

## Blackboard Learn - Faculty Manual

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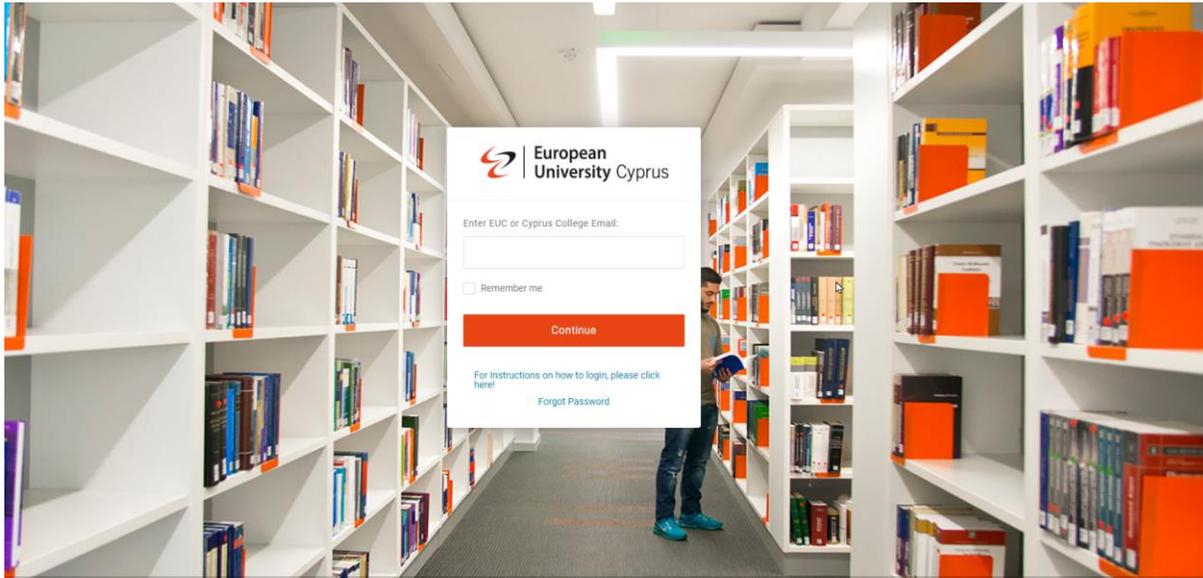
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## 1. How to Log in to Blackboard

To access Blackboard, you need valid university credentials (your university email and password). Follow these steps to log in:

### 1. Go to the University Login Portal:

- Open your browser and navigate to: <https://gge-cyp.onelogin.com/>



### 2. Enter Your University Email:

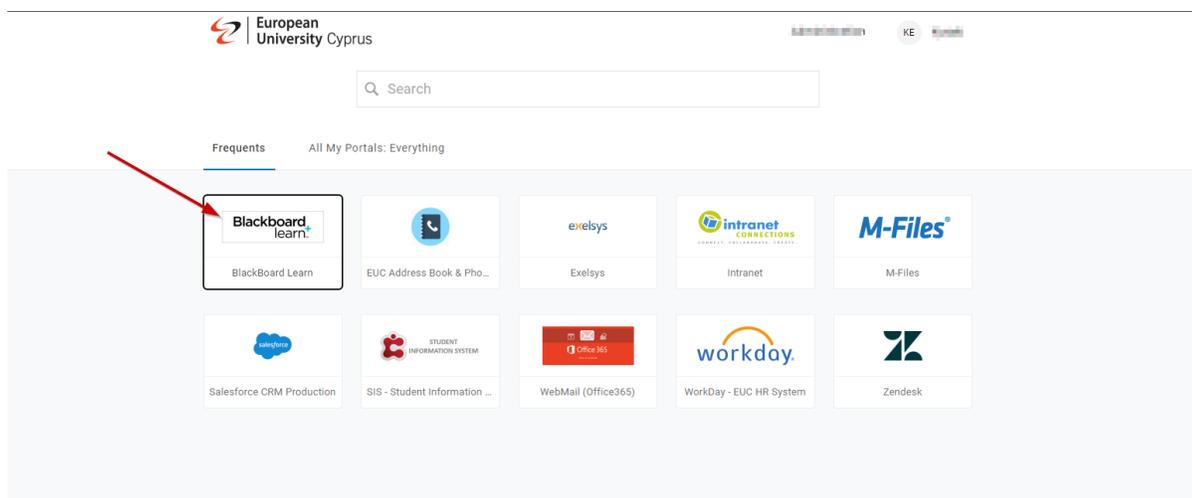
- On the login page, enter your **university email address** in the provided field and click **Continue**.

### 3. Enter Your Password:

- On the next screen, enter your **password** and click **Continue**.

### 4. Access Blackboard:

- After logging in, you will see the **Blackboard Learn** icon on the OneLogin dashboard.
- Click the Blackboard Learn icon to access your Blackboard courses and materials.



## 2. User Profile

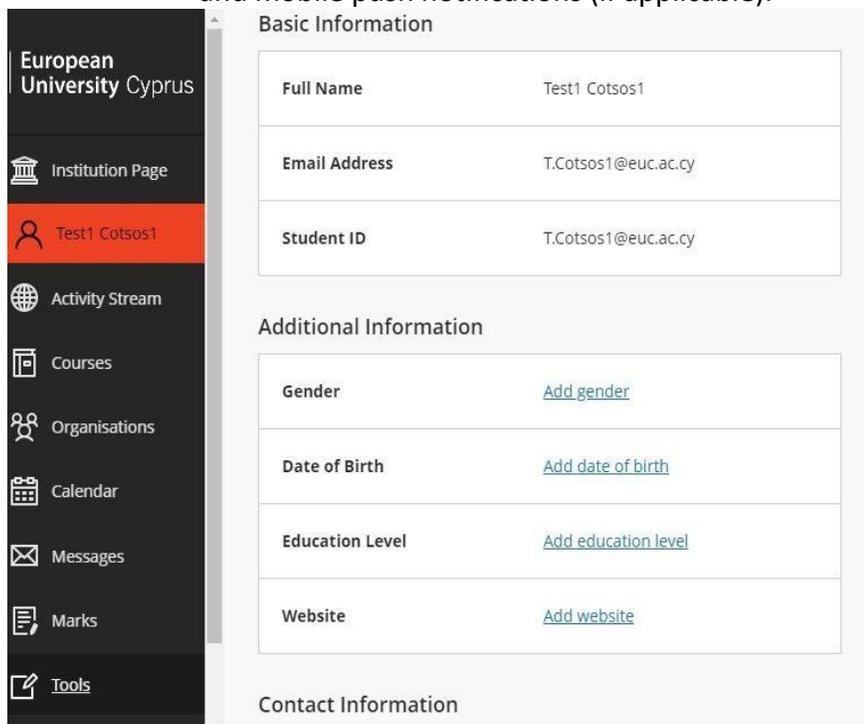
The first option you will see in the base navigation menu is **your full name**. This menu provides access to your **User Profile**, where you can manage your personal information, notification settings, and other account preferences.

#### How to Access Your Profile:

1. **Select Your Name:**
  - From the base navigation (the left-hand menu), click on your **name** at the top.
2. **Profile Page Overview:**
  - Your **Profile page** will open, displaying personal details such as your name, email address, and profile picture (if applicable).

#### Key Sections of Your Profile:

- **Personal Information:**
  - You can view and update your basic information like your full name and email address.
  - Some details may be locked or managed by the university and can't be changed by users.
- **Profile Picture:**
  - Upload a profile picture by selecting the default image or the camera icon. Choose an image from your computer and upload it.
- **System Settings:**
  - You can manage preferences such as time zone, language, and privacy settings.
- **Activity Stream and Notification Settings:**
  - Customize how and when you receive notifications for updates, course announcements, new content, grades, and more. Adjust notification preferences for emails, pop-up alerts, and mobile push notifications (if applicable).



The screenshot shows the user profile page for 'Test1 Cotsos1'. The left sidebar contains the following items: European University Cyprus, Institution Page, Test1 Cotsos1 (selected), Activity Stream, Courses, Organisations, Calendar, Messages, Marks, and Tools. The main content area is titled 'Basic Information' and contains the following details:

Full Name	Test1 Cotsos1
Email Address	T.Cotsos1@euc.ac.cy
Student ID	T.Cotsos1@euc.ac.cy

Below this is the 'Additional Information' section, which includes fields for Gender, Date of Birth, Education Level, and Website, each with a corresponding 'Add' link.

Gender	<a href="#">Add gender</a>
Date of Birth	<a href="#">Add date of birth</a>
Education Level	<a href="#">Add education level</a>
Website	<a href="#">Add website</a>

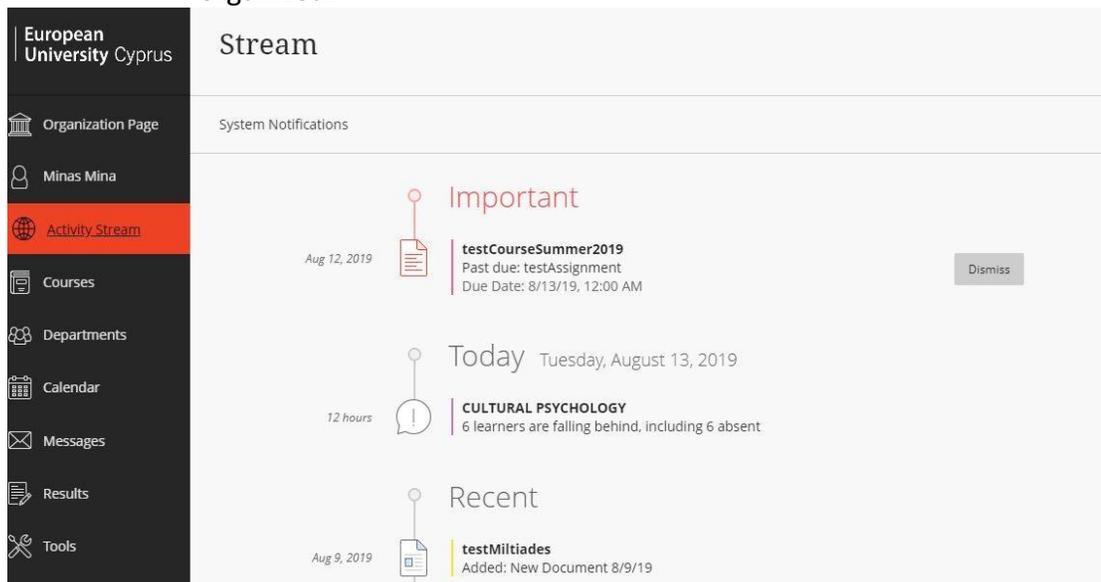
The bottom section is 'Contact Information', which is currently empty.

### 3. Activity Stream

The **Activity Stream** helps you stay up to date with what's happening in all your courses. It shows a list of important updates, so you don't miss anything.

**What You Can Do:**

1. **See Course Updates:**
  - Quickly check new announcements, assignments, or events for all your courses in one place. You can click directly on items to jump to them.
2. **Follow Student Discussions:**
  - Stay updated on student discussions. As students post or reply, you'll see it in the stream.
3. **Track Submissions Ready for Grading:**
  - The stream shows how many assignments or quizzes are waiting for grading. You can click to access them right away.
4. **Get Reminders:**
  - Receive reminders about personal events, meetings, or due dates, helping you stay organized.



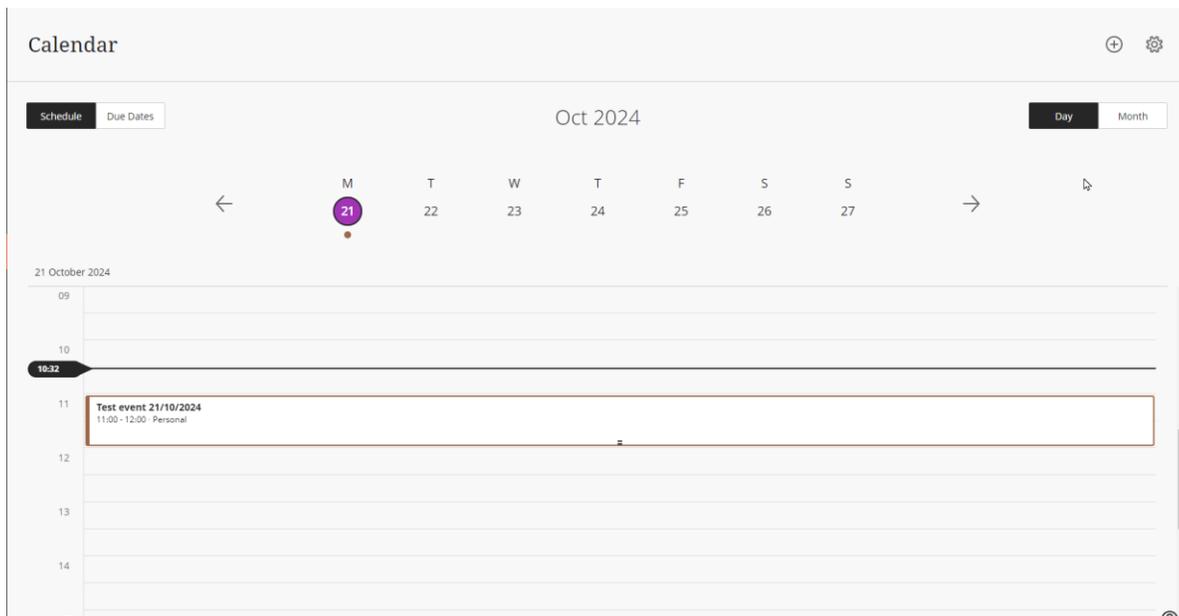
## 4. Courses

From the menu where your name appears, you can view and manage your teaching courses. Here's what you can do:

**How to Manage Your Courses:**

1. **View and Filter Courses:**
  - You can see all your courses in one place. Use the **Filter** option to search or organize the list.
2. **Course Status:**
  - **Open:** When you're ready for students to join the course, set it to "Open."
  - **Private:** Keep the course private while you add content or test things. Open it to students when ready.
  - **Hide:** Hide a course from your list for better organization. To show it again, filter by "Hidden from me," then select **Show Course**.
  - **Complete:** Mark the course as "Complete" once it has ended.



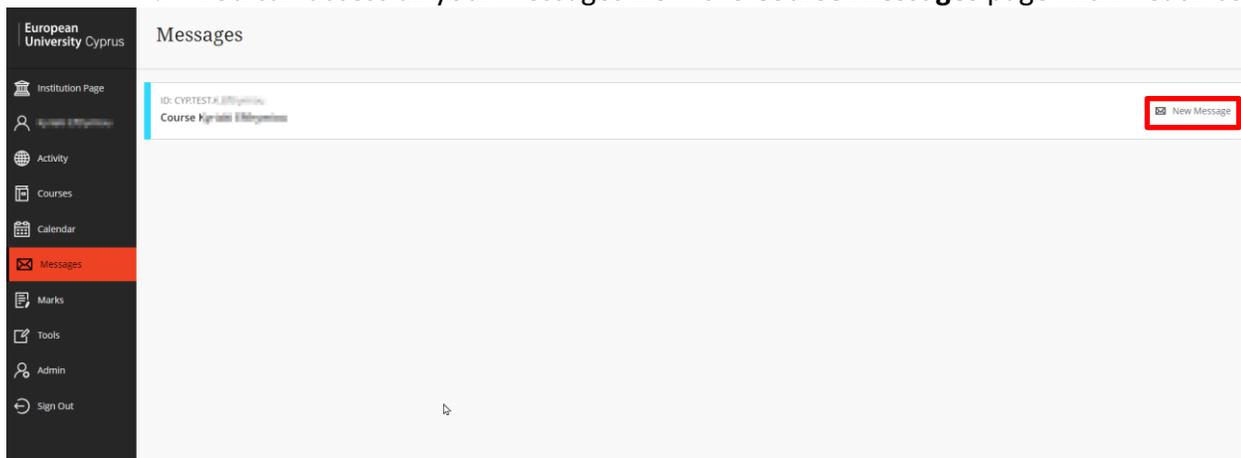


## 6. Messages in Blackboard Ultra

**Course messages** make it easy to communicate with students and co-learners directly within your course.

### Key Features:

1. **Send and Receive Messages:**
  - You can send rich text messages, share media, and even receive push notifications for new messages.
2. **Course-Only Messaging:**
  - All message activity stays within the course environment, making it easier to keep communication organized and private.
3. **Tag and Add Recipients:**
  - Easily tag or select the people you want to message, whether it's one student or the entire class.
4. **Access Messages:**
  - You can access all your messages from the **Course Messages** page within each course.



New Message

Recipients

Enter a course member or group

Recipients will receive this message as an email.

Allow replies to this message

Message

Type a message

Send

Content Calendar Announcements Discussions Gradebook **Messages** Analytics Groups Achievements

Student Preview

New Message



View messages for your course here.

You can ask questions and share your thoughts with one person, multiple people or the whole class.

## 7. Marks and Grade Center

The **Grade Center** is a powerful tool that helps you track and manage student grades and progress.

### What You Can Do:

- Record and Calculate Grades:**
  - You can record grades for assignments, discussion posts, and journals, as well as calculate final grades.
- Create Custom Grade Columns:**
  - Add grade columns for special projects, participation, or attendance—anything you want to assess and grade.
- Monitor Student Progress:**
  - Use the Grade Center to keep an eye on student performance and ensure everyone stays on track.
- Access the Gradebook:**
  - To see all grades and manage them, click on "**View all coursework**" in the course menu.

CYP.M.MINA.TEST.F21 MINAS TEST COURSE	
 Participation	3 to mark
 <a href="#">View all work (11)</a>	

CYP.M.MINA.TEST.F21 MINAS TEST COURSE	
 Participation	3 to mark
 Declaration of consent Mock Exam - Midterm 3 missing   0 of 3 submitted	Nothing to mark
 Declaration of consent Midterm Exam 3 missing   0 of 3 submitted	Nothing to mark
 Declaration of consent Mock Exam - Final 3 missing   0 of 3 submitted	Nothing to mark
 Declaration of consent Final Exam 3 missing   0 of 3 submitted	Nothing to mark
 MOCK EXAM - MIDTERM 3 missing   0 of 3 submitted	Nothing to mark
 MIDTERM EXAM 3 missing   0 of 3 submitted	Nothing to mark
 MOCK EXAM - FINAL 3 missing   0 of 3 submitted	Nothing to mark
 FINAL EXAM 3 missing   0 of 3 submitted	Nothing to mark
 Hand Written Answers - Midterm 3 missing   0 of 3 submitted	Nothing to mark
 Hand Written Answers - Final Exam 3 missing   0 of 3 submitted	Nothing to mark
<a href="#">Hide</a>	

## 8. Ultra Create Content

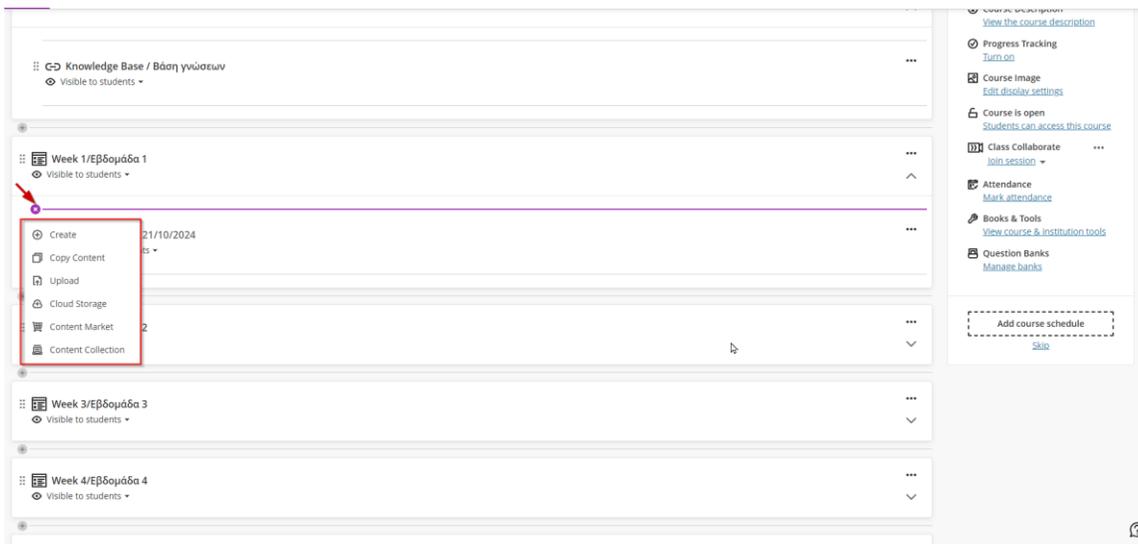
The course creation process in the **Ultra Course View** has been streamlined to provide a more intuitive and modern experience. Here's how you can create and manage content in the interface.

### Course Content Page Overview

All course creation starts on the **Course Content** page. This is where you will add, organize, and customize learning materials for your students. The updated interface allows you to combine text, multimedia, assignments, discussions, and more in a single, flexible content item.

You have six main options for adding content:

- **Create**
- **Copy Content**
- **Upload**
- **Cloud Storage**
- **Content Market**
- **Content Collection**



## 1. Create New Content

To add new learning materials, follow these steps:

- **Locate the "Create" button** in the content area. This can be found in the upper right or in the course content section where a "+" sign appears.
- Once selected, the **Add Content** panel will open on the right-hand side, giving you options such as:
  - **Folder**
  - **Documents**
  - **Links**
  - **Teaching tools with LTI connection**
  - **SCORM package**
  - **Test**
  - **Assignments**
  - **Form**
  - **Discussion**
  - **Journal**
  - **AI Conversation**



The screenshot displays the 'Create Item' sidebar in a Learning Management System (LMS). The sidebar is titled 'Create Item' and contains several categories of content types:

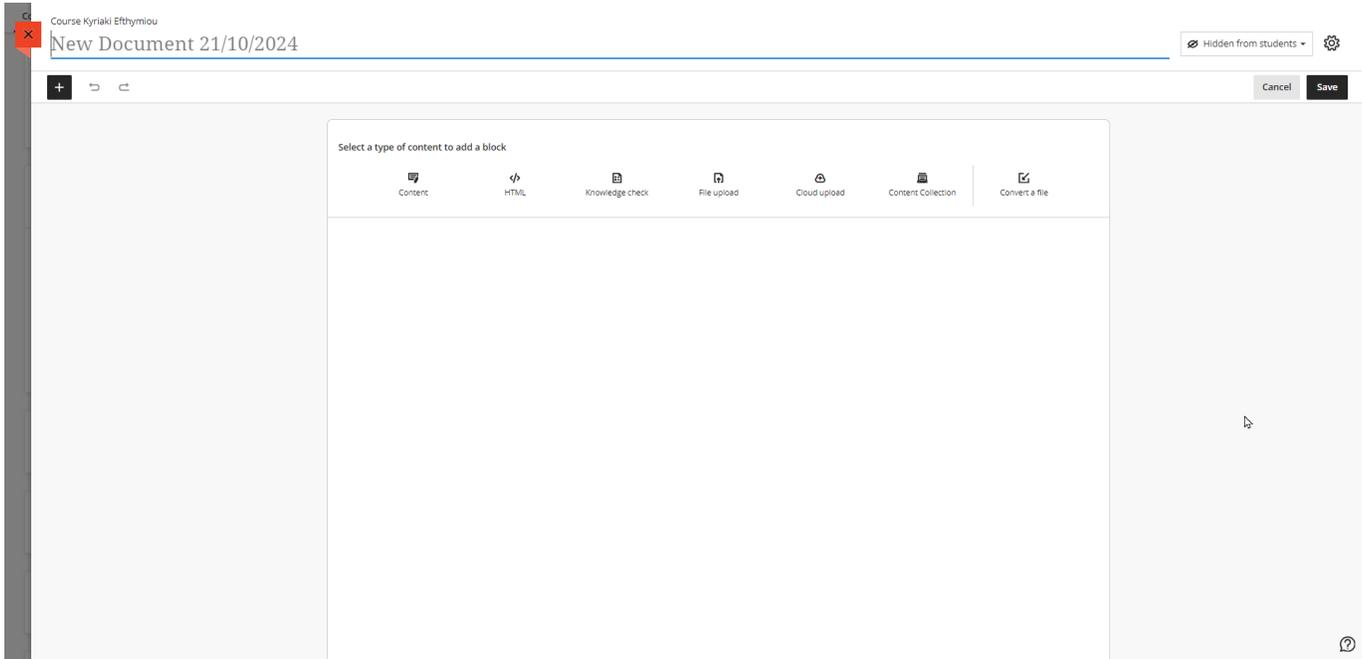
- Course Content Items:** Folder, Document, Link, Teaching tools with LTI connection, SCORM package.
- Assessment:** Test, Assignment, Form.
- Participation and Engagement:** Discussion, Journal, AI Conversation.

The main content area shows a course structure with the following items:

- Knowledge Base / Βάση γνώσεων (Visible to students)
- Week 1/Εβδομάδα 1 (Visible to students)
- New Document 21/10/2024 (Hidden from students)
- Week 2/Εβδομάδα 2 (Visible to students)
- Week 3/Εβδομάδα 3 (Visible to students)
- Week 4/Εβδομάδα 4 (Visible to students)
- Week 5/Εβδομάδα 5 (Visible to students)

### Adding a Document:

1. Select **"Create"** and choose **Document** from the available options.
2. The **New Document page** will open, allowing you to customize the content. Here, you can:
  - **Add Text Blocks:** Click on **Content** to open the text editor. You can type directly, apply formatting, and even paste in text from other sources (e.g., Word documents). The editor has a rich toolbar for text formatting (bold, italics, headings, etc.).
  - **Upload Files:** Select **File Upload** to add individual files (e.g., Word, PDF, image files). You can also drag-and-drop items directly into the editor.
  - **Embed Media:** You can embed videos or audio files directly in the document using the "Insert/Edit" media tool, allowing for a more dynamic learning experience.
  - **Add Hyperlinks:** Easily link to external web resources or other course materials.



**Note:** Folders cannot be uploaded in bulk, but individual files or items can be added one at a time.

3. **Save the Document** to finalize your changes. Documents remain hidden from students by default until you choose to show them.

## 2. Upload Files

To upload files directly into your course:

- Click the **"+" icon** wherever you want to add a new item.
- Select **Upload** from the menu, then browse for files on your computer or drag-and-drop files into the content area.

Supported file types include:

- **Text documents:** DOC, DOCX, RTF, TXT
- **Presentations:** PPT, PPTX
- **Spreadsheets:** XLS, XLSX
- **Multimedia files:** MP3, MPG
- **Web content:** HTM, HTML
- **PDFs and most image formats** (JPEG, PNG).

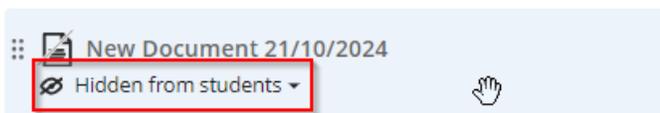
Uploaded files will appear directly in the content list. Students can download them by selecting the file title.

## 4. Show or Hide Content

You can manage the visibility of your content with ease:

- Each item has a **visibility toggle** (an eye icon) beside it.
- **Hidden:** When the eye icon is crossed out, the item is hidden from students.
- **Visible:** When the eye is open, the item is available for students to view.

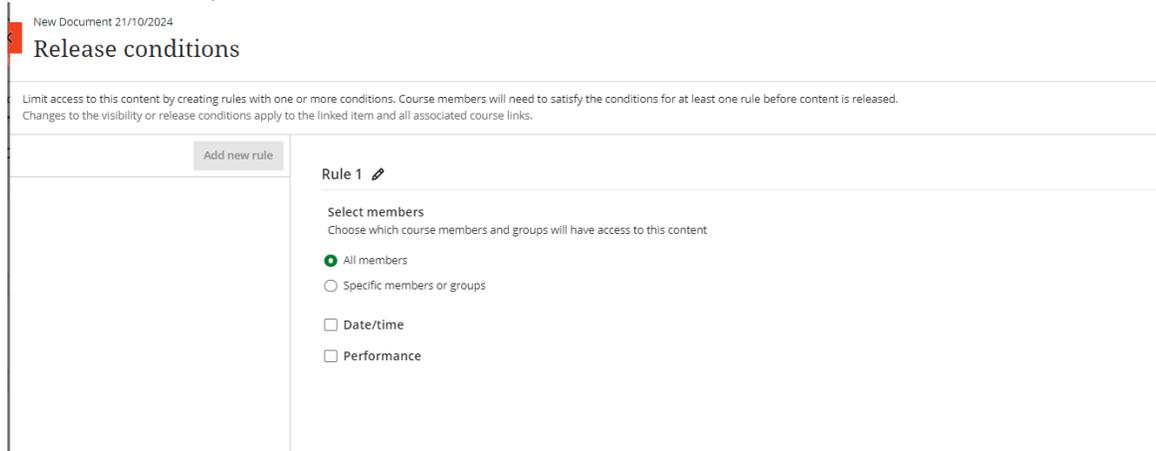
You can also set specific release conditions for any item.



## 5. Schedule Content Availability

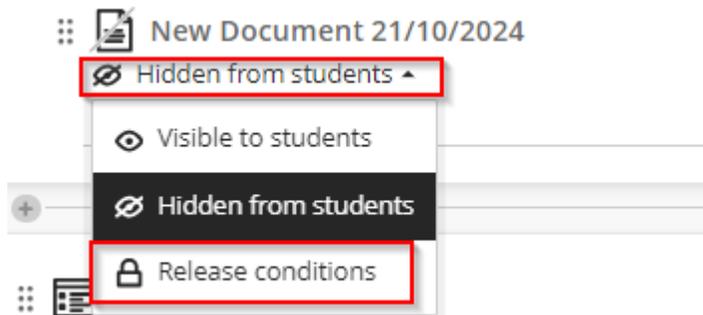
To make your course dynamic and time-specific, you can schedule when content appears or disappears:

- **Release on a specific date:** Choose an exact date and time to show content to students.
- **Restrict visibility by date:** Set an end date, after which the content will no longer be accessible.
- **Release within a time window:** Select a start and end date to make content available for a defined period.



To access these options:

1. Click the **arrow** beside any item.
2. Choose **Release Conditions** and specify the visibility settings.

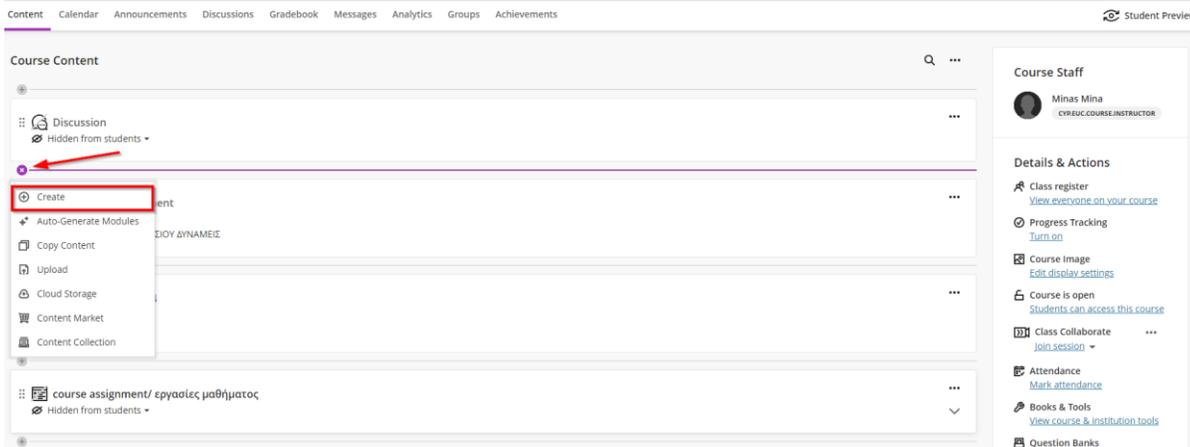


## 9. Create a link to a website

On the Course Content page, you can add a link to a website you want students to access alongside other materials. For example, you can add a link to a website with the required reading listed in your syllabus.

Select the plus sign from the left side, wherever you want to add the website information. From the drop-down menu, select Create to open the Create Item panel on the right side.

## Test Course S20



Course Content

- Discussion
- Hidden from students
- Create**
- Auto-Generate Modules
- Copy Content
- Upload
- Cloud Storage
- Content Market
- Content Collection

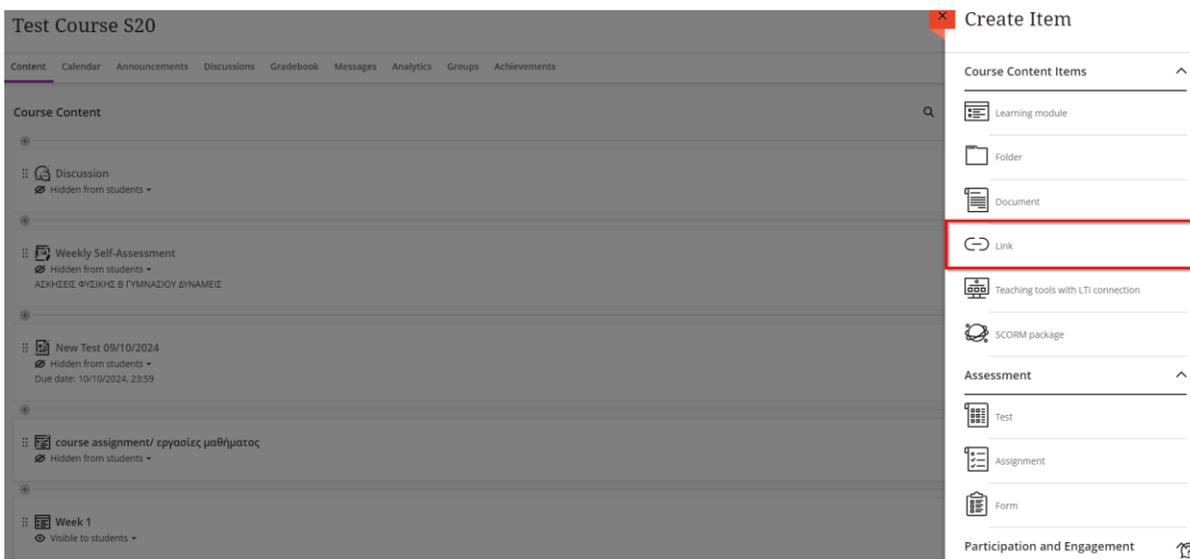
Course Staff

Minas Mina  
CYPRUCOURSEINSTRUCTOR

Details & Actions

- Class register
- Progress Tracking
- Course Image
- Course is open
- Class Collaborate
- Attendance
- Books & Tools
- Question Banks

Under Course Content Items Select Link.



Test Course S20

Content

Course Content

- Discussion
- Weekly Self-Assessment
- New Test 09/10/2024
- course assignment/ εργασίες μαθήματος
- Week 1

Create Item

Course Content Items

- Learning module
- Folder
- Document
- Link**
- Teaching tools with LTI connection
- SCORM package

Assessment

- Test
- Assignment
- Form

Participation and Engagement

In the New Link panel, at the Display Name write a name, Paste or type the URL text box.  
Write an optional description.  
The link is hidden from students until you decide to show it. Select the visibility to change it.  
Select Save when you're finished.

Test Course S20

## New Link

Web Link Course Link

Hidden from students 3

\* Display Name 1

\* Link URL 2  
Type a URL

Open in a new window

**Additional Tools**

 **Goals & standards**  
*You need to save the link before you can edit the aligned goals. Save the link and return.*

**Description**  
Add a description

Maximum 750 characters

Cancel **Save** 4

## 10. Copying an entire course to a new course

On the Course Content page, select the three-dot menu next to the search option.

From the drop-down menu. Select **Copy Items**.

Test Course S20

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups Achievements Student Preview

**Course Content**

Discussion  
 Hidden from students

Weekly Self-Assessment  
 Hidden from students  
ΑΣΚΗΣΕΙΣ ΦΥΣΙΚΗΣ Β ΓΥΜΝΑΣΙΟΥ ΔΥΝΑΜΕΙΣ

New Test 09/10/2024  
 Hidden from students  
Due date: 10/10/2024, 23:59

course assignment/ εργασιες μαθηματος  
 Hidden from students

Week 1  
 Visible to students

Batch Edit  
Import Content  
**Copy Items**  
Export Course Package  
Course Tasks and Logs  
Unused Files

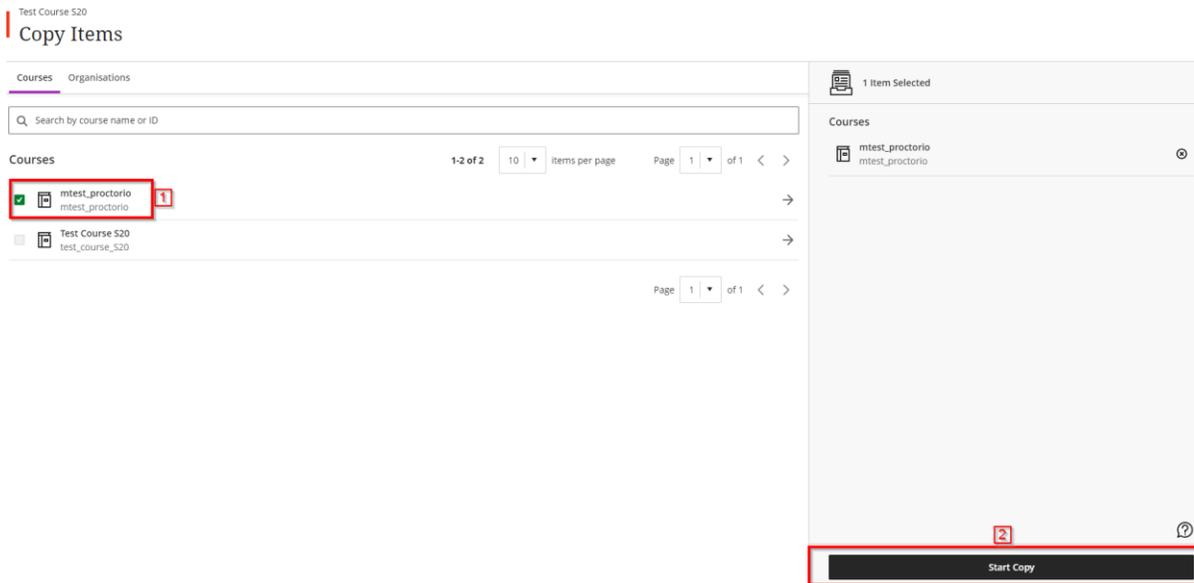
**Course Staff**  
CYEUC COURSE INSTRUCTOR

**Details & Actions**

- Class register  
[View everyone on your course](#)
- Progress Tracking  
[Turn on](#)
- Course Image  
[Edit display settings](#)
- Course is open  
[Students can access this course](#)
- Class Collaborate  
[Join session](#)
- Attendance  
[Mark attendance](#)
- Books & Tools  
[View course & institution tools](#)
- Question Banks  
[Manage banks](#)

A list of your courses appears. If the course you're looking for isn't on the first page, use the arrows to navigate or use the search bar.

Select a checkbox next to the name of the course to do a full course copy.



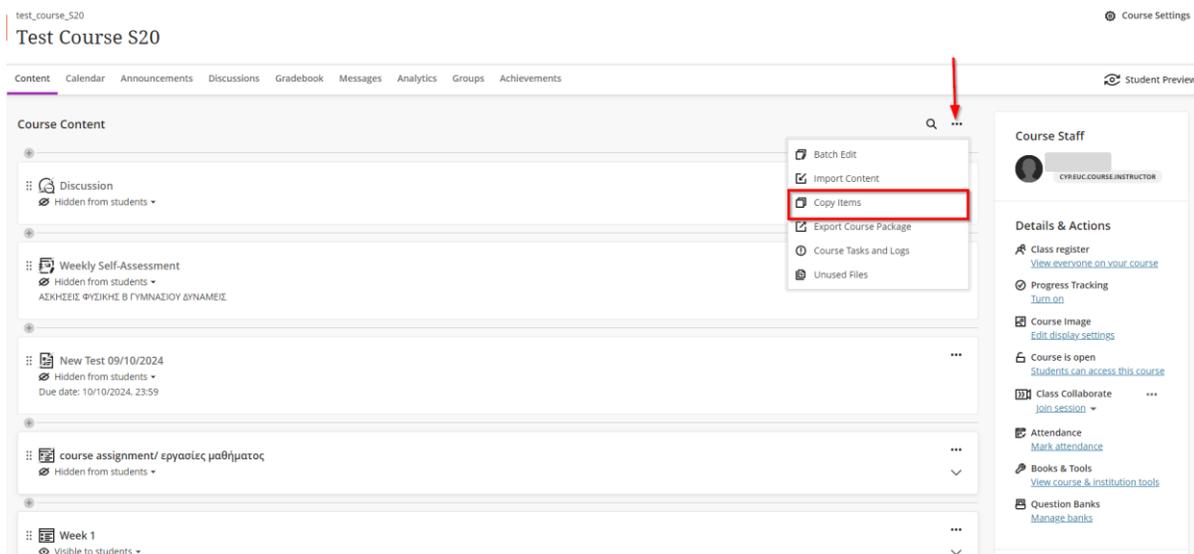
## Select Copy

*Note: You can't do a full course copy from the course you're currently working in. Make sure you have navigated out of the course you wish to do a full course copy for before copying.*

## 11. Copying individual course items

On the Course Content page, select the three-dot menu next to the search option on the Course Content page.

From the drop-down menu Select **Copy Items**



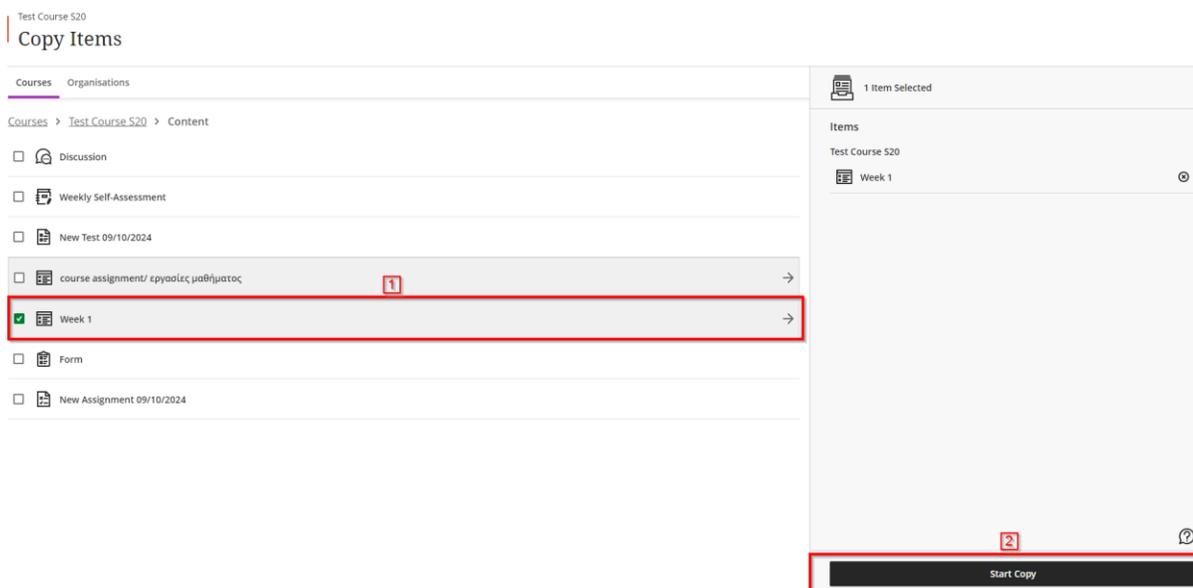
*Note: Content is automatically set to **Hidden from students** if you copy individual items into your course. A list of your courses appears. If the course you're looking for isn't on the first page, use the arrows to navigate or use the search bar.*

Select the course the following categories are available:

- Content
- Discussions
- Announcements
- Question Banks
- Mark Schemas

Select a category to view available items for copy

Then, select the checkboxes for items you would like to copy



The screenshot displays the 'Copy Items' page for 'Test Course S20'. The breadcrumb trail is 'Courses > Test Course S20 > Content'. A list of items is shown with checkboxes: Discussion, Weekly Self-Assessment, New Test 09/10/2024, course assignment/ εργασιες μαθηματος (with a red '1' in a square), Week 1 (checked, with a red box around it), Form, and New Assignment 09/10/2024. On the right, a sidebar shows '1 Item Selected' and 'Test Course S20' with 'Week 1' listed. At the bottom, a 'Start Copy' button is highlighted with a red box and a red '2' in a square.

*Note: Content is automatically set to **Hidden from students** if you copy individual items into your course.*

Select **Start Copy**

## 12. How to Create a Journal

**Journals** are private spaces for students to communicate with you. They can use journals for self-reflection, sharing opinions, ideas, and concerns about the course, or discussing course-related materials.

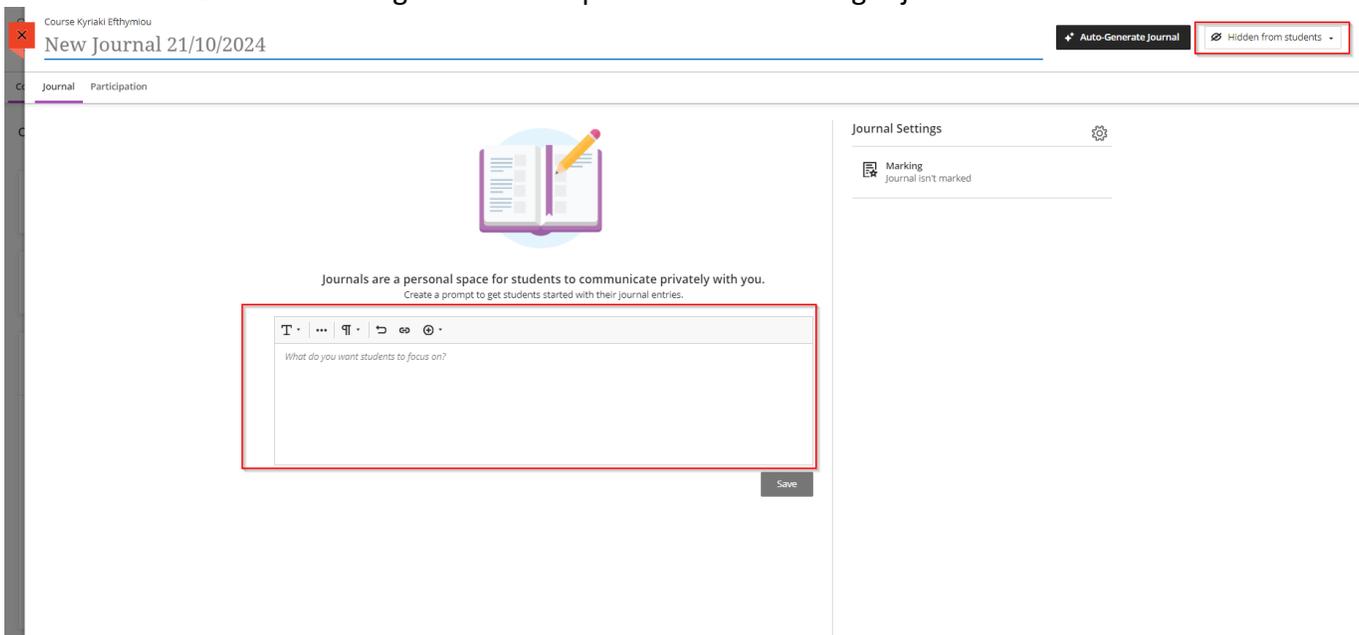
**Creating a Journal:**

- 1. Access Course Content:**
  - On the **Course Content** page, select the **"+" (plus sign)** wherever you want to add a journal.
- 2. Select Journal:**
  - From the dropdown menu, choose **Create**.
  - Under **Participation and Engagement**, select **Journal**.



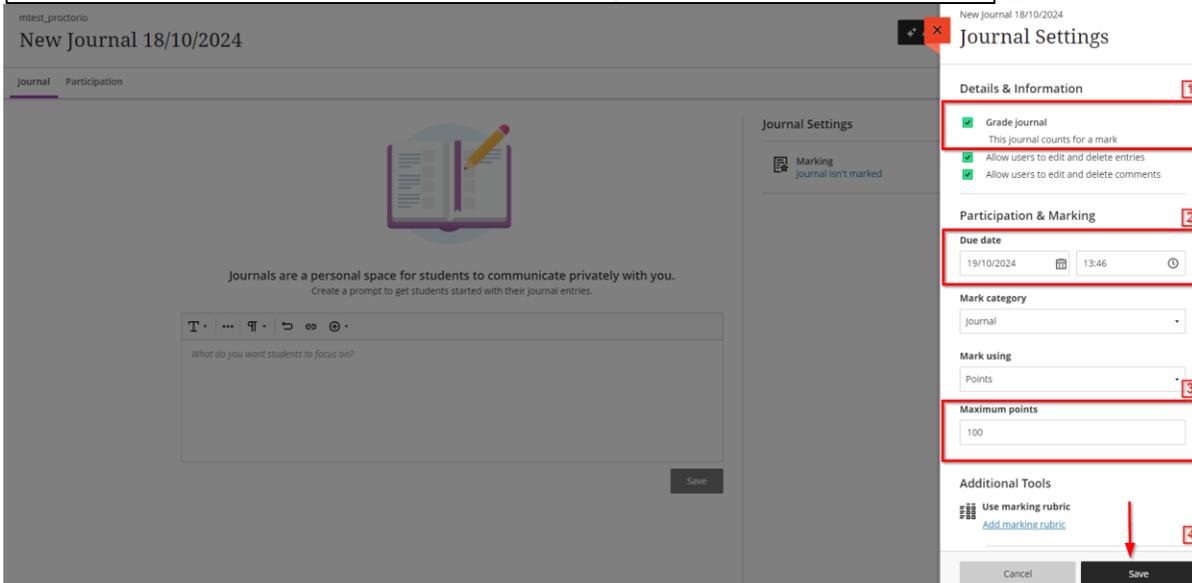
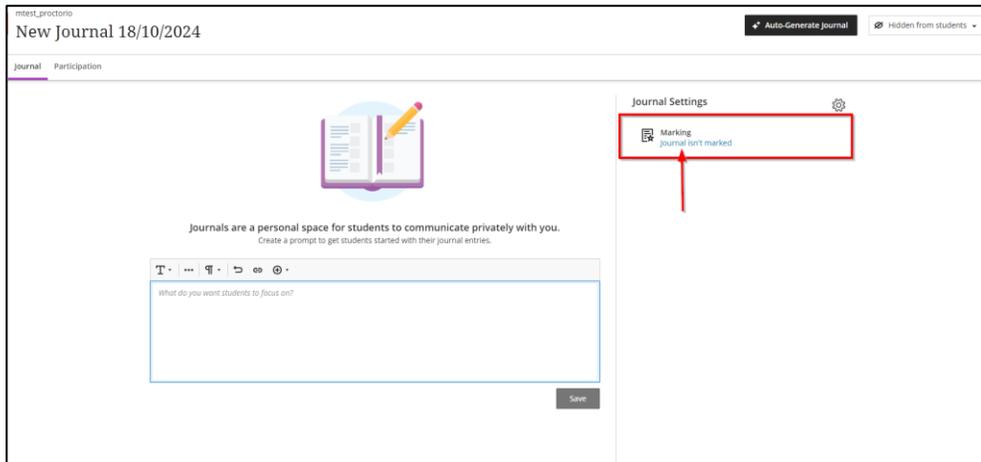
### 3. Set Up the Journal:

- **Add a Prompt:** Provide expectations and guidelines for the journal. Use the text editor options to format your text, attach files, or embed multimedia. If you don't add a prompt, students will see a message indicating that no instructions have been provided.
- **Show or Hide the Journal:** By default, new journals are hidden from students. They won't see the journal until you choose to make it visible. You can create all your content in advance and control what students can access based on your schedule.
- Enter a meaningful title to help students find the journal in the content list.



### 4. Journal Settings:

- In the **Journal Settings** panel, if you choose to grade the journal, additional options will appear, such as setting a due date and maximum points.



### Managing Journal Entries:

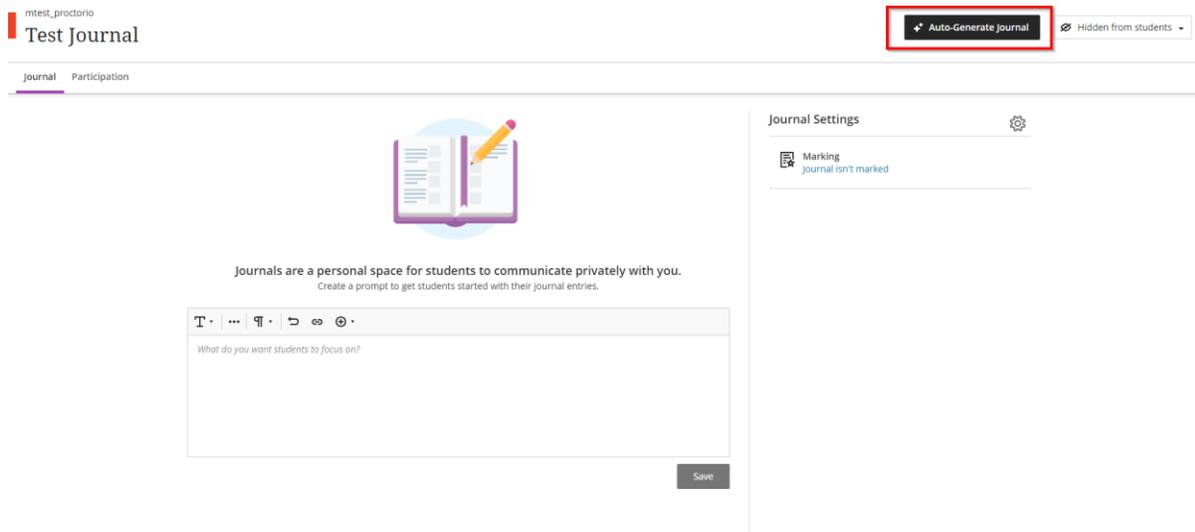
- In the **Participants** view, students are listed in alphabetical order.
- If you edit any content in the journal, students will not receive notifications about new content.
- You can change a journal from graded to ungraded as long as there are no entries or comments. Once students have submitted entries or comments, you cannot change the journal type.
- If you delete a graded journal, it will be removed from both the **Course Content** page and the **Grade Center**.

### Additional Notes:

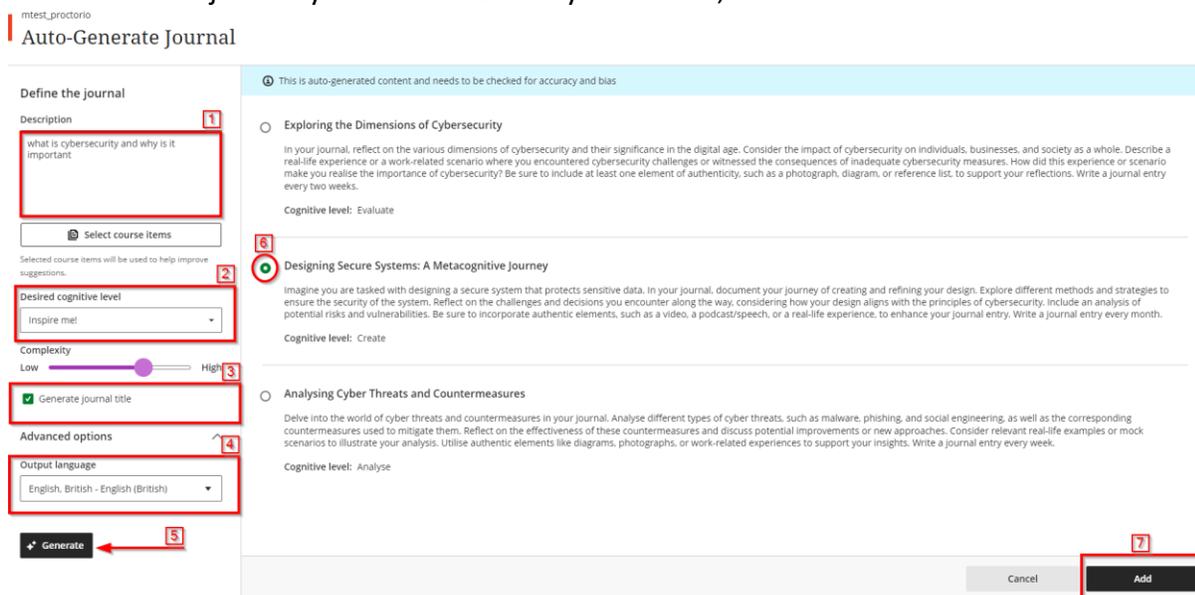
- You can create as many journal entries as you like and comment on student entries. After you comment, students can respond to continue the conversation.
- Instructors can edit or delete any entries and comments. Deleting an entry will also remove all associated comments.

### Auto-generate a journal

Select the **Auto-Generate Journal** button to bring up the creation panel



- Enter a description (limited to 2000 characters) to narrow the focus of the journals
- Select the desired cognitive level
- Adjust the complexity of the journals' focus by moving the slider
- Select whether you want to generate a title for journals
- Select the arrow beside **Advanced options** to change the output language
- Once you've finalized your settings, select **Generate**. Review each journal for accuracy and bias. Choose the journal you'd like to add to your course, then select **Add**



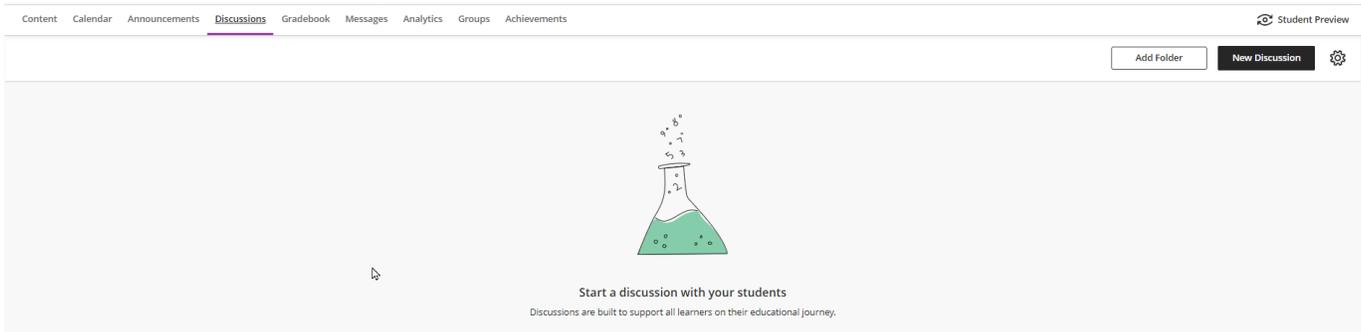
### 13. Discussions

**Discussions** are an effective way to encourage students to think critically about coursework and engage with each other's ideas. You can create discussions for specific lessons or for general course topics.

**Key Features:**

1. **Instructor Control:**

- As the instructor, you own the discussions. After starting a discussion, you can post comments to guide and facilitate student interaction.

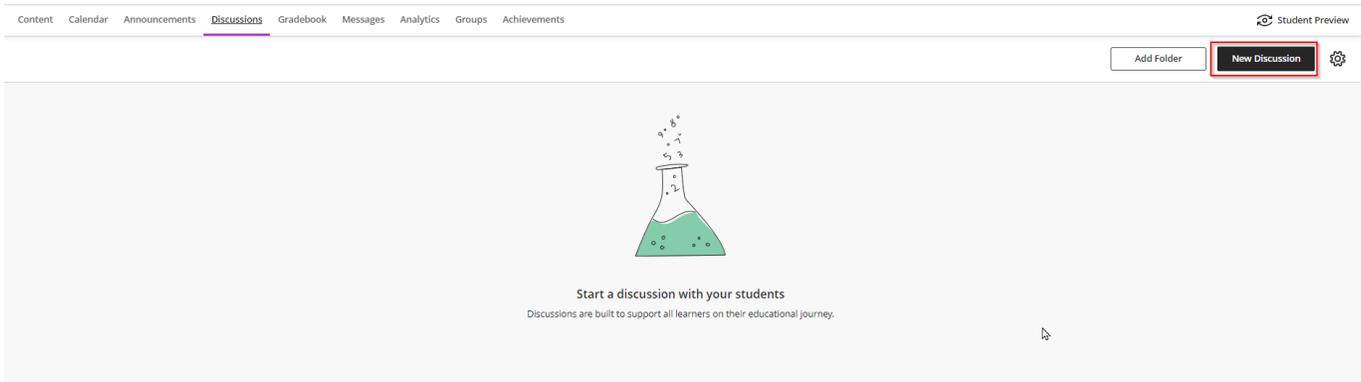


## 2. Creating a Discussion:

- You can create a discussion directly on the **Course Content** page.

## 3. Access the Discussion Area:

- Click on **Create Discussion**. You will see a prompt to start a new discussion.



## 4. Add a Title:

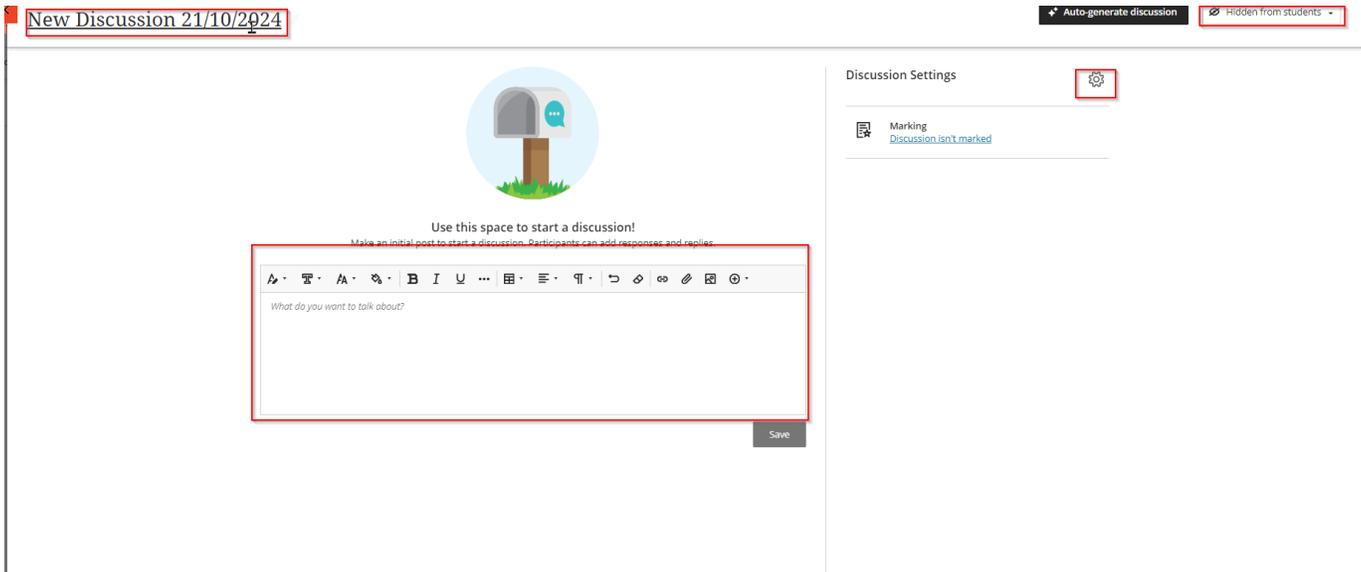
- Type a meaningful title for your discussion to help students easily find it

## 5. Add Content:

- Enter the content or prompt for the discussion.

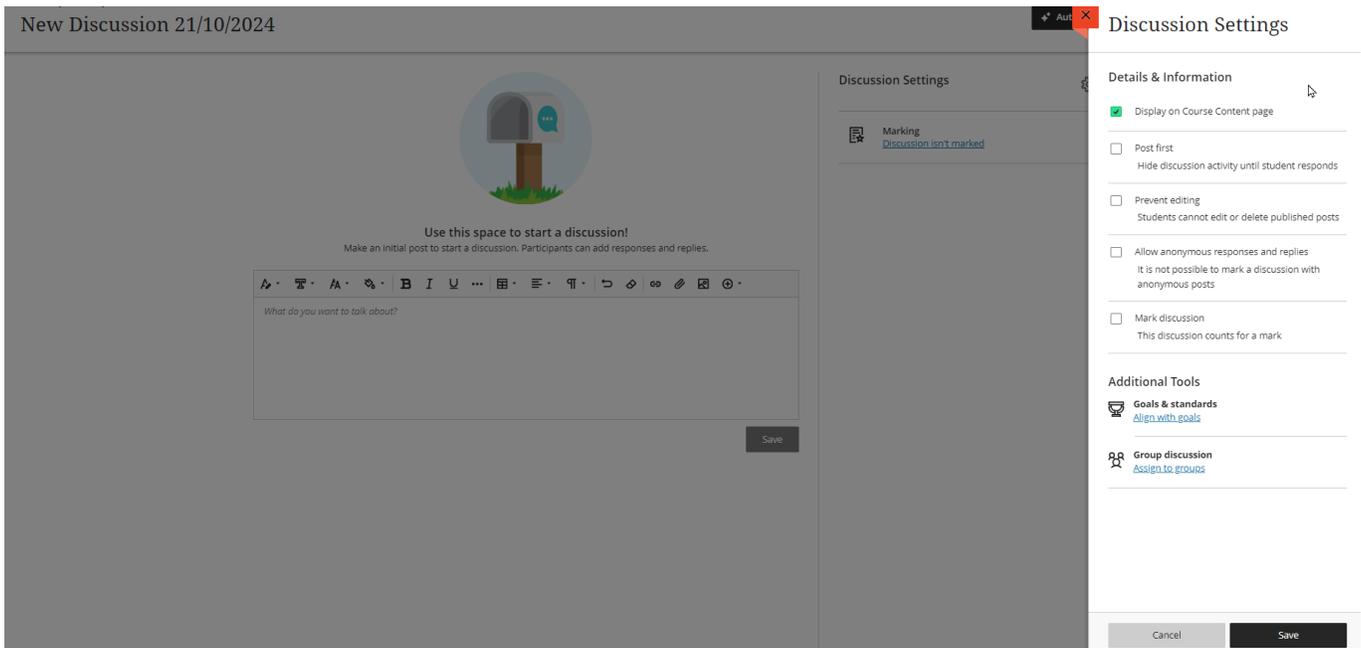
## 6. Visibility Settings:

- You can choose to **show or hide** the discussion from students. New discussions are hidden by default, but you can change this option at any time.



## 7. Edit Discussion Settings:

- Click on the **Edit Discussion Settings** icon (refer to arrow 3) to open the settings panel. Here, select the options that best suit your discussion needs.



## 14. Sending a Message or Email

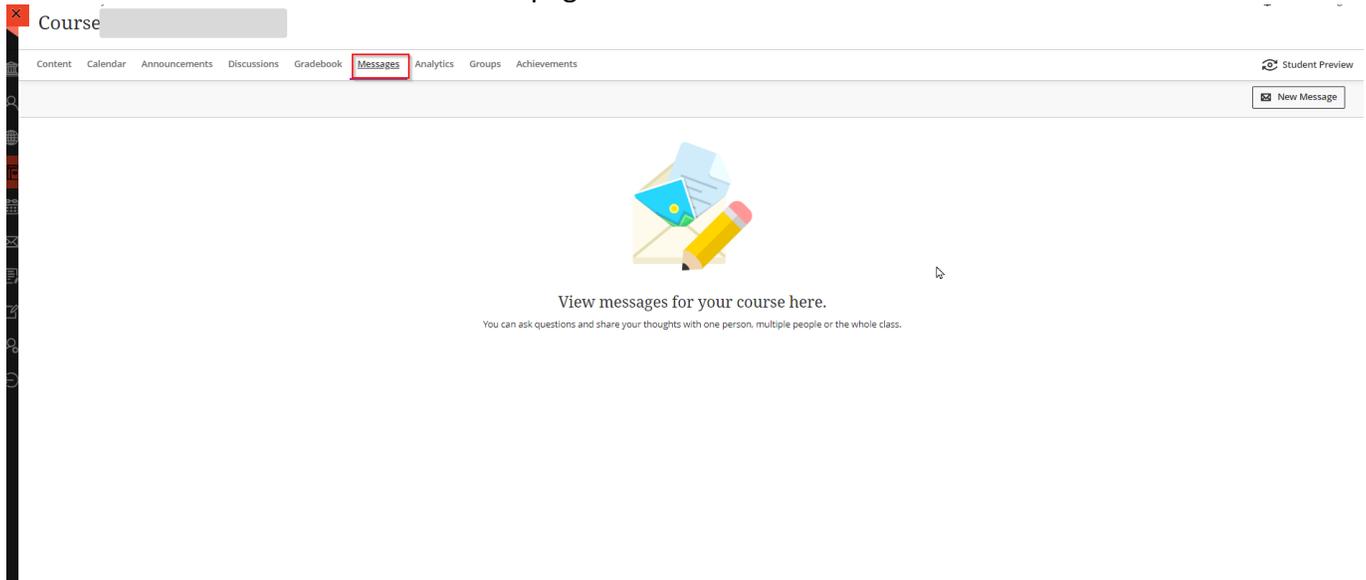
In the **Ultra Course View**, you can send course messages that also get copied to the recipient's email inbox.

### How to Send a Message:

#### 1. Access Messages:

- Click on the **Messages** icon in the course menu. You can also send a message directly

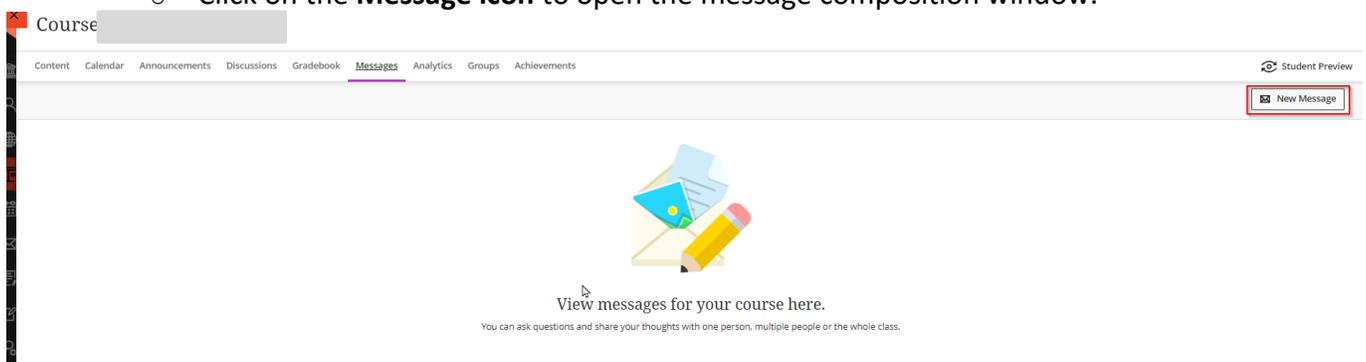
from the **Course Content** page.



The screenshot shows a course interface with a navigation bar containing 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Messages', 'Analytics', 'Groups', and 'Achievements'. The 'Messages' tab is highlighted with a red box. In the top right corner, there is a 'Student Preview' icon and a 'New Message' button. The main content area features a central illustration of an envelope and a pencil, with the text 'View messages for your course here.' and a sub-note: 'You can ask questions and share your thoughts with one person, multiple people or the whole class.'

## 2. Compose a Message:

- Click on the **Message icon** to open the message composition window.



This screenshot is identical to the one above, but with a red box highlighting the 'New Message' button in the top right corner of the interface.

New Message

Recipients

All course members

This is a group message

Recipients will receive this message as an email

Allow replies to this message

Message

test

Send

### 3. Email Copy:

- All messages sent will automatically be copied to the recipients' email inboxes. There's no need to check a box for this option.

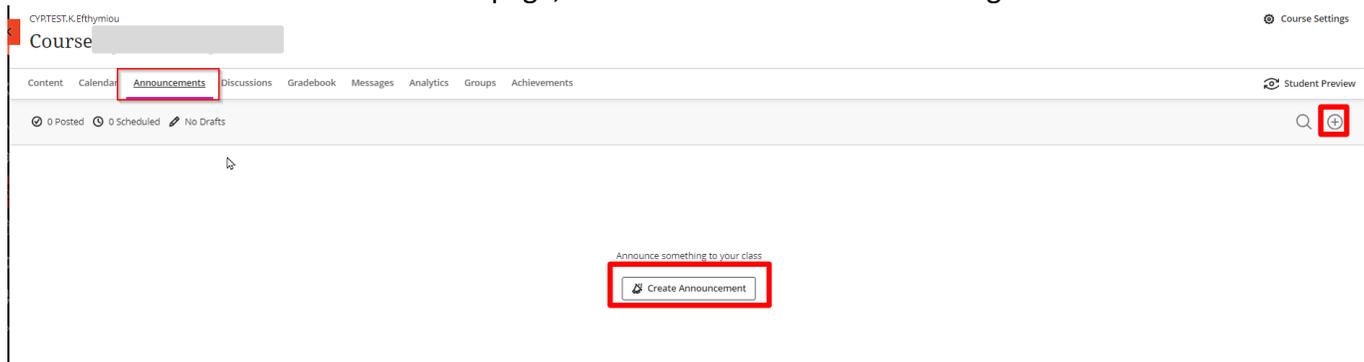
### 4. Viewing and Replying:

- Recipients will see your message in their email, but any replies to that email won't be sent back to Blackboard Learn. To respond, users must log in to Blackboard and reply through the course messaging system.

## 15. How to Create an Announcement

### 1. Access the Announcements Page:

- On the Course Content page, select Create Announcement to get started.



CYPTSTIK.Efthymiou

Course

Course Settings

Content Calendar **Announcements** Discussions Gradebook Messages Analytics Groups Achievements

Student Preview

0 Posted 0 Scheduled No Drafts

Announce something to your class

Create Announcement

### 2. Fill Out Announcement Details:

- The New Announcement page will appear.
- Type a title and the message text for your announcement.

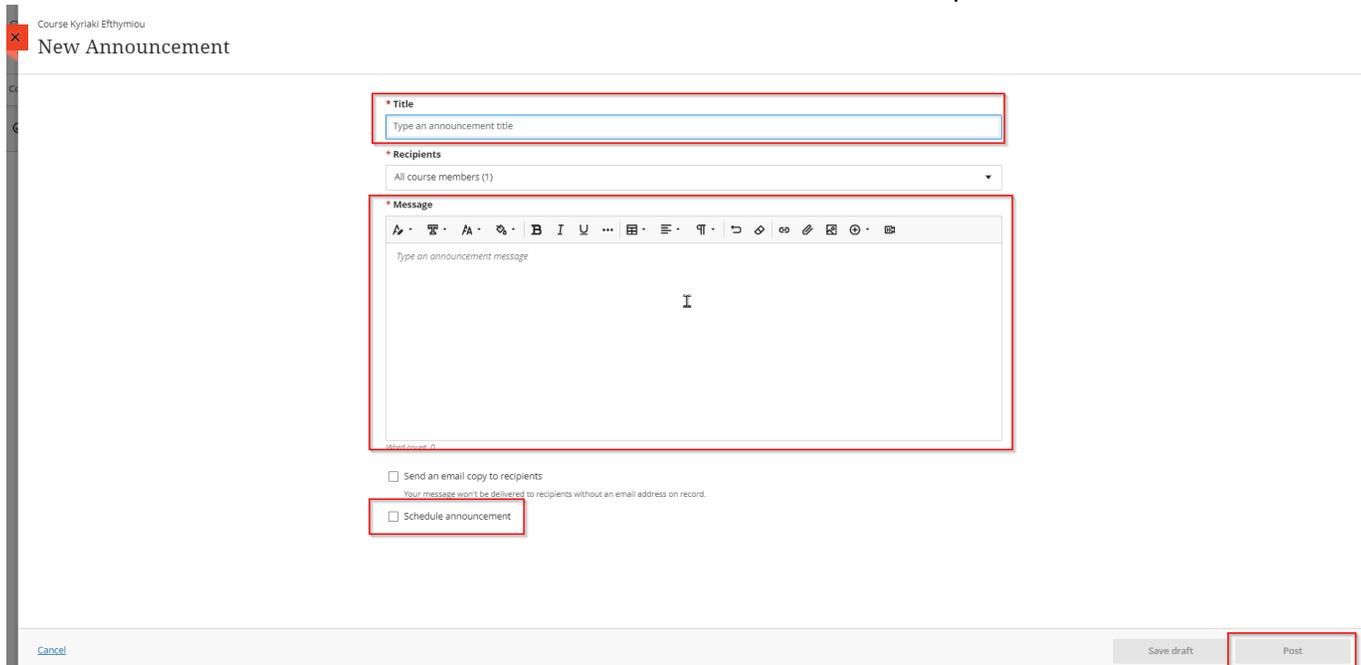
### 3. Save or Post the Announcement:

- Select Save to save your announcement as a draft.

- To post the announcement immediately, select Post in the Status column on the Course Announcements page.

#### 4. Schedule Announcements:

- You can also schedule announcements to start and end at specific times.



Course Kyriaki Efthymiou

New Announcement

\* Title  
Type an announcement title

\* Recipients  
All course members (1)

\* Message  
Type an announcement message

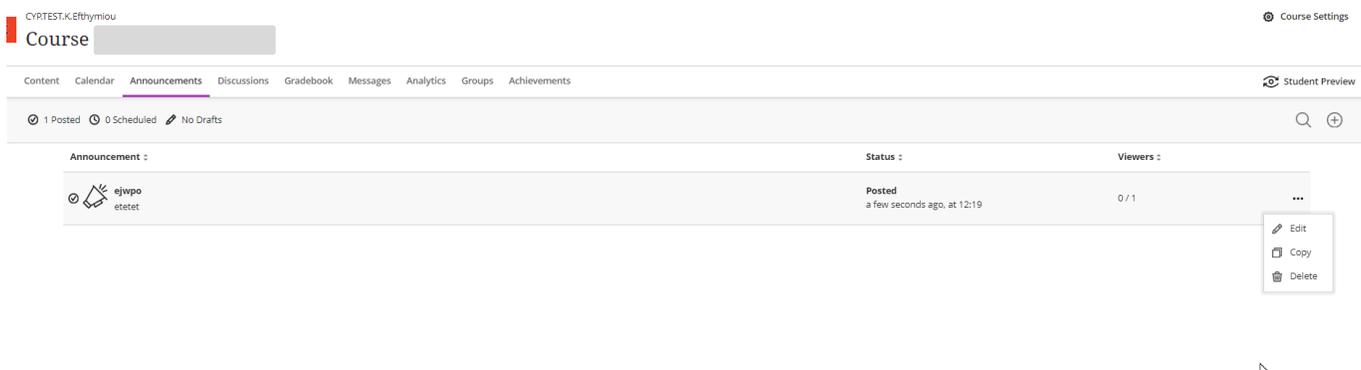
Send an email copy to recipients  
Your message won't be delivered to recipients without an email address on record.

Schedule announcement

Cancel Save draft Post

#### 5. Managing Announcements:

- The Course Announcements page lists all announcements in your course, along with each announcement's status and the number of viewers.
- From this page, you can create, copy, edit, and delete announcements.



CYRTEST.K.Efthymiou Course Settings

Course

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups Achievements Student Preview

1 Posted 0 Scheduled No Drafts

Announcement	Status	Viewers
ejwpo etetet	Posted a few seconds ago, at 12:19	0 / 1

Edit Copy Delete

## 16. How to Create Course Groups

### 1. Access the Group Creation Page:

- When creating course groups for the first time or adding a new group set, a partial list of your students will appear on the **New Group Set** page.
- Select **Show All** to view the entire list of students.

### 2. Create Groups:

- You can create up to **99 groups** within a single group set.
- To add students to a group, select the desired students from the list and assign them to a

specific group.

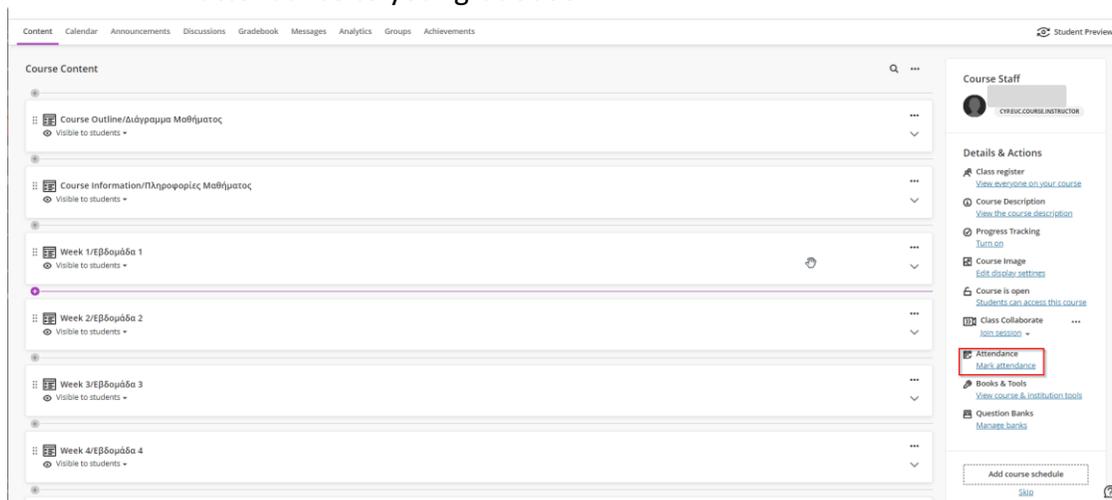
### 3. Managing Individual Groups:

- **After creating a group or group set, you can:**
  - **Add or Delete Groups:** Modify individual groups as needed.
  - **Manage Student Membership:** Add or remove students from groups.
  - **Edit Group Names:** Change the names of your groups for better organization.
  - **Send Messages:** Communicate with all members of a group.
- **If you no longer need a group, access the group’s menu and select Delete Group.** The students in that group will be automatically unassigned and will appear at the top of the page. You can then manually assign these students to new groups.

## 17. Accessing Attendance

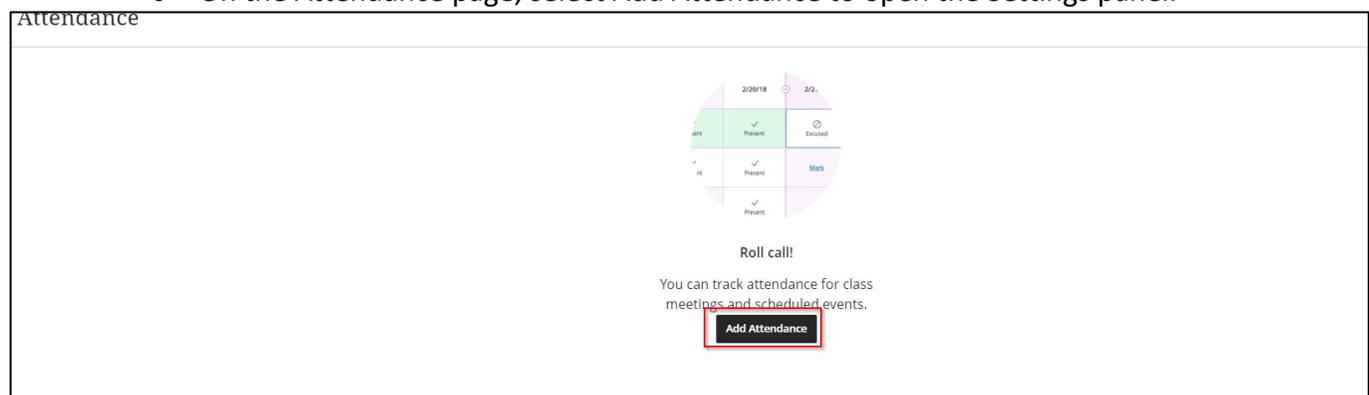
### 1. First-Time Access:

- When you access the Attendance feature for the first time, you’ll choose whether to add attendance to your gradebook.



### 2. Adding Attendance:

- On the Attendance page, select Add Attendance to open the Settings panel.

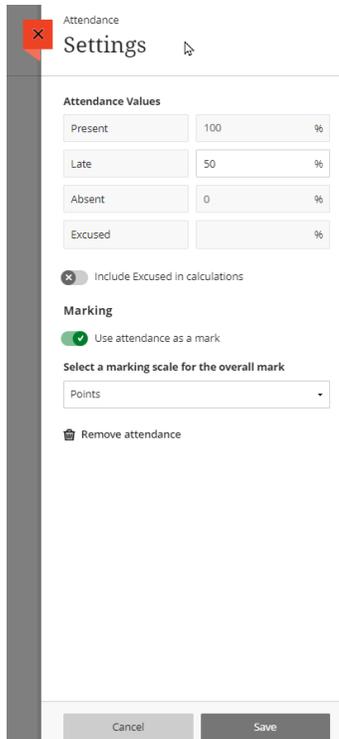


### 3. Adjusting Settings:

- In the Settings panel, you can modify the default settings for how grades are displayed

and how late attendance is handled in the grade schema.

- Note: You cannot change the percentages for Present and Absent at this time.
- After making your adjustments, select Save to apply the changes, or close the panel if you don't want to make any changes.



#### 4. Attendance Column:

- An attendance column will appear in your gradebook once you've added attendance.

#### 5. Marking Attendance:

- In the Meeting View, you can mark each student's attendance. As you do this, their attendance grades are updated automatically.
- If you change a student's attendance or clear any marks, those changes are reflected immediately for students.

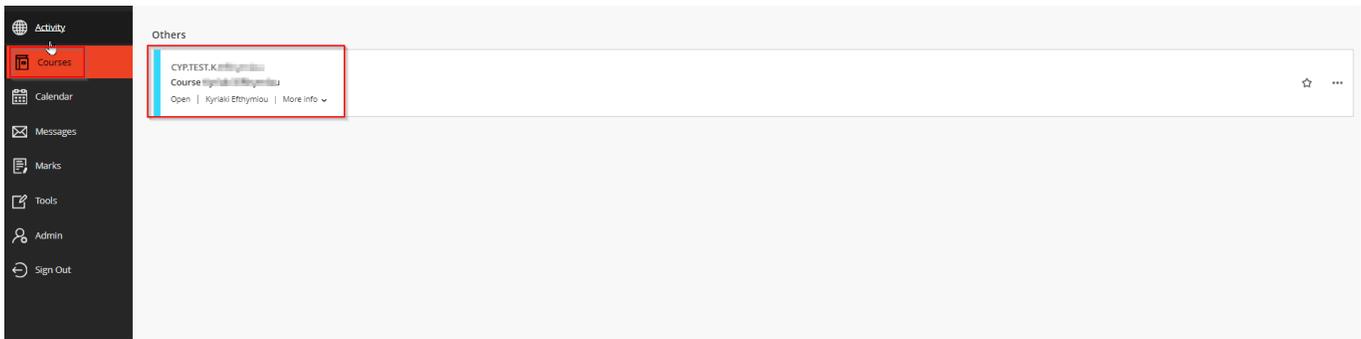
#### 6. Score Display:

- Attendance scores in the Meeting View are always displayed as percentages, regardless of the schema you selected in the Settings panel.

## 18. Accessing the Virtual Classroom

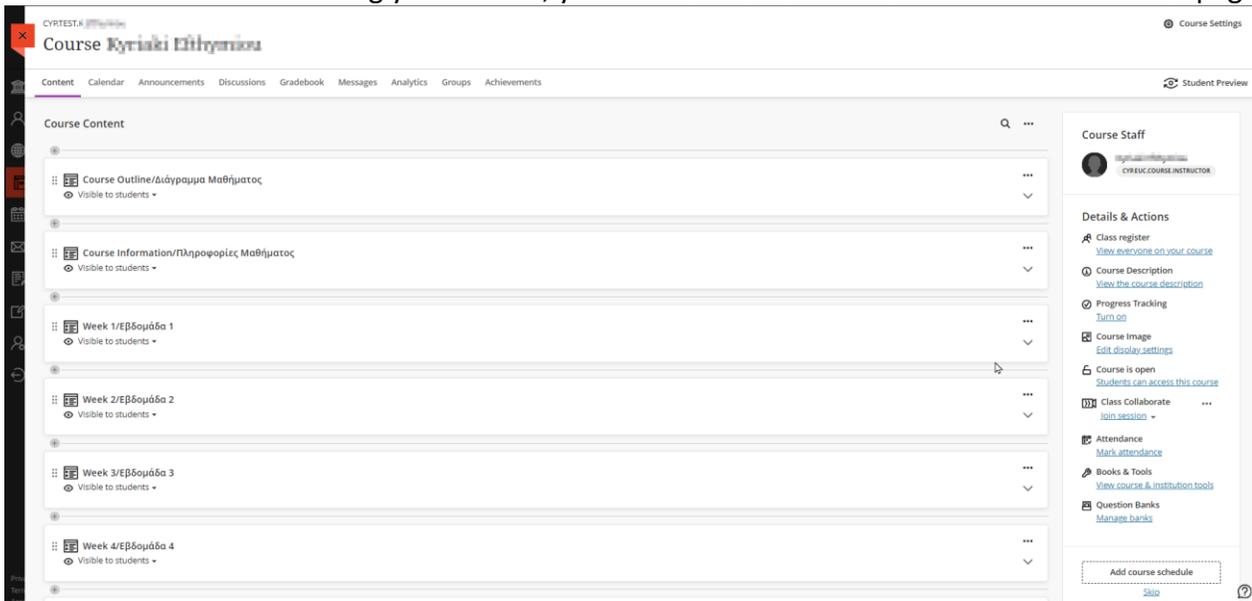
### 1. Find Your Course:

- On the left-side menu, click on **"Courses."**
- Select your course from the list.



## 2. Virtual Classroom Page:

- After selecting your course, you will be directed to the Virtual Classroom webpage.



## 19. Creating a New Session

### 1. Access Your Course:

- Go to your course in Blackboard.

### 2. Open Blackboard Collaborate:

- On the right-side menu, click on the **three dots** next to **“Class Collaborate.”**

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups Achievements Student Preview

Course Content

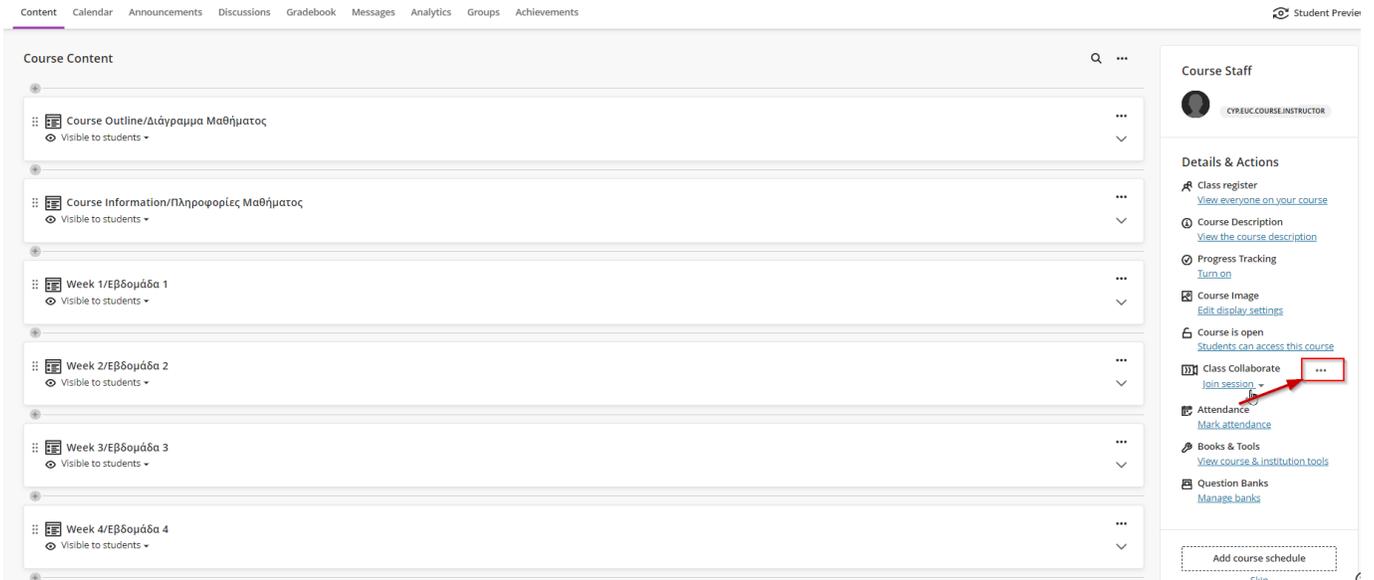
- Course Outline/Διάγραμμα Μαθήματος
- Course Information/Πληροφορίες Μαθήματος
- Week 1/Εβδομάδα 1
- Week 2/Εβδομάδα 2
- Week 3/Εβδομάδα 3
- Week 4/Εβδομάδα 4

Course Staff

Details & Actions

- Class register
- Course Description
- Progress Tracking
- Course Image
- Course is open
- Class Collaborate
- Attendance
- Books & Tools
- Question Banks

Add course schedule



### 3. Manage Sessions:

- Click on “Manage all sessions.”

Course

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups Achievements Student Preview

Course Content

- Course Outline/Διάγραμμα Μαθήματος
- Course Information/Πληροφορίες Μαθήματος
- Week 1/Εβδομάδα 1
- Week 2/Εβδομάδα 2
- Week 3/Εβδομάδα 3
- Week 4/Εβδομάδα 4

Course Staff

Details & Actions

- Class register
- Course Description
- Progress Tracking
- Course Image
- Course is open
- Class Collaborate

Get course room guest link

Edit course room settings

View room report

Manage all sessions

View all recordings

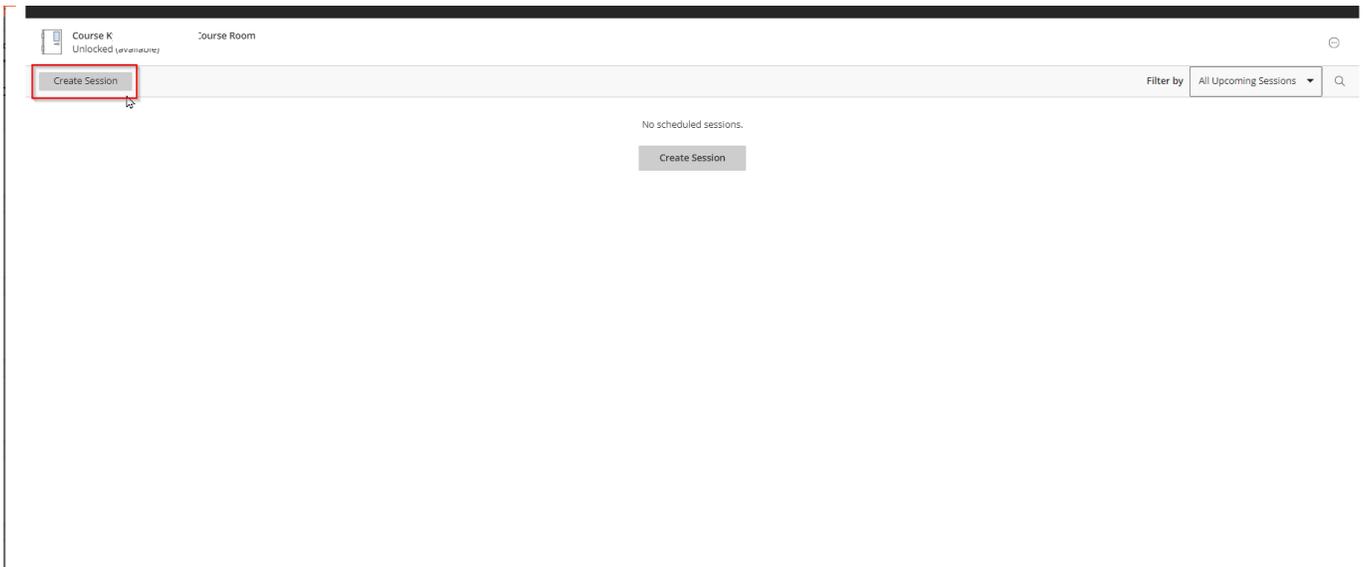
Disable course room

Add course schedule



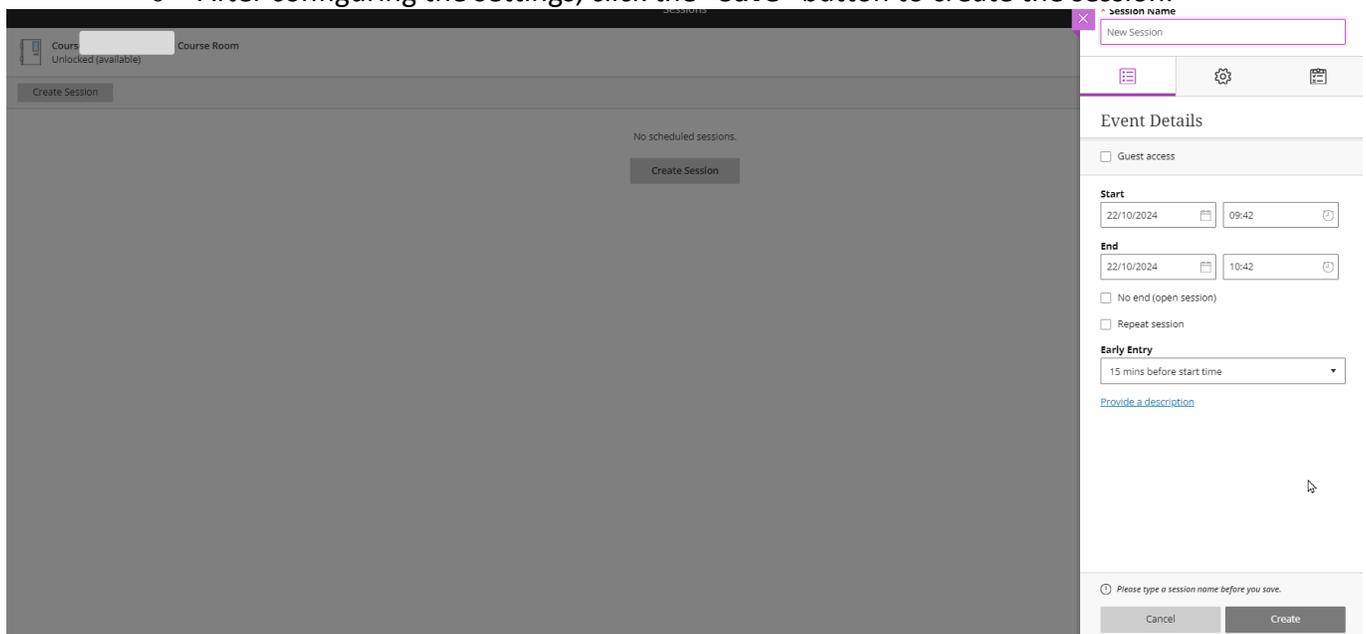
### 4. Create a New Session:

- Click the “Create Session” button. A side panel will open on the right side of the screen.



### 5. Define Session Properties:

- Set the necessary details for your new session, including:
  - **Name**
  - **Start Time**
  - **End Time**
- After configuring the settings, click the **“Save”** button to create the session.

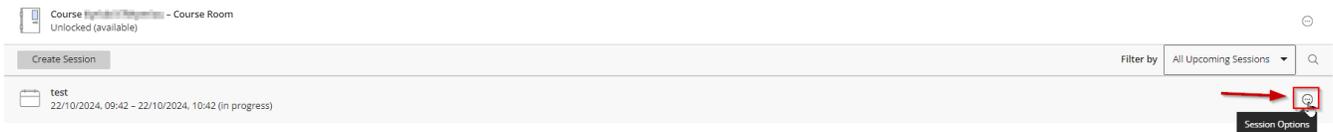


### 6. Accessing the New Session:

- The new session will be available in the **“Class Collaborate – Join Session”** menu.

### 7. Edit Session Settings:

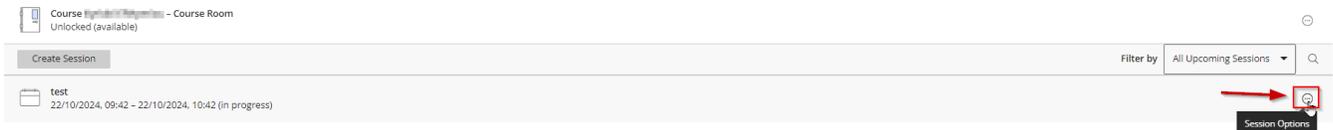
- Click on the **three dots** next to the newly created session to view and edit its settings.



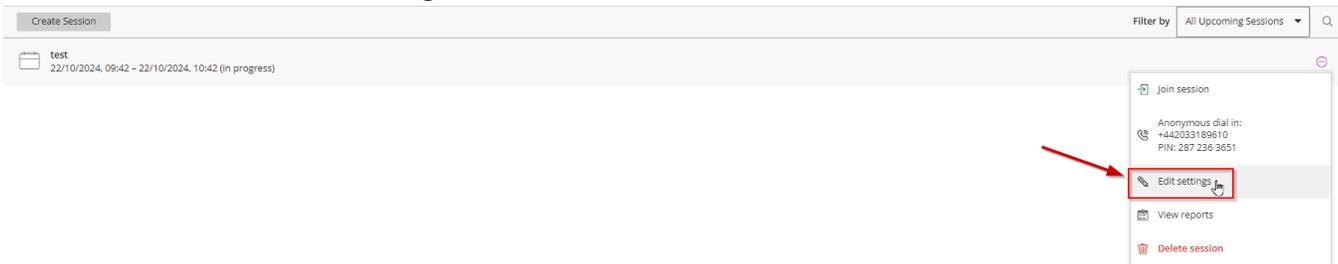
## 8. Share with Guests:

To share the session with external guests:

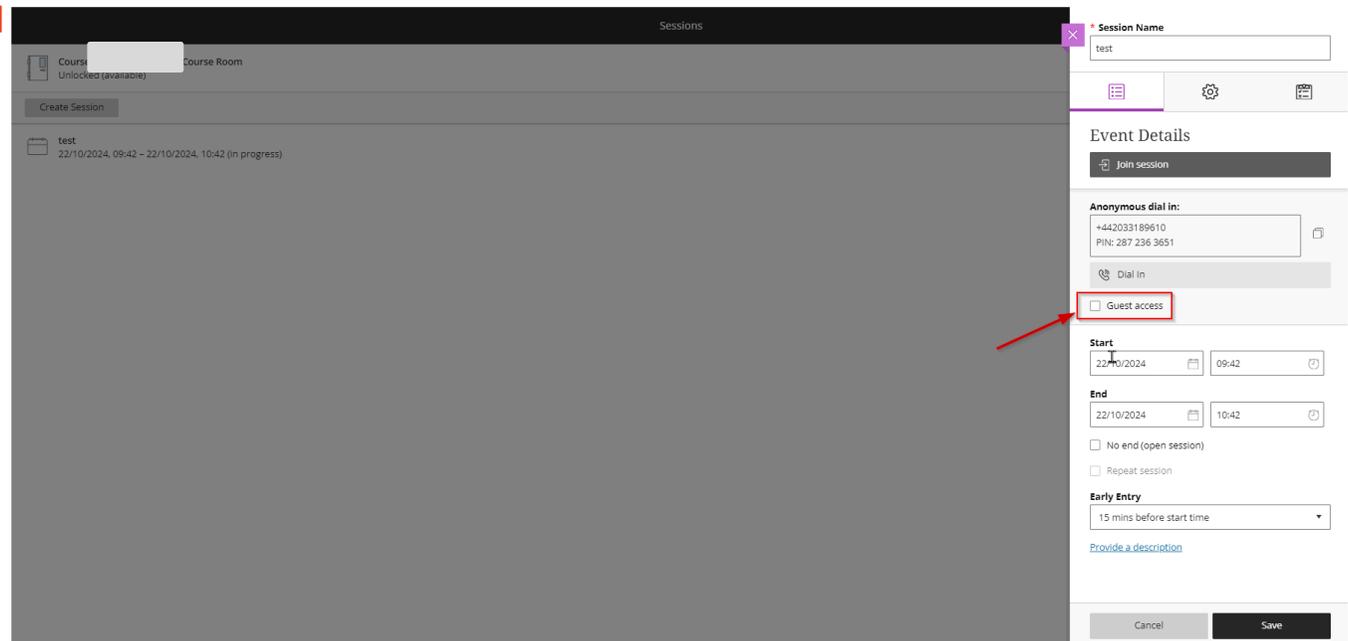
1. Click on the three dots on the right side of the created session.



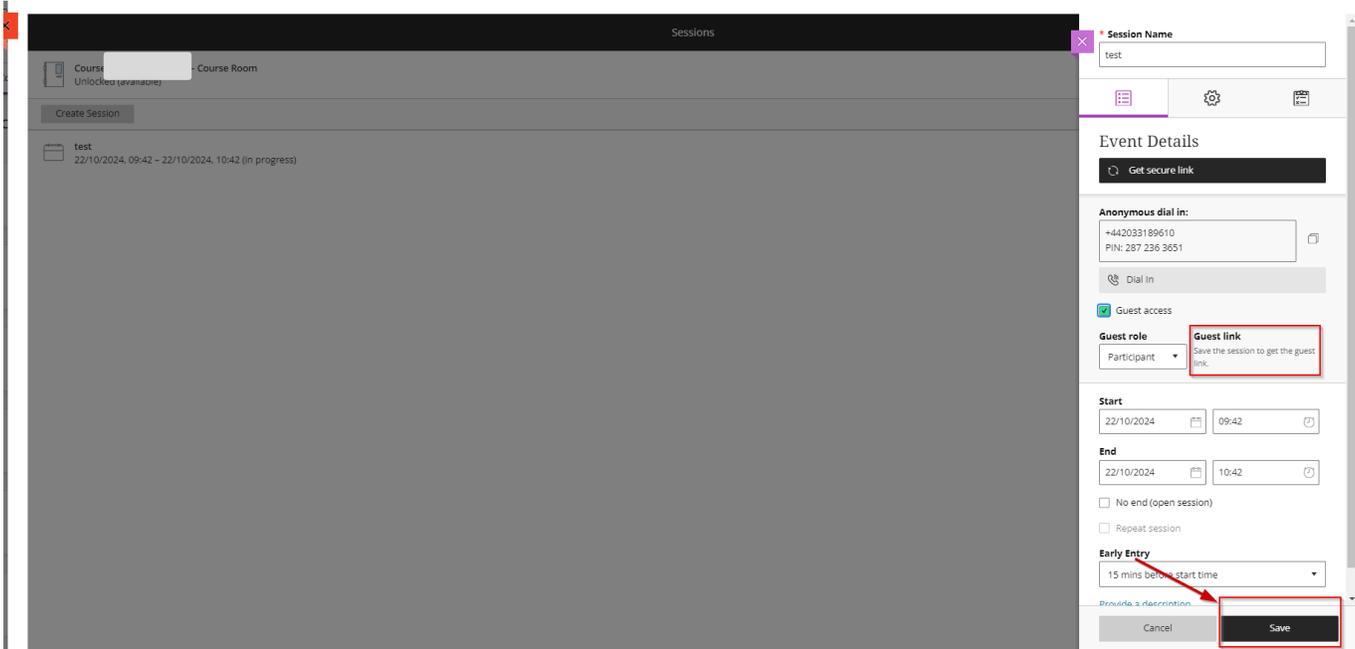
2. Select "Edit Settings."



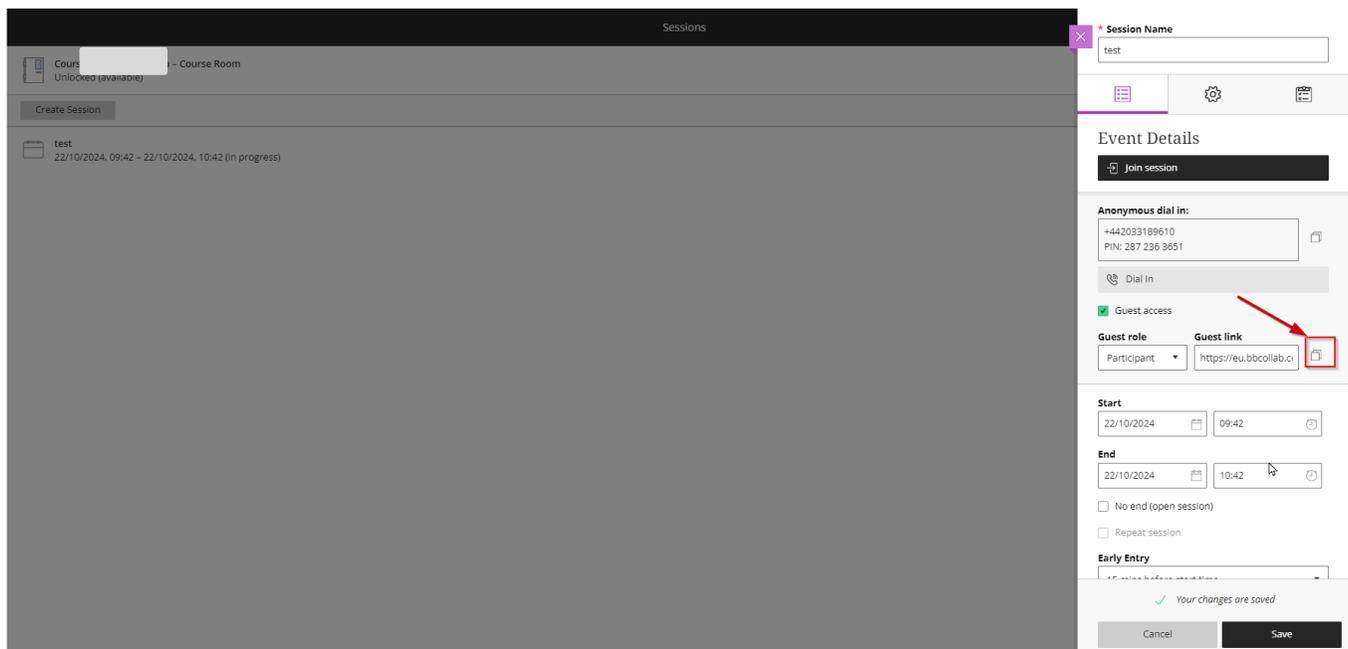
3. In the settings menu that appears, check the box for "Guest Access."



4. Click "Save" to get the guest link.



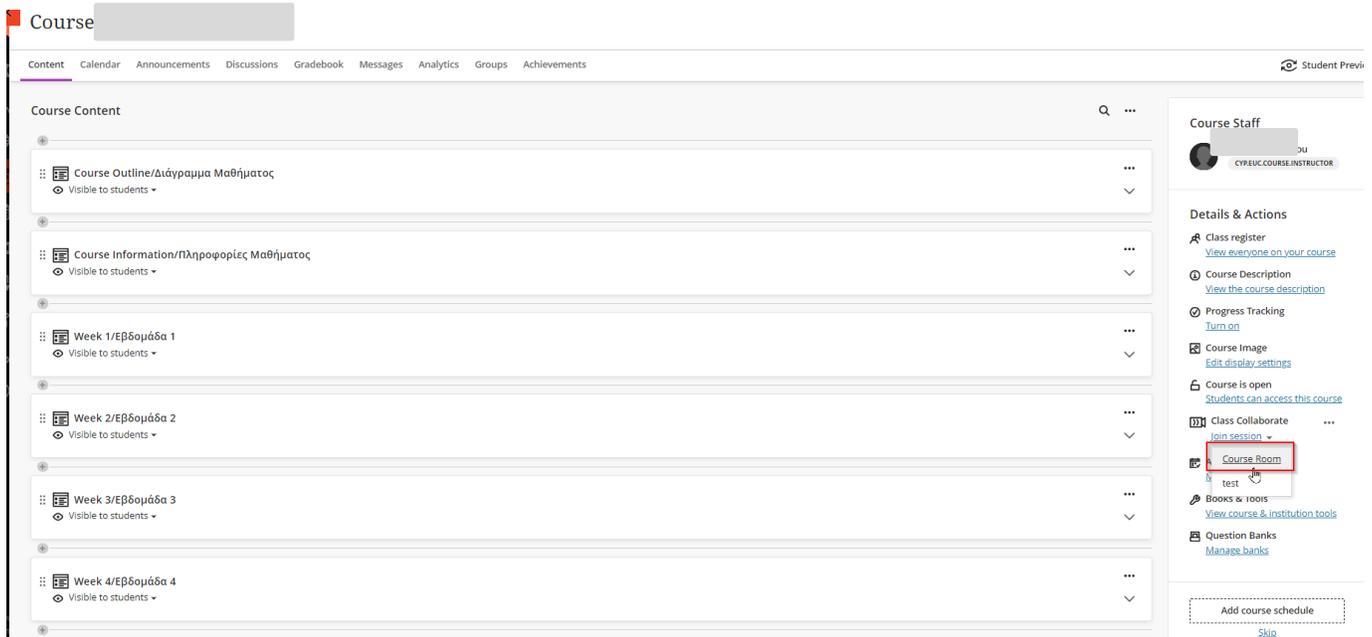
5. Copy the "Guest Link."



You can then share this link with anyone you want to invite.

## 20. Joining a Session

- Go to your course in Blackboard
- On the right-side menu click on the "Join Session" under "Class Collaborate"



Course [redacted]

Content | Calendar | Announcements | Discussions | Gradebook | Messages | Analytics | Groups | Achievements Student Preview

Course Content

- Course Outline/Διάγραμμα Μαθήματος  
Visible to students
- Course Information/Πληροφορίες Μαθήματος  
Visible to students
- Week 1/Εβδομάδα 1  
Visible to students
- Week 2/Εβδομάδα 2  
Visible to students
- Week 3/Εβδομάδα 3  
Visible to students
- Week 4/Εβδομάδα 4  
Visible to students

Course Staff

Details & Actions

- Class register [View everyone on your course](#)
- Course Description [View the course description](#)
- Progress Tracking [Turn on](#)
- Course Image [Edit display settings](#)
- Course is open [Students can access this course](#)
- Class Collaborate [Join session](#)
  - Course Room**
  - test
- Books & tools [View course & institution tools](#)
- Question Banks [Manage banks](#)

Add course schedule [Skip](#)

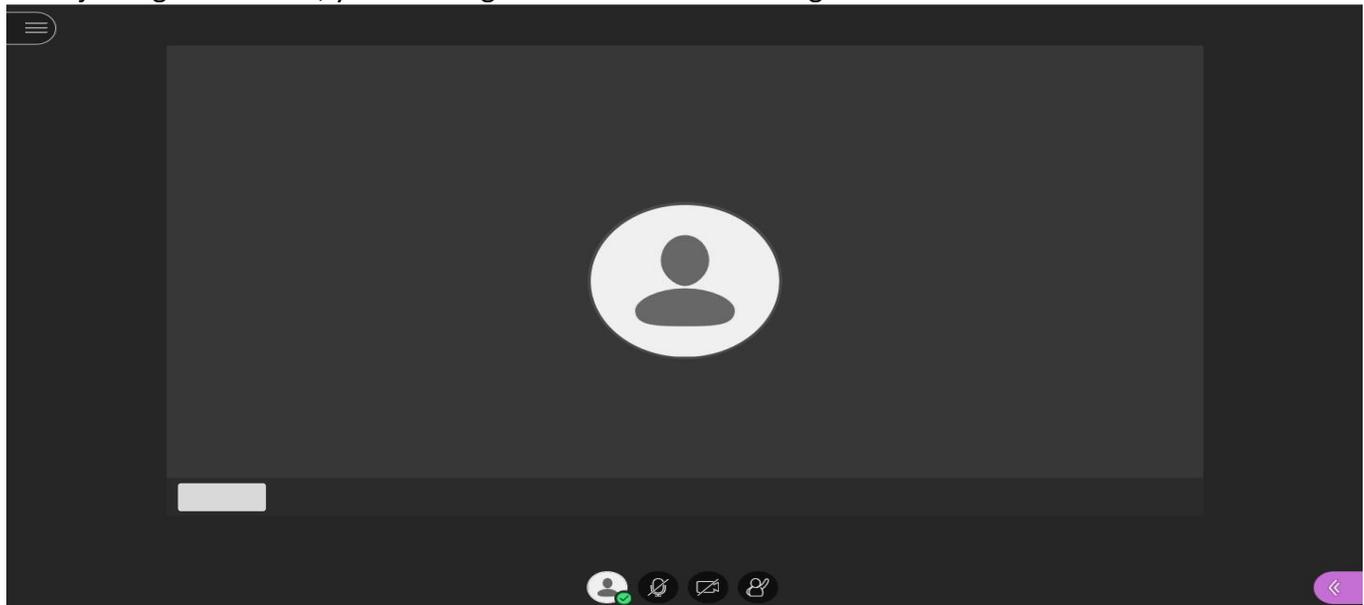
- On the menu that appears click on the session you want to Join

A new window will open which will show the loading screen

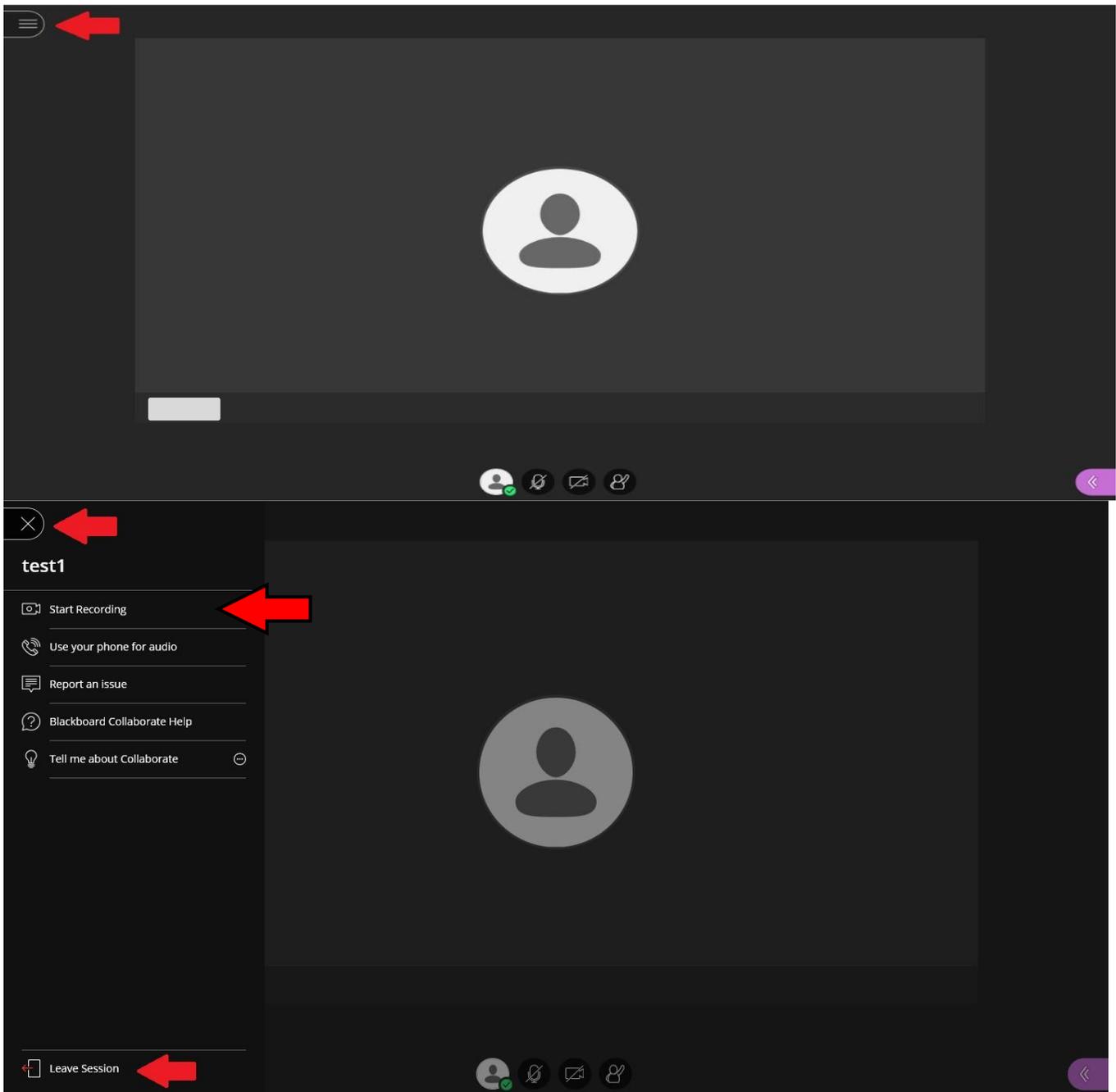
After a few seconds, you will be greeted with a session welcome message from where you can choose to start a tutorial by clicking the corresponding button or you can bypass it by choosing the “Later” button.

## 21. Navigating through Blackboard Collaborate Ultra’s Interface

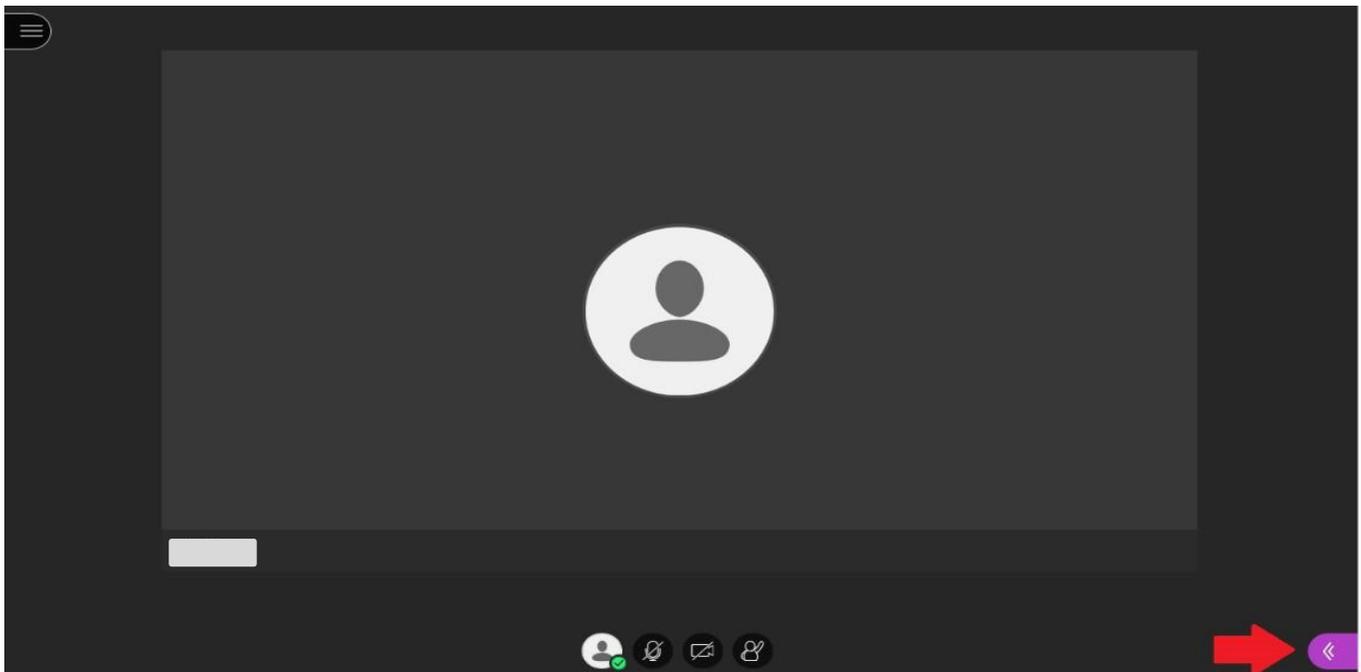
After joining the session, you will be greeted with the following interface



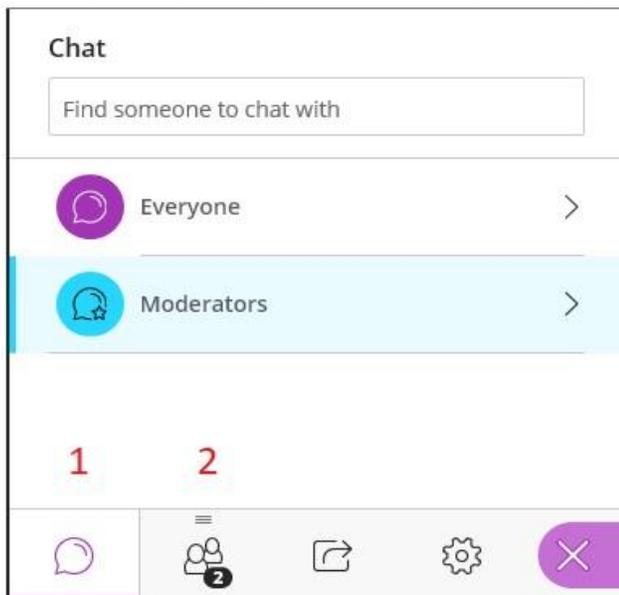
By clicking the button on the top-left corner of the screen, a pop-up window will open from where you can start the recording of the session by clicking on “Start Recording” option or leave the session by clicking on “Leave Session” option. Return to the session clicking on “X” option.



You can stop the recording by following the same button sequence.  
On the bottom-right corner of the screen, you can see a purple button.

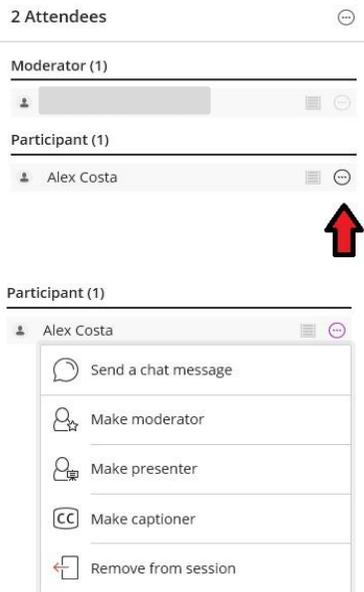


When clicking on the button the following menu will show up from where you can find people to chat, either publicly using the button (1) option or privately using the second button.

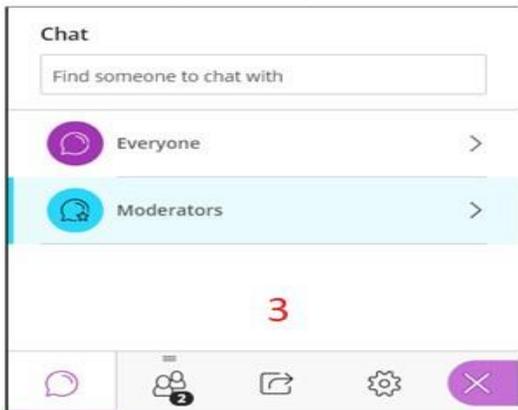


Moreover, on the second (2) button, you can alter the role of a participant / student and give that user a more active role on the session room.

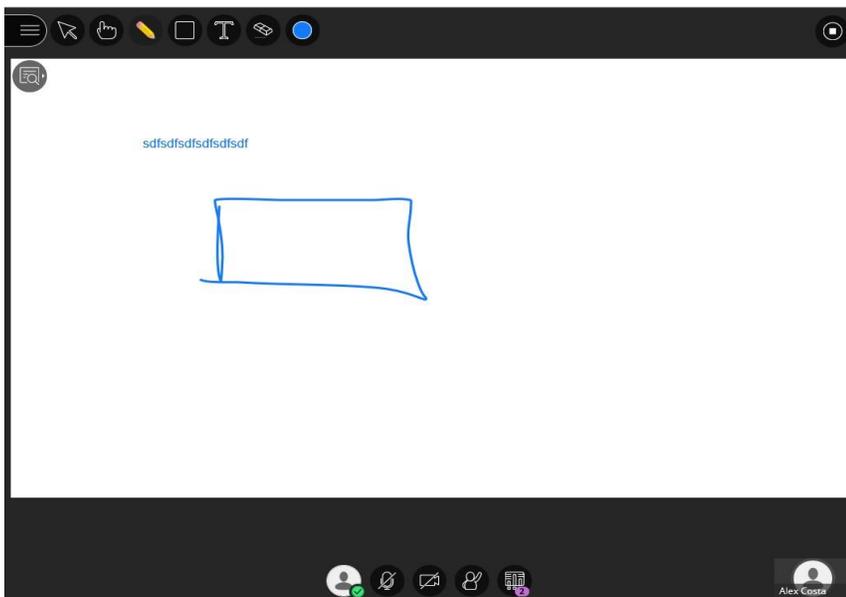
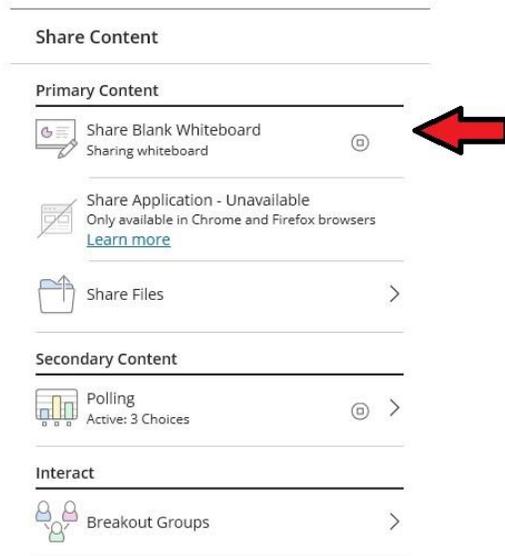
This is achieved by clicking on the three dots on the right of the student's name



You can also send a private message to that participant or even remove him from the session. By clicking on the third (3) button you can share content with the participants.



By clicking the “Share Blank Whiteboard” option you can share a blank whiteboard with the students on where you can write or draw anything you like in order to aid the delivery of your course.



By clicking the “Share Files” option you can “drag & drop”, or select files that you want to share with the participants on the teleconference window.

## Share Content

### Primary Content

 Share Blank Whiteboard   
Sharing whiteboard

 Share Application - Unavailable  
Only available in Chrome and Firefox browsers  
[Learn more](#)

 Share Files > 

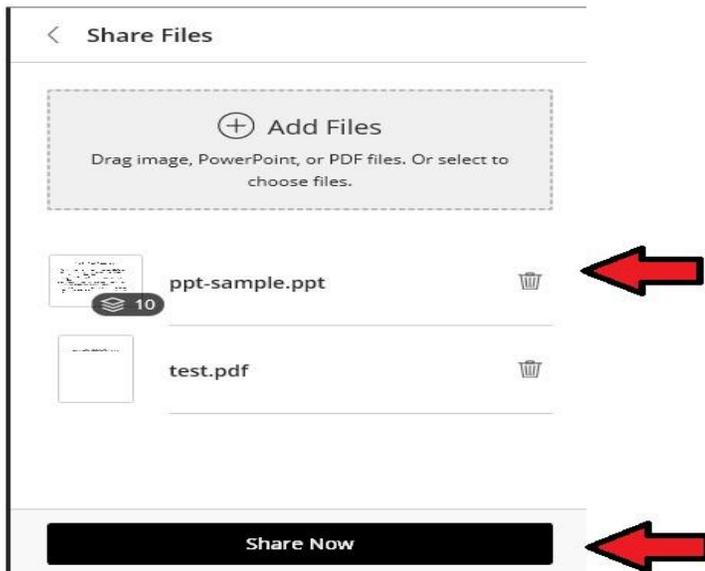
### Secondary Content

 Polling  >  
Active: 3 Choices

### Interact

 Breakout Groups >

By clicking on the file you want to share and then on the “Share Now” button, you can share the selected file on the session’s window.

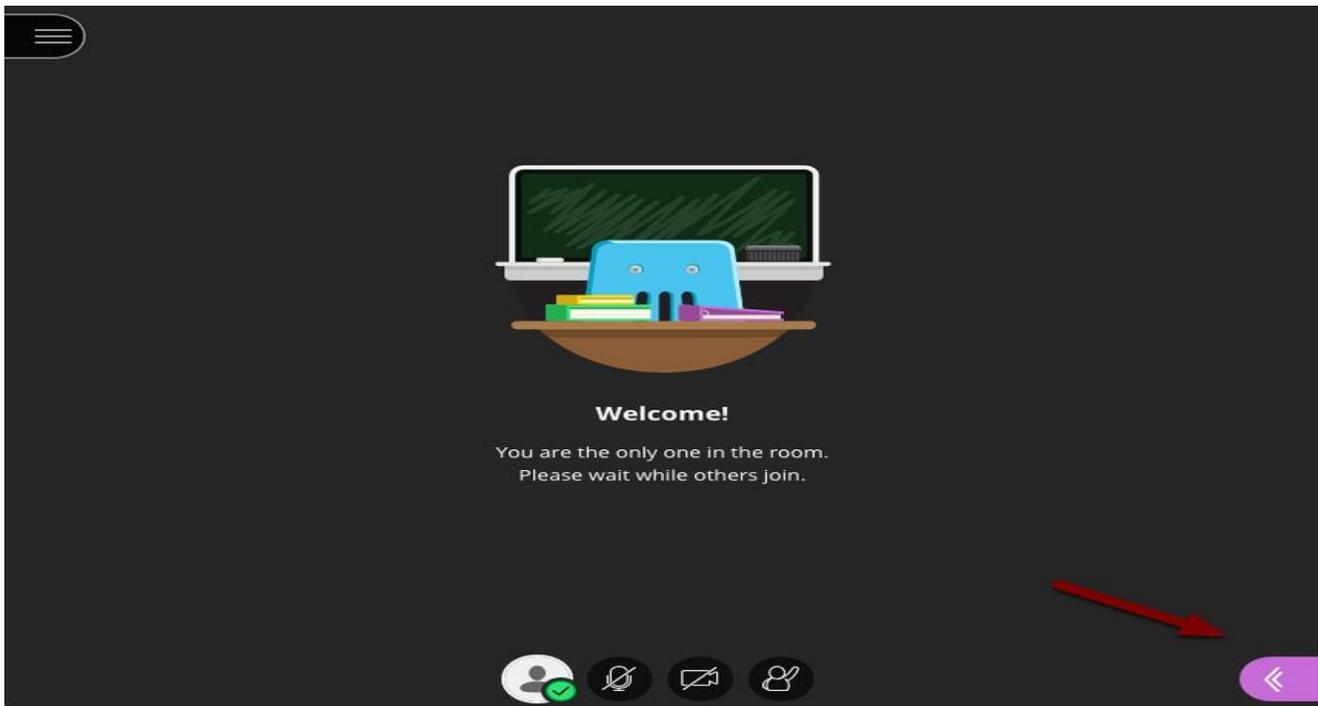


## 22. Setting up Collaborate in Course Groups

Breakout Groups allows as session leader to split session participants into small groups for activities such as discussion, brainstorming, or problem solving.

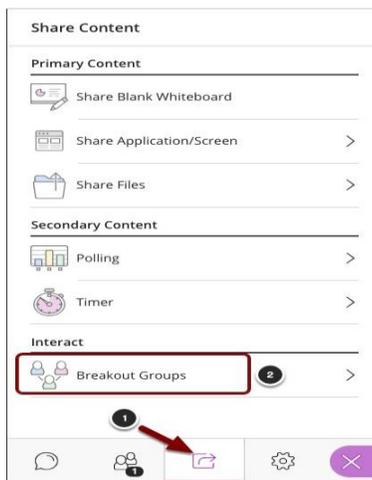
Accessing the Collaborate Panel

To set up breakout rooms, you will need to open the Collaborate Panel. To open the Collaborate Panel, click on the purple button in the bottom right corner.

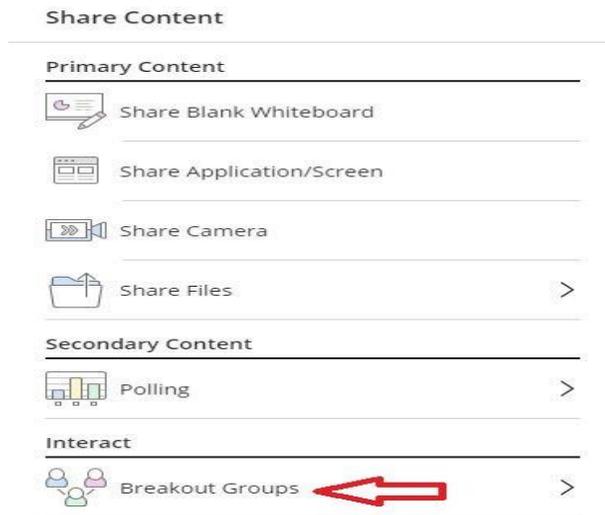


## Setting up Breakout Groups

In the Collaborate Panel, click on the Share Content tab



## Select Breakout Groups from the menu

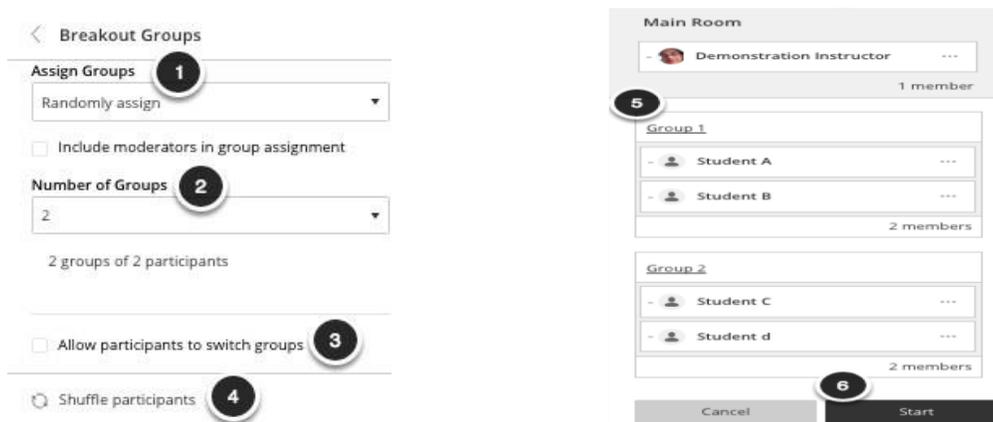


There are two methods of assigning participants to groups: Random assignment and manual assignment.

- Randomly Assigning Participants to Groups
- Manually Assigning Participants

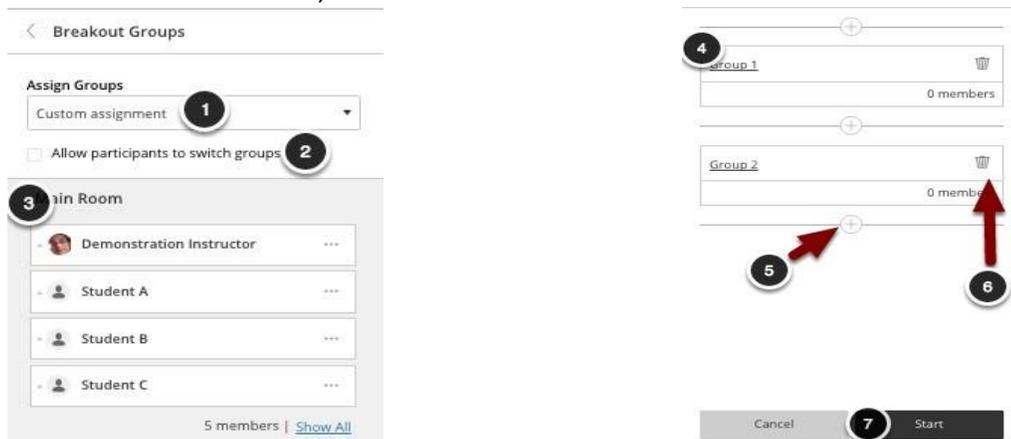
### Randomly Assigning Participants to Groups

1. Assign Groups: Select the Randomly Assign option from the dropdown menu. To include moderators, check the option labeled Include moderators in group assignment.
2. Number of Groups: Use the dropdown menu to select the number of groups to create.
3. Allow participants to switch groups: Select this option to allow participants to change groups.
4. Shuffle Participants: Check this option to change the random group assignment.
5. Group assignments will appear here. To rename a group, click on the group name. To reassign participants, drag the participant you wish to reassign between groups.
6. To start Breakout Groups, click the Start button.



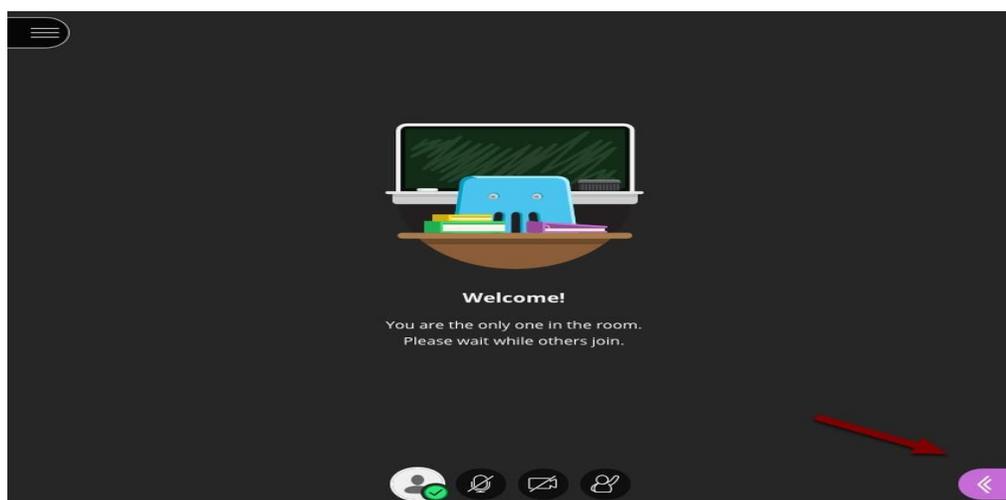
## Manually Assigning Participants

1. Assign Groups: Select the Custom Assignment button.
2. Allow participants to switch groups: Select this option to permit students to change their enrolled group.
3. Main Room: Participants in the main room will be listed here. Click Show All to view all participants.
4. Groups: Drag participants from the main room to the desired group. Click on the group name to rename the group.
5. Add group: Click the + sign to add additional groups.
6. Delete group: Click on the trash can icon to delete the group.
7. When finished, click the Start button to start the breakout rooms.



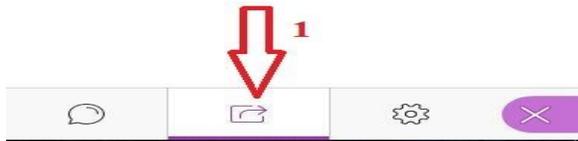
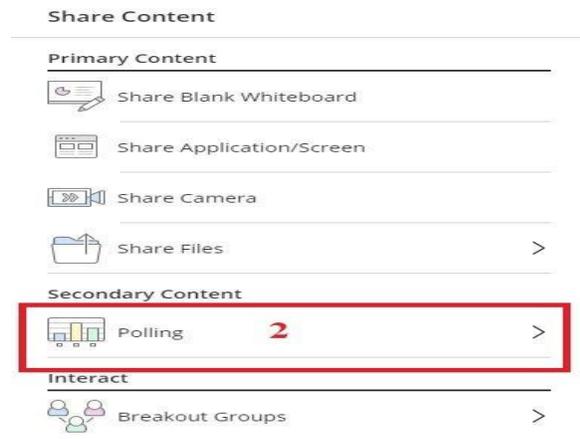
## 23. Polling

Accessing the Collaborate Panel. To distribute a poll, you will need to open the Collaborate Panel. To open the Collaborate Panel, click on the purple button in the bottom right corner.

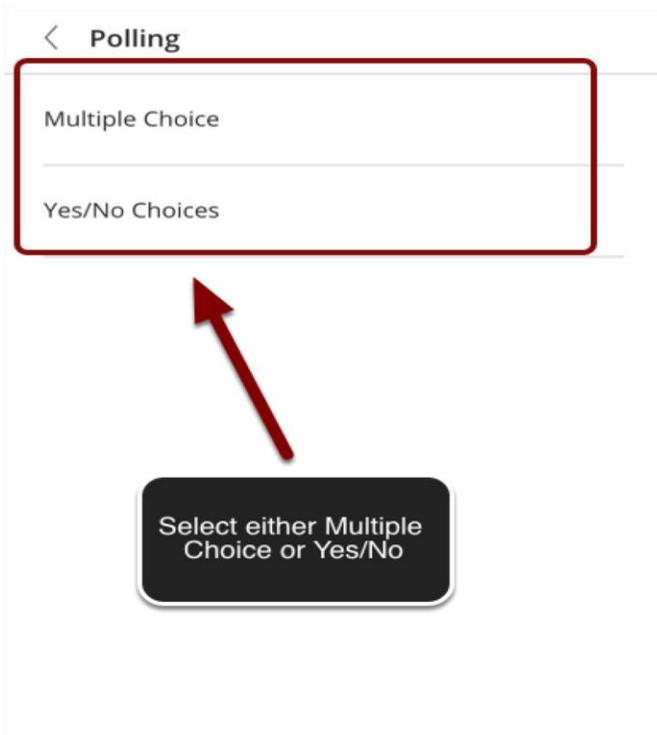


## Setting up a Poll

1. In the Collaborate Panel, click on the Share Content tab.
2. Select Polling from the menu

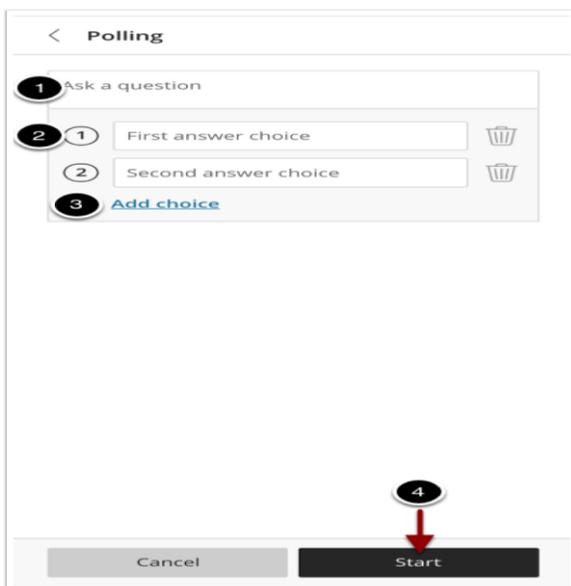


Choosing a Poll Type



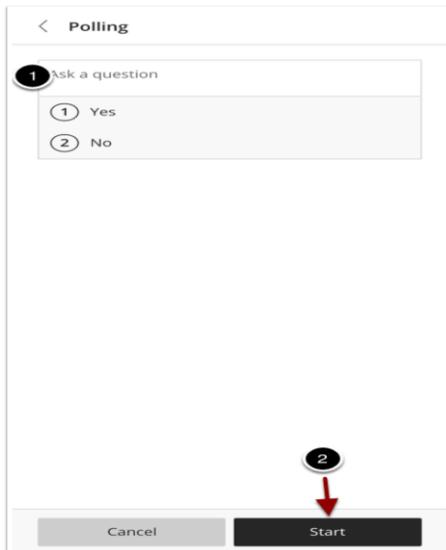
### Multiple Choice Polls

1. Ask a question: Type the question you wish to ask to participants in this space.
2. Answer choices: Type in your answer choices in the spaces provided
3. Add choice: Click on Add Choice to add additional choices (up to a total of five choices). You can click the trash can icon next to an answer choice to delete it.
4. Click the Start button to start the poll.



### Yes/No Polls

1. Ask a Question: Enter the question you wish to ask in the space provided.
2. Click the Start button to start your poll.

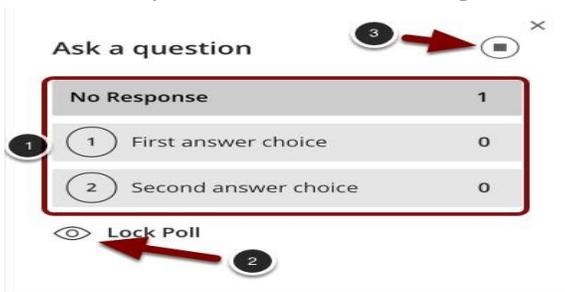


### Distributing a Poll to Users

The poll will appear on screen like the poll shown in the image above.

1. Response counts will appear here for each option.
2. To prevent participants from changing their answers, click the Lock Poll button.

To end the poll, click the End Polling button in the upper



## 24. Set up your camera and microphone

By clicking on the fourth (4) button you can set the various settings regarding your session window. The most important one is the “Set up your camera and microphone” option where you give the necessary permission to Blackboard Collaborate to access your microphone and camera devices.

## My Settings



## Audio and Video Settings

 Set up your camera and microphone



 Use your phone for audio

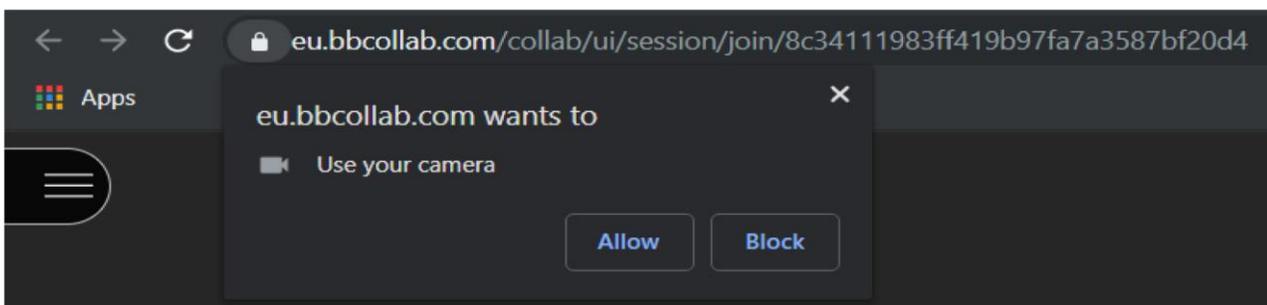
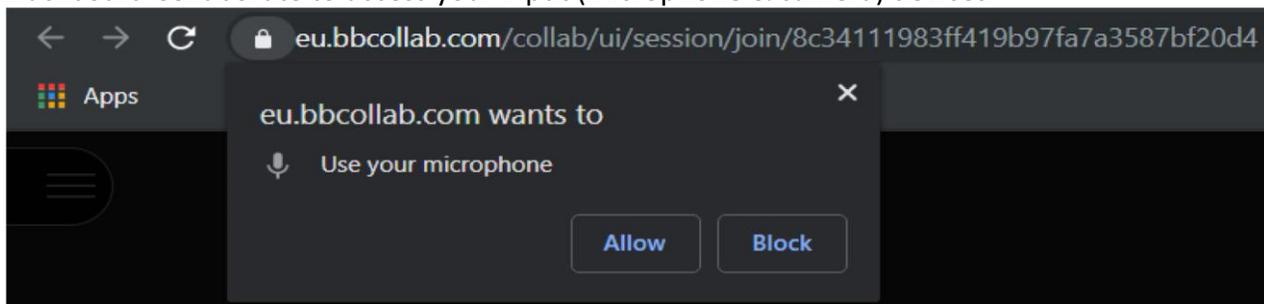
Speaker Volume

0%  100%

Microphone Volume

0%  100%

After clicking on that button, two small pop-up windows will open asking you to give permissions to Blackboard Collaborate to access your input (microphone & camera) devices.



Click on the “Allow” option.

You will then be asked to choose your preferred input devices, in case you happen to have multiple microphone or camera devices, and also validate the quality of your devices.

The first check is for the microphone while the second one is for the camera.

If your devices are working properly, click on the “Yes – It’s Working” button and you will be taken back to the session’s main window.

**Audio Test (1 of 2)**

Let us hear you! Say something.  
Do you see the audio bar moving when you speak?

  You sound great!



Make a selection:

---

**Video Test (2 of 2)**



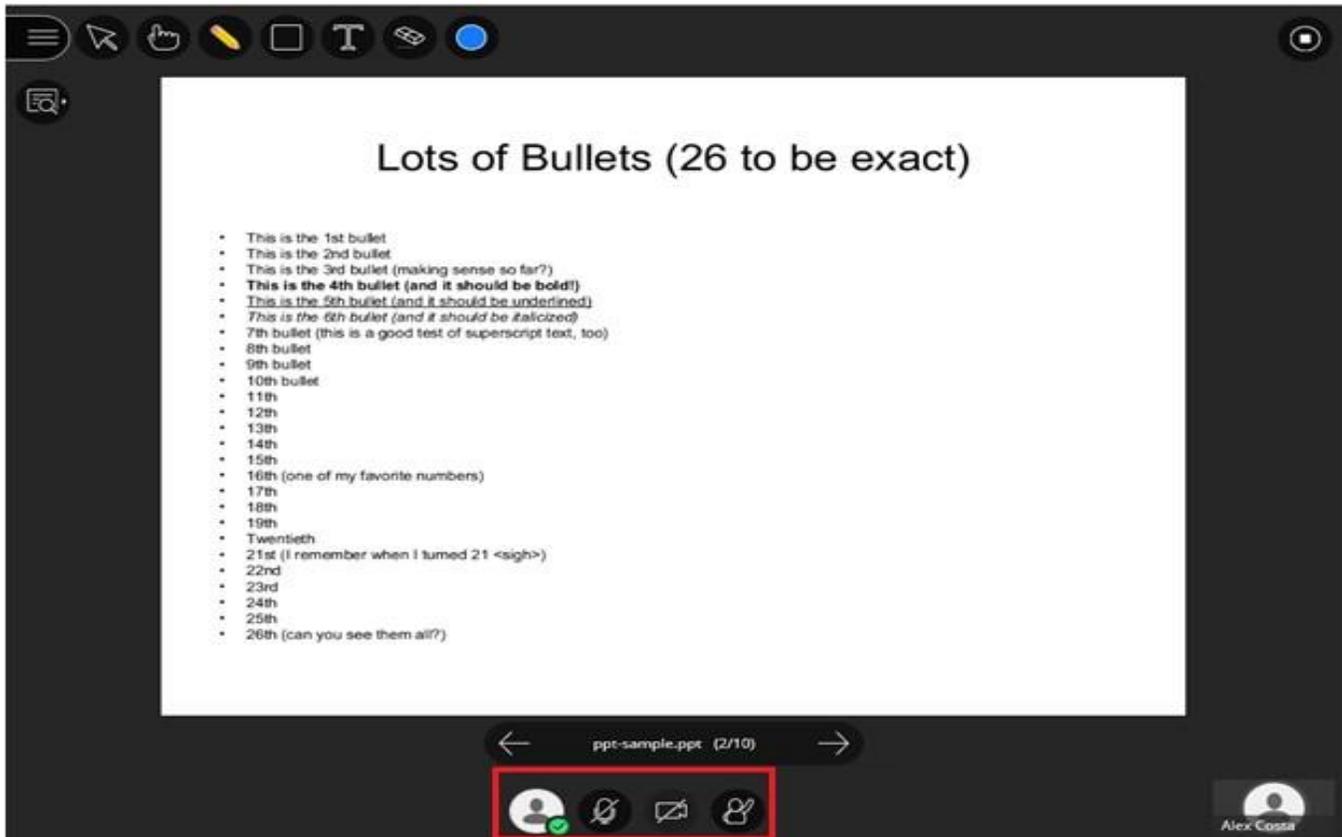
Make a selection:

1 Smile! Don't worry - no one else can see you yet!  
Do you see yourself?



3

At the bottom of the session's main window, you can see four main buttons.



By clicking on the first button, , the following pop-up menu will come up from where you can change your status to “away” if you happen to have to leave momentarily from your PC or you can choose to leave the session by clicking the corresponding button.



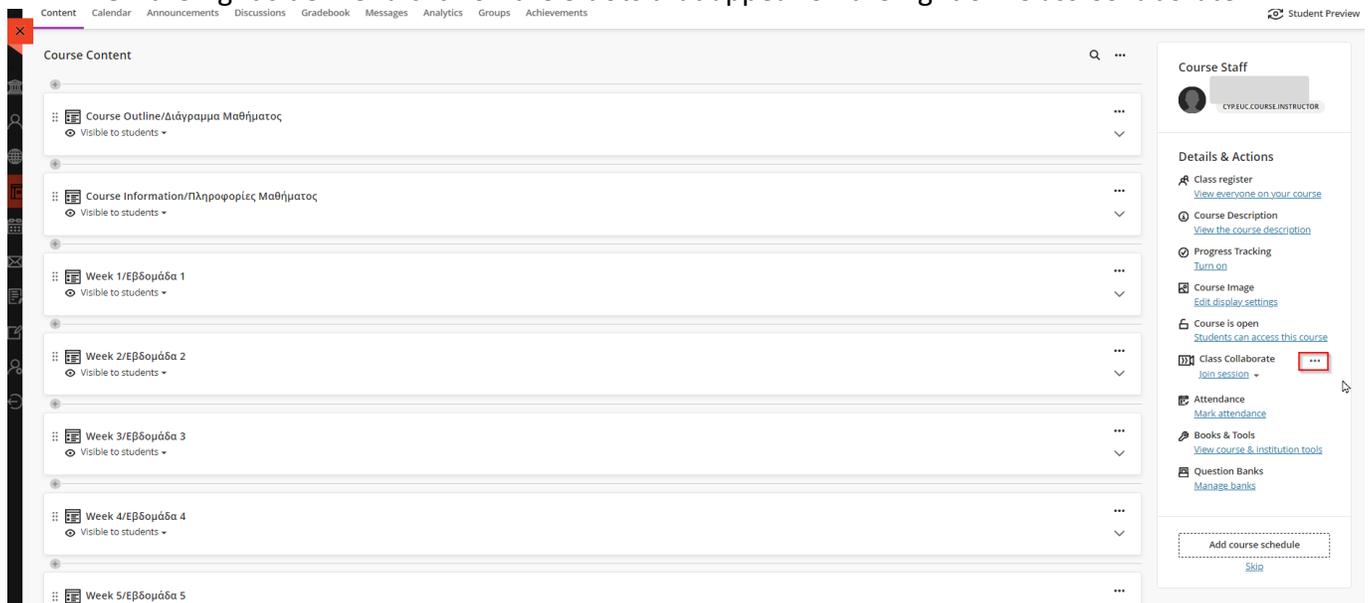
You can even use the feedback buttons to give the presenter your immediate feedback on the presentation.

The next two buttons,  and , are used for activating and deactivating your microphone and

camera accordingly, while the third one, , is used in case a participant wants to raise his hand to tell something to the instructor.

## 25. Viewing Recordings

- Go to your course in Blackboard
- On the right side menu click on the 3 dots that appear on the right of “Class Collaborate”



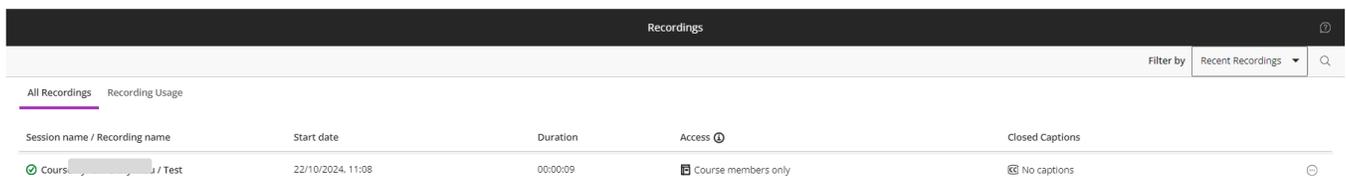
The screenshot shows the Blackboard Course Content page. On the right side, there is a 'Details & Actions' menu. The 'Class Collaborate' option is highlighted with a red box. The menu also includes options like 'Class register', 'Course Description', 'Progress Tracking', 'Course Image', 'Course is open', 'Attendance', 'Books & Tools', and 'Question Banks'.

- From drop down menu Click on “View all Recordings”



The screenshot shows the Blackboard Course Content page. The 'Class Collaborate' option in the 'Details & Actions' menu is expanded, and the 'View all recordings' option is highlighted with a red box and a red arrow. Other options in the dropdown include 'Get course room guest link', 'Edit course room settings', 'View room report', 'Manage all sessions', and 'Disable course room'.

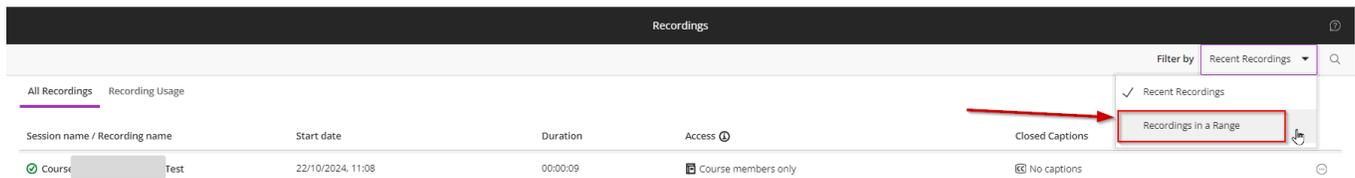
- You will be greeted with the following webpage



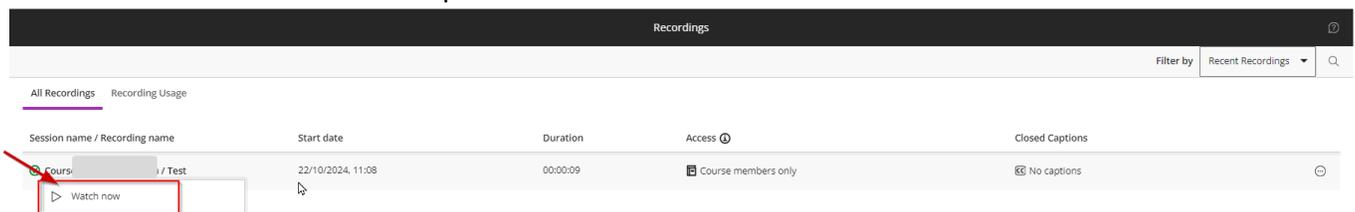
The screenshot shows the Blackboard Recordings page. The table below displays recording details:

Session name / Recording name	Start date	Duration	Access	Closed Captions
Course / Test	22/10/2024, 11:08	00:00:09	Course members only	No captions

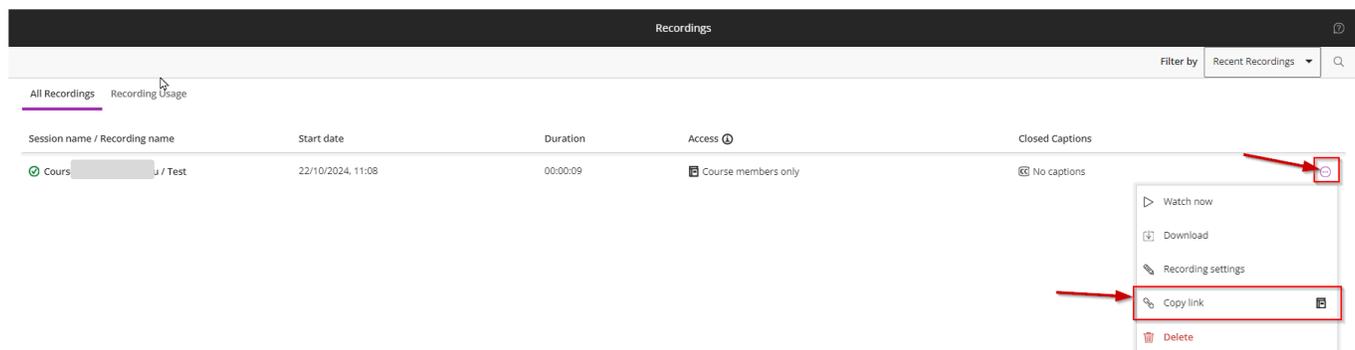
- You can filter the recordings according to a date by clicking on the “Recordings In A Range” as seen in the picture down below.



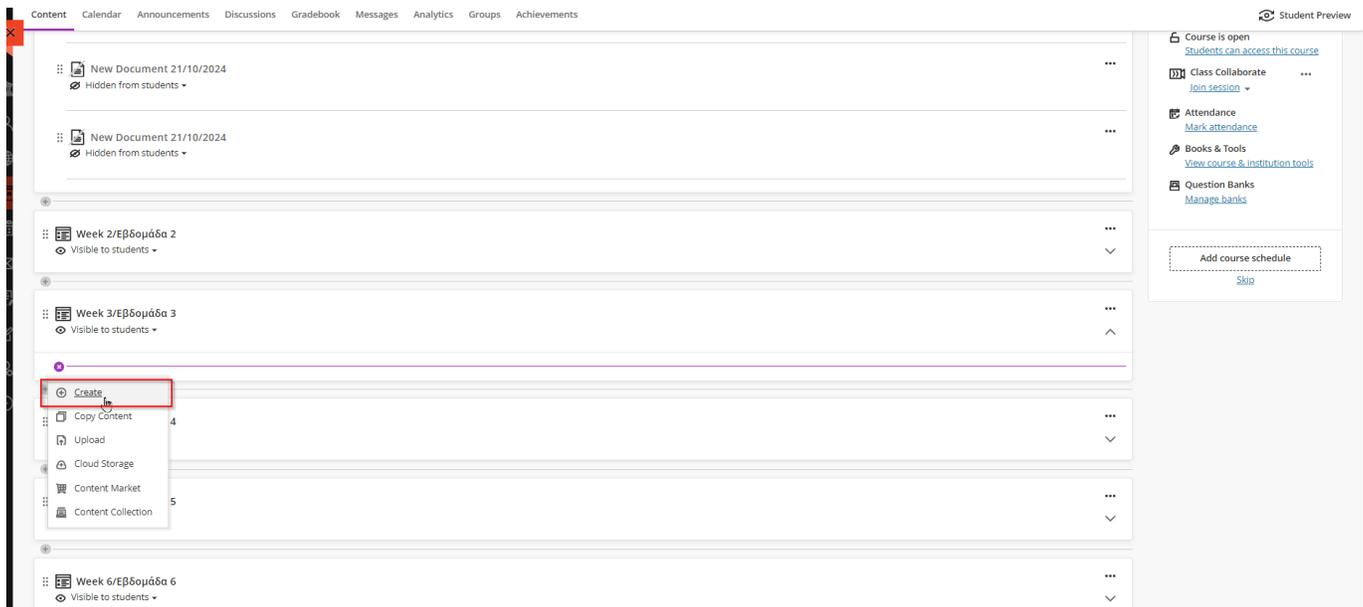
- To view a recorded session, just click on the name of a recording and then click on the “Watch Now” link as shown in the picture down below.



- The video will open in a new browser window.
- In case you want to add the link of a recorded session to a folder within your course, just click on the three dots, which is to the right of session’s name, and then click on “Copy link”.



- Then go to your course and in “Course Content” select the folder you want to add the link to and click on the “Create” option.



Content Calendar Announcements Discussions Gradebook Messages Analytics Groups Achievements

Student Preview

- Course is open  
[Students can access this course](#)
- Class Collaborate  
[Join session](#)
- Attendance  
[Mark attendance](#)
- Books & Tools  
[View course & institution tools](#)
- Question Banks  
[Manage banks](#)

Add course schedule  
[Skip](#)

Create  
Copy Content  
Upload  
Cloud Storage  
Content Market  
Content Collection

- On the menu that appeared on the right hand side of the screen click on the “Link” option



Content Calendar Announcements Discussions Gradebook Messages Analytics Groups Achievements

Create Item

Course Content Items

- Folder
- Document
- Link**
- Teaching tools with LTI connection
- SCORM package

Assessment

- Test
- Assignment
- Form

Participation and Engagement

- Discussion

- Give a title and, paste the link of the recording in the “Link URL” field and then click on the “Save” button which is at the bottom-right corner of the page.

Course Kyriaki Efthymiou

## New Link

Web Link Course Link

Hidden from students

\* Display Name  
Test

\* Link URL  
<https://eu-ki.bbcollab.com/recording/ddcb5624f7944b21a744e5a5241c0f29>

Open in a new window

Additional Tools

 **Goals & standards**  
*You need to save the link before you can edit the aligned goals. Save the link and return.*

Description

Add a description

Maximum 750 characters

Cancel Save

## 26. Create an assignment

On the Course Content page, select the plus sign wherever you want to add an assignment. In the menu, select Create to open the Create Item panel and select Assignment. The New Assignment page opens.

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups Achievements Student Preview

New Document 21/10/2024  
 Hidden from students

Week 2/Εβδομάδα 2  
 Visible to students

Week 3/Εβδομάδα 3  
 Visible to students

**+**

**Create**  
Copy Content 4  
Upload  
Cloud Storage  
Content Market  
Content Collection 5

Week 6/Εβδομάδα 6  
 Visible to students

Week 7/Εβδομάδα 7  
 Visible to students

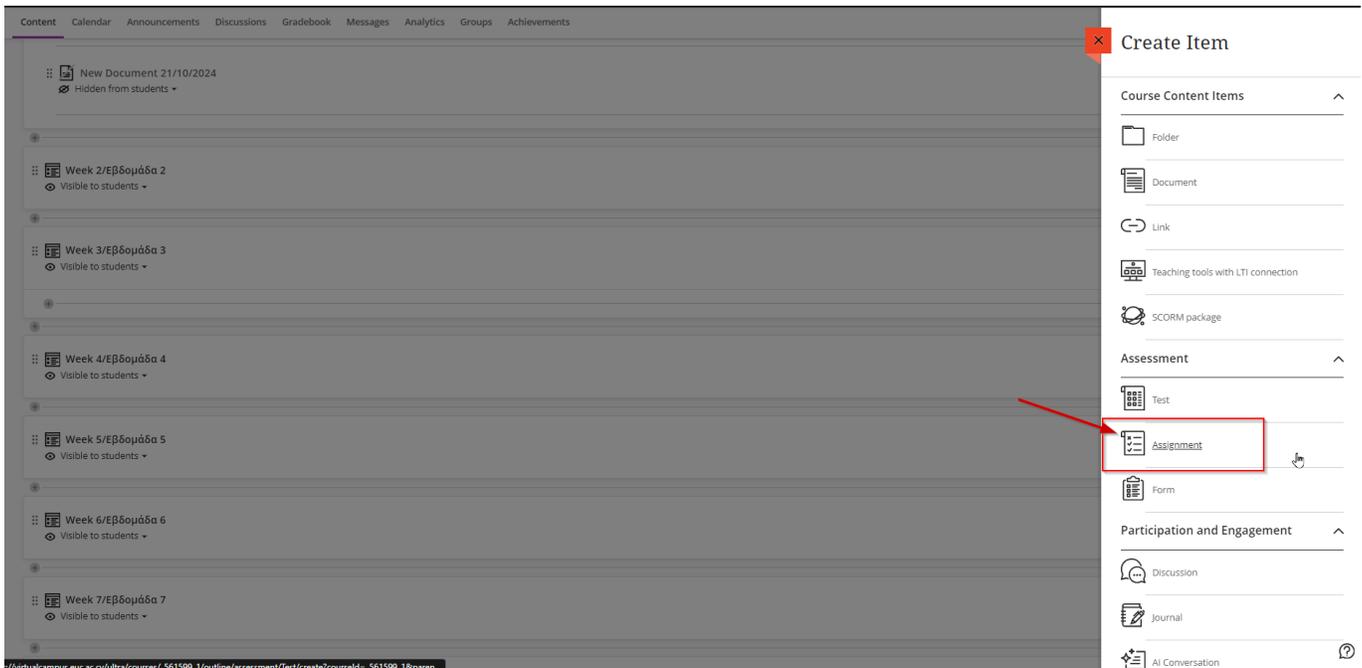
Attendance  
[Mark attendance](#)

Books & Tools  
[View course & institution tools](#)

Question Banks  
[Manage banks](#)

Add course schedule  
[Skip](#)

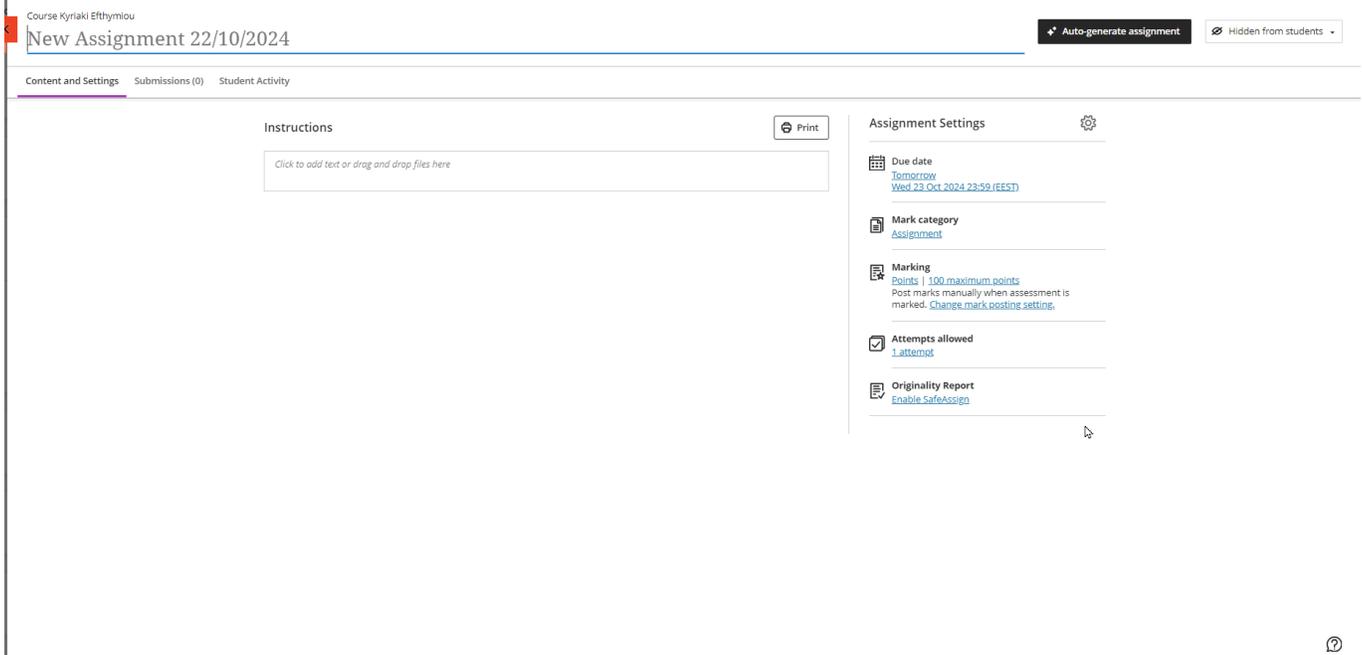
?



The screenshot shows the 'Create Item' sidebar with the following categories and items:

- Course Content Items**
  - Folder
  - Document
  - Link
  - Teaching tools with LTI connection
  - SCORM package
- Assessment**
  - Test
  - Assignment** (highlighted)
  - Form
- Participation and Engagement**
  - Discussion
  - Journal
  - All Conversation

## New Assignment page (settings)



The 'New Assignment' settings page includes the following elements:

- Title:** New Assignment 22/10/2024
- Buttons:** Auto-generate assignment, Hidden from students
- Navigation:** Content and Settings (selected), Submissions (0), Student Activity
- Instructions:** A text area with a 'Print' button and a placeholder: 'Click to add text or drag and drop files here'.
- Assignment Settings:**
  - Due date:** Tomorrow (Wed 23 Oct 2024 23:59 / EEST)
  - Mark category:** Assignment
  - Marking:** Points | 100 maximum points. Post marks manually when assessment is marked. [Change mark posting setting.](#)
  - Attempts allowed:** 1 attempt
  - Originality Report:** [Enable SafeAssign](#)

Provide a descriptive title so students can easily find the assignment among your course content. On the Course Content page, the title appears as the link students select to view the materials.

Provide a due date. Due dates appear on the calendar and in the activity stream. Late submissions

appear with a late label in the course gradebook.

Show or hide the assignment. Students can't see an assignment until you choose to show it.

Set also the number of attempts that students allowed to submit.

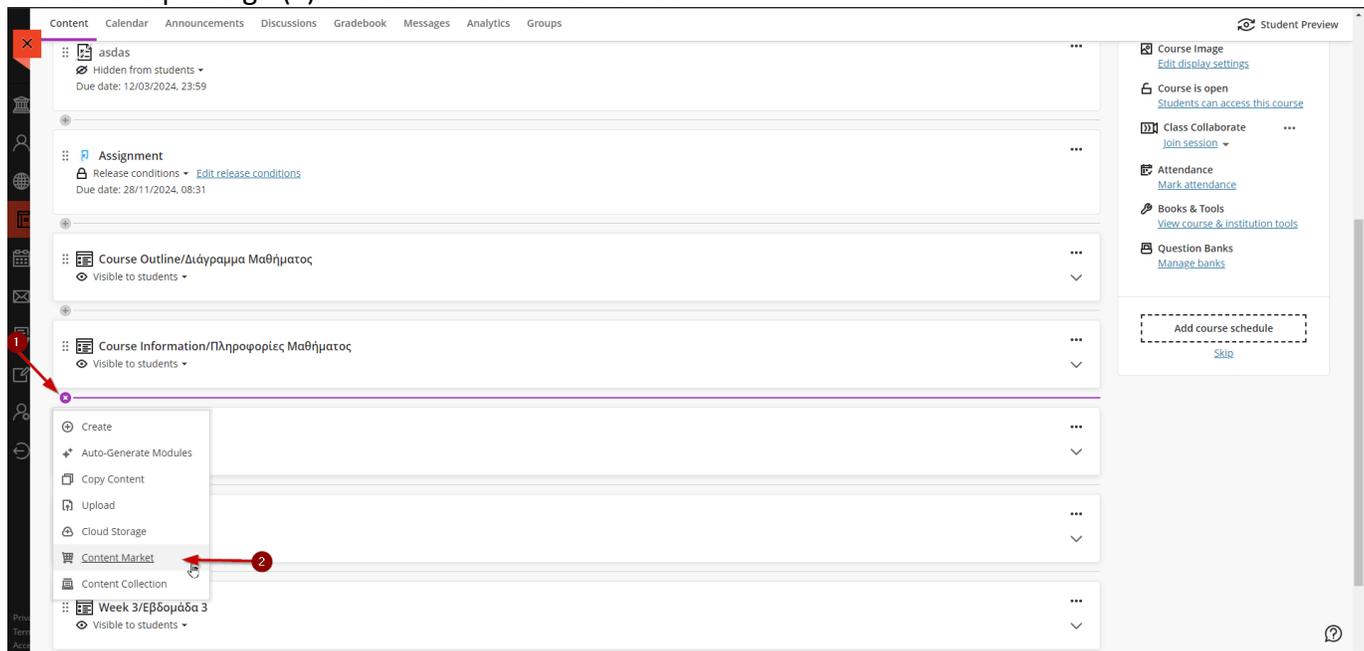
On the Course Content page, the assignment title appears as a link to students.

When you create an assignment, a gradebook item is created automatically.

After you post assignment grades, students can view their scores on their grades pages or in the activity stream. They can also access an assignment, their submissions, your feedback, and their grades from the assignment link on the Course Content page.

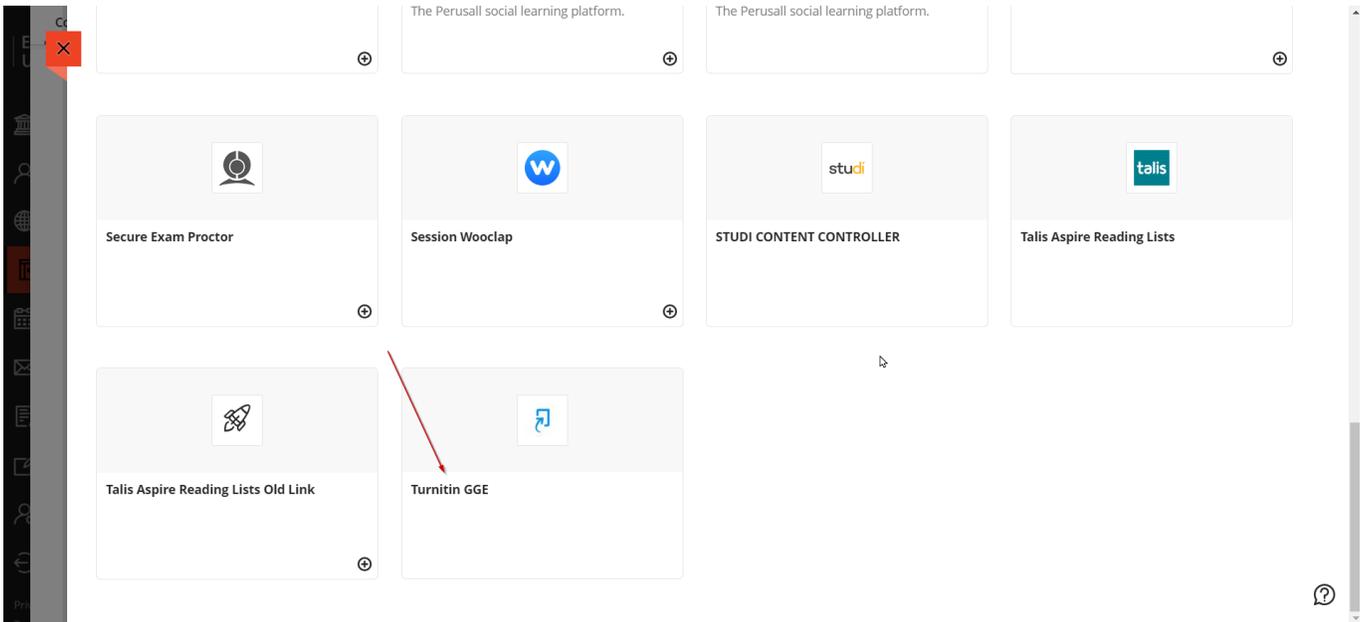
## 27. Create a Turnitin Assignment

Navigate to the course for which you need to create the assignment. In the "Course Content" section, click on the plus sign (+) and select "Content Market".

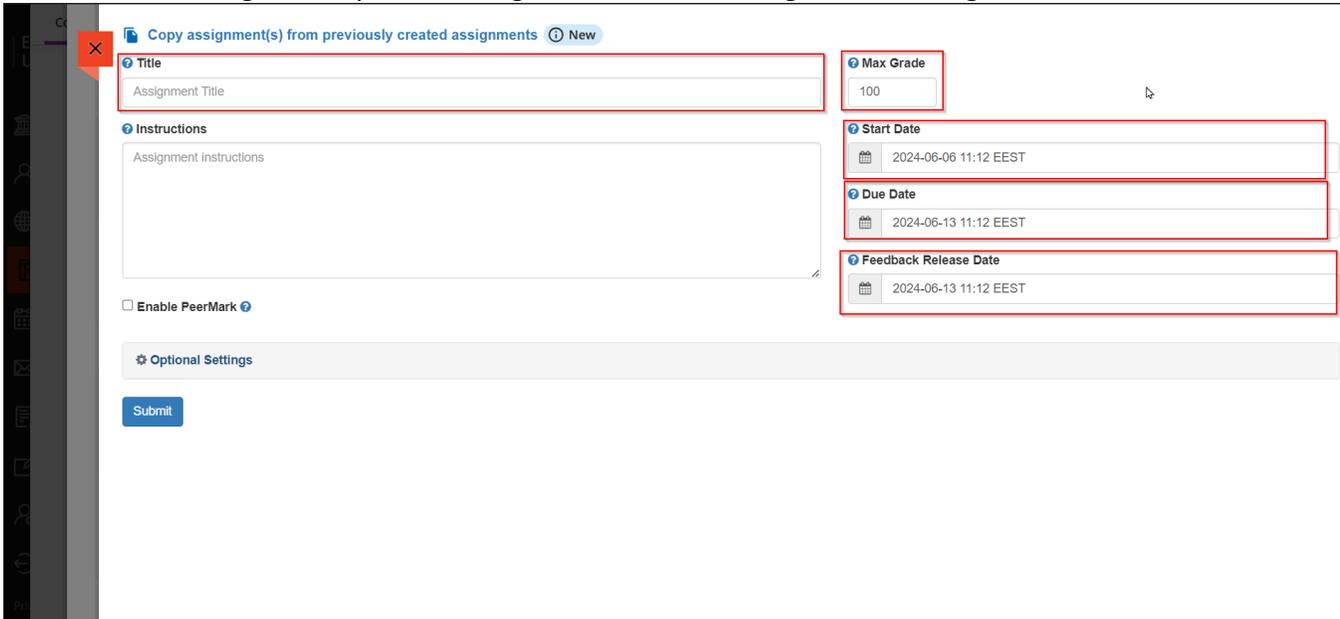


The screenshot displays the LMS interface for a course. The top navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Messages', 'Analytics', and 'Groups'. The main content area shows a list of course items: 'asdas' (Hidden from students), 'Assignment' (Release conditions, Edit release conditions), 'Course Outline/Διάγραμμα Μαθήματος' (Visible to students), 'Course Information/Πληροφορίες Μαθήματος' (Visible to students), and 'Week 3/Εβδομάδα 3' (Visible to students). A plus sign (+) is visible next to the 'Assignment' item, and a red arrow points to it. A dropdown menu is open, showing options: 'Create', 'Auto-Generate Modules', 'Copy Content', 'Upload', 'Cloud Storage', 'Content Market', and 'Content Collection'. A red arrow points to the 'Content Market' option. On the right side, there is a 'Student Preview' panel with various course settings like 'Course Image', 'Course is open', 'Class Collaborate', 'Attendance', 'Books & Tools', and 'Question Banks'. At the bottom of the page, there is a 'Add course schedule' button with a 'Skip' link.

Scroll down until to reach the "Turnitin GGE" option and select it.



To finalize the assignment, please configure the Turnitin assignment settings.



The screenshot shows the 'Turnitin GGE' configuration form. The form includes the following fields and sections:

- Title:** Assignment Title
- Max Grade:** 100
- Instructions:** Assignment instructions
- Start Date:** 2024-06-06 11:12 EEST
- Due Date:** 2024-06-13 11:12 EEST
- Feedback Release Date:** 2024-06-13 11:12 EEST
- Enable PeerMark
- Optional Settings:** (Section header)
- Submit:** (Button)

Red boxes highlight the Title, Max Grade, Start Date, Due Date, and Feedback Release Date fields.

- Assignment Title
- Max Grade
- Start Date
- Due Date
- Feedback Release Date

After you complete the above settings, click on “Optional Setting”. (VERY IMPORTANT)

Copy assignment(s) from previously created assignments [New](#)

**Title**  
Assignment Title

**Instructions**  
Assignment instructions

Enable PeerMark

**Optional Settings**

Submit

**Max Grade**  
100

**Start Date**  
2024-06-06 11:12 EEST

**Due Date**  
2024-06-13 11:12 EEST

**Feedback Release Date**  
2024-06-13 11:12 EEST

Under the dropdown list for “Submit papers to” you must select “Do not store the submitted papers”.

Enable PeerMark

**Optional Settings**

Submission settings

**Submit papers to**

Do not store the submitted papers  
Standard paper repository  
Institution paper repository  
**Do not store the submitted papers**  
 Allow late submissions

Enable anonymous marking

Enable grammar checking using ETS® e-rater® technology

Attach a rubric

Similarity Report

Generate Similarity Reports for student submission

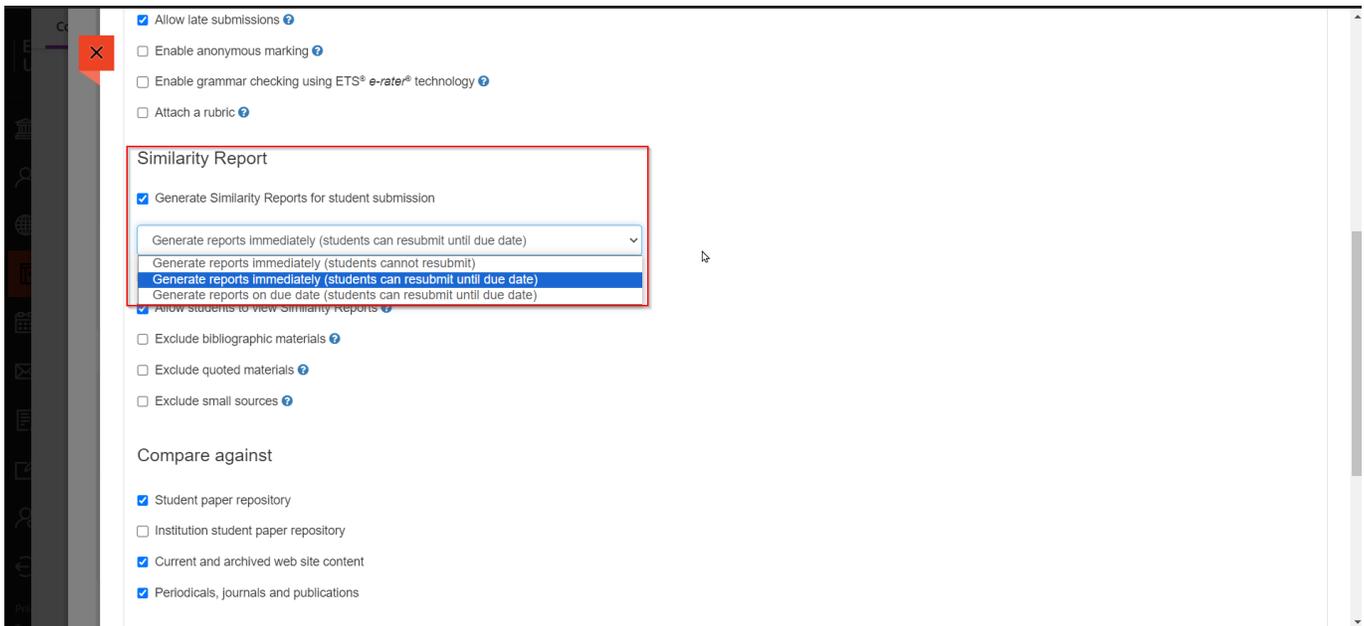
Generate reports immediately (students can resubmit until due date)

Enable Translated Matching [What languages does Translated Matching support?](#)

Allow students to view Similarity Reports

Exclude bibliographic materials

Within the drop-down list “Generate Similarity Reports for student submission”, you can choose:



Allow late submissions [?](#)  
 Enable anonymous marking [?](#)  
 Enable grammar checking using ETS® e-rater® technology [?](#)  
 Attach a rubric [?](#)

**Similarity Report**

Generate Similarity Reports for student submission

Allow students to view Similarity Reports [?](#)

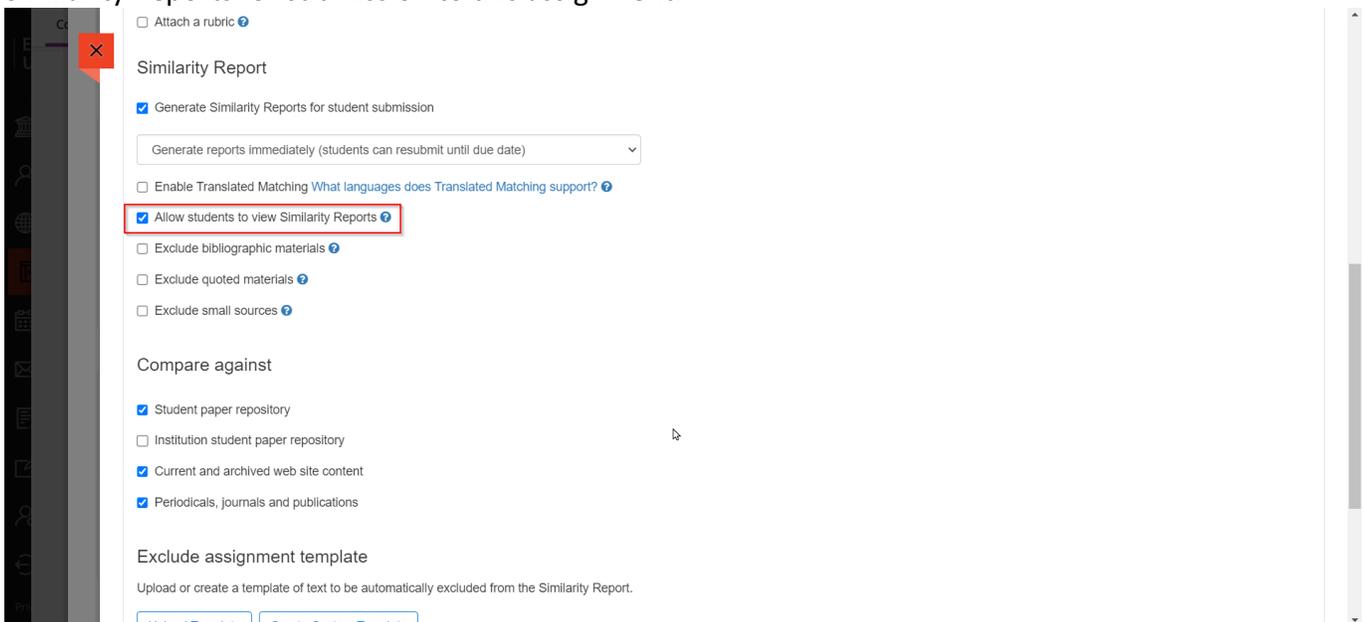
Exclude bibliographic materials [?](#)  
 Exclude quoted materials [?](#)  
 Exclude small sources [?](#)

**Compare against**

Student paper repository  
 Institution student paper repository  
 Current and archived web site content  
 Periodicals, journals and publications

- Generate reports immediately (resubmissions are not allowed)
- Generate reports immediately (resubmissions are allowed until due date). After 3 resubmissions reports generate after 24 hours.
- Generate reports on due date (resubmissions are allowed until due date)

Tick the checkbox “Allow students to view Similarity Reports” to allow your students to view their Similarity Reports for submission to this assignment.



Attach a rubric [?](#)

**Similarity Report**

Generate Similarity Reports for student submission

Enable Translated Matching [What languages does Translated Matching support? ?](#)

Allow students to view Similarity Reports [?](#)

Exclude bibliographic materials [?](#)  
 Exclude quoted materials [?](#)  
 Exclude small sources [?](#)

**Compare against**

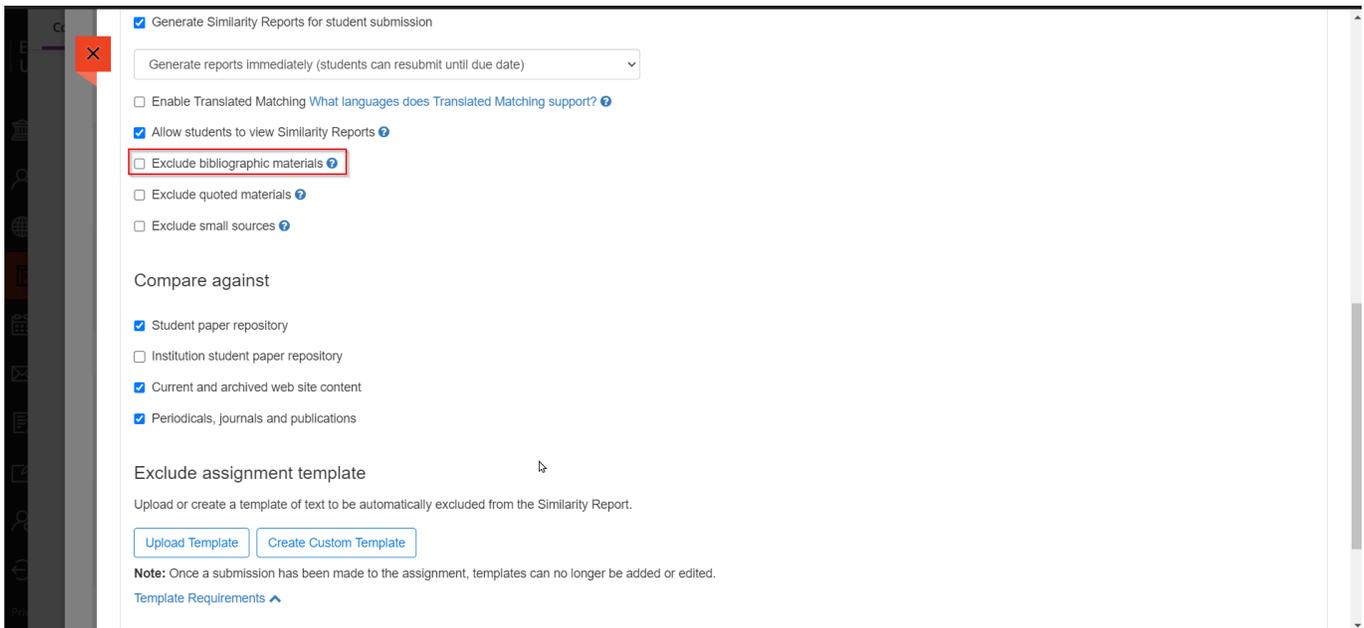
Student paper repository  
 Institution student paper repository  
 Current and archived web site content  
 Periodicals, journals and publications

**Exclude assignment template**

Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template](#) [Create Custom Template](#)

Select the checkbox “Exclude bibliographic materials” to exclude text appearing in the bibliography, works cited, or references sections of student papers from being checked for matches when generating Originality Reports. You can overwrite this setting in individual Similarity Reports.



Generate Similarity Reports for student submission

Generate reports immediately (students can resubmit until due date) ▾

Enable Translated Matching [What languages does Translated Matching support?](#) ⓘ

Allow students to view Similarity Reports ⓘ

Exclude bibliographic materials ⓘ

Exclude quoted materials ⓘ

Exclude small sources ⓘ

Compare against

Student paper repository

Institution student paper repository

Current and archived web site content

Periodicals, journals and publications

Exclude assignment template

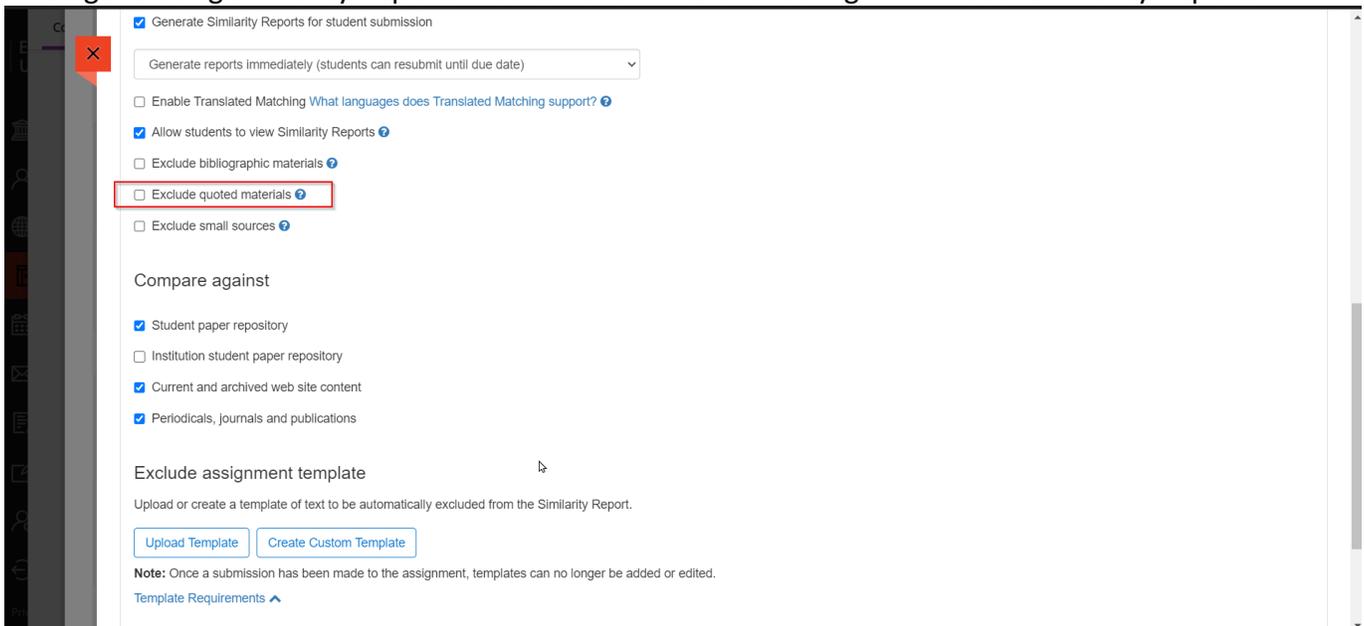
Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template](#) [Create Custom Template](#)

**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) ▲

Tick the checkbox “Exclude quoted materials” to exclude quotations from being checked for matches when generating Similarity Reports. You can overwrite this setting in individual Similarity Reports.



Generate Similarity Reports for student submission

Generate reports immediately (students can resubmit until due date) ▾

Enable Translated Matching [What languages does Translated Matching support?](#) ⓘ

Allow students to view Similarity Reports ⓘ

Exclude bibliographic materials ⓘ

Exclude quoted materials ⓘ

Exclude small sources ⓘ

Compare against

Student paper repository

Institution student paper repository

Current and archived web site content

Periodicals, journals and publications

Exclude assignment template

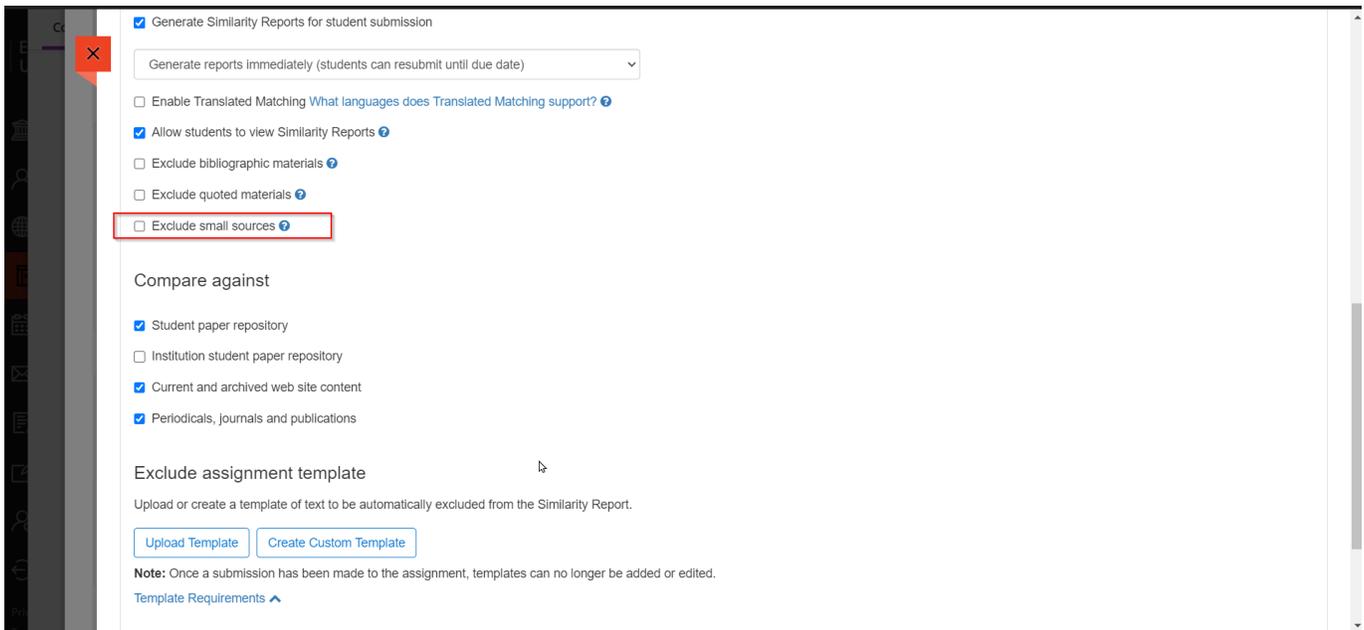
Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template](#) [Create Custom Template](#)

**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) ▲

Select the checkbox “Exclude small source” to exclude matches that are not of sufficient length (determined by you) from being considered when generating Similarity Reports. A Pop-up window will display, where you can exclude matches on either word count or percentage.



Generate Similarity Reports for student submission

Generate reports immediately (students can resubmit until due date)

Enable Translated Matching [What languages does Translated Matching support?](#)

Allow students to view Similarity Reports

Exclude bibliographic materials

Exclude quoted materials

Exclude small sources

Compare against

Student paper repository

Institution student paper repository

Current and archived web site content

Periodicals, journals and publications

Exclude assignment template

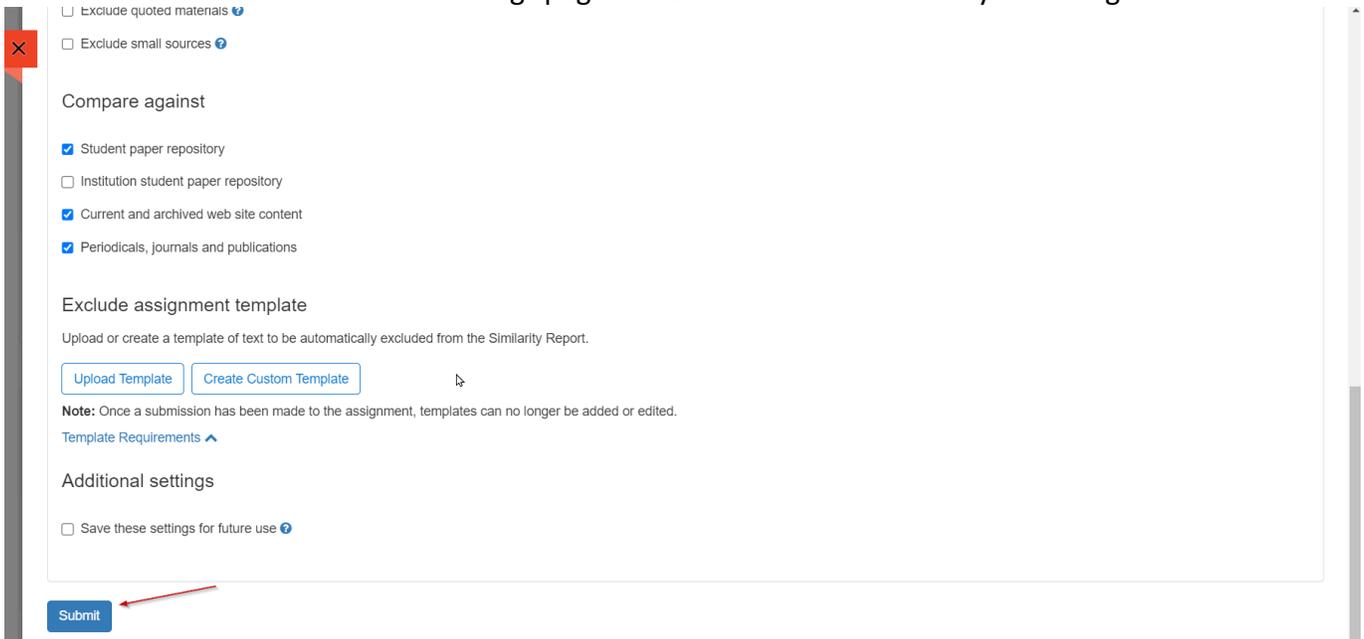
Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template](#) [Create Custom Template](#)

**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#)

Scroll down to the bottom of the settings page and select "Submit" to save your changes.



Exclude quoted materials

Exclude small sources

Compare against

Student paper repository

Institution student paper repository

Current and archived web site content

Periodicals, journals and publications

Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template](#) [Create Custom Template](#)

**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#)

Additional settings

Save these settings for future use

[Submit](#)

## Notes:

### Submission settings

- Standard paper repository: Student papers will be checked against other institutions' student submissions.
- Institution paper repository: Student papers will only be checked against other student papers within your institution. With this setting enabled, if a student from your institution submits a paper matching a paper of a student from another institution, Turnitin will not identify this match.
- Do not store the submitted papers (MAKE SURE TO SELECT THIS ONE): A similarity report will still

be generated for paper submissions, but your students' papers will not be stored in the Turnitin standard paper repository or the institution's paper repository for future comparison.

### Compare against

These search options allow you to select the repositories that students' submissions will be checked against when processing Similarity Reports for papers. The similarity score may decrease if a repository option is deselected.

### Similarity Report

#### Report generation and resubmissions

- Generate reports immediately (resubmissions are not allowed): Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. If, for any reason, a resubmission is required when this setting is selected, you must manually delete a student's submission from the assignment inbox to allow the student to submit again.
- Generate reports immediately (resubmissions are allowed until due date). After 3 resubmissions reports generate after 24 hours. This option is typically used when students are self-reviewing and revising their submissions and able to view the Similarity Report. Similarity Reports will be generated immediately for each student's initial submission to this assignment.
  - Students may resubmit as often as they wish until the assignment's due date.
  - Similarity Reports for a second or subsequent submission will generate after 24 hours of submission.
  - As all previous submissions are removed upon resubmission, only the latest submission is available to both you and the student.
  - Similarity Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment.
  - This report regeneration may cause a change in a paper's similarity score. No resubmissions are allowed after the due date and time of the assignment.
- Generate reports on due date (resubmissions are allowed until due date): Originality Reports will not be generated for any submission until the due date and time of the assignment is reached. Students may resubmit as many times as needed until the due date and time but will not receive reports during this period. No resubmissions are allowed after the due date and time of the assignment.

### Allow students to view Similarity Reports

Select the checkbox to allow your students to view their Similarity Reports for submissions to this assignment. This option gives you more flexibility and control when creating assignments.

### Exclude bibliographic materials

Select the checkbox to exclude text appearing in the bibliography, works cited, or references sections of student papers from being checked for matches when generating Originality Reports. You can overwrite this setting in individual Similarity Reports.

### Exclude quoted materials

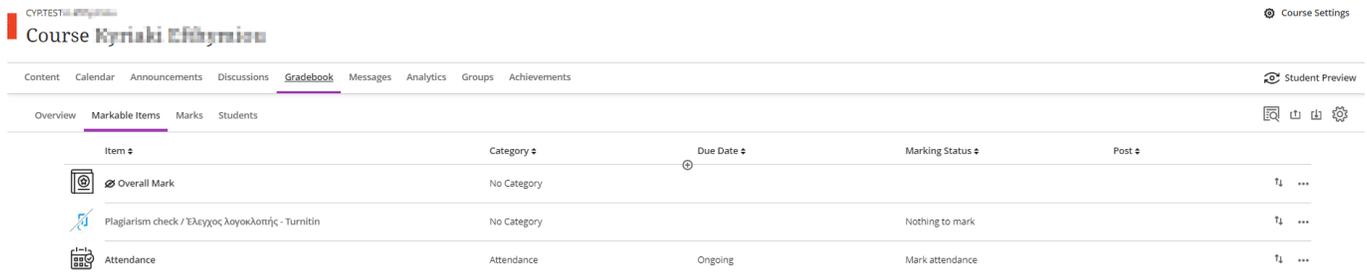
Select the checkbox to exclude quotations from being checked for matches when generating Similarity Reports. You can overwrite this setting in individual Similarity Reports.

### Exclude small sources

Select the checkbox to exclude matches that are not of sufficient length (determined by you) from being considered when generating Similarity Reports. A box will appear, where you can exclude matches by word count or by percentage.

## 28. Grade Assignments

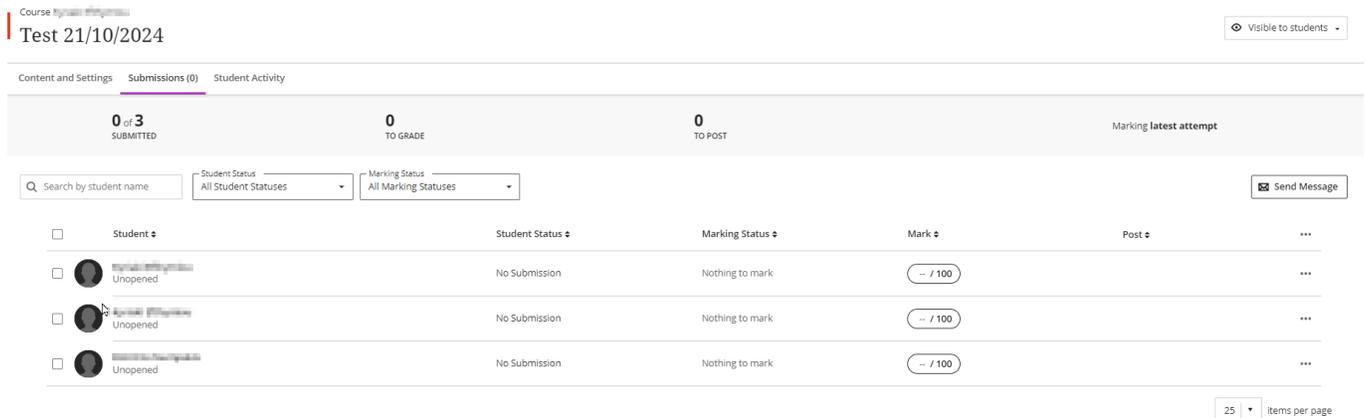
- Go to your course in Blackboard
- On the right top menu click on “Gradebook”
- You will be greeted with the following webpage



The screenshot shows the Blackboard interface for a course titled "Κυριακή Εβδομάδα". The "Gradebook" tab is selected. The table below lists the items in the gradebook:

Item	Category	Due Date	Marking Status	Post
Overall Mark	No Category			1 ...
Plagiarism check / Έλεγχος λογοκλοπής - Turnitin	No Category		Nothing to mark	1 ...
Attendance	Attendance	Ongoing	Mark attendance	1 ...

- Click on the assignment you want to grade. You will be greeted with the following webpage



The screenshot shows the Blackboard interface for a specific assignment titled "Test 21/10/2024". The "Submissions (0)" tab is selected. The summary shows 0 of 3 submissions submitted and 0 to grade. The table below lists the student submissions:

Student	Student Status	Marking Status	Mark	Post
Unopened	No Submission	Nothing to mark	-- / 100	...
Unopened	No Submission	Nothing to mark	-- / 100	...
Unopened	No Submission	Nothing to mark	-- / 100	...

At the bottom right, there is a "25 items per page" option.

- In this webpage you can mark each student for the specific Assignment by clicking on the oval option under “Mark”.

Course **Test 21/10/2024**

Visible to students

Content and Settings Submissions (0) Student Activity

0 of 3 SUBMITTED      0 TO GRADE      0 TO POST      Marking latest attempt

Search by student name      Student Status: All Student Statuses      Marking Status: All Marking Statuses      Send Message

Student	Student Status	Marking Status	Mark	Post
<input type="checkbox"/> Unopened	No Submission	Nothing to mark	-- / 100	...
<input type="checkbox"/> Unopened	No Submission	Nothing to mark	-- / 100	...
<input type="checkbox"/> Unopened	No Submission	Nothing to mark	-- / 100	...

25 items per page

f) When you're ready to release grades to students, click on "Post all marks". All grades you have assigned for this assignment are posted for students to see. If you want to post one at a time, click on "Post 1 mark".

Course **Test 21/10/2024**

Visible to students

Content and Settings Submissions (0) Student Activity

0 of 3 SUBMITTED      0 TO GRADE      1 TO POST      Marking latest attempt      Post all marks

Search by student name      Student Status: All Student Statuses      Marking Status: All Marking Statuses      Send Message

Student	Student Status	Marking Status	Mark	Post
<input type="checkbox"/> Unopened	No Submission	Nothing to mark	100 / 100 Override	Post 1 mark
<input type="checkbox"/> Unopened	No Submission	Nothing to mark	-- / 100	...
<input type="checkbox"/> Unopened	No Submission	Nothing to mark	-- / 100	...

25 items per page

g) On the pop up window click on "Post All Marks"

### Post All Marks?

When you post marks, students can view them and any feedback you provided. Students can view feedback for all marked attempts.

Cancel      **Post All Marks**

h) Posted grades appear with a "Posted" message in the column.

#### Add Grade Item

- Go to your course in Blackboard
- On the right top menu click on "Gradebook"
- You will be greeted with the following webpage

CYRTEST | Ελληνικά

Course **Κυριακή Εβδωμιά** Course Settings

Content | Calendar | Announcements | Discussions | **Gradebook** | Messages | Analytics | Groups | Achievements Student Preview

Overview | **Markable Items** | Marks | Students 🔍 🏠 ⚙️

Item	Category	Due Date	Marking Status	Post
📊 Overall Mark	No Category			📅 ...
🔍 Plagiarism check / Έλεγχος λογοκλοπής - Turnitin	No Category		Nothing to mark	📅 ...
📅 Attendance	Attendance	Ongoing	Mark attendance	📅 ...

d. All posted Assignments for the course are included by default in Gradebook list. However, if you want to add an item in Gradebook like an exam or attendance grades you can do it by clicking on the plus sign wherever you want to add something.

Course **Κυριακή Εβδωμιά**

Content | Calendar | Announcements | Discussions | **Gradebook** | Messages | Analytics | Groups | Achievements Student Preview

Overview | **Markable Items** | Marks | Students 🔍 🏠 ⚙️

Item	Category	Due Date	Marking Status	Post
📊 Overall Mark	No Category			📅 ...
🔍 Plagiarism check / Έλεγχος λογοκλοπής - Turnitin 0 of 3 submitted	No Category		Nothing to mark	📅 ...
📅 Attendance	Attendance	Ongoing	Mark attendance	📅 ...
📅 Test 21/10/2024 0 of 3 submitted	Assignment	23/10/2024, 23:59	Nothing to mark	📅 ...

⊕

- ➕ Add Item
- ⚙️ Add Calculation
- ⚙️ Add Total Calculation

e. Overall Mark result is the overall grade that a student achieved for the class and it calculated automatically by the system based on student grades. When you click on the “Overall Mark” you will be greeted with the following webpage.

Course **Κυριακή Εβδωμιά**

**Overall Mark**

← **Calculation Details** Marks

🔍 Search by student name 25 Items per page

Student	Marks
👤 [Student Name]	---
👤 [Student Name]	---
👤 [Student Name]	---

f. Click on “Calculation Details” to set up an overall result you will be greeted with the following webpage to set the overall result by changing the relative weights for gradebook items or categories.

## Overall Mark

Calculation Details Marks →

Select a Calculation Type

**Points** | Weighted | Advanced

Assign point values to mark categories (such as tests or assignments) and marking items (such as a particular test). [Hide instructions](#)

- Unlink [🔗] an item from its category to calculate it independently.
- Exclude [🚫] items and categories from the overall mark calculation.

 Assignment 1 item   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Attendance 1 item   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Discussion 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Exam 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Form 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Homework 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Journal 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Presentation 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>

Overall Mark Settings

The overall mark helps students keep track of their performance in your course. The overall mark is calculated using relative weights for gradebook items or categories.

Calculate marks based on points earned out of total marked points.

Select how the overall mark is displayed

Letter

Show to students

**g.** When you set the weights click on “Save” and then return to Gradebook.

 Assignment 1 item   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Attendance 1 item   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Discussion 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Exam 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Form 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Homework 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Journal 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Presentation 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Quiz 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Test 0 items   <a href="#">Edit calculation rules</a>	0   <a href="#">🔗</a>   <a href="#">▼</a>
 Additional Items 1 item	N/A   <a href="#">▼</a>

Points: 0

Letter

Show to students

Cancel
Save

### Announcement of Final Exam Grade

If you like to announce the final exam grade without make exam paper visible to students you Must create a new column in grade book. You can do it by clicking on the plus sign and select “Add item”

**Course**

Content Calendar Announcements Discussions **Gradebook** Messages Analytics Groups Achievements Student Preview

Overview **Markable Items** Marks Students [Icons]

Item	Category	Due Date	Marking Status	Post
Overall Mark	No Category			T1 ...
Plagiarism check / Έλεγχος λογοκλοπής - Turnitin 0 of 3 submitted	No Category		Nothing to mark	T1 ...
Attendance	Attendance	Ongoing	Mark attendance	T1 ...
Test 21/10/2024 0 of 3 submitted	Assignment	23/10/2024, 23:59	Nothing to mark	T1 ...

- ⊕ Add Item
- ⚙ Add Calculation
- ⚙ Add Total Calculation

Give name of the new column, set the maximum points, click save. Enter to the new column and write the final grade (numerical) for each student.

Course **ΚΥΡΙΑΚΗ ΠΑΡΟΥΣΙΑ**

Content Calendar Announcements Discussions **Gradebook** Messages Analytics Groups Achievements

Overview **Markable Items** Marks Students

Item	Category	Due Date	Marking Status
Overall Mark	No Category		
Plagiarism check / Έλεγχος λογοκλοπής - Turnitin 0 of 3 submitted	No Category		Nothing to mark
Attendance	Attendance	Ongoing	Mark attendance
Test 21/10/2024 0 of 3 submitted	Assignment	23/10/2024, 23:59	All marked

**New Item 22/10/2024**

Hidden from students

**Due date**  
23/10/2024 13:34

**Marking**  
Mark using: Points  
\* Maximum points: 100  
Mark category: Assignment  
Description: Type a description

Cancel Save

## 29. Question Banks

Instructors can use question banks to create a database of questions they can reuse in multiple assessments. You can create new question banks or import existing ones to use in your courses. On the Course Content page, from the Details & Actions panel on the right side of the page, select Manage banks.

mtest\_proctorio

Course Settings

mtest\_proctorio

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Student Preview

Course Content

Q ...

- Secure Exam Proctor  
Visible to students
- test10\_NoFullScreen (Remotely Proctored)  
Hidden from students  
No due date | Time limit: 180 minutes
- test9\_fullScreen (Remotely Proctored)  
Hidden from students  
No due date | Time limit: 180 minutes
- test11\_FullScreen (Remotely Proctored)  
Hidden from students  
Due date: 30/05/2023, 00:00 | Time limit: 180 minutes

Course Staff



mtest mtest  
CYP.EUC.COURSE.INSTRUCTOR

Details &amp; Actions

- Class register  
[View everyone on your course](#)
- Progress Tracking  
[Turn on](#)
- Course Image  
[Edit display settings](#)
- Course is open  
[Students can access this course](#)
- Class Collaborate  
[Join session](#)
- Attendance  
[Mark attendance](#)
- Books & Tools  
[View course & institution tools](#)
- Question Banks  
[Manage banks](#)

Select the plus sign on the Question Banks panel. Select New from the dropdown menu.  
Question Banks



Use this space to build and manage your question banks.

Use question banks to share questions between multiple assessments.  
You can import question banks from other courses and resources.  
Select the button below to begin.

- New
- Import from file
- Auto-generate

Enter a title and an optional description. You can now add questions. by Selecting the plus sign

### 30. Import Question Banks

On the Course Content page, from the Details & Actions panel on the right side of the page, select Manage banks.

mtest\_proctorio Course Settings

mtest\_proctorio

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups Student Preview

Course Content Q ...

- Secure Exam Proctor  
Visible to students
- test10\_NoFullScreen (Remotely Proctored)  
Hidden from students  
No due date | Time limit: 180 minutes
- test9\_fullScreen (Remotely Proctored)  
Hidden from students  
No due date | Time limit: 180 minutes
- test11\_FullScreen (Remotely Proctored)  
Hidden from students  
Due date: 30/05/2023, 00:00 | Time limit: 180 minutes

Course Staff

mtest mtest  
CYP.EUC.COURSE.INSTRUCTOR

Details & Actions

- Class register  
[View everyone on your course](#)
- Progress Tracking  
[Turn on](#)
- Course Image  
[Edit display settings](#)
- Course is open  
[Students can access this course](#)
- Class Collaborate  
[Join session](#)
- Attendance  
[Mark attendance](#)
- Books & Tools  
[View course & institution tools](#)
- Question Banks  
[Manage banks](#)

On the Question banks page, select the plus icon and from the drop-down menu select import from file. When the file manager opens select the zip file from your PC Question Banks



Use this space to build and manage your question banks.

Use question banks to share questions between multiple assessments. You can import question banks from other courses and resources. Select the button below to begin.

New  
 Import from file  
 Auto-generate

As the file imports, you can view the supported question types. You'll receive a success message when the file imports successfully. You'll also receive a message if the file or some question types weren't uploaded.

Introduction to Sociology



# Question Banks


 Processing Pool\_ExportFile\_sociology\_101\_05\_Chapters 1-5.zip [View supported question types](#)


Pool\_ExportFile\_sociology\_101\_05\_Chapters 1-5.zip: Question bank imported successfully


**Chapters 1-5**

9 questions | Updated 4/4/19, 12:32 PM (CDT)


**Sociologists and Theories**

4 questions | Updated 4/2/19, 12:39 PM (CDT)


**Midterm**

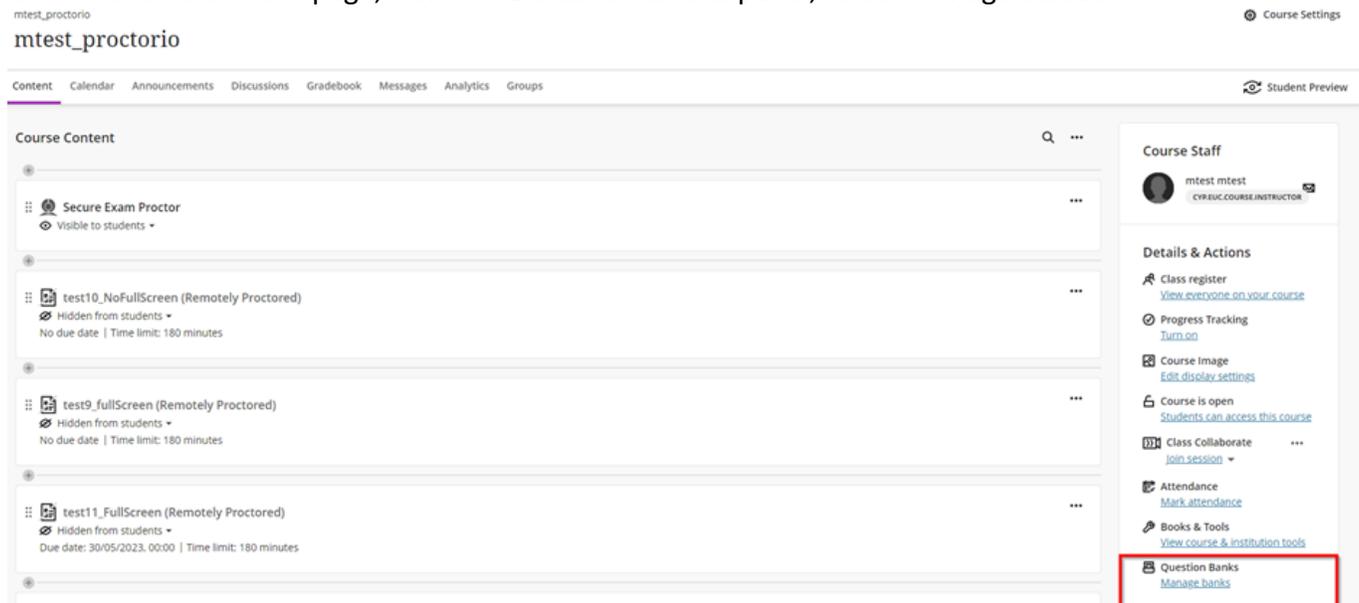
11 questions | Updated 4/2/19, 12:33 PM (CDT)



Unsupported question types are removed. If your file has no supported question types, the question bank isn't added to your course.

## 31. AI - Generate Question Banks

On the Course Content page, from the Details & Actions panel, select Manage banks.



The screenshot shows the 'Course Content' page for 'mtest\_proctorio'. The 'Details & Actions' panel on the right is expanded, showing various options. The 'Question Banks' option is highlighted with a red box, and the 'Manage banks' link below it is also highlighted with a red box.

Select the plus sign on the Question Banks panel. Select Auto-generate from the drop-down menu.

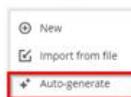
## Question Banks

---



Use this space to build and manage your question banks.

Use question banks to share questions between multiple assessments.  
You can import question banks from other courses and resources.  
Select the button below to begin.



You have several ways to define the questions that the AI Design Assistant generates.

- Enter a description (limited to 2000 characters) to narrow the focus of the questions
- Adjust the complexity of the questions
- Select the number of questions
- Select the arrow beside Advanced options to change the output language

You can select from the following question types:

- Essay
- Fill in the blank
- Matching
- Multiple choice
- True/False

The "Inspire me!" question type suggests a variety of question types to give you more options.

## Auto-Generate Question Bank

### Define questions

#### Description

Cybersecurity (Example)

Select course items

Selected course items will be used to help improve suggestions.

#### Question Type

Inspire met

#### Complexity

Low High

#### Number of questions

1 10

#### Advanced options

##### Output language

English, British - English (British)

Generate

This is auto-generated content and needs to be checked for accuracy and bias

#### Question 1

What is a common form of malware that encrypts a victim's files and demands a ransom for their release?

(A) Ransomware

Correct answer

(B) Adware

(C) Spyware

(D) Trojan

#### Question 2

Which of the following is an effective method to protect against phishing attacks?

(A) Being cautious and not clicking on suspicious links or providing personal information

Correct answer

(B) Downloading email attachments from unknown senders

(C) Using the same password for all online accounts

Cancel

Add to Question Bank

Optionally, you can select which course items you'd like the AI Design Assistant to provide context for questions. Select, select course items to start.

Select the box beside any course content item to include it in the context for your question.

Introduction to Humanities

× **Select Items**

[Introduction to Humanities](#) > Content

-  The Black Cat by Edgar Allan Poe
-  Literature and Literacy
-  Science Fiction
-  Textbook →
-  The Information Age
-  Introduce Yourself
-  My Journey
-  Exploring Cultural Identity Through Art

**2 Items Selected**

Items

Introduction to Humanities

-  Exploring Cultural I... ×
-  The Information Age ×

**Select items**

Step 6: Once you've finalized your settings, select Generate. Choose the questions that you'd like to add to your Question Bank, then select Add to Question Bank.

### 32. How to setup Final Exam Matching Questions

Under Course of content select Final Exam / Τελική Εξέταση and expand the folder "Pool of Questions Final Exam ". Select Final Exam Part C

Final Exam / Τελική εξέταση  
 Hidden from students

Secure Exam Proctor  
 Visible to students

Final Exam / Τελική εξέταση (Remotely Proctored)  
 No due date | Time limit: 150 minutes  
 Visible to students

Hand Written Answers - Final Exam  
 No due date | Time limit: 30 minutes  
 Visible to students

**Pool of Questions Final Exam**  
 Hidden from students

Final Part A  
 No due date  
 Hidden from students

Final Part B  
 No due date  
 Hidden from students

**Final Part C**  
 No due date  
 Hidden from students

Select the plus sign wherever you want to add a question and from the drop-down menu select the question type.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ  
**Final Part C**  
 Hidden from students

Content and Settings | Submissions (0) | Student Activity | Question Analysis

**Create your assessment**  
 Select the plus icon to get started

Allow students to add content at end of assessment

Students can add text, images and files here.

**Test Settings**

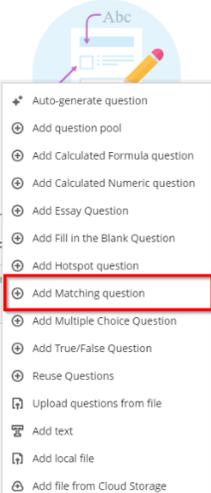
- Due date: [No due date](#)
- Mark category: [Test](#)
- Marking: [Points](#) | [100 maximum points](#)  
 Post marks automatically when assessment is marked. [Change mark posting setting.](#)
- Attempts allowed: [1 attempt](#)
- Originality Report: [Enable SafeAssign](#)

Select the “Add Matching question” option

Allow students to add content at end of question  
 Students can add text, images and files here

### Test Settings

- Due date: [No due date](#)
- Mark category: [Test](#)
- Marking: [Points | 100 maximum points](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)
- Attempts allowed: [1 attempt](#)
- Originality Report: [Enable SafeAssign](#)



With matching questions, students pair items in the Prompts column with items in the Answers column. The number of items in each column doesn't have to be equal because you can reuse answers and add additional answers.

### Test Content

Extra Credit 1 point

\* Question Text 1

Enter question text

\* Set up the pairs

Allow partial and negative credit 3
 Allow negative overall score

	Prompt	Answer	Partial	Negative
1.	<span style="border: 1px solid red; padding: 2px;">Enter prompt text</span>	<span style="border: 1px solid red; padding: 2px;">Enter answer text</span>	33.33 %	0 %
2.	<span style="border: 1px solid red; padding: 2px;">Enter prompt text</span>	<span style="border: 1px solid red; padding: 2px;">Enter answer text</span>	33.33 %	0 %
3.	<span style="border: 1px solid red; padding: 2px;">Enter prompt text</span>	<span style="border: 1px solid red; padding: 2px;">Enter answer text</span>	33.34 %	0 %

### Test Settings

- Due date: [No due date](#)
- Mark category: [Test](#)
- Marking: [Points | 100 maximum points](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)
- Attempts allowed: [1 attempt](#)
- Originality Report: [Enable SafeAssign](#)

Add the instructions or question in the editor.

Set number of points that this question is worth. Questions have a default value of 1 point, but you can

select the points box to enter a different value.

Add prompts and answers. Add at least 1 prompt and 2 answers. The default fields in a new Matching question satisfy this requirement.

- Add Pair: The maximum number of prompt and answer pairs is 100. You can reuse answers in pairs.
- Add Answer: Additional answers don't match any prompts, and you can't reuse them.

Click the “save” button when you finish.

The following image is what you will see once you close the save button.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ  
Final Part C Hidden from students

---

Content and Settings Submissions (0) Student Activity Question Analysis

Test Content Print

---

Question 1 1 point ...

Which planet is known as the "red planet"

Prompt	Answer	Partial: 25%	Negative: 0%
1 Mars	Blue		
2 Jupiter	Red		
3 Venus	Green		
4 Pluto	White		

Test Settings ⚙️

---

**Due date**  
[No due date](#)

---

**Mark category**  
[Test](#)

---

**Marking**  
Points | [1 maximum point](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

---

**Attempts allowed**  
[1 attempt](#)

---

**Originality Report**  
[Enable SafeAssign](#)

If you want to add another question, just put your mouse just below the last question so that the cross sign becomes visible again and repeats the process.

Test Content
Print

---

**Question 1** 1 point ...

Which planet is known as the "red planet"

Prompt 1 Mars	Answer Blue	Partial: 25% Negative: 0%
Prompt 2 Jupiter	Answer Red	Partial: 25% Negative: 0%
Prompt 3 Venus	Answer Green	Partial: 25% Negative: 0%
Prompt 4 Pluto	Answer White	Partial: 25% Negative: 0%

✔ Allow students to add content at end of assessment

**Test Settings** ⚙️

---

**Due date**  
[No due date](#)

---

**Mark category**  
[Test](#)

---

**Marking**  
[Points | 1 maximum point](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

---

**Attempts allowed**  
[1 attempt](#)

---

**Originality Report**  
[Enable SafeAssign](#)

If you want to edit a question, click on the three dotted lines at the right side of the question, from the drop-down menu and select the desire option

Test Content
Print

---

**Question 1** 1 point ...

Which planet is known as the "red planet"

Prompt 1 Mars	Answer Blue	Partial: 25% Negative: 0%
Prompt 2 Jupiter	Answer Red	Partial: 25% Negative: 0%
Prompt 3 Venus	Answer Green	Partial: 25% Negative: 0%
Prompt 4 Pluto	Answer White	Partial: 25% Negative: 0%

✔ Allow students to add content at end of assessment

**Test Settings** ⚙️

---

**Due date**  
[No due date](#)

---

**Mark category**  
[Test](#)

---

**Marking**  
[Points | 1 maximum point](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

---

**Attempts allowed**  
[1 attempt](#)

---

**Originality Report**  
[Enable SafeAssign](#)

When you finish setting up the questions, click on the "X" button at the top left corner of the screen.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ  
Final Part C Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis

Test Content Print

**Question 1** 1 point ...

Which planet is known as the "red planet"

Prompt	Answer	Partial	Negative
1. Mars	Blue	25%	0%
2. Jupiter	Red	25%	0%
3. Venus	Green	25%	0%
4. Pluto	White	25%	0%

Test Settings Settings

**Due date**  
[No due date](#)

**Mark category**  
[Test](#)

**Marking**  
[Points](#) | [1 maximum point](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

**Attempts allowed**  
[1 attempt](#)

**Originality Report**  
[Enable SafeAssign](#)

## Add media to matching questions

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ  
Final Part C Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis

Test Content Print

**Question 1** Extra Credit 1 point

\* Question Text

Which planet is known as the "red planet"

\* Set up the pairs

Allow partial and negative credit  Allow negative overall score

Prompt	Answer	Partial	Negative
1. Mars	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">B I U  </span> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">           Enter answer text         </div>	25%	0%

Test Settings Settings

**Due date**  
[No due date](#)

**Mark category**  
[Test](#)

**Marking**  
[Points](#) | [1 maximum point](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

**Attempts allowed**  
[1 attempt](#)

**Originality Report**  
[Enable SafeAssign](#)

You can add media to questions and answers. From the drop-down menu select image. When you choose to reuse an answer, the media files that display inline also appear for your selection. Access the menu next to a pair's answer field and select Reuse an answer. The following image is what you will see once you finish.

Test Content

**Question 1** 10 Points

Match the city to its landmark.

**Prompts**

London

**Answers**






New York City Choose a match

Egypt Choose a match

Rome Choose a match

San Francisco Choose a match

### Partial and negative credit

Partial and negative credit is turned on by for all questions by default. Partial credit is automatically distributed as a percentage across the matching pairs.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ

### Final Part C

Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis

Test Content Print

**Question 1** Extra Credit 1 point

\* Question Text

Which planet is known as the "red planet"

**Set up the pairs**

Allow partial and negative credit  Allow negative overall score

Prompt	Answer	Partial	Negative
1. Mars	Blue	25 %	0 %
2. Jupiter	Red	25 %	0 %

**Test Settings**

- Due date: No due date
- Mark category: Test
- Marking: Points | 1 maximum point  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)
- Attempts allowed: 1 attempt
- Originality Report: [Enable SafeAssign](#)

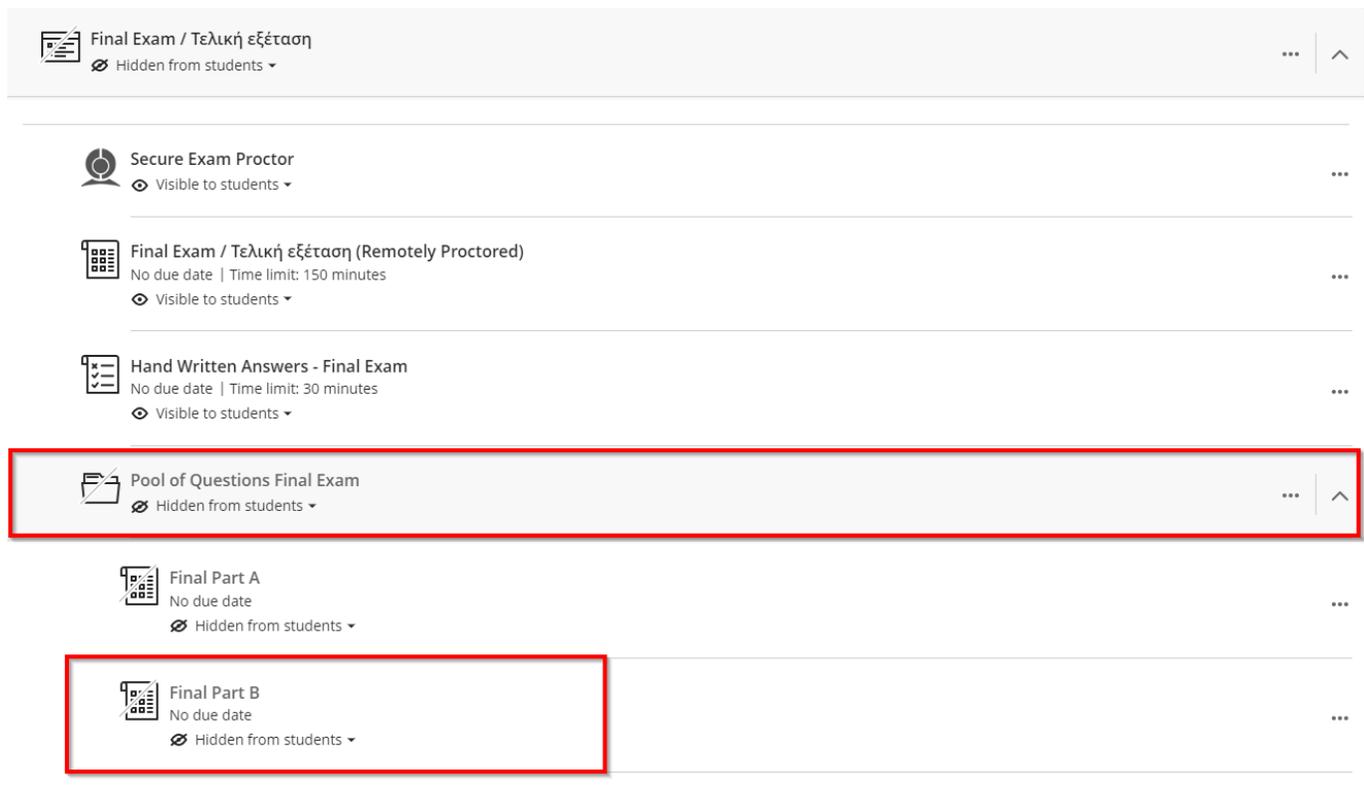
Example:

- A question has 5 pairs worth 2 points each for a total of 10 points. A student matches 2 pairs correctly:
- The student earns 4 points for 2 correct matches and loses 6 points for 3 incorrect matches for a negative score of -2 for the question.

Matching questions are graded automatically. If an assessment only has this type of question, the assessment scores are posted automatically for students to view.

### 33. How to setup Final Exam True/False Questions

Under Course of content select Final Exam / Τελική Εξέταση and expand the folder “Pool of Questions Final Exam “. Select Final Exam Part B



The screenshot displays a list of course items in a management interface. The items are as follows:

- Final Exam / Τελική εξέταση**: Hidden from students (indicated by a lock icon).
- Secure Exam Proctor**: Visible to students (indicated by an eye icon).
- Final Exam / Τελική εξέταση (Remotely Proctored)**: No due date | Time limit: 150 minutes. Visible to students.
- Hand Written Answers - Final Exam**: No due date | Time limit: 30 minutes. Visible to students.
- Pool of Questions Final Exam**: Hidden from students. This folder is highlighted with a red box.
- Final Part A**: No due date. Hidden from students.
- Final Part B**: No due date. Hidden from students. This item is highlighted with a red box.

Select the plus sign wherever you want to add a question and from the drop-down menu select the question type.


**Create your assessment**

Select the plus icon to get started


 Allow students to add content at end of assessment

Students can add text, images and files here.

**Test Settings**

**Due date**
[No due date](#)
**Mark category**
[Test](#)
**Marking**
[Points | 100 maximum points](#)

 Post marks automatically when assessment is marked. [Change mark posting setting.](#)
 **Attempts allowed**
[1 attempt](#)
**Originality Report**
[Enable SafeAssign](#)

## Select the “Add True/False question” option



- ✦ Auto-generate question
- ⊕ Add question pool
- ⊕ Add Calculated Formula question
- ⊕ Add Calculated Numeric question
- ⊕ Add Essay Question
- ⊕ Add Fill in the Blank Question
- ⊕ Add Hotspot question
- ⊕ Add Matching question
- ⊕ Add Multiple Choice Question
- ⊕ **Add True/False Question**
- ⊕ Reuse Questions
- 📁 Upload questions from file
- 📄 Add text
- 📁 Add local file
- ☁ Add file from Cloud Storage

 Allow students to add content at end of assessment

Students can add text, images and files here.

**Test Settings**

**Due date**
[No due date](#)
**Mark category**
[Test](#)
**Marking**
[Points | 100 maximum points](#)

 Post marks automatically when assessment is marked. [Change mark posting setting.](#)
 **Attempts allowed**
[1 attempt](#)
**Originality Report**
[Enable SafeAssign](#)

## Write the question

- Set number of points that this question is worth. Questions have a default value of 1 point, but you can select the points box to enter a different value.
- Choose the correct answer by checking the corresponding box on the left of the question.
- Click the “save” button when you finish.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ  
Final Part B

Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis

**Test Content** Print

**Question 1** 1 point  Extra Credit

Type Question 1 text

True  False

Automated Feedback

Allow students to add content at end of assessment

Cancel Save

**Test Settings** Settings

**Due date**  
[No due date](#)

**Mark category**  
[Test](#)

**Marking**  
[Points | 100 maximum points](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

**Attempts allowed**  
[1 attempt](#)

**Originality Report**  
[Enable SafeAssign](#)

The following image is what you will see once you close the save button.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ  
Final Part B

Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis

**Test Content** Print

**Question 1** 1 point ...

The Capital of Cyprus is Nicosia

True Correct answer

False

Allow students to add content at end of assessment

Additional Content

**Test Settings** Settings

**Due date**  
[No due date](#)

**Mark category**  
[Test](#)

**Marking**  
[Points | 1 maximum point](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

**Attempts allowed**  
[1 attempt](#)

If you want to add another question, just put your mouse just below the last question so that the cross becomes visible again and repeats the process.

If you want to edit a question, click on the three dotted lines at the right side of the question, from the drop-down menu and select the desire option

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ  
Final Part B

Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis

**Test Content** Print

**Question 1** 1 point ...

The Capital of Cyprus is Nicosia

True

False

Allow students to add content at end of assessment

Additional Content

Students can add text, images and files here.

**Test Settings** Settings

**Due date**  
[No due date](#)

**Mark category**  
[Test](#)

**Marking**  
[Points | 1 maximum point](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

**Attempts allowed**  
[1 attempt](#)

**Originality Report**  
[Enable SafeAssign](#)

When you finish setting up the questions, click on the "X" button at the top left corner of the screen.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ

**Final Part B** Hidden from students

Content and Settings | Submissions (0) | Student Activity | Question Analysis

Test Content Print

---

**Question 1** 1 point ...

The Capital of Cyprus is Nicosia

True Correct answer

False

Allow students to add content at end of assessment

Additional Content

Students can add text, images and files here.

Test Settings Settings

---

Due date  
No due date

---

Mark category  
Test

---

Marking  
Points | 1 maximum point  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

---

Attempts allowed  
1 attempt

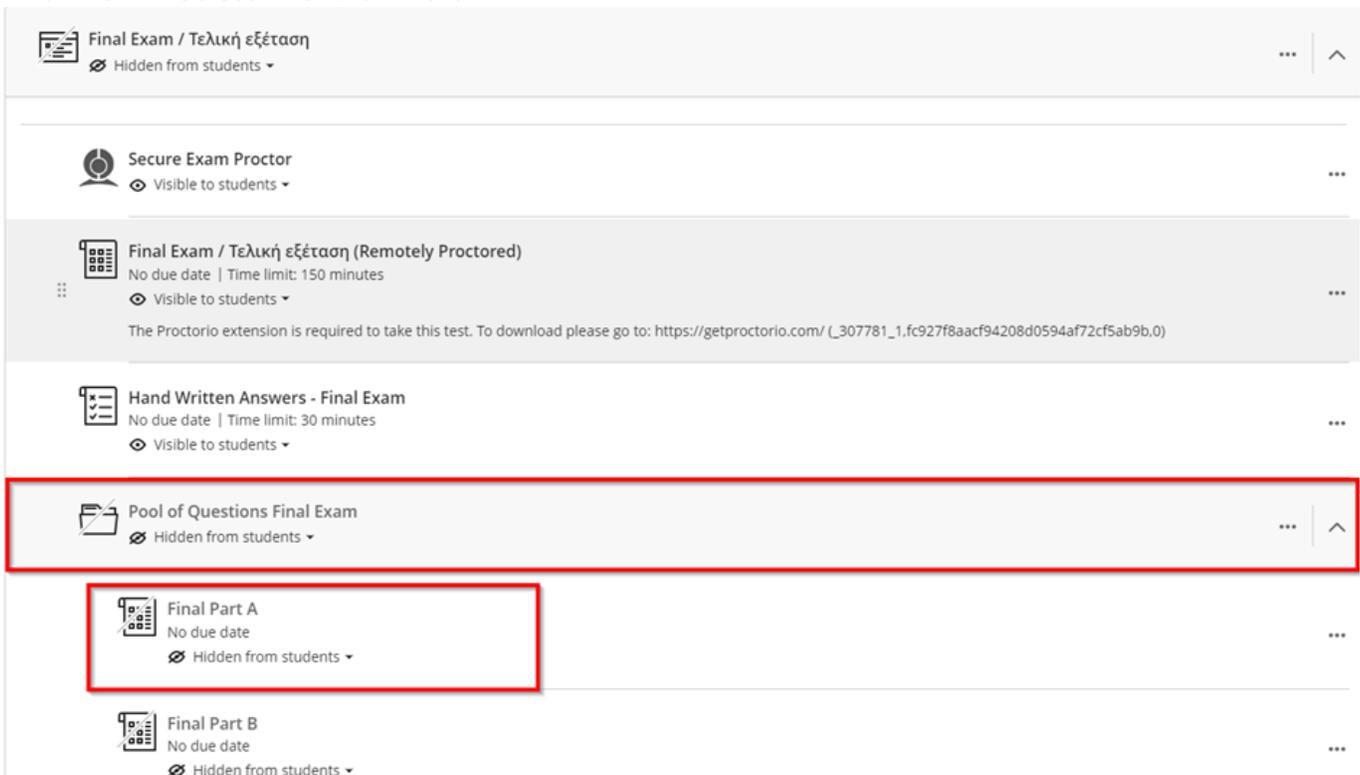
---

Originality Report  
[Enable SafeAssign](#)

With True/False questions, students choose true or false in response to a statement question. True/False questions are graded automatically. You can't change the points an individual student earned for an automatically graded question.

### 34. How to setup Final Exam Multiple-Choice Questions

Under Course of content select Final Exam / Τελική Εξέταση and expand the folder “Pool of Questions Final Exam “. Select Final Exam Part A



Final Exam / Τελική εξέταση Hidden from students

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Secure Exam Proctor Visible to students

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Final Exam / Τελική εξέταση (Remotely Proctored)  
No due date | Time limit: 150 minutes  
Visible to students  
The Proctorio extension is required to take this test. To download please go to: [https://getproctorio.com/\\_/307781\\_1\\_fc927f8aac94208d0594af72cf5ab9b.0](https://getproctorio.com/_/307781_1_fc927f8aac94208d0594af72cf5ab9b.0)

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Hand Written Answers - Final Exam  
No due date | Time limit: 30 minutes  
Visible to students

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**Pool of Questions Final Exam** Hidden from students

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**Final Part A**  
No due date  
Hidden from students

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Final Part B  
No due date  
Hidden from students

Select the plus sign wherever you want to add a question and from the drop-down menu select the question type.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ

## Final Part A

Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis



### Create your assessment

Select the plus icon to get started



Allow students to add content at end of assessment

Students can add text, images and files here.

### Test Settings



Due date  
[No due date](#)

Mark category  
[Test](#)

Marking  
[Points | 100 maximum points](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

Attempts allowed  
[1 attempt](#)

Originality Report  
[Enable SafeAssign](#)

## Select a Multiple-Choice Question

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ

## Final Part A

Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis



- Auto-generate question
- Add question pool
- Add Calculated Formula question
- Add Calculated Numeric question
- Add Essay Question
- Add Fill in the Blank Question
- Add Hotspot question
- Add Matching question
- Add Multiple Choice Question
- Add True/False Question
- Reuse Questions
- Upload questions from file
- Add text
- Add local file

Allow students to add content at end of assessment

Students can add text, images and files here.

### Test Settings



Due date  
[No due date](#)

Mark category  
[Test](#)

Marking  
[Points | 100 maximum points](#)  
Post marks automatically when assessment is marked. [Change mark posting setting.](#)

Attempts allowed  
[1 attempt](#)

Originality Report  
[Enable SafeAssign](#)

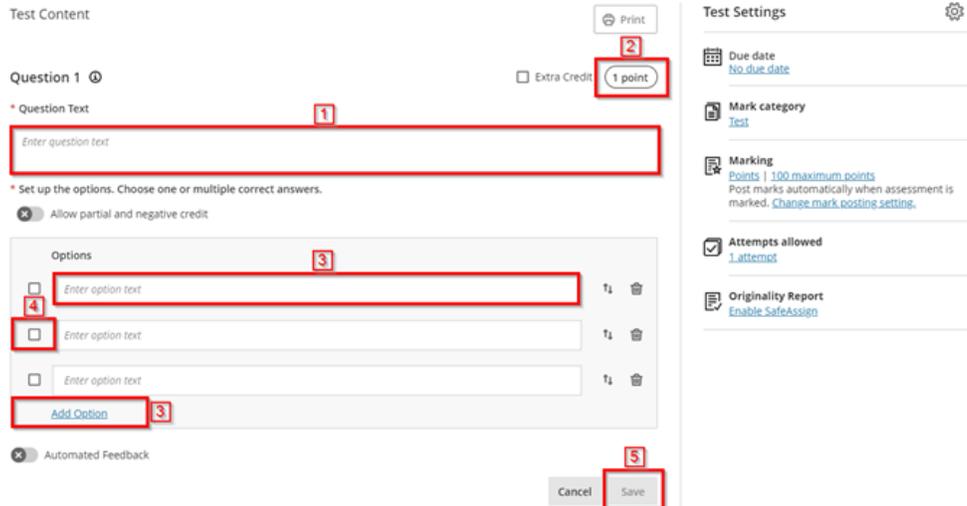
## Write the question

- Set number of points that this question is worth. Questions have a default value of 1 point, but you can select the points box to enter a different value.
- Write the possible answers. If you want more than four answer boxes, select Add Option. You can change the order of answers and delete them as needed.
- Choose the correct answer by checking the corresponding box on the left of each question. You can have multiple correct answers should you choose to
- Click the “save” button when you finish.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ  
Final Part A

Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis

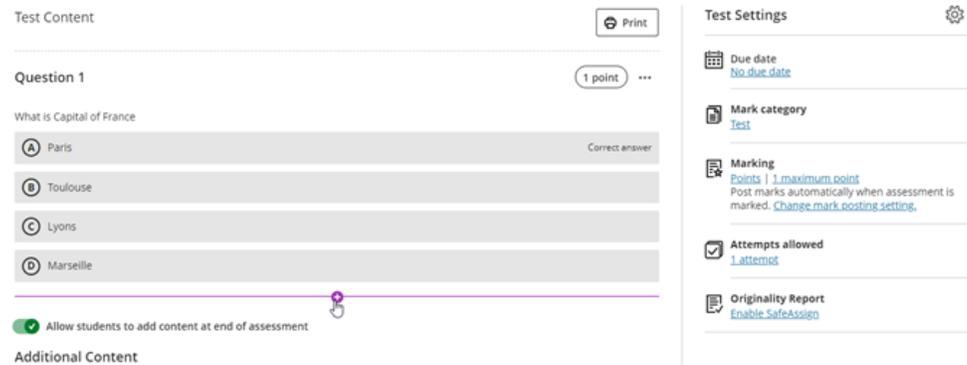


The following image is what you will see once you close the save button.

ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ  
Final Part A

Hidden from students

Content and Settings Submissions (0) Student Activity Question Analysis



If you want to add another question, just put your mouse just below the last question so that the cross sign becomes visible again and repeats the process.

If you want to edit a question, click on the three dotted lines at the right side of the question, from the drop-down menu and select the desire option.

Test Content

**Question 1** Print

1 point

What is Capital of France

- A Paris
- B Toulouse
- C Lyons
- D Marseille

Edit  
 Duplicate  
 Align with Goal  
 Delete

Allow students to add content at end of assessment

Test Settings

Due date [No due date](#)

Mark category [Test](#)

Marking [Points | 1 maximum point](#)  
 Post marks automatically when assessment is marked. [Change mark posting setting.](#)

Attempts allowed [1 attempt](#)

Originality Report [Enable SafeAssign](#)

When you finish setting up the questions, click on the “X” button at the top left corner of the screen.



ΠΡΑΚΤΙΚΗ ΑΣΚΗΣΗ ΚΑΙ ΕΜΠΕΙΡΙΑ

**Final Part A**

Content and Settings Submissions (0) Student Activity Question Analysis

Hidden from students

Test Content

**Question 1** Print

1 point

What is Capital of France

- A Paris Correct answer
- B Toulouse
- C Lyons
- D Marseille

Allow students to add content at end of assessment

Test Settings

Due date [No due date](#)

Mark category [Test](#)

Marking [Points | 1 maximum point](#)  
 Post marks automatically when assessment is marked. [Change mark posting setting.](#)

Attempts allowed [1 attempt](#)

Originality Report [Enable SafeAssign](#)

Multiple choice and multiple answer questions are graded automatically. If an assessment only has these types of questions, the assessment scores are posted automatically for students to view.

### 35. Create Assignment with Peer Review

On the Course Content page, select the plus sign (+) wherever you want to add an assignment. In the menu, select Create to open the Create Item panel and select Assignment. The New Assignment page opens.

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Due date: 28/11/2024, 08:31

- Course Outline/Διάγραμμα Μαθήματος
- Course Information/Πληροφορίες Μαθήματος
- Week 1/Εβδομάδα 1
- Create
- Auto-Generate Modules
- Copy Content
- Upload
- Cloud Storage
- Content Market
- Content Collection
- Week 3/Εβδομάδα 3
- Week 4/Εβδομάδα 4

Student Preview

Books & Tools

Question Banks

Add course schedule

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Due date: 28/11/2024, 08:31

Create Item

Course Content Items

- Learning module
- Folder
- Document
- Link
- Teaching tools with LTI connection
- SCORM package

Assessment

- Test
- Assignment
- Form

Participation and Engagement

MIS COURSE

## New Assignment 07/10/2024

Auto-generate assignment Hidden from students

Content and Settings Submissions (0) Student Activity

### Instructions

Click to add text or drag and drop files here

Print

### Assignment Settings

- Due date**  
Tomorrow  
Tue 8 Oct 2024 23:59 (EEST)
- Mark category**  
Assignment
- Marking**  
Points | 100 maximum points  
Post marks manually when assessment is marked. [Change mark posting setting.](#)
- Attempts allowed**  
1 attempt
- Originality Report**  
[Enable SafeAssign](#)

From the Assignment Settings panel, select Peer review. The selection will affect other fields automatically, such as the number of attempts allowed, to comply with the settings required to guarantee a successful peer review process.

MIS COURSE

## New Assignment 07/10/2024

Auto-generate assignment Hidden from students

Content and Settings Submissions (0) Student Activity

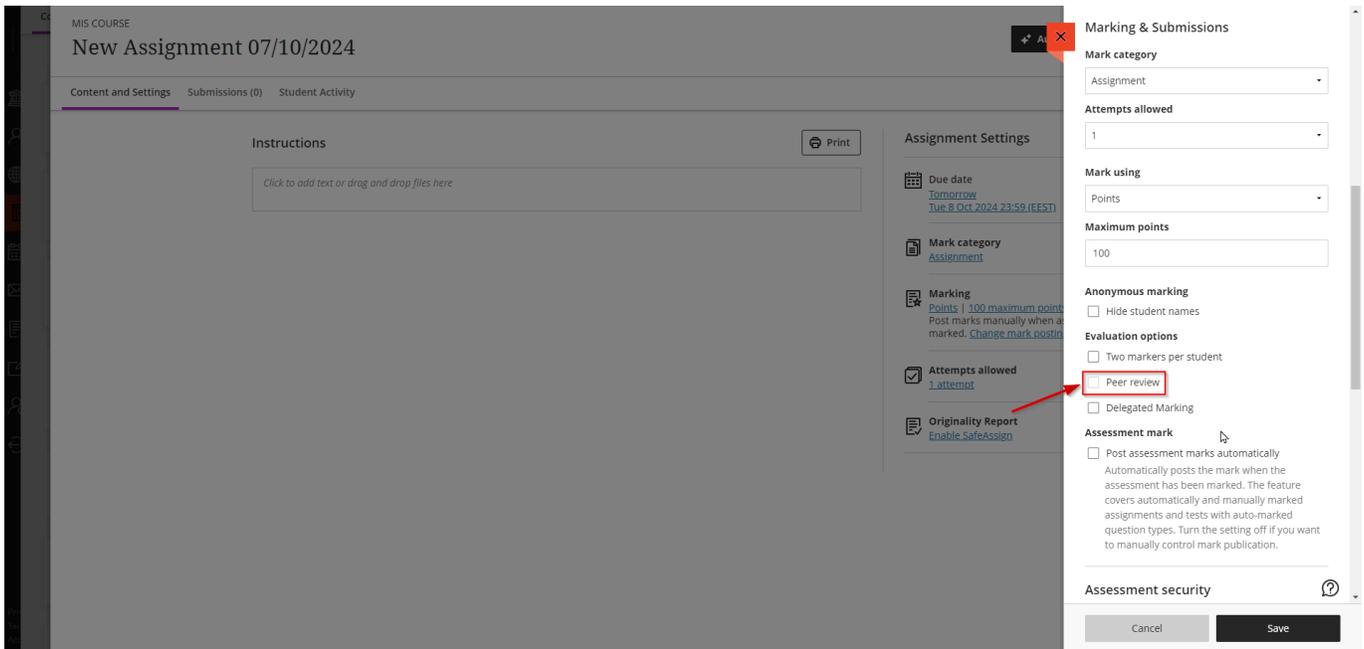
### Instructions

Click to add text or drag and drop files here

Print

### Assignment Settings

- Due date**  
Tomorrow  
Tue 8 Oct 2024 23:59 (EEST)
- Mark category**  
Assignment
- Marking**  
Points | 100 maximum points  
Post marks manually when assessment is marked. [Change mark posting setting.](#)
- Attempts allowed**  
1 attempt
- Originality Report**  
[Enable SafeAssign](#)



MIS COURSE  
New Assignment 07/10/2024

Content and Settings Submissions (0) Student Activity

Instructions Print

*Click to add text or drag and drop files here*

Assignment Settings

- Due date: Tomorrow, Tue 8 Oct 2024 23:59 (EEST)
- Mark category: Assignment
- Marking: Points | 100 maximum points. Post marks manually when a marked. [Change mark position](#)
- Attempts allowed: 1 attempt
- Originality Report: [Enable SafeAssign](#)

Marking & Submissions

Mark category: Assignment

Attempts allowed: 1

Mark using: Points

Maximum points: 100

Anonymous marking

Hide student names

Evaluation options

Two markers per student

Peer review

Delegated Marking

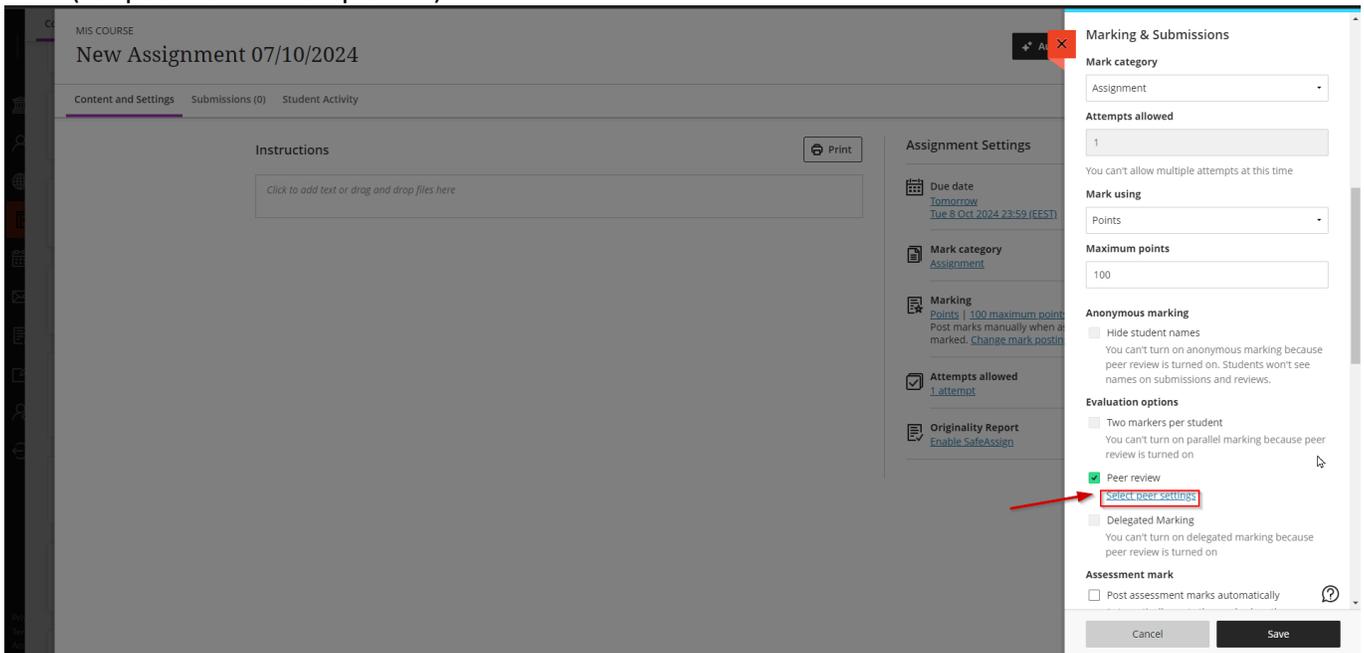
Assessment mark

Post assessment marks automatically

Assessment security ?

Cancel Save

Select Peer review settings below Peer review. In the expanded panel you can set the number of Reviews per student, the Assessment due date (for assignment submission) and the Peer review due date (for peer review completion).



MIS COURSE  
New Assignment 07/10/2024

Content and Settings Submissions (0) Student Activity

Instructions Print

*Click to add text or drag and drop files here*

Assignment Settings

- Due date: Tomorrow, Tue 8 Oct 2024 23:59 (EEST)
- Mark category: Assignment
- Marking: Points | 100 maximum points. Post marks manually when a marked. [Change mark position](#)
- Attempts allowed: 1 attempt
- Originality Report: [Enable SafeAssign](#)

Marking & Submissions

Mark category: Assignment

Attempts allowed: 1

You can't allow multiple attempts at this time

Mark using: Points

Maximum points: 100

Anonymous marking

Hide student names

You can't turn on anonymous marking because peer review is turned on. Students won't see names on submissions and reviews.

Evaluation options

Two markers per student

You can't turn on parallel marking because peer review is turned on

Peer review

[Select peer settings](#)

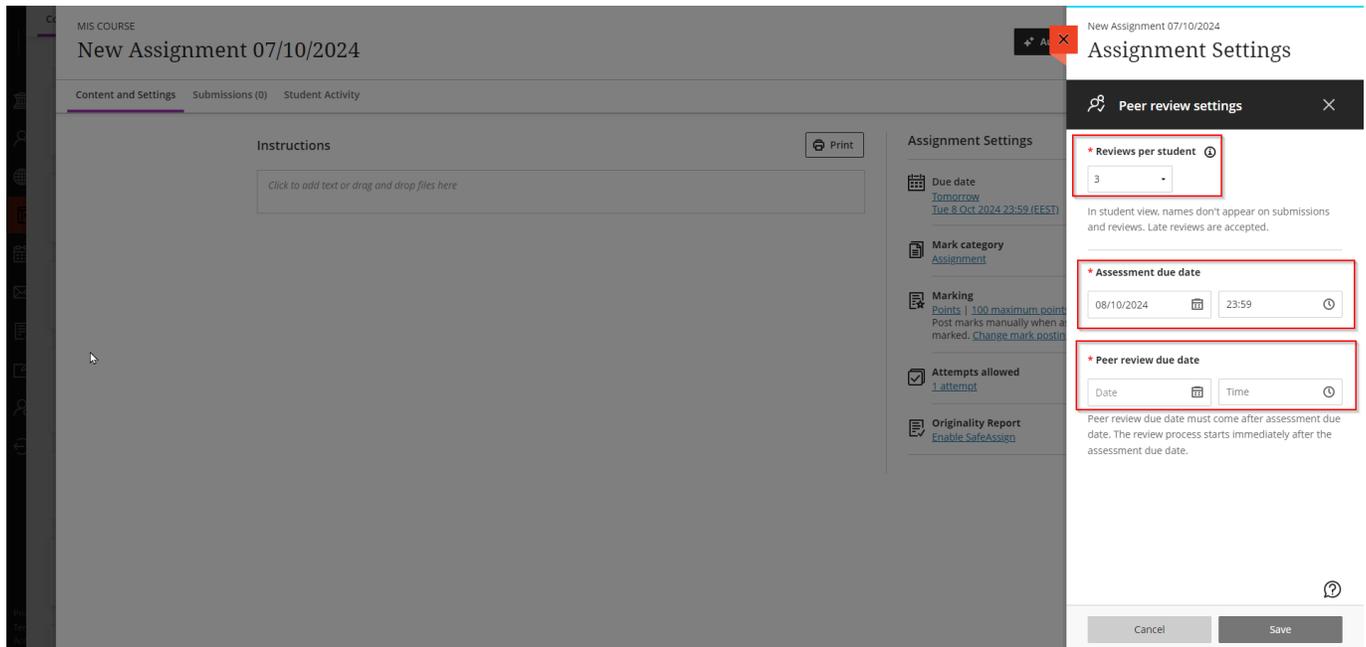
Delegated Marking

You can't turn on delegated marking because peer review is turned on

Assessment mark

Post assessment marks automatically ?

Cancel Save



MIS COURSE  
New Assignment 07/10/2024

Content and Settings Submissions (0) Student Activity

Instructions Print

Click to add text or drag and drop files here

Assignment Settings

Due date  
Tomorrow  
Tue 8 Oct 2024 23:59 (EEST)

Mark category  
Assignment

Marking  
Points | 100 maximum points  
Post marks manually when a marked. Change mark position

Attempts allowed  
1 attempt

Originality Report  
Enable SafeAssign

Peer review settings

\* Reviews per student  
3

In student view, names don't appear on submissions and reviews. Late reviews are accepted.

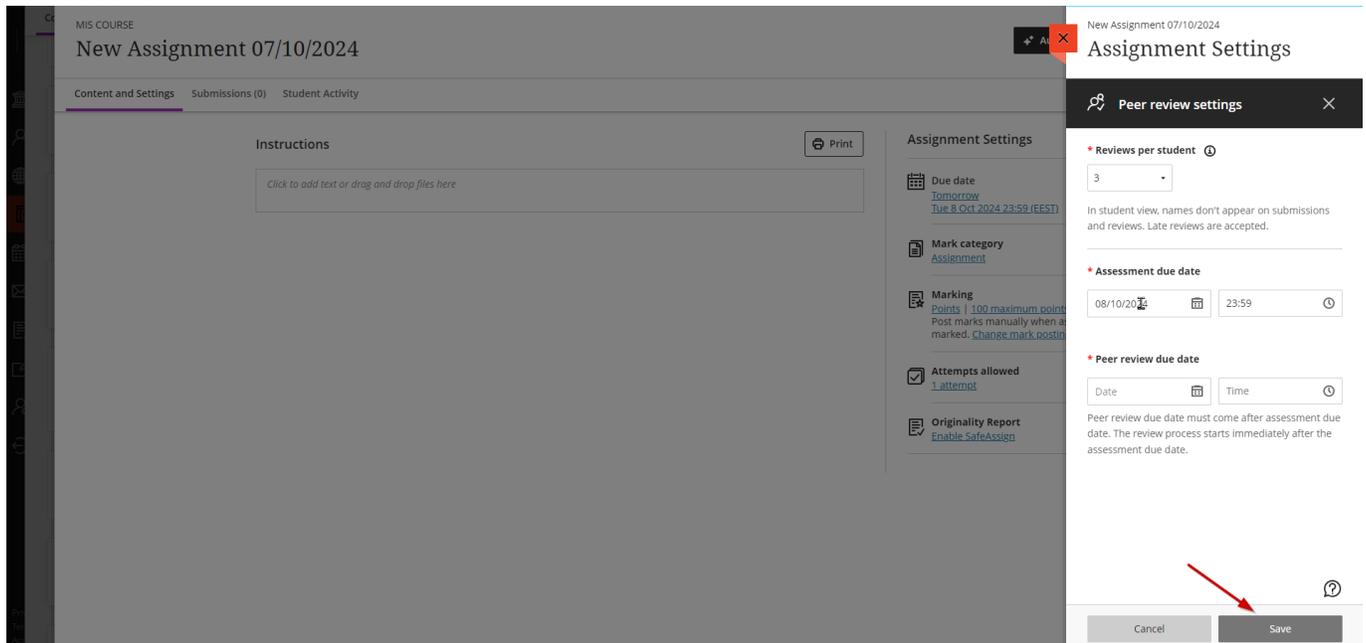
\* Assessment due date  
08/10/2024 23:59

\* Peer review due date  
Date Time

Peer review due date must come after assessment due date. The review process starts immediately after the assessment due date.

Cancel Save

Select Save.



MIS COURSE  
New Assignment 07/10/2024

Content and Settings Submissions (0) Student Activity

Instructions Print

Click to add text or drag and drop files here

Assignment Settings

Due date  
Tomorrow  
Tue 8 Oct 2024 23:59 (EEST)

Mark category  
Assignment

Marking  
Points | 100 maximum points  
Post marks manually when a marked. Change mark position

Attempts allowed  
1 attempt

Originality Report  
Enable SafeAssign

Peer review settings

\* Reviews per student  
3

In student view, names don't appear on submissions and reviews. Late reviews are accepted.

\* Assessment due date  
08/10/2024 23:59

\* Peer review due date  
Date Time

Peer review due date must come after assessment due date. The review process starts immediately after the assessment due date.

Cancel Save

The Peer review section within the Assignment settings will be updated to show your selections for number of reviewers and due date for peer revisions.

### 36. Export Grades from gradebook

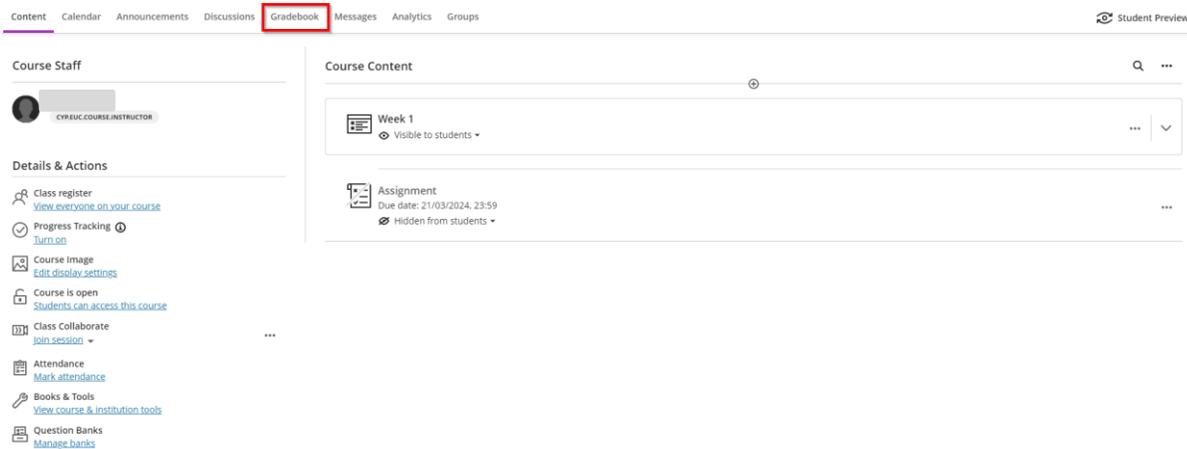
The following instructions outline how to Export grades from the gradebook.

- In the gradebook, click on the button with the down arrow to open the Download Gradebook panel.
- Under Mark Records proceed with your selection.

- From Record Details, choose **'All Items'** to view the entire gradebook, or select specific items individually.
- Choose the file format for the downloaded file. Options include comma-delimited (CSV) for data files or tab-delimited (XLS) formats.
- Select the location for the downloaded file. You can save the file to your device.

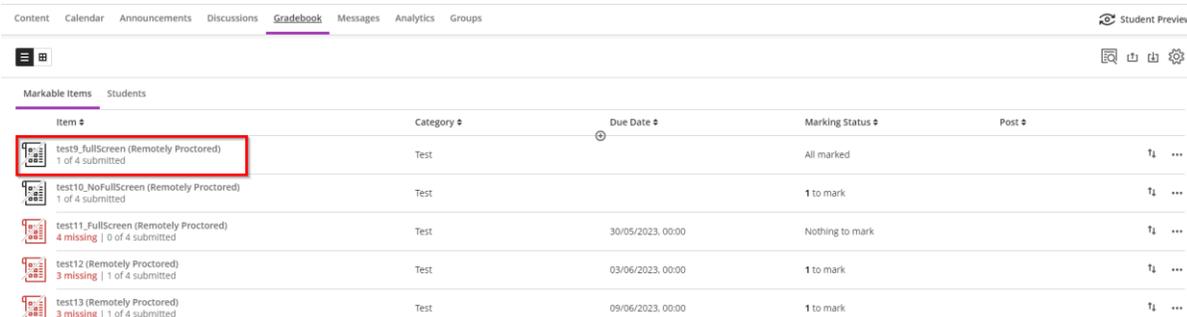
### 37. Removing student assessment submissions

Access the assignment by select Gradebook from the course navigation bar.



The screenshot shows the course navigation bar with the following items: Content, Calendar, Announcements, Discussions, **Gradebook** (highlighted with a red box), Messages, Analytics, and Groups. On the right side of the navigation bar, there is a 'Student Preview' icon. Below the navigation bar, the 'Course Staff' section shows a profile for 'CYRUCOURSEINSTRUCTOR'. The 'Details & Actions' section includes links for Class register, Progress Tracking, Course Image, Course is open, Class Collaborate, Attendance, Books & Tools, and Question Banks. The 'Course Content' section shows 'Week 1' with an assignment titled 'Assignment' due on 21/03/2024, 23:59, which is hidden from students.

And open the assessment that requires the student work to be removed.



The screenshot shows the 'Gradebook' view with a table of 'Markable Items'. The first row is highlighted with a red box. The table has columns for Item, Category, Due Date, Marking Status, and Post. The data in the table is as follows:

Item	Category	Due Date	Marking Status	Post
test9_fullScreen (Remotely Proctored) 1 of 4 submitted	Test		All marked	📅 ...
test10_NoFullScreen (Remotely Proctored) 1 of 4 submitted	Test		1 to mark	📅 ...
test11_FullScreen (Remotely Proctored) 4 missing   0 of 4 submitted	Test	30/05/2023, 00:00	Nothing to mark	📅 ...
test12 (Remotely Proctored) 3 missing   1 of 4 submitted	Test	03/06/2023, 00:00	1 to mark	📅 ...
test13 (Remotely Proctored) 3 missing   1 of 4 submitted	Test	09/06/2023, 00:00	1 to mark	📅 ...

Locate and select the student in question.

Content and Settings Submissions (1) Question Analysis

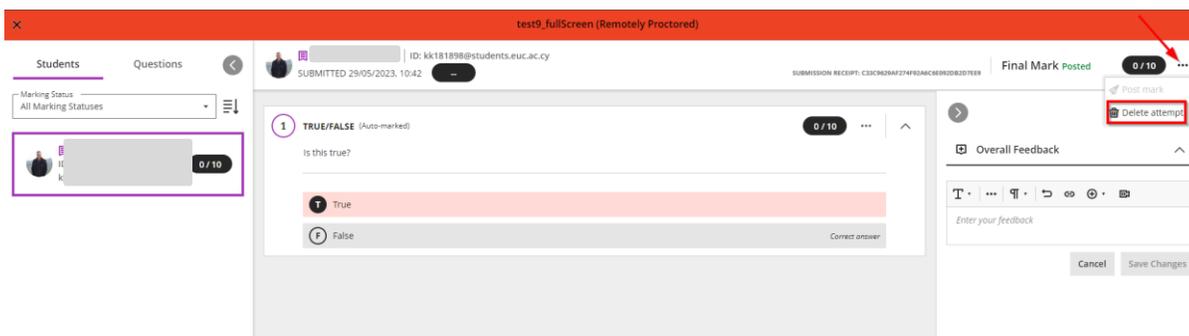
1 of 4 SUBMITTED 0 TO GRADE 0 TO POST

Search by student name Student Status All Student Statuses Marking Status All Marking Statuses Send Message

Student	Student Status	Marking Status	Mark	Post	...
Unopened	No Submission	Nothing to mark	0 / 10		...
Attempted on 29/05/2023, 10:42	Submitted	Complete	0 / 10	Posted	...
Unopened	No Submission	Nothing to mark	0 / 10		...
Unopened	No Submission	Nothing to mark	0 / 10		...

25 items per page

At the right side locate and click on the three small dots, from the drop-down menu select Delete Attempt.



test9\_fullScreen (Remotely Proctored)

Students Questions ID: kk181898@students.euc.ac.cy SUBMITTED 29/05/2023, 10:42 Final Mark Posted 0 / 10

Marking Status All Marking Statuses

1 TRUE/FALSE (Auto-marked) 0 / 10

Is this true?

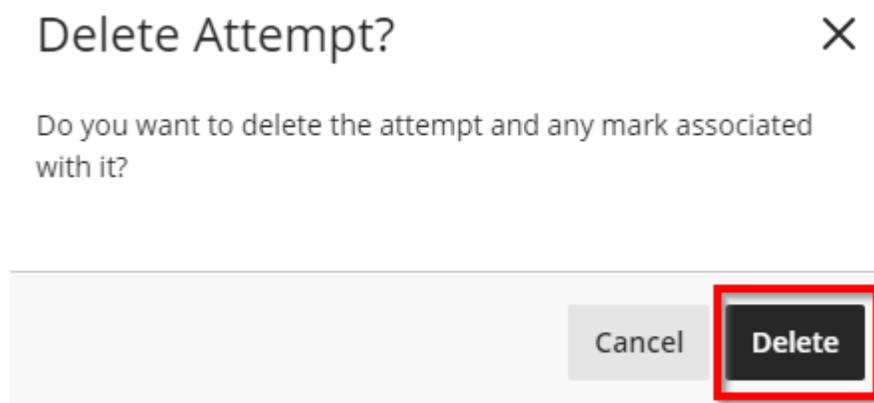
True False Correct answer

Overall Feedback

Enter your feedback

Cancel Save Changes

Confirm the deletion by clicking Delete. The assessment submission has now been deleted.



Delete Attempt?

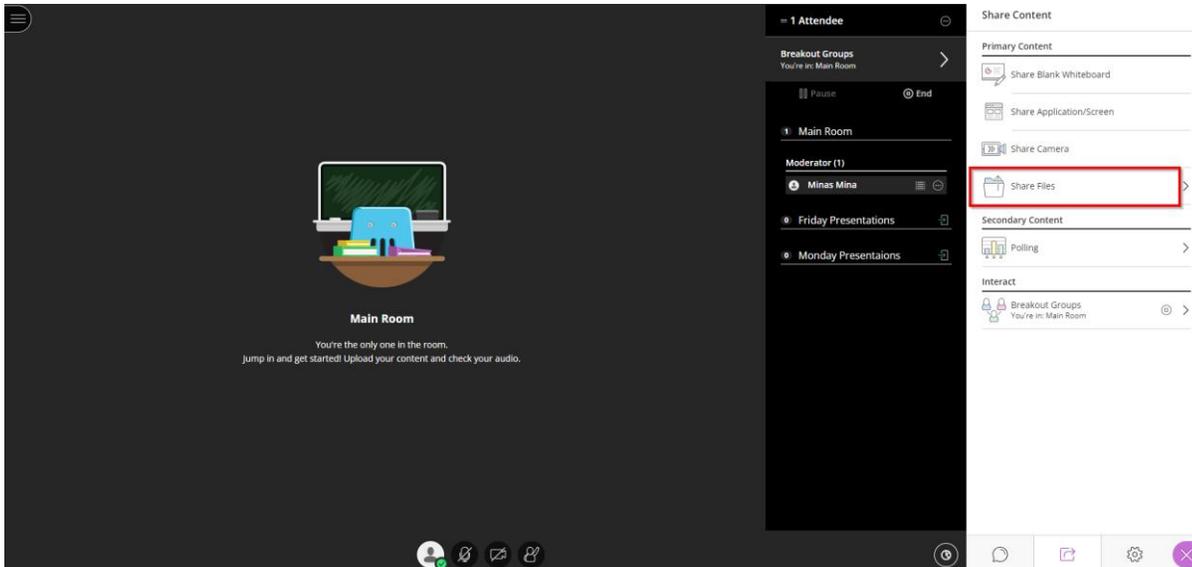
Do you want to delete the attempt and any mark associated with it?

Cancel Delete

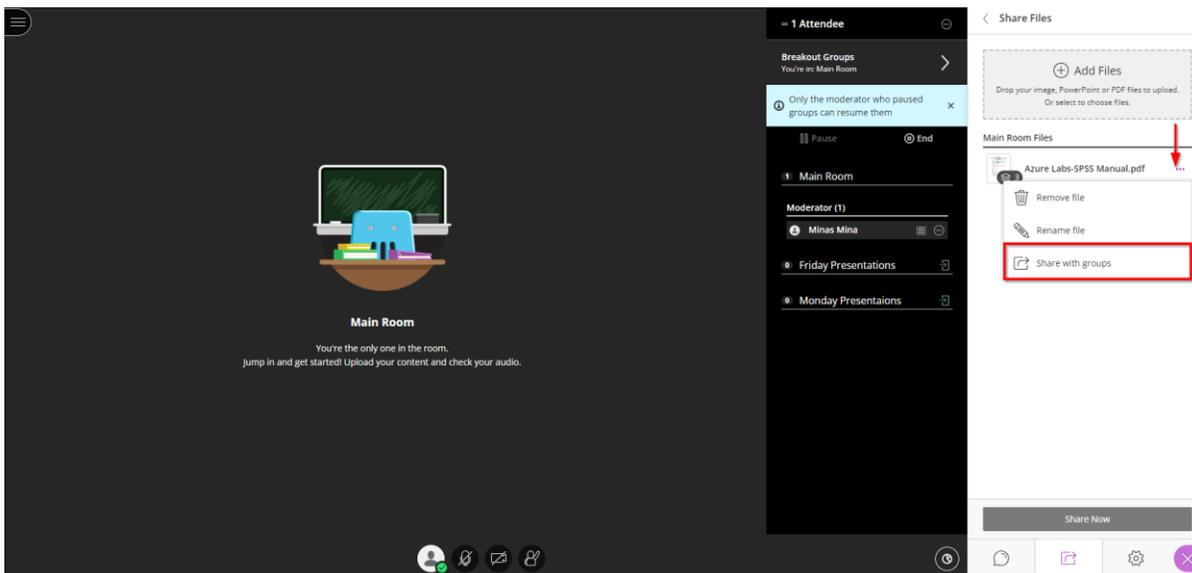
Depending upon the settings applied to Assessment the student should now be able to resubmit the correct assessment work.

### 38. Share Files into a Breakout Groups

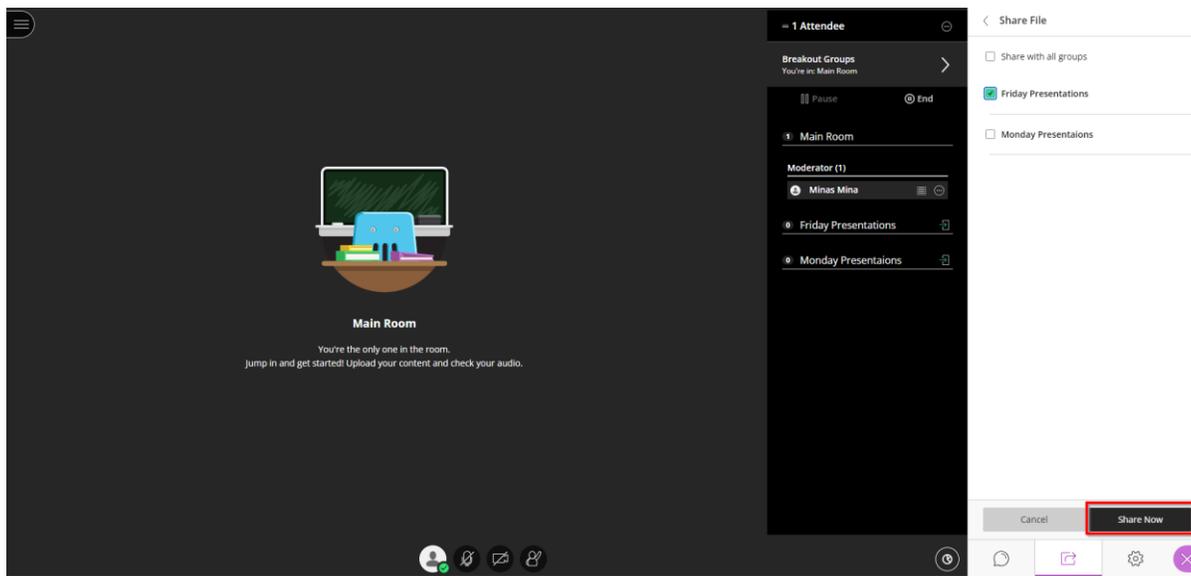
After starting breakout groups, select Share Files from the main area.



Open the File options menu of the file you want to share.  
From the drop-down menu select Share with groups.



Choose the groups you want to share the file with. (Groups name are example)



Select Share Now.

The first slide of the file displays in the breakout group. (Note: Instructor can share different file for each group)

### 39. Grade Discussions Blackboard Learn

1. Select the Discussion Settings icon (top-right corner) to open a panel with options for your discussion.
2. In the Details & Information section, select Mark discussion.
3. More options will appear, such as the due date and maximum points. The maximum points apply to one or more posts made by a student.
4. Display on Course Content page: This option will allow you to include the discussion
5. board alongside other course content.
6. Post First: Select 'Post First' to hide the discussion activity from students until they
7. respond to the discussion. This is an excellent technique to ensure students engage in the discussion activity; however, remember that students can add any content as a post to circumvent this.
8. Prevent Editing: Prohibits the students from modifying or removing content once
9. posted.
10. When you enable grading for a discussion, a column is created automatically in the Gradebook.
11. Select Save when you're finished.