

Blackboard Competencies II – Exam and Lesson

You will need to have or create the following files:

a Word document, a PowerPoint document, a .jpg file

Course Setup:

1. Enter new course and set up a blank course.
2. Select all tools.
3. Customize Homepage layout.
 - a. Make Background Light Yellow
 - b. Center text under icons
 - c. Make 4 columns of icons.
4. Create Header.
 - a. Center Header
 - b. Add your course title and section
 - c. Add instructor name
 - d. Add instructor contact information
5. Create 2 folders on the homepage.
 - a. Title one folder "Downloads"
 - b. Title the other "Misc Readings"
6. Create a file on the Homepage titled "Start Here"
 - a. Add 2 bulleted points to this file.
7. Add the content link Tegrity to the homepage.
8. Add the content link SafeAssign to the homepage.
 - a. Create a Safe Assignment.
9. Add your syllabus in pdf format (preferably) or as an html file under the syllabus tab.
10. Remove the local content and search tools.

Communications:

1. Create a new Discussion topic in Discussion Board area titled "Politics".
 - a. Make it gradable and release the grades to the students.
2. Add a statement from you as the instructor.
3. Respond to the discussion as a student.
4. Grade the discussion entry of the student.
5. Create a chat room titled "Nonsense".
6. Go into the room as a student and enter several messages.
7. Review the Chat log.
8. Create a delayed delivery announcement.
9. Create a calendar entry with a web link.

10. Send an email to all students in class.
11. Create an Assignment.
 - a. Take the assignment as a student
 - b. Grade the assignment as the teacher.
 - c. Review your grade as a student.
 - d. Change the grade in the grade book.
12. Add a column to the grade book.
13. Hide Midterm column in grade book.

Assessment:

1. Create a 10 question quiz, with at least one of each of the following question types: multiple choice, fill in the blank, true/false, and matching.
2. Customize the settings for the quiz.
3. Add security options to the quiz.
4. Preview the quiz.
5. Show and hide grade book columns.

Course Administration:

1. Set up student groups.
2. Send individual groups emails.
3. Set up a discussion for individual groups.
4. Deliver assignments to individual groups.
5. Create course goals.
6. Link goals to assignments, handouts, learning modules, web links and assessments.
7. Create a grading form.
8. Link a grading form to an assignment.

Content/File Management:

1. Setup Learning Modules in hierarchical order.
 - a. Add a starting page to the module
 - b. Add a file to a module
 - c. Add an assignment to the module
 - d. Add the quiz to the module
 - e. Add a Safe Assignment to the module
2. Convert a PowerPoint to pdf.
3. Convert a Word document to pdf.
4. Create 3 external Weblinks that open in a new browser window.
5. Create a 3 word glossary.
6. Export grade book to excel. Add a column in excel with a calculation and import back.

