Webcampus Version 9.1: QuickStart Guide for Faculty
http://webcampus.fdu.edu/

Table of Contents for Webcampus Version 9.1: QuickStart Guide

Table of Contents

The contents of this manual have been adapted from material copyrighted by Blackboard. All modifications have been made by the Center for Teaching and Learning with Technology, Fairleigh Dickinson University.

Where you can find help:

For24 hours a day, 7 days a week technical support, call theFDU Helpdesk: 973 443-8822
      Email: FDU Technical Assistance Center (UTAC): **fdutac@fdu.edu**

If you need further training or assistance with Webcampus, please contact Wylie Haggerty or Paul Younghouse at the Center for Teaching and Learning with Technology. Subhojit Paul and Manish Wadhwa are available for assistance with creating course shells and guest accounts. Contact them through the CTLT office on the Metropolitan Campus. Instructional design consulting is available from Paul Younghouse.

Office Phone	**Metropolitan Campus 201-692-7061**
College at Florham	**Wylie Haggerty – wylieh@fdu.edu**
	Paul Younghouse – pcy@fdu.edu
Metropolitan	**Manish Wadhwa – manish@fdu.edu**
Campus	**Subhojit Paul – spaul@fdu.edu**

Video Tutorials:

Blackboard

Understanding & Building Your Course (The environment, building content) **http://ondemand.blackboard.com/understand.htm**

Communicating & Collaborating (Discussion board, Groups, Blogs, Wikis): **http://ondemand.blackboard.com/communicate.htm**

Assessing Learners (Grade Center, Tests, Surveys, Pools, Assignments): **http://ondemand.blackboard.com/assess.htm**

FDU

Video Tutorials page: http://ctlt.fdu.edu/videotutorials.html
Navigation in Webcampus: **http://ctlt.fdu.edu/navigationpanel**
Working with Content Areas: **http://ctlt.fdu.edu/contentarea**
Working with Blogs: **http://ctlt.fdu.edu/blogs**
Working with Groups: **http://ctlt.fdu.edu/groupset**

Additional resource:
Blackboard Wiki Database: http://kb.blackboard.com/dashboard.action

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Supported Browsers and Operating Systems

Blackboard™ Learn Release 9.1 As of 12 March 2015

Certified: fully tested and supported.
Compatible: partially tested but should function properly.
Provisional: future technologies considered supported by Blackboard Support.
Unsupported: either impossible or not tested.

Microsoft® Windows® Operating System

Windows O.S.	Internet Explorer 11	Internet Explorer 10	Internet Explorer 9	Firefox ESR	Firefox Final Release Channel	Google Chrome (Stable Channel)
Windows Vista (32 bit)	Unsupported by Microsoft	Unsupported by Microsoft	Certified	Compatible	Compatible	Compatible
Windows Vista (64 bit)	Unsupported by Microsoft	Unsupported by Microsoft	Compatible	Compatible	Compatible	Compatible
Windows 7 (32 bit)	Compatible	Compatible	Compatible	Compatible	Compatible	Compatible
Windows 7 (64 bit)	Certified	Certified	Compatible	Certified	Certified	Certified
Windows 8 (32 bit)	Compatible	Unsupported by Microsoft	Unsupported by Microsoft	Compatible	Compatible	Compatible
Windows 8 (64 bit)	Certified	Unsupported by Microsoft	Unsupported by Microsoft	Certified	Certified	Certified

Apple® Mac OS® Operating System

MAC O.S.	Safari 7	Safari 6	Firefox ESR	Firefox Final Release Channel	Google Chrome (Stable Channel)
OSX 10. 7	Unsupported by Apple	Compatible	Compatible	Compatible	Compatible
OSX 10.8	Unsupported by Apple	Certified	Certified	Certified	Certified
OSX 10.9	Certified	Unsupported by Apple	Certified	Certified	Certified

Software requirements:

Word Processing: MS Word 2007 (with XML-based file format) or higher preferred

Acrobat Reader (free download – **http://www.adobe.com/**)

https://get.adobe.com/reader/

RealPlayer (free download - **http://www.real.com/**)

Accessing Webcampus

1. Start your Web browser (MS Internet Explorer, FireFox or the Web browser of your choice).
2. In the URL location, type in the Webcampus address: http://webcampus.fdu.edu

Or use the Web Shortcut pull down menu on the FDU Home page (http://www.fdu.edu)
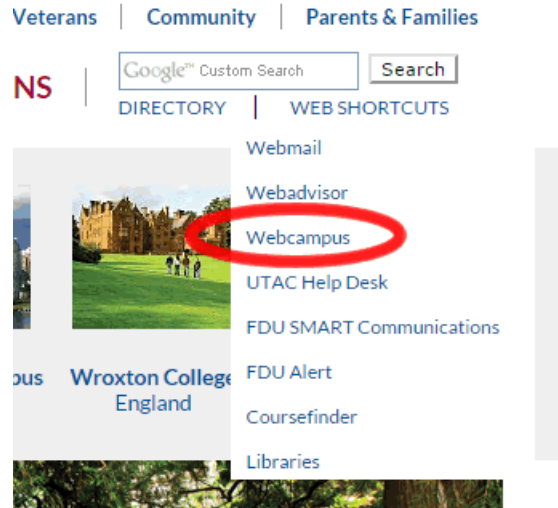
This should take you to the Webcampus Login page, where you should log in.

Webcampus Login

To Log in
Username is the same as your FDU Webmail email username.
> Example: Albert Einstein may have the Webmail address - albert_einstein@fdu.edu.
> His Webcampus username would be albert_einstein@fdu.edu
Password is your FDU Webmail email password

For Faculty/Staff members who are also students
Faculty/Staff members taking classes at FDU should use their Faculty/Staff username to log into Webcampus, not their student username.

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Webcampus Portal Page

Tabs along the top of the page let you view resources: My FDU, Courses, Community, and others. This guide will focus exclusively on using MyFDU resources.

To go to your course from the Webcampus portal page

In the My Courses module (by default, top item in right-most column), find the course you want to visit in the list and click on the link to go to that course.

To adjust the My Courses list

1. To reduce the number of past or current courses displayed under My Courses, click the circular icon on the right side of the header in the "My Courses" module.
2. On the resulting list, uncheck any courses you do not want displayed in your My Courses module. This does not delete the course; it only hides it from the list. To see the course listed again, use the customize list process to place a check in the Display Course Name box again.
3. Click on **Submit**.

Arranging modules on the My FDU page

1. You can reposition modules on the page by using your mouse to clicking and dragging the module header and dropping the module in its new position.
2. You can minimize modules the minimize indicator by clicking on the minimize button on the far right of the module header. A minimized module will display only the header areaSet up Menu display options

The Webcampus Course Site

Overview

The standard display for a Webcampus course includes a *Header* area across the top of the page, a *Navigation panel* on the left side, and the *Main Course panel* on the right side. The Header includes several tabs to display other Webcampus resources. This guide will focus exclusively on resources found on the Courses tab. The Navigation panel includes links for moving through the course and Course Management resources that are available to instructors only.

Click on links in the Navigation panel to move between parts of the course (course components). These components appear in the Main Course panel. When the Navigation panel is visible, there is a button with a leftward-pointing arrow next to the Main Course panel. Clicking that will collapse the view of the Navigation panel. Clicking on the button with the rightward-pointing arrow will expand the Navigation panel.
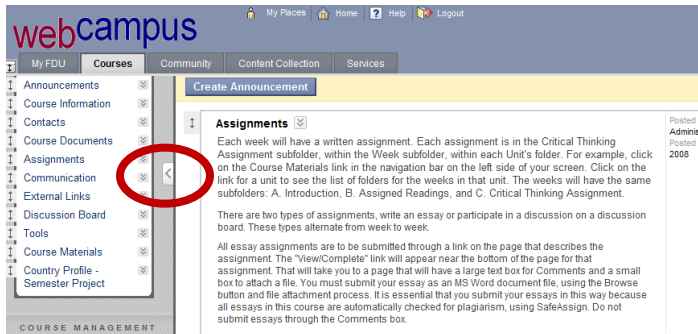
Navigation panel open.
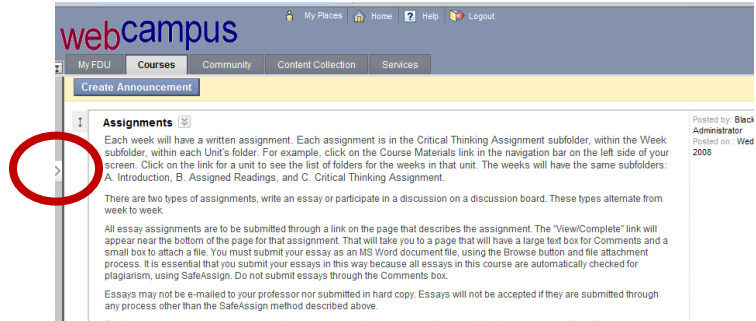
Navigation panel closed.

Working with Course Shells

New course resources in Webcampus are created automatically every semester. Every course section gets a corresponding empty course "shell." CTLT will notify faculty when these new course shells are available.

New Course Shells

To develop a new course, before the semester when the shell for the course will be created, request a course shell. This process involves completing an online form, which is available at:

http://ctlt.fdu.edu/developform.htm

Please be sure to complete all fields on the online form. Once your request has been approved, your shell will be created and you will receive notification by e-mail. The next time you logon to Webcampus, your new course shell will be listed under the **My Courses** section of the **My FDU** portal.

When you've finished developing your course, and the shell for that course is available, you may simply copy your course content from the development version to the version your students will have access to (called the production version). For instructions on copying an entire course into a new course shell, download this .pdf file: http://ctlt.fdu.edu/entirecoursecopy.pdf

If you have any questions regarding course creation or working with course shells, please contact the Center for Teaching and Learning with Technology at **201-692-7060**.

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Navigation Panel

### Editing course component links in the Navigation panel

To modify the way a link is displayed in the Navigation panel, select the pull down menu located to the right of the link title. To view the option for modifying links, click the chevron icon (double downward-pointing arrow) located to the right of the link. This will displayed a list of options for the link, including **Rename Link, Hide** or **Delete** a link.
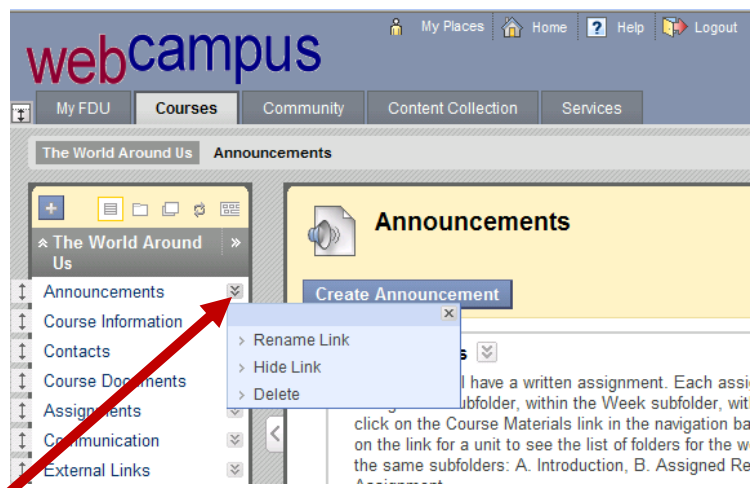
A video tutorial on using the navigation panel is available at: http://ctlt.fdu.edu/navigationpanel

Create course material from the Navigation panel:

At the top of the Navigation Panel you will see a button with a plus sign ("**+**"). If you click on this button, you will notice that it is now possible to **Create Content Area**, **Create Tool Link, Create Course Link** and **Create External Link** (and other options) from within any area of your course.
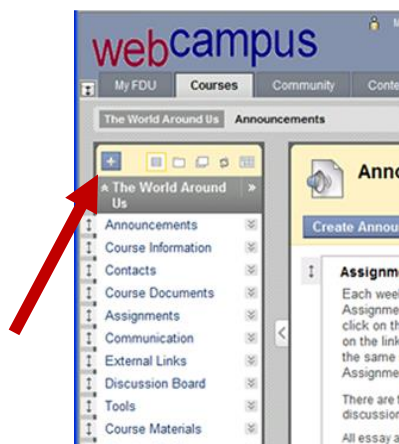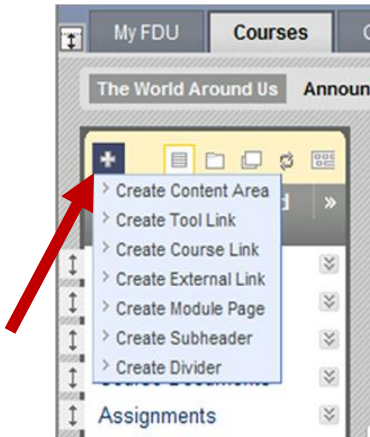
Adding a Content Area

To create a Content Area from the Navigation panel:
1. Click the + sign in the Navigation panel header.
2. From the options, choose **Create Content Area**
3. Choose a name from the drop down menu or type in your preference in the box below
4. Check "Available to Users"
5. Click Submit.

For further information on creating course content, see the Main Course panel section, below. A video tutorial on working with content areas is available at: http://ctlt.fdu.edu/contentarea

Main Course panel

Edit Mode On/Off Toggle

The Edit Mode On/Off toggle, in the upper right corner of most course content screens, allows instructors to change the way they see the course content on screen. Webcampus is set to Display Mode by default. Clicking on the Edit Mode switch changes to the view that allows users to add, remove, and edit content and gives access to other course tools. Clicking on the Off side of the switch displays the course content as students would see it. The Edit Mode switch is only visible to instructors.

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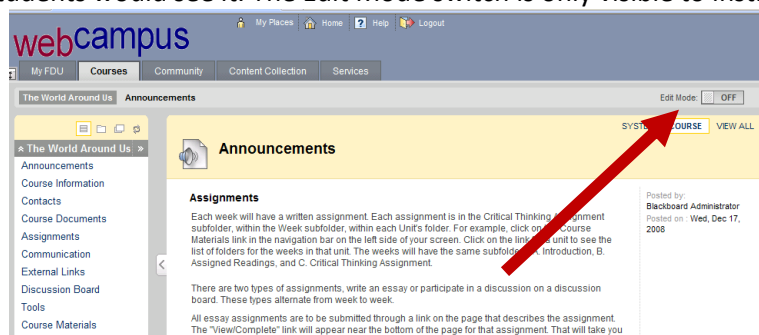
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Announcements

Announcements may be used to notify students about course events, time changes, assignments due, changes in the syllabus, and so on.

To add announcements:

1. Select **Announcements**
2. Select **Create Announcements.** If you do not see A create announcements you may need to turn on Edit mode
3. Type **Subject** and **Message**

Only when older announcements are available do students see an option to "View all."
Options:
- All announcements generate an email including the text and files included in the announcement. The email will be generated even if faculty DO NOT click the "Send a copy of this announcement immediately" radio button.

Faculty Information

Use the Faculty Information content area to provide contact information about the instructor(s) of the course.

1. Click on Faculty Information
2. Make sure Edit Mode is ON.
3. Click on Create Contact.
4. Enter the relevant information in the Profile Information section of this page.
5. In the Options section, click on the Yes radio button to make the profile visible.
6. To add an image, click on Browse and locate the image you want to include.
   NOTE: Keep the image size below 150 x 150 pixels.
7. To include a link to a web page (e.g., your personal home page, department home page); enter the URL in the Personal link field.
8. Click on the Submit button.

Course Information and Course Documents

Creating these **Content Areas** uses the same process. Once you are familiar with one area, you have also mastered the other. Suggested uses:
- Course Information: Syllabus, Class schedule.
- Course Units and Modules organized in folders.
- Course Documents: Any documents that supplement the course.

The following examples will use Course Documents. The pages are the same for all Content Areas.

Add Interactive Tool

You may add an Interactive Tool on any course content or assignments page. These tools include Discussion Board, Blog, Journal, Wiki, Groups and Blackboard Collaborate Sessions. This guide will discuss Discussion Board and Groups in the Course Tools section, below. For more instructions on working with blogs and journals, download .pdf files at: http://ctlt.fdu.edu/blogentry.pdf and http://ctlt.fdu.edu/journals.pdf   A video tutorial on working with blogs is available at: http://ctlt.fdu.edu/blogs   Contact the Center for Teaching and Learning with Technology (201 692-7061) for more information about the other options. For more information regarding Blackboard Collaborate Sessions click the following Link: Getting Started with Collaborate

Adding/Modifying Course Content Item

Course Content areas enable Instructors to create items to present (and organize) all of their course content. Items may be added or modified by accessing the **Add Item** page or **Modify Item** page. You may build some of your course material directly in Webcampus. Webcampus allows you to build simple, Web-based documents **without having to know any HTML and without Web-authoring tools**.

How to Create an Item in a Course Area

1. Open a course area, such as a Content Area, Learning Module, Lesson Plan, or folder.
2. Ensure **Edit Mode** is **ON**.
3. On the Action Bar, point to **Build Content** to access the drop-down list.
4. Select **Item** from the **Create** column.
5. On the **Create Item** page, type the item's **Name** and optionally, select a color for the name. Be sure to select a color that will have enough contrast in relation to the page's background color so it can be easily read.
6. Type instructions or a description in the **Text** box. Format the text using the Text Editor functions, if needed.

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7. Determine the **Options**.

- **Select Yes to Permit Users to View this Content.**

- **Select Yes or No for Track Number of Views.**

- **Use the Display After and Display Until date and time fields to limit availability of the content. Select the Display After and Display Until check boxes in order to enable the** date and time selections. Display restrictions do not affect the content, only the appearance of the content

8. Click **Submit**

How to Create an Item in Course Files

Within Course Files, new items can be created using the Text Editor. These items are called HTML Objects.

HTML Objects are created in Course Files using the **Create HTML Object** function on the Action Bar. With the Text Editor, add files, images, and multimedia to an HTML Object. Any files added to the HTML Object are saved in Course Files in the same folder as the HTML Object. The new HTML Object can be linked to one or more locations in the course.

Note: The system administrator can disable this function.

1. Click the Course Files folder where the HTML Object will be created.

2. On the Action Bar, click **Create HTML Object**.

3. On the **Create HTML Object** page, type a **Name**. This becomes the file's name in Course Files.

4. In the Text Editor, type the content. Use the Text Editor functions to format the text and add files, images, and multimedia, if needed. Any files added from a local drive as attachments are automatically uploaded to Course Files.

5. Click **Submit**.

Note: The system automatically adds the .html extension to the HTML Object file name.

Field	Description
Content Information	
Name:	Enter a name that best describes the content that you are adding. This field is Mandatory and must be filled out.
Choose Color of Name:	Click on the downward-pointing chevron (double arrow) to select an alternate color for the name of the item. The default color is black.

Text:	Enter text into the box, either by typing directly into the box or by copying and pasting text from another source. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Automatically recognizes a link when entered into the text box with the http:// prefix. To format text, click on appropriate buttons (as per a text editor or word processing program), or select from pull down menus. - : Enter text, select it, and click on the hyperlink button to create a hyperlink. - **<>**: Displays entered text as coded using HTML tags. - **<÷>**: Opens the MathML Equation Editor. - $\sqrt{x}$: Opens the WebEQ Equation Editor. Additional buttons will allow you to insert a file or a media file of various formats. Scrolling over buttons should reveal their functions in the "Tool tip" display next to the cursor. Click the Preview button to view the text as it will appear.
Attachments	
File to Attach:	Click the **Browse My Computer** or **Browse Content Collection** button to locate a file. Select the appropriate File Action to display either a link or the actual file contents (for media files).

Options	
Permit Users to View this Content	Select **Yes** to make the item available for viewing when a user accesses the Content Area. Select **No** to indicate that the item should not to be visible.
Track Number of Views?	Select **Yes** to indicate that the system is to track the number of times a user accesses this item. Select **No** to indicate that the number of times this page is accessed should not be tracked.
Select Date and Time Restrictions	Select the range of dates for the content to appear using the drop-down lists, or click the icon for a calendar. To display content from a date forward, select a date in **Display After** only. To display content from a set date until a future date, select a date in **Display After**, check **Display Until** and select a date.

Attach a File to an Item

Files added to a Content Item are shown as links under the title text of the Content Item and before any content or text added using the Text Editor. Multiple files can be added to a Content Item. Files can originate from a local drive and from Course Files.

Follow the steps below to attach a file to an Item from the **Create Item** page:

1. Under **Attachments**, click **Browse My Computer** or **Browse Course Files**. Select the file.
2. Type a name for the file in the **Link Title** box. This name appears to users. They click this link to open the attached file. If no Link Title is added, users see the file name in the course.
3. Select an option in the **File Action** drop-down list, if available and necessary. Actions include:
   - **Create a link to this file** - Select this option to attach the file to the Item. A link is automatically inserted below the document title to access the file.
   - **Display Media File within the page** - Select this option if the linked file is a media file, such as an audio file, that will appear on the page. Fill in the Embedded Media Information to set the placement and controls for the media player.
4. Determine the **Options**.
   1. Select **Yes** to **Permit Users to View this Content**.
   2. Select **Yes** or **No** for **Track Number of Views**.
   - Use the **Display After** and **Display Until** date and time fields to limit availability of the content. Select the **Display After** and **Display Until** check boxes in order to enable the date and time selections. Display restrictions do not affect the content, only the appearance of the content.
5. Click **Submit**.

Assignments

One of the benefits to creating assignments using the Create Assessment button is that the process will automatically generate a column in your grade book for the assignment.

Create Assessment

1. On a course content or assignments page, with Edit Mode ON, click the **Create Assessment** button to select the kind of assessment item you want to create.

2. For this example, scroll down in the Create column and click on the Assignment link. That will take you to the Create Assignment page.

3. Complete the information for the following fields:

Field	Description
Assignment Information	
Name and Color:	Enter a name that best describes the content that you are adding. This is a mandatory field and must be filled out. Click on the downward-pointing chevron (double arrow) to select an alternate color for the name of the item. The default color is black.
Instructions:	Enter instructions into the box, either by typing directly into the box or by copying and pasting text from another source. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Automatically recognizes a link when entered into the text box with the http:// prefix. To format text, click on appropriate buttons (as per a text editor or word processing program), or select from pull down menus.

Instructions:	Enter instructions into the box, either by typing directly into the box or by copying and pasting text from another source.
	Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Automatically recognizes a link when entered into the text box with the http:// prefix.
	To format text, click on appropriate buttons (as per a text editor or word processing program), or select from pull down menus.
	: Enter text, select it, and click on the hyperlink button to create a hyperlink. **<>**: Displays entered text as coded using HTML tags. **<÷>**: Opens the MathML Equation Editor. $\sqrt{x}$: Opens the WebEQ Equation Editor.
	Additional buttons will allow you to insert a file or a media file of various formats. Scrolling over buttons should reveal their functions in the "Tool tip" display next to the cursor.
	Click the Preview button to view the text as it will appear.
Assignment Files:	
Attach File:	Click the Browse My Computer button or Browse Content Collection to locate a file. Enter the appropriate Link Title text to display as a link.

Due Dates:	
Due Date	Will accept submissions after Due Date, but will mark them as Late. Click on checkbox to set a due date and enter specific date and time in corresponding boxes.
Grading:	
Points Possible	Enter the number of points a student may earn by completing this assignment. This field is mandatory and must have a number associated with it.
Submission Details: Click this group to display the options for Submissions	
Assignment Type	By default all assignments will allow Individual Submissions. If this is a group assignment click the **Group Submission** radio button. It is suggested that prior to creating a Group Assignment faculty member should have already created the Group and Populated it with members in Webcampus.
Number of Attempts	Click on the radio button to select whether to allow a single attempt, unlimited attempts, or to identify a number of attempts to permit.
Plagiarism Tools	These are the options faculty members must choose for the Assignment to be a SafeAssignment and include: • Check submissions for plagiarism using SafeAssign • Allow students to view SafeAssign originality report for their attempts • Exclude submissions from the Institutional and Global Reference Databases
Grading Options: Click this group to display the options for Grading	
Grading Options	Enable Anonymous Grading Enable Delegated Grading

Display of Grades	By Default all assignments will have a Primary display set to Score and the Secondary display set to none. Change the Primary display by clicking the drop down men then selecting a new display for the score.
Availability:	
Make the Assignment Available	Click on the checkbox to make the assignment available. Assignments may only be made available after they have been assigned, either to individual students or a group of students. See below.
Limit Availability	Click on checkboxes to limit the availability of the assignment, both After and Until specific dates and times. Enter dates and times in corresponding boxes.
Track Number of Views	Click on checkbox to track the number of times users view the assignment.

4. Click **Submit** to finish. Webcampus should return a receipt page.

SafeAssignments

When faculty members chose to check Students assignments for plagiarism using SafeAssign, SafeAssign checks all submitted papers against the following databases:

- **Internet** - comprehensive index of documents available for public access on the Internet via Microsoft Windows Live search engine
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly (exclusive access).
- **Global Reference Database** containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism.

For more instructions on working with SafeAssignments, download .pdf files at:
http://ctlt.fdu.edu/safeassignment.pdf , http://ctlt.fdu.edu/directsubmit.pdf , and
http://ctlt.fdu.edu/directsubmitreportng.pdf

Course Management

The other important area on the left side is the **Course Management** area. You can collapse or expand the list of options for this area by clicking the **Control Panel** button.

Control Panel

Each group in the Control Panel can also be expanded. To do so, click on the name of the group that you want to expand. Goups in the control panel can also be collapsed by clicking on them. When you click on a arrow icon pointing to the right, you will be taken to that Group or tools area.
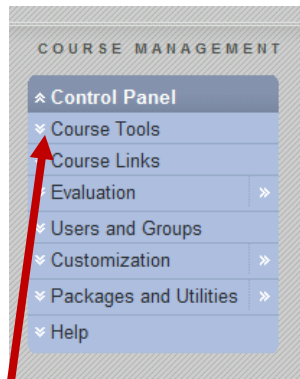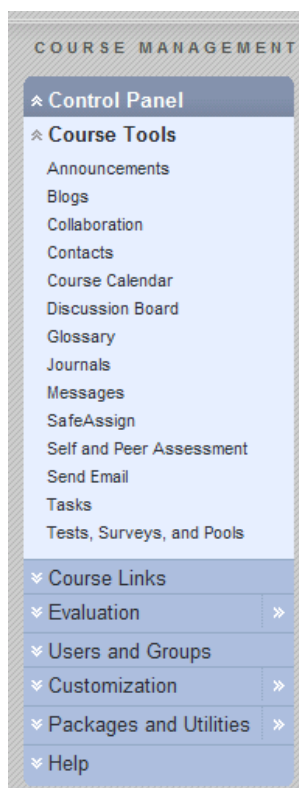

Figure 2: Expanding a course menu

Each category can be expanded by clicking on the drop down menu located to the left of the category's title. Faculty who want to work with a Course Tool should click on the Course Tools link to expand a list of all Webcampus Course Tools.

You may then add an item of any tool category by clicking on the **Course Tools** name that you want to add. If a tool is already being used, you may navigate to the tools area by clicking on its link from the **Control Panel** menu. To minimize a listing in the **Control Panel**, click that category's title.

Course Tools Group of the Control Panel

Blackboard Collaborate

For information on using Collaborate, Blackboard's videoconferencing platform, visit http://view2.fdu.edu/academics/ctlt/faculty-resources/webcampus-resources/ and download the .pdf file at: http://ctlt.fdu.edu/collaborate.pdf ,

Send Course Email

Instructors can send email to individuals who participate in the course or organization from the Communication item in the Navigation panel or from Send Email under **Course Tools**. You can send Emails to individual users or to groups of users within the course, such as all Teaching Assistants.

From the **Course Tools** menu, click on Send Email, then select the option for addressing your Email message from the list by clicking on the rightward-pointing chevron button. That will take you to the appropriate send Email page, where you can enter your Subject and type in your message and send your message to the users you've selected. For additional information on Send Email, contact the Center for Teaching and Learning with Technology (201 692-7061).

Discussion Board

Accessing the course **Discussion Board**
1. Click **Discussion Board** menu item (from Communication area in Navigation Panel or Course Tools area of the Control Panel).
2. Click **Create Forum** button.
3. Enter the name of the Forum
4. Add a description in the larger text box, as appropriate.
5. Set Forum Availability.
6. Set Forum Settings by checking or unchecking boxes and radio buttons, as appropriate.
7. Click on **Submit** when finished, and **Okay** for the receipt page.

To see whether a thread has had activity you must look under Unread Posts.

For additional information on Discussion Boards, contact the Center for Teaching and Learning with Technology (201 692-7061).

Grade Center group of the Control Panel
The Grade Center group of the ControlPanel cludes the Needs Grading & Full grade Center options. The Needs grading group is where faculty can see a listing of the Assignments they have created in their WebCampus as well as their submisisons.

The **Full Grade Center Group** displays the Grade Book for the course. All Student grades associated with course evaluation activities, such as Tests and Assignments. The **Grade Center** also accommodates scores for essay questions and grades for work completed outside of Webcampus. Instructors may view the results of Surveys through the Spreadsheet. Assessments and Assignments that are made available through a Content Area are viewed and graded in the **Grade Center**.

To access the **Grade Center**, click on **Grade Center** in the Control Panel, then click on **Full Grade Center**.
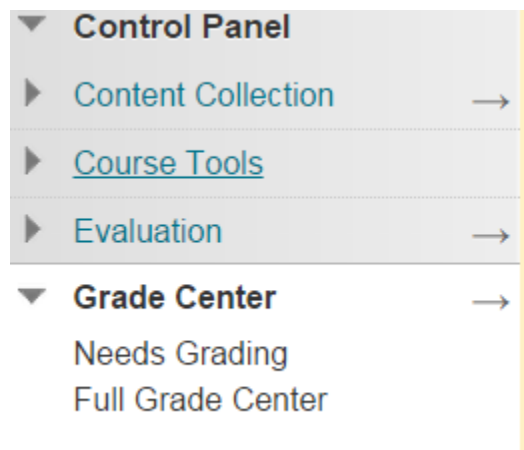

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Adding Columns in the Grade Center

Instructors can create Assignments and add them to a Content area. Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments in an Assignment.

*** If an assignment has already been created using the Assignment tool in Webcampus a column in your Grade Book with automatically be created.**
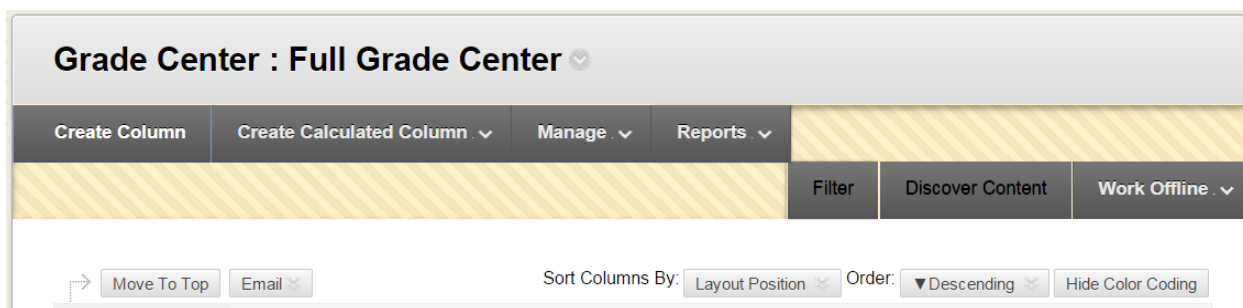
To add a new item (or column) to the Grade Central
1. On the Grade Center page, click the **Create Column** button.
2. Enter the Column Name, and a Grade Center Display Name. Column Name is a required field.
3. Write a short description of the item in the text box.
4. Select the Primary Display format. Options are: Score, Letter, Text, Percentage, Complete/Incomplete. Grades must be entered using the selected format, and are displayed in this format.
5. Select the Secondary Display format. Options are: None, Letter, Percentage, Complete/Incomplete. This display option is shown in the Grade Center only.
6. Select the Category. Options are: No Category, Assignment, Survey, Test, SafeAssignment and Self and Peer.
7. Specify the Points Possible for the item. Points Possible is a required field.
8. Select the radio button to specify a date when the item is due. "None" is the default option. Enter a date in the field provided.
9. Select the appropriate radio button (Yes or No) to choose other Options, such as: Include this Column in Grade Center Calculations, Show this Column to Students and Show Statistics (average and median) for this column to Students in My Grades.
10. Click **Submit**.

Create a Calculated Column

To add Grade Center columns based on calculated values (Average, Minimum/Maximum, Total, Weighted values), use the **Create Calculated Column** button.

1. On the Grade Center page, click the **Create Calculated Column** button.
2. Select appropriate type of Calculated Column.
3. Enter the **Column Name**, and a **Grade Center Display Name**. Column Name is a required field.
4. Write a short description of the item in the text box.
5. Select the **Primary Display** format. Options are: Score, Letter, Text, Percentage, Complete/Incomplete. Grades must be entered using the selected format, and are displayed in that format. Select the **Secondary Display** format. Options are: None, Letter, Percentage, Complete/Incomplete. This display option is shown in the Grade Center only.
6. Use the radio buttons to identify which columns to include in the calculation. Options are **All Grade Columns** or **Selected Columns and Categories**.
7. Clicking on **Selected Columns and Categories** expands a display, from which you can move selected columns or categories from lists on the left to a selection box on the right.
8. Use the radio buttons to choose whether to Calculate as a Running Total (Yes or No).
9. Select the appropriate radio button (Yes or No) to choose other Options, such as: Include this Column in Grade Center Calculations, Show this Column to Students and Show Statistics (average and median) for this column to Students in My Grades.
10. Click **Submit** to finish.

For more instructions on working with Calculated Columns, download the .pdf file at:
http://ctlt.fdu.edu/calculatedcolumn.pdf

Manage

The Manage option allows the Instructor to set and modify Grade Center items and how they will appear in the Grade Center. Use the Manage option to set or change Grade Center settings for grading periods, grading schemas, categories, SmartViews, column organization, student visibility and sending email

1. On the Grade Center page, click the **Manage** button.
2. Select the appropriate option.
3. Click the **Submit** button after you have made the changes.
Note: To reorder Grade Center items, drag and drop the columns using your mouse.

Reports

Instructors can download and save their Grade Center information for use in a spreadsheet program or as a comma-delimited file.

1. On the Grade Center page, click the **Reports** button.
2. Select the appropriate option. Create Report or View Grade History. For this example, Create Report.
3. For a CSV-formatted file, select Comma, and select where on your local machine you want to save the file.
4. To download the file and work off line, click Download to Open the file or right click and select Save As to save the file locally.
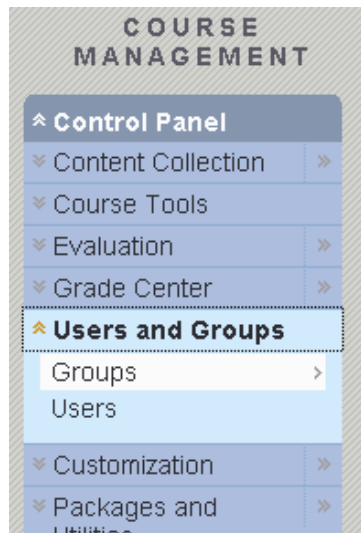
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For more instructions on exporting grades, download the .pdf file at: http://ctlt.fdu.edu/exportgrade.pdf

For additional information on Grade Central, contact the Center for Teaching and Learning with Technology (201 692-7061).

Users and Groups

Groups

Groups enable course members to collaborate with each other, provided the instructor makes the appropriate communication resources available (and usually exclusively available to that group). Groups usually consist of a smaller subset of course members, often selected by the instructor for a project in a course. From a Group page, group members may:
- Send Email
- Exchange Files
- Enter Discussion Board Forums
- Enter Collaboration Sessions (chat).

How to Create a Single Group

1. On the **Control Panel**, select **Groups** in the **Users and Groups** section. Alternatively, use the Groups link on the Course Menu, if you have made it available.

2. On the **Groups** listing page, point to **Create Single Group** on the Action Bar to access the drop-down list.

3. Select **Self-Enroll** or **Manual Enroll**.

4. On the **Create Group** page, type a **Name** and optional **Description**.

5. Select **Yes** to make the **Group Available** or select **Sign-up Sheet Only**.

6. Select the **Tools** available to the Group by selecting the appropriate check boxes.

7. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if Student submissions will be graded.

8. Select the check box for **Allow Personalization** to allow individual Group members to add Personal Modules to the Group Homepage.

9. Select the **Sign-up options** for Self-Enroll, including titling the Sign-up Sheet. Select the **Maximum Number of Members**. Select any other Sign-up options you want to include.

   OR

   In the **Membership** section for Manual Enroll, select the Students from the **Items to Select** box and click the right-pointing arrow to add the selected names to the **Selected Items** box.

10. Click **Submit**.

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How to Create a Group Set

1. On the **Control Panel**, select **Groups** in the **Users and Groups** section. Alternatively, use the Groups link on the Course Menu, if you have made it available.

2. On the **Groups** listing page, point to **Create Group Set** on the Action Bar to access the drop-down list.

3. Select **Self-Enroll**, **Manual Enroll** or **Random Enroll**.

4. On the **Create Enrollment Group Set** page, type a **Name** and optional **Description**.

5. Select **Yes** to make the **Group Available** or select **Sign-up Sheet Only**.

6. Select the **Tools** available to the Group by selecting the appropriate check boxes.

7. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if Student submissions will be graded.

8. Select the check box for **Allow Personalization** to allow individual Group members to add Personal Modules to the Group Homepage.

9. Select the **Sign-up options** for **Self-Enroll**, including titling the Sign-up Sheet. Select the **Maximum Number of Members**. Select any other Sign-up options you want to include.

   OR

   In the **Group Set Options** section for **Manual Enroll**, type the **Number of Groups** to create.

   OR

   In the **Membership** section for **Random Enroll**, type the **Number of Students per Group** to create or the **Number of Groups**. Select an option to determine how to enroll any remaining members in the Groups.

10. Click **Submit**.

How to Use a Sign-Up Sheet to Enroll Course Group Members

1. Click **Users and Groups** on the Control Panel.
2. Click **Groups**.
3. Select **Self-Enroll** from either the **Create Single Group** or **Create Group Set** drop-down lists.
4. Enter the **Group Information**, **Tool Availability** and **Module Personalization Settings**.
5. Click the **Sign-up Sheet Only** radio button.
6. Enter the following options for the Sign-Up Sheet:
   a. Name of Sign-up Sheet
   b. Sign-up Sheet Instructions
   c. Maximum Number of Users
   d. Show Members (Allow Users to see name of other members in a **group** before they sign-up.)
   e. Allow Users to sign-up from the **Groups** Area (Display the sign-up sheet on the **Groups** area page or as a link from any Content page.) **NOTE:** Adaptive release rules can be applied to the content page link which would provide the ability to limit the availability of the sign-up sheet.
7. Click **Submit.**

To open a Group's page:

1. Click **Communication** on the Course Menu in the Navigation panel.
2. Click **Group Pages** from the Communication area.
3. Click on the name of the Group.

For more instructions on working with groups, download .pdf files at:
http://ctlt.fdu.edu/creategroup.pdf and http://ctlt.fdu.edu/groupset.pdf

For a video tutorial on working with Group Sets, go to http://ctlt.fdu.edu/groupset

For additional information on Groups, contact the Center for Teaching and Learning with Technology
(201 692-7061).

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