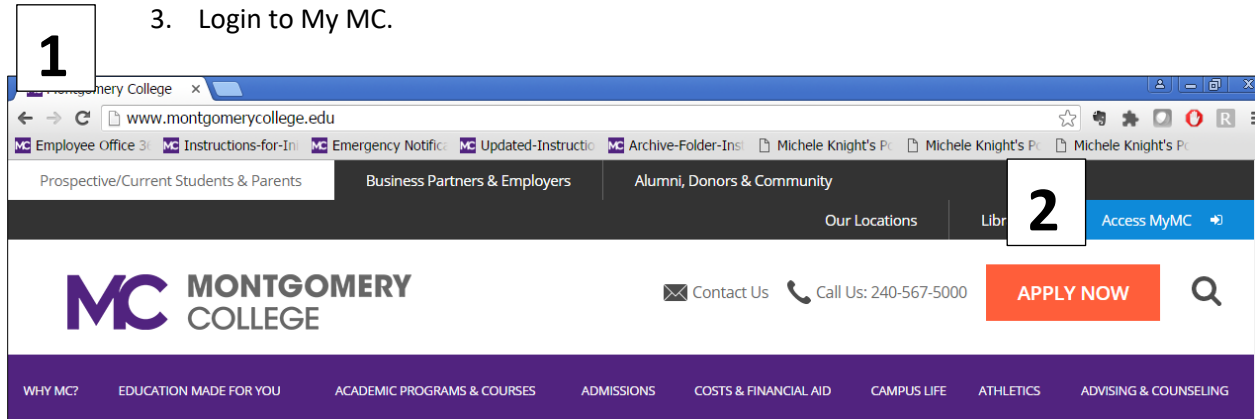
**Online Designers are pictured to the right.**

Face to Face instructional designers are concerned with helping you get the skills you need to be a more effective classroom teacher. See the ELITE Instructional Designers on your campus at:  
<https://www.montgomerycollege.edu/offices/elite/contact-us.html>

<b>Germantown</b> 	Tom Cantu Instructional Designer <b>Phone:</b> 240.567.6006 <b>Email:</b> <a href="mailto:Tom.Cantu@montgomerycollege.edu">Tom.Cantu@montgomerycollege.edu</a>
<b>Rockville</b> 	Michele Knight Instructional Designer <b>Phone:</b> 240.567.1733 <b>Email:</b> <a href="mailto:Michele.Knight@montgomerycollege.edu">Michele.Knight@montgomerycollege.edu</a>
<b>Takoma Park</b> 	Alison Yu Instructional Designer <b>Phone:</b> 240.567.1392 <b>Email:</b> <a href="mailto:alison.yu@montgomerycollege.edu">alison.yu@montgomerycollege.edu</a>
<b>Book Now</b> 	<b>Use the Book now button to access a calendar for personal Blackboard help and assistance.</b> <ul style="list-style-type: none"><li>• Hours are: Monday – Friday between 8:30 AM to 4 PM.</li><li>• Get help with tricky tech support issues.</li><li>• Ramp up and quickly learn to create tests, use the Grade Center, etc.</li></ul> <b>To book now, use the Book now button on the portal page. The url is:</b> <a href="https://facultybbsupport.youcanbook.me/">https://facultybbsupport.youcanbook.me/</a>

## 2. How to Sign up for Training on MC Learns

1. Using your Web Browser, go to: [www.montgomerycollege.edu](http://www.montgomerycollege.edu)
2. Click the Access MyMC Button in the upper right hand corner.
3. Login to My MC.



5. In the Center of the Training and Dev page, click the "MC Learns" link.



6. Click "Schedule of Classes & Events".



7. All ELITE offerings are listed under *Pedagogy & Instruction*.



\*If you have questions or problems with being able to access MCLearns, those questions should be directed first to your supervisor, and then to Human Resources.

**Please note that you will need to be able to sign up for training on MC Learns to be able to take any of the ELITE Trainings.**

### 3. Five Main Blackboard Trainings that ELITE Offers

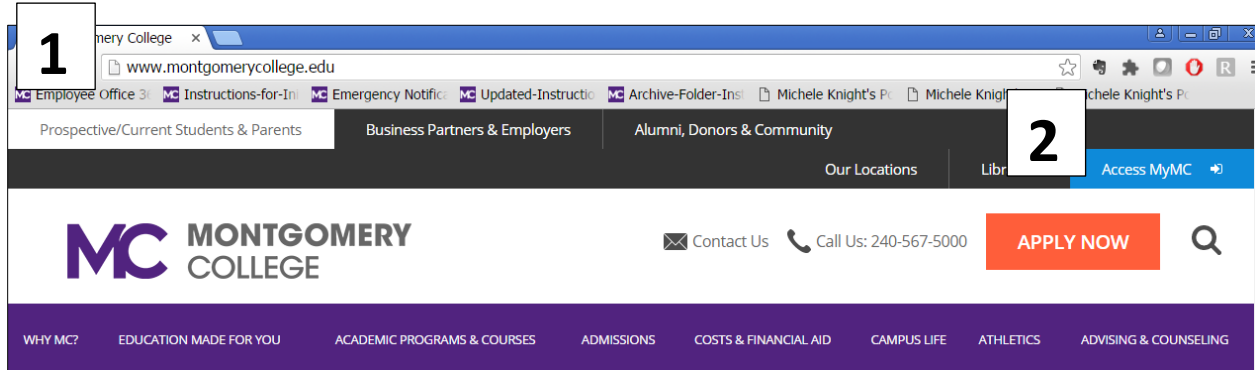
1. **Blackboard Essentials:** This is the prerequisite course for every Blackboard course that is offered for faculty taking Blackboard Training at Montgomery College. This course will teach you how to navigate Blackboard, how to organize a site, post files for your students, create links and announcements. You must complete this course before taking any of the other Blackboard courses.

*The courses below are optional. Feel free to take any or all of these courses as you are ready to expand what you are doing with your students in Blackboard.*

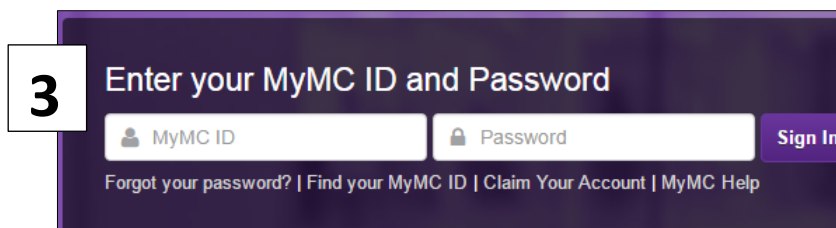
2. **Blackboard Assessments:** This course will teach you how to create online tests for your students that are automatically scored by Blackboard. Some instructors give their students weekly quizzes as a way of ensuring that they do weekly readings before they come to class.
3. **Blackboard Communication tools:** This course will teach you how to create and manage an Online Discussion board for your students. If you find that there are topics that you talked about in class that students want to explore further, you might set up discussions on these topics to further engage students.
4. **Blackboard Grade Center:** This course will teach you how to set up an Online Gradebook for your students that can be automatically updated throughout the semester as you enter grades. This can help keep students on track with their grades throughout the semester and allows them to monitor their own progress and improve performance as the semester progresses.
5. **Blackboard Text Editor:** Learn how to create pages in Blackboard with text, links, images and embedded videos. The text editor can be used to create more interactive lessons for your students. For example, you can embed a video on a webpage, include student learning outcomes and ask your students a few questions to guide their thinking as they watch the video.

## 4. How do faculty and students log onto Blackboard?

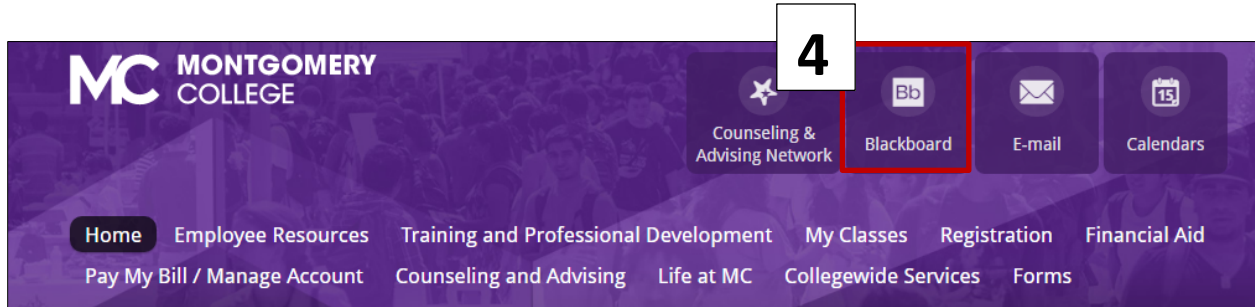
1. Using your Web Browser, go to: [www.montgomerycollege.edu](http://www.montgomerycollege.edu)
2. Click the Access MyMC Button in the upper right hand corner.



3. Login to My MC.



4. Click on the **Blackboard Icon** in the upper right hand corner of the course.



5. Blackboard will launch. If you have been enrolled in any training offered on Blackboard, or you have a for credit course offered on Blackboard, those courses will appear in the My Courses area at the right of the screen.
6. To enter one of your courses, click the link for the course.



## 5. When will I receive access to my Blackboard Courses?

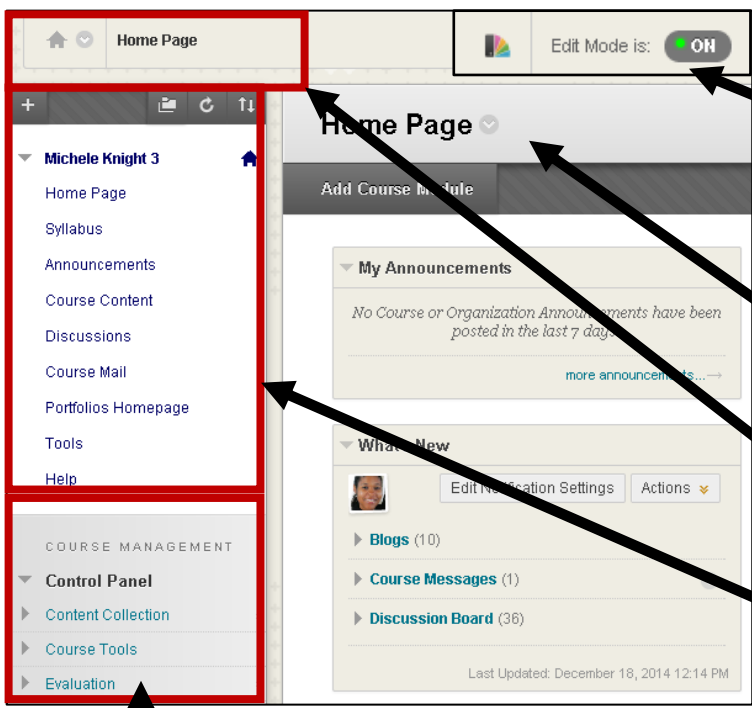
Faculty will automatically receive access to their Blackboard course sites, **approximately four weeks before the semester begins**. **Students will receive access to the Blackboard courses approximately seven calendar days before the semester begins.**

Prior to the semester beginning, you may see the word unavailable beside your course site when you log onto Blackboard. This means the course is not yet available to your students. However, the course is available for your use. About seven calendar days before the semester begins, the word unavailable should disappear from the course site. At that point, the course is available to your students.

## 6. How can I prepare a simple course site for my students?

### Tour a Course Homepage

When you first click the link to enter a Blackboard Course, you will see the Course Homepage.



The screenshot shows the Blackboard Course Homepage for 'Michele Knight 3'. The left-hand navigation menu is highlighted with a red box. The main content area shows 'Home Page', 'Add Course Module', 'My Announcements', and 'What's New'. The breadcrumb trail is visible at the top of the main content area. The course menu is located below the breadcrumb trail. The control panel is at the bottom of the left-hand navigation menu.

You will notice an *icon that looks like a switch on the upper right hand* corner of your screen called **Edit Mode ON**. You will be in Edit Mode On by Default, and *in that view, you can make changes to your course as an instructor*. **Edit Mode off** is used to Preview the course as a student.

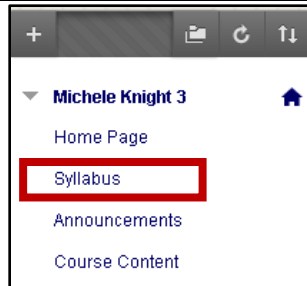
**1. Content Frame:** This displays the selected Tool or Content Area. By default, when you first enter your course, the Homepage for the course appears.

**2. Bread Crumb Trail:** The Breadcrumb Trail appears at the top of each page, and provides the path that you navigated to get to the current page.

**3. Course Menu:** You and your students can use the course menu to access course tools, as well as your Course Content. While you can add links to this menu, we encourage you to keep your course menu simple (like the illustration on the left).

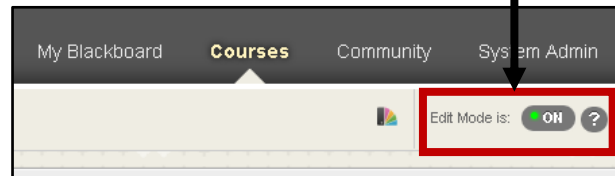
**4. Control Panel:** The central access point for course management functions. Use it to customize the course, access files, and the grade center.

## Post a Course Syllabus



**When you click the Syllabus Link** in your instructor course site, you will be presented with a blank syllabus page.

In the upper right hand corner, be sure that Edit Mode is set to ON, before proceeding to post your syllabus.



Follow the steps below to post a syllabus.

**3. Click Submit to save the syllabus**

\* Indicates a required field.

Cancel Delete Page **Submit**

**CONTENT**

Content

Please click the link above to find your syllabus

Path: p Words: 9

**1. Craft some text introducing your syllabus.**

**ATTACHMENTS**

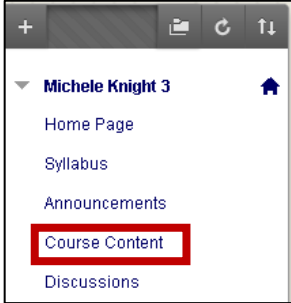

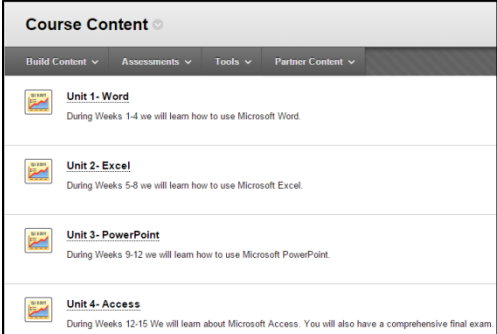


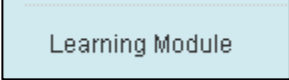


If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File **Browse My Computer** Browse Content Collection

**2. Attach a File to your Syllabus with the attach File button (browse your computer to find the file). Use any format your students have the software to open (PDF, Word, HTML, etc.)**

**Make sure you click submit before leaving the Syllabus page, or else your syllabus will not save!**

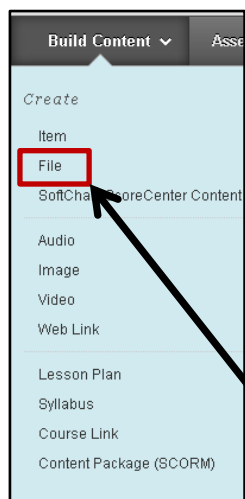
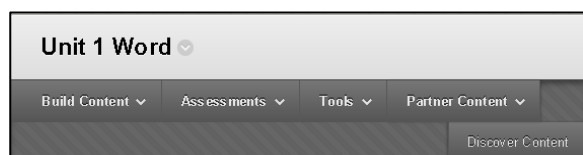


<h2>The Course Content Area</h2>	<h2>Create Learning Modules</h2>
<div data-bbox="186 304 475 604">  </div> <p data-bbox="500 331 800 520"><i>Clicking on the <b>Course Content</b> link will bring you to the main area of the course site where you will present course materials to students.</i></p> <p data-bbox="500 562 800 615">This area is blank when you first enter the Course Content Area.</p> <p data-bbox="186 688 349 982"><b>Blackboard will allow you to neatly organize course materials for your students by using Learning Modules to group handouts.</b></p> <p data-bbox="186 1014 738 1140">We recommend that you <b>use Learning Modules to organize the files that you will provide for your students</b>. See the sample from the Computer Applications course below.</p> <div data-bbox="378 720 760 945">  </div> <div data-bbox="191 1176 685 1507">  </div> <p data-bbox="186 1549 800 1675">In this example, <i>four Learning Modules have been created to organize the content that corresponds to each unit of the course, Word, Excel, PowerPoint, and Access.</i></p> <p data-bbox="186 1707 800 1795">This instructor can click the link for a Learning Module, and any handouts that they upload will be placed neatly within the Learning module.</p>	<p data-bbox="824 302 1445 357">Here are the steps for adding Learning Modules to the Course Content Area</p> <ol style="list-style-type: none"> <li data-bbox="873 394 1445 489">1. Be sure that you are in the <b>Course Content</b> area. <b>Note:</b> The words Course Content will appear at the top of the screen.</li> </ol> <div data-bbox="922 525 1307 751">  </div> <ol style="list-style-type: none"> <li data-bbox="873 783 1445 846">2. Move your Mouse over the <b>Build Content</b> Module Menu.</li> </ol> <div data-bbox="925 861 1182 940">  </div> <ol style="list-style-type: none"> <li data-bbox="873 982 1445 1045">3. Select <b>Learning Module</b> on the Menu that appears.</li> </ol> <div data-bbox="922 1050 1209 1129">  </div> <ol style="list-style-type: none"> <li data-bbox="873 1171 1445 1255">4. On the Create Learning Module Screen, <b>Type a name</b> for your Learning Module in the Name Field.</li> </ol> <div data-bbox="824 1266 1421 1396">  </div> <ol style="list-style-type: none"> <li data-bbox="873 1486 1445 1570">5. Click  at either the top, or the bottom of the page to create the Learning Module.</li> <li data-bbox="873 1581 1445 1675">6. The Learning Module will be created with the name that you typed for the Learning Module in Step #4.</li> </ol>

## Upload Files to a Learning Module

To upload files to a Learning Module, click the link to enter one of the Learning Modules you created. By clicking the link to enter the Learning Module, the files that you upload will be added within the Learning Module that you created, helping you organize handouts for your students.

After entering a weekly Learning Module, you will see a row of buttons at the top of the screen called an Action Bar.



The Action Bar contains four buttons, **Build Content**, **Assessments**, **Tools**, and **Partner Content**.

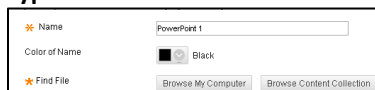
As you add new or existing content to your course, you will be most concerned with the Build Content menu.

The File option on this menu will allow you to Add Files to the Course.

1. Click the Link to enter the Learning Module where you want to add the file.
2. Move your Mouse over the Build Content | menu
3. On the menu that appears, Select File.
4. On the Create File screen that appears, click the Browse My Computer button to find your file to upload.



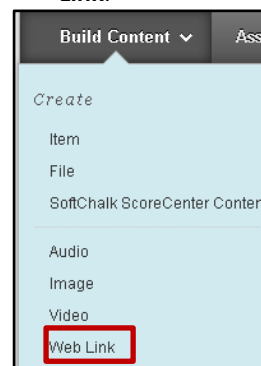
5. Type a Name for the File in the Name Field.



6. Click **Submit** to add your File to the Learning Module.

## Create Web Links

1. Click the link to enter the Learning Module where you want to add the Web Link.
2. On the Action Bar, Select Build Content | Web Link.



3. The Create Web Link Page appears.







4. Give your Web Link a Name in the Name field.
5. Paste or type the URL for the website you want to link to. Note, it must start with http://, for example <http://www.google.com>



6. Type a description if desired.
7. Click **Submit** to create your Web link.
8. Your Web Link is added to the Learning Module.

## 7. Who to Contact with Questions?

The ELITE instructional designers below provide support for faculty using Blackboard during regular MC business hours. There is also a book it now feature for faculty to schedule an appointment to receive customized support.

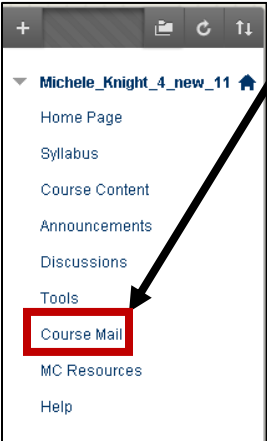
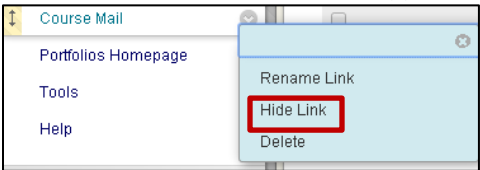
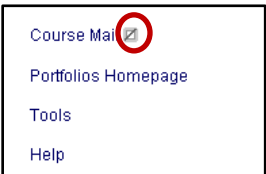
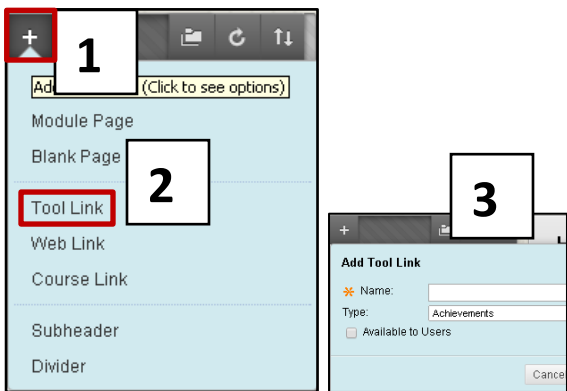
<b>Germantown</b> 	Tom Cantu Instructional Designer <b>Phone:</b> 240.567.6006 <b>Email:</b> <a href="mailto:Tom.Cantu@montgomerycollege.edu">Tom.Cantu@montgomerycollege.edu</a>
<b>Rockville</b> 	Michele Knight Instructional Designer <b>Phone:</b> 240.567.1733 <b>Email:</b> <a href="mailto:Michele.Knight@montgomerycollege.edu">Michele.Knight@montgomerycollege.edu</a>
<b>Takoma Park</b> 	Alison Yu Instructional Designer <b>Phone:</b> 240.567.1392 <b>Email:</b> <a href="mailto:alison.yu@montgomerycollege.edu">alison.yu@montgomerycollege.edu</a>
<b>Book Now</b> 	<b>Use the Book now button to access a calendar for personal Blackboard help and assistance.</b> <ul style="list-style-type: none"><li>• Hours are: Monday – Friday between 8:30 AM to 4 PM.</li><li>• Get help with tricky tech support issues.</li><li>• Ramp up and quickly learn to create tests, use the Grade Center, etc.</li></ul> <b>To book now, use the Book now button on the portal page. The url is:</b> <a href="https://facultybbsupport.youcanbook.me/">https://facultybbsupport.youcanbook.me/</a>

### Support for MC Students Using Blackboard / Support for Faculty after Regular Business Hours

Students needing support with Blackboard can call the Blackboard helpdesk at 240-567-7222. After calling the main switchboard, they should select the option for assistance with Blackboard.

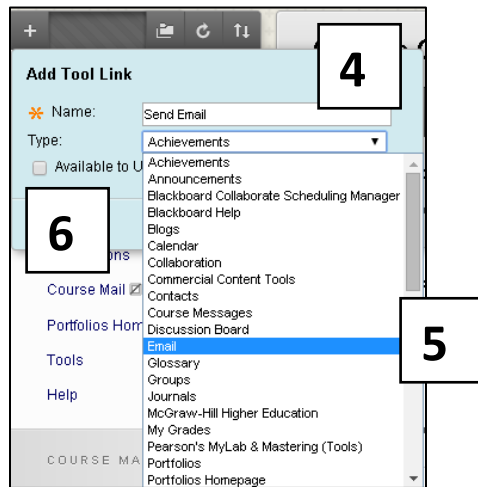
Faculty needing support with Blackboard after regular business hours can also call the 24 / 7 helpdesk at 240-567-7222.

## Bonus Material: For those who want to know about MC Mail & Grades

<p><b>1. <a href="#">Course Mail (Messages) (watch the video)</a></b></p> <p>The Course Mail, (or Course Messages) tool on the left hand Course Menu is a tool that allows you to send and receive messages directly within the Blackboard Course site.</p>  <p>If you are accessing the Tools menu, the Course Mail tool is named Course Messages.</p> <p><b><i>Blackboard Course Mail or Course Messages are contained within the Course site.</i></b></p> <p><b><i>When using Course Mail, students and faculty need to log onto Blackboard to check their mail messages.</i></b></p>	<p><b>2. <a href="#">Using the Send Email tool instead of the Course Mail Tool (watch the video)</a></b></p> <p>Blackboard Course Mail is contained within the course site.</p> <p>When using Course mail, students and faculty need to log onto Blackboard to check their mail messages. If you would prefer to have your messages come to your Montgomery College email account, Blackboard provides a Send Email tool for convenience.</p> <p><b><i>Note: To prevent confusion, instructors should use one method for emailing students, not both!</i></b></p>
<p><b>3. <a href="#">Hiding the default Course Mail (Course Messages tool) optional</a></b></p> <p><b><i>To hide the Default Course Mail tool and use Send Email Instead, you will first hide the Course Mail Tool.</i></b></p> <p><i>Next, you will add the send email tool to the left hand course menu.</i></p> <p><b><i>Hiding the Course Mail Tool</i></b></p> <ol style="list-style-type: none"> <li>Click the <b>Action link</b> (chevron) next to the <b>Course Mail</b>.</li> <li>Select <b>Hide Link</b> on the menu that appears.</li> </ol>  <ol style="list-style-type: none"> <li>Tools that are <b>hidden</b> will have an <b>icon</b> to the right that is a <b>box, with a line running diagonally</b> through the center. (See the image below)</li> </ol> 	<p><b>4a. <a href="#">Adding the Send Mail tool to the Course Menu</a></b></p> <p><b><i>Adding the Send Email Tool</i></b></p> <ol style="list-style-type: none"> <li><b>Move</b> your mouse over the <b>plus sign</b> in the upper left hand corner of the course menu.</li> <li>Click the <b>Tool Link</b> option on the menu that appears.</li> <li>The <b>Add Tool</b> link Menu appears.</li> </ol> 

#### 4b. Adding Send email tool to Course (continued)

4. In the **Name Field**, type the name of the link. *Send MC Email is the recommended name to use.*
5. Click the **drop down** next to type, and **select Email**.
6. Click the **checkbox** next to **Available to All Users** to make the link visible to students.
7. Click **Submit**.



You may now use Send MC Email to send mail messages to your student's Montgomery College email accounts.

**Note:** Faculty and students will need to use their Montgomery College email to check for any replies to messages sent using the Send email tool.



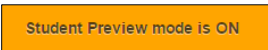

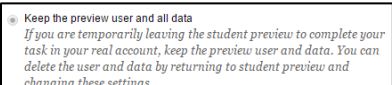
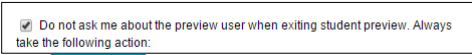


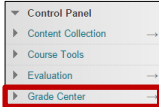
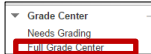
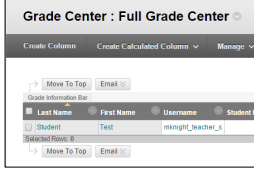
#### 5. Send MC email with Send Email Tool (watch the video)

##### Send Email

All Users  
All Groups  
All Library Users  
All Student Users  
All Instructor Users  
All Observer Users  
Select Users

College mail.

1. Click the **Send Email** Link.
2. On the **Send Email Page**, that appears click the link to **select** the group of **users** to send an email.
3. **Select** the appropriate **recipients**.
4. Fill in the **subject** and **message** fields as appropriate.
5. **Attach a file** in the attachments area **if desired**.
6. Click **Submit** to send your mail message via **Montgomery**

<div><h3>1. <a href="#">Enter Student Preview Mode and set preview settings to keep data (watch video)</a></h3><p>To effectively use the Blackboard Grade Center, you need to have access to a Test Student. A recent blackboard upgrade has added a <b>Student Preview Mode</b>. This feature works by automatically logging faculty into the course as a student.</p><p><b>To access Student Preview Mode:</b></p><ol style="list-style-type: none"><li>Click the Student preview icon located in the upper right hand corner of the screen. </li><li>Since Student Preview Mode logs you on as an actual student, you will be returned to the course homepage. </li><li>An orange bar across the top of the screen will indicate that you are in student preview mode. </li></ol><p>In order to set up your Grade Center, you will need to adjust the Student Preview Settings to save student preview data.</p><p><b>Adjust the settings to Save Preview User Data</b></p><ol style="list-style-type: none"><li>While in Student Preview Mode, click the settings button in the Upper Right hand corner of the screen. </li><li>On the Student Preview settings screen, select the option to <b>keep the preview User and all Data</b>. <i>This will create a Preview user in the Grade Center so that you can experiment with adding grades to a column and checking any scoring you develop in the Grade Center.</i> </li><li>Click the checkbox next to “Do not ask me about the preview user when exiting student preview.” </li><li>Click <b>Save</b> </li><li>Click the Exit Preview Button in the upper right hand corner of the screen to return to Instructor View. </li></ol><p>Now You will see a Preview User in the Grade Center when you visit the Grade Center in the next step.</p><p><b>Note:</b> You may delete this user from the Grade Center, and any submissions by editing the setting again and deleting the Preview user.</p></div>	<div><h3>2. <a href="#">Accessing the Grade Center (watch video)</a></h3><ol style="list-style-type: none"><li>In the Control Panel, Click the Grade Center Link. </li><li>Click the Full Grade Center Link. </li><li>The Grade Center is displayed. </li></ol><p><b>Note:</b> <i>Only you can see the Grade Center. Students will only be able to see a record of the grades that are released to them on the My Grades Page. You will receive instructions on linking to this page on the main menu of the course later in the handout.</i></p></div> <h3>3. <a href="#">Default Columns already in the Grade Center (watch the video)</a></h3> <p>The columns in the following list are default columns in the Grade Center. Any column can be hidden from view, except the Last Name column. The first four columns listed are automatically added by Banner when students are populated in the course.</p> <ul style="list-style-type: none"><li>• <b>Last Name</b></li><li>• <b>First Name</b></li><li>• <b>Username</b></li><li>• <b>Student ID</b></li><li>• <b>Last Access</b></li><li>• <b>Availability</b></li><li>• <b>Weighted Total</b> – The Weighted Total column is provided as a placeholder for instructors who want to create a calculated column that weighs the data in grade or category columns. We will look at this default column in more detail later.</li><li>• <b>Total</b> – By default, the Total column displays a running total of the items in all grade columns. You can edit the columns used by the Total column.</li></ul>
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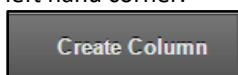
#### 4. [Adding Manual Columns to the Grade Center \(watch the video\)](#)

Since Blackboard automatically generates columns for items that you create in Blackboard, such as tests, discussions, and assignments, the only reason to add manual columns to the grade center is if you have student items to grade that you have created outside of Blackboard.

If you are supplementing, and you have paper tests for example, you can create a column manually to help students keep track of their score.

##### Creating a Grade Center column:

1. Enter the Grade Center
2. Click the Create Column Button in the upper left hand corner.



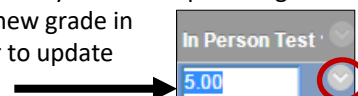
3. **Column Name:** Type a name for your column in the Column Name Field. All Grade Center Columns must be named.

Column Name

4. **It is recommended that you leave the Grade Center Name blank.** This feature would be used to create an alternate abbreviated name of the column, which can be confusing.
5. **Primary Display:** For Ease of Grade Calculation leave this set to Score.
6. **Secondary Display:** This is a secondary display that is visible only to you as the Course Instructor.
7. **Points Possible:** This is a mandatory field. You should type the highest possible score for students to receive for the column.
8. **Dates:** Dates on manual columns are not recommended, otherwise students will be marked as having submitted assignments late if you grade them after the due date.
9. **Options:**
  - Include this Column in Grade Center Calculations- **Yes**
  - Show this Column to Students- **Yes**
10. Click  to create the column.

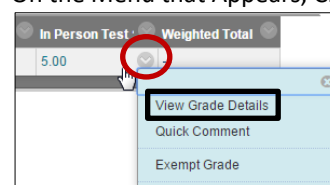
#### 5. [Editing Grades \(watch video\)](#)

To change a grade in blackboard, click the Grade Cell. When the cell becomes active, you can update the grade in the field, much like you would update a grade in Excel. Simply type a new grade in the field and click enter to update the grade.



**To Access Advanced Grading Features, such as Overwriting Grades, Click the Arrow (Action Link) to the Right of the Grade Column Field.**

On the Menu that Appears, Click **View Grade Details**.

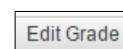


**On the Grade Details page, you can see the history of the Grade, and other Details about the Column.**

User: Test Student (mknight\_teacher\_s) | Column: In Person Test 1 (No)

<b>Current Grade:</b> 5.00 out of 5 points <b>Exempt</b>	
Grade based on Last Graded Attempt Due: None	
<b>Attempts</b>	<b>Manual Override</b>
Date Created	Date Submitted (or Saved)
Jun 19, 2015 3:14:06 PM	Jun 19, 2015 3:14:06 PM (Completed)
<b>Value</b>	<b>Feedback to</b>
5.00	

You can use the Edit Grade Button to Edit a Grade. This opens the Edit Grade Screen.



After clicking the Edit Grade Button, you can change the **Current Grade Value**.

Current Grade Value

You also have the option to give **feedback to the Learner** about the reason for a Grade Change. You can also create **Grading Notes**. **Note that Grading Notes are only for your record as the instructor.**

**Manual Grade Override is also available to you on the Grade Details Page.**



: is useful if you want to grade a group of student tests, on the "curve".

An orange triangle in the upper right hand corner of a grade cell  is a grade that was manually overwritten.

Finally **Grade History** will show you all changes to the Grade.



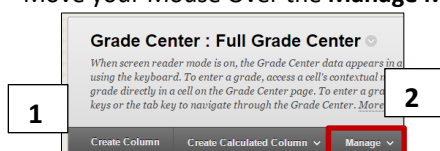
## 6. [Organize Grade Center Columns \(watch the video\)](#)

As Grade Center Columns are created through the Create Column button, or by deploying gradable items in Learning Modules, they are created in order that you create these items.

You may decide you want to change this order. You may want to organize your grade center columns by the order of the assignments in your course. Or, you may want to group different types of assignments, discussions, and tests.

### How to Organize Grade Center Columns:

1. Locate the Action Bar at the Top of the Grade Center:
2. Move your Mouse Over the **Manage Menu**.



3. On The Menu that appears select Column Organization.

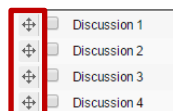


This opens the **Column Organization Page**

The **Column Organization** page provides an easy to scan, one page view of the columns in Grade Center. Each column is represented by a row, with the top row representing the leftmost column in the Grade Center.

Name	Grading Period	Category	Use Data	Date Created	Points Possible
Discussion 1	Not in a Grading Period	Test	None	Aug 21, 2012	5
Discussion 2	Not in a Grading Period	Discussion	None	None	10
Discussion 3	Not in a Grading Period	Discussion	None	None	10
Discussion 4	Not in a Grading Period	Discussion	None	None	10

You can use the **drag-and-drop** function to rearrange the order of Grade Center Columns.



You can Also Freeze and Unfreeze Columns. A **Frozen column remains fixed on the left while Grade Center columns scroll to the right.**

Name	Grading Period
Last Name (Frozen)	
First Name (Frozen)	
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.	
Username	
Student ID	
Availability	

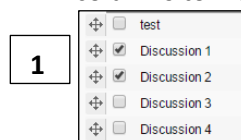
To Freeze Columns, drag them above the Frozen Column Line.

## 7. [Organize Grade Center Columns continued](#)

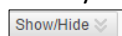
**To hide a Grade Center Column from your instructor view:**

**Note: Hiding a column from your view does not hide a column from the student view!**

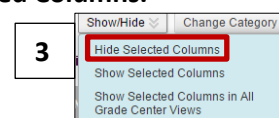
1. Click the checkboxes to the left of the columns to hide.



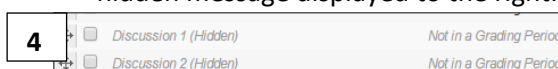
2. Move your Mouse over the Show/Hide button at the top or bottom of the screen.



3. On the Menu that appears, select **Hide Selected Columns**.



4. These Columns will be grayed out with a hidden message displayed to the right.



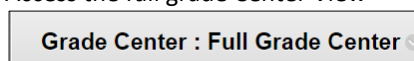
**Recommended Changes to the Grade Center Organization:**

- Hide the Username, Student ID, and Availability Column.

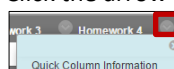
Click **Submit** to apply all the changes on this page your Grade Center organization.

**To hide a column from Student View:**

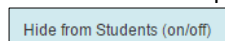
1. Access the full grade Center View



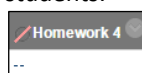
2. Click the arrow to the right of the column:



3. Click the **Hide from Students (on/off)** option on the menu that appears.



4. You will see a circle with a line running through it, indicating that the column is hidden from students.





## Blackboard Attendance

Blackboard Q4 2018 now has a feature much requested by faculty, the ability to take student attendance. *Clicking the add attendance button causes an attendance column to be automatically generated. While faculty can hide the attendance column in the Grade Center, it is generally best to avoid generating the column if you are not planning to use the attendance feature.* [If you have enabled the attendance column, follow these directions to hide the column](#)

Your students are automatically added to your live Blackboard Course (the course with the 5 digit CRN), 4 weeks before the semester begins. So, all you need to do is follow the directions in the following videos to begin grading your students

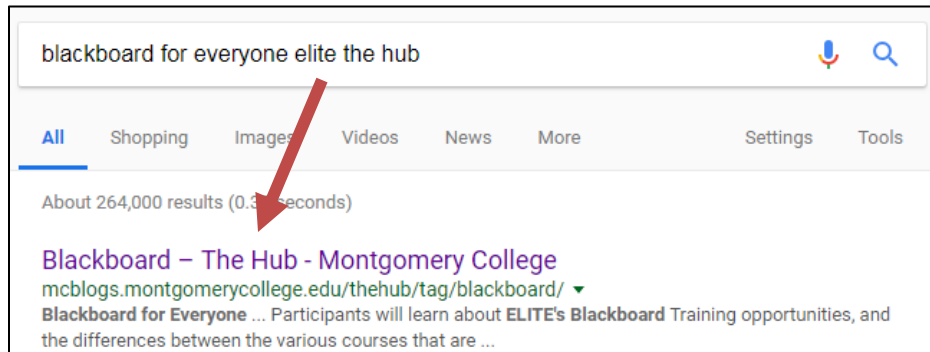
1. Accessing Attendance: [https://youtu.be/\\_8Cu3DxDHCg](https://youtu.be/_8Cu3DxDHCg)
2. Blackboard Error in Adjusting Attendance Percentage Settings:  
<https://youtu.be/60g32qxjrZA>
3. The Attendance Page: <https://youtu.be/d9bU0Ziv7yc>
4. Blackboard Attendance Overall Page: <https://youtu.be/dx9Jl6gljHg>
5. Download Excel Records of Attendance:  
<https://youtu.be/0v8AR5h4tiw>
6. Attendance in the Grade Center: <https://youtu.be/Jo7zIFSFH7E>
7. Hiding the Attendance Column: <https://youtu.be/k46NnseRtAQ>
8. Where do my Students See their Attendance Records?  
<https://youtu.be/KSI9Et2237s>


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<http://mcblogs.montgomerycollege.edu/thehub/2017/08/22/blackboard-for-everyone/>

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	<a href="https://bit.ly/Bb4Everyone">https://bit.ly/Bb4Everyone</a>