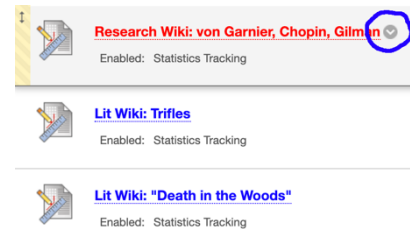


## Frequently Asked Questions

### How do I edit things in Blackboard?

- For most any content you add to Blackboard, you can find a drop-down menu when you hover your cursor immediately to the right of the content's name. Click that, then select Edit. Make your changes, then click Submit.



### Some of these options pages offer too many options! How do I know which ones to use?

- In any screen in Blackboard, the only options that you must set are identified with an orange asterisk.

 *Indicates a required field.*

All other settings are optional. Take your time and read through the options and decide what you do and do not want.

### How do I grade student work? How do students see their grades?

- Faculty grade student work in the Grade Center. This is in the Course Management area, at the bottom of your course menu at left. Click Grade Center, then Needs Grading. You'll click the name of each student to access their assignment.

Students access their grades by clicking the My Grades link in the course menu at left. They'll see a numeric score on the main My Grades page, but they can click that to view the quiz or exam (if you've set it up to provide feedback), the comment icon to view your written feedback (again, if provided), and the View Rubric link to view any rubric you've attached.

### How do I know if students are even logging in to my class website?

- Student access to Blackboard is logged in the Performance Dashboard. In the Course Management area, at the bottom of your course menu at left, click Evaluation, then Performance Dashboard.

### How do I see what my class website looks like from the student perspective?

- For a quick view of how your class website looks to students, click the Edit Mode button at the top right of the screen to OFF. This shows how students see your class. To view (and even complete!) things like quizzes and exams in the student view, click the small icon to the left of Edit Mode, which looks like a dot with revolving arrows, for Enter Student Preview. When exiting, click Continue to delete your work—and be sure Edit Mode is ON so you can keep working in the faculty view.

