

# Faculty CTools Instructions – 2007-08

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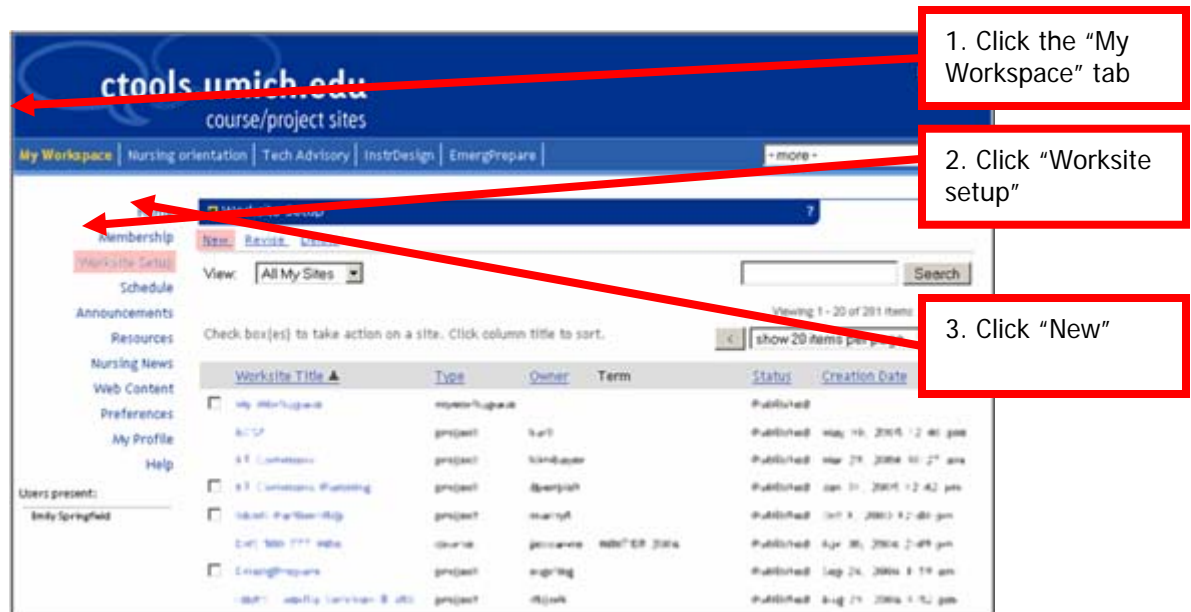
## Setting up a course

**Note:**

If you are "inheriting" a site from a predecessor, the course site might already exist. You can always pull information in from previous versions of the course - you don't have to rebuild the site from scratch every semester.

### Getting Started - Creating a new site

- Use a web browser (Internet Explorer or Firefox – not Safari) to open CTools: <http://ctools.umich.edu>
- Login to CTools using your Kerberos password (same as your e-mail).
- Click the My Workspace tab.
- Click **Worksite Setup** in the left-side menubar.
- Click **New...** in the yellow bar of the main window.
- 



#### Step 1 – Choose type of site

- Choose the **type of site** you want to create by clicking the radio button.
- **Course website** -- For a website that will be used for a UM course. (You'll also need to pull down the menu and choose the term)
- **Project website** -- For a website for a project, such as a committee or a student workgroup.
- Click Continue.

#### Step 2 – Specify your course

- Choose your course from the list that appears. This list contains all courses for which you are listed as an official instructor. If you don't see your course listed, you have two options:
- Have your division director notify the Registrar that you are the instructor of record for the course. Wait a few days and try making your course again. -OR-
- Proceed with making your course in the usual fashion and add the roster later. You'll need to take a few extra steps by hand.

- Click "Add a course(s) and/or section(s) not listed above..." and input the name/number/section of your course by hand. BE SURE you use the correct format: NURS 123 001 F07, where "123" is the course number and "001" is the section number.
- You will be asked to include the username of an "Authorizer." This is usually your division director; Ctools will check with this "authorizer" to verify that you are affiliated with the course.
- Within about 48 hours, you should notice that the students in your course are appearing within the CTools site.
- In the meantime, you can continue to set up your course as per usual. DO NOT manually add students to your course at this time; they will appear automatically when CTools associates the correct roster with your course site.
- Click Continue.

### **Step 3 – Enter basic information**

- The course description is often the same as the intro paragraph of your syllabus. It is also possible to show pictures, web pages, etc. in this area – please see the “Dressing up the course description” document.
- The short description is generally not necessary.
- Appearance – choose “School of Nursing” from the list.
- Verify your name and e-mail are correct, or change them to the primary instructor for the course.
- Click Continue.

### **Step 4 – Choose site tools**

1.... In the Worksite Setup window that appears, check the boxes next to the tools you would like for your site. (You can also add or remove tools after you have created your site - go to your course, then click "Site Info" on the left, then click "Edit tools" at the top.)

We are trying to keep some consistency in the appearance and functionality of School of Nursing CTools sites. Here’s a list of tool guidelines to help make it easier for students to use our CTools sites:

Highly recommended tools	Optional tools, as needed	Not recommended, except in special circumstances
<ul style="list-style-type: none"> <li>• Home</li> <li>• Announcements</li> <li>• Gradebook</li> <li>• Resources</li> <li>• Site Info</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Chat Room</li> <li>• Forums</li> <li>• Library Help</li> <li>• Library reserves</li> <li>• Messages</li> <li>• News</li> <li>• Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion – use Forums instead</li> <li>• Drop box</li> <li>• E-mail archive (use regular e-mail instead)</li> <li>• Modules</li> <li>• Syllabus – instead, post under “Resources”</li> <li>• Web Content – only use there is a web page your students should access daily or weekly; change “Web Content” to the name of that site.</li> <li>• Wiki – complicated interface</li> </ul>

Note: news feeds are available for many nursing specialties; see <http://www.medicalnewstoday.com/index.php?page=newsfeed>

2... You have the option to reuse material from other sites you own.

If you would like to do this, click the radio button next to "Yes, from these sites:" and select the site or sites in the list. To select more than item, hold down the CTRL key (Windows) or the Apple key (Mac) and click your selections.

3. Click Continue.

4... If you checked the Web Content, News, or Email Archive boxes, after you click **Continue** on the Tool Selection page, you will see a form for more information. If you chose Email Archive, you will need to specify an email address.

If you chose Web Content or News, type a title for the left menu button for your Web Content or News window. For example, if you want the Web Content window to contain a weather website, you can give the button the name Weather.

If you leave "Web Content" or "News" as the title or if you leave the box blank, the button will be named "Web Content" or "News." (You can change the button name later using the Edit Tools tool, which can be accessed by clicking Site Info in the menubar of every site.)

5... Click Continue.

### ***Step 5 - Publishing your site while you are creating it***

**Note:**

Publishing your site makes it available to the site participants. You will probably not publish your site right now - you'll probably work on it over a couple of days, then publish it when it's ready. It's best to publish a site after it's finished. Don't plan on posting most of the material for the course now and adding resources in the week before they're needed - students get confused and upset when you make major changes to a site after it's been published.

By default, while you are creating the site, uncheck the "Publish" option.

1... To publish your site, check the box next to Publish site. (You can also go back to your site at a later time and publish it. See the section below.)

2... Click Continue.

### ***Step 6 – Confirm information and finish site setup***

1... Confirm the information for your site in the window that appears.

2... If you need to make a change, click the **Back** button.

3... When all the information is correct, click **Create Site** (or **Request site**). Your new site will be listed in your site list in My Workspace under Worksite Setup.

### ***Publishing a site after the site has been created***

- Publishing your site makes it available to site participants. You may already have published your site as described in Step 5, above. If not, you can follow the steps below after you site is created to publish your site.

- 

1...Open your workspace by clicking the **My Workspace** tab.

2...Click **Worksite Setup** in the menubar.

3...Check the box next to the site you would like to publish.

- 4...Click **Edit** (at the top of the page).
- 5... Click the **Mange Access** button.
- 6...Click the checkbox next to **Publish site**.
- 7...Click Update.
- 

Note: You can also publish a site by clicking "Site Info" in the left-hand menubar, then clicking "Manage Access" at the top.

## ***Adding participants***

Students are automatically added to your site when they register. If one student can't see your site, she might not be registered. If no one can see your site, the site is probably unpublished. See "Publishing a site after the site has been created" on p. 4.

For project sites, you need to add participants as described below.

- 1... Log into the site you want to edit.
- 2... Click "Site Info" (at left side)
- 3... Click Add Participants... (at top of page)
- 4... Type the participant's unickname. You can type more than one unickname in the box.
- 5... Choose whether to give all your newly added participants the same role or different roles.
- 6... Click Continue.
- 7... In the next window, if you chose to give all your participants the same role, pull down the menu by each unickname and choose either:

For course websites:

- Affiliate** - Can read, add, and revise content on sites in a particular department.
- Assistant** - Can read, add, and revise most content on the site.
- Instructor** - Can read, revise, delete and add both content and participants to a site.
- Librarian** - Can read, add, and revise most content; cannot see grades
- Observer** - Can read content on the site.
- Owner** - Can read, revise, delete and add both content and participants to a site.
- Student** - Can read content, and add content to a site where appropriate.

For project websites:

- Member** Can read, revise, delete, and add their own content to a site.
- Observer** Can read content on the site.
- Organizer** Can read, revise, delete and add both content and participants to a site.
- Owner** Can read, revise, delete and add both content and participants to a site.

- 10... Click **Continue**.
- 11... On the next page, you have the option to automatically send email to the newly-added participants notifying them of the site's availability.
- 12... Click **Continue**.
- 13... Click **Finish**.

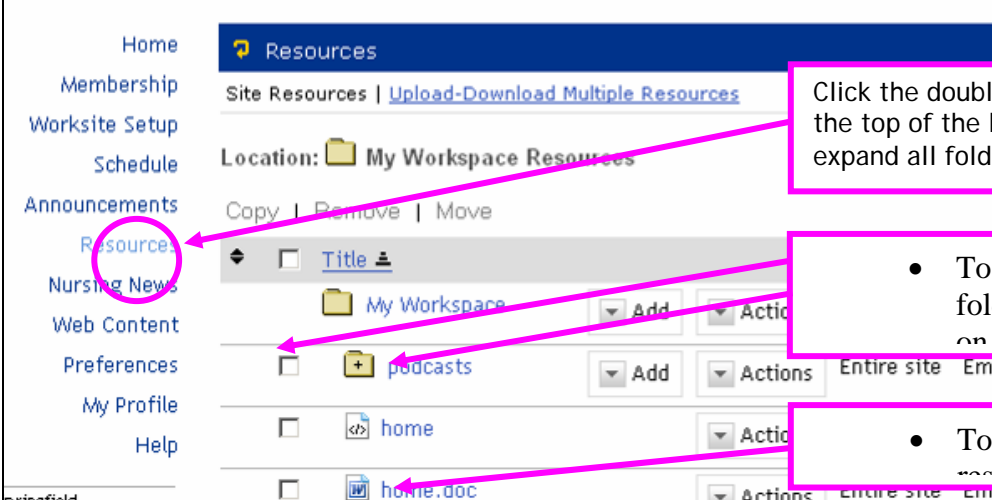
# Working with CTools Resources

## Description

Resources is the most widely used feature in classes and collaborations. In Resources, you can make many kinds of material available online.

The two most common types of resources are documents (word processing documents, spreadsheets, slide presentations, plain text, etc.) and links to other websites (URLs).

## Viewing resources



The screenshot shows the CTools Resources interface. On the left is a navigation menu with items like Home, Membership, Worksite Setup, Schedule, Announcements, Resources (circled in pink), Nursing News, Web Content, Preferences, My Profile, and Help. The main area displays a list of resources under the heading 'Resources'. The list includes a 'Title' folder, 'My Workspace' folder, 'podcasts' folder, 'home' folder, and 'home.doc' document. Annotations with pink arrows and boxes provide instructions: 'Click the double arrows at the top of the list to expand all folders at once.' points to the expand/collapse icon; 'To open a folder, click on its name or...' points to the 'My Workspace' folder name; and 'To open a resource, click...' points to the 'home.doc' document name.

## How to arrange resources

The Resources area is often set up by weeks or units. All readings, lecture notes, PowerPoint slides, and web links needed for a particular week are included in folders named Week 01, Week 02, Week 03, etc. Resources that aren't specific to a week might be grouped by topic ("Forms for practicum," "Syllabus and Schedule," etc.) Using this consistent format **allows students to focus on course content** rather than simply finding your materials.

**Avoid grouping resources by medium** ("PowerPoints," "Web Links," "Videos") or function ("Readings," "Lecture notes," "Links"). Doing so makes it very difficult for students to navigate intuitively, and it requires them to look in multiple folders for each week's materials, increasing the risk that they will overlook something.

Many faculty also find that the best way to organize a course is via the Schedule, using Resources only for course-long reference materials.

## Creating a new resource – step 1

In this version of CTools, your site automatically has one top-level folder, which has the same name as your site, e.g., NURS 101. You can put resources directly into this top folder, or you can create additional folders for your resources.

- Click **Resources** in the left-hand menubar.
- Click **Add** to the right of the folder you want the resource(s) to go in.
- Choose the type of resource you would like to create from the pop-up menu.

Note: This is also how to create an empty folder. You will probably never use the "HTML Document" or "New Simple Text Document" options.

The screenshot shows the CTools website interface. The top navigation bar includes 'My Workspace', 'Nursing orientation', 'Tech Advisory', 'InstrDesign', and 'NURS 000 004 F07'. The left-hand menu includes 'Home', 'Schedule', 'Announcements', 'Resources', 'Forums', 'Assignments', 'Gradebook', 'Chat Room', 'Library Reserves', 'Site Info', and 'Library Help'. The main content area shows the 'Resources' section with a 'Location: NURS 000 004 F07 Resources' and a table with columns for 'Title' and 'Access'. The 'Add' button is highlighted, and a dropdown menu is open, showing options like 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create HTML Page', and 'Create Text Document'. Two callout boxes with pink arrows point to the 'Add' button and the dropdown menu.

Pick the "Add" button next to the folder you want your new resource to go into.

...then choose what to add. You will almost never "Create HTML Page" or "Create Text Document"

### **Uploading document on your computer to Resources**

- Click "**Upload Files**" from the pop-up menu.
- Click the Browse button, select a file to upload, and click **Open**.
- Type a display name for the resource. (If you don't add a title, CTools will use the filename for the title.)
- If you want, add a description for the resource.
- You can add another file now if you want to upload multiple files.
- Decide if you want to notify students that the resource has been posted.
- Click **Upload Files Now**.

The screenshot shows the 'Resources' 'Upload Files' dialog box. The title bar reads 'Resources'. Below the title bar, the text 'Upload Files' is displayed. A message states: 'Upload as many files as you like. If you change your mind about uploading one of your files, click the 'X' button. The 'Upload' button when you have selected all the files you want to upload.' The location is 'NURS 000 004 F07 / Week 01 /'. There are two input fields: 'File To Upload' with the path 'J:\Projects\Consulting\o' and a 'Browse...' button, and 'Display Name' with the text 'Agency Match Quiz'. Below these fields is an 'Add Another File' link. At the bottom, there is an 'Email Notification' dropdown menu set to 'None - No notification' and two buttons: 'Upload Files Now' and 'Cancel'. Four pink callout boxes with arrows point to specific elements: 'Click "Browse" to find a file on your computer.' points to the 'Browse...' button; 'Give it a logical name.' points to the 'Display Name' field; 'Click to upload more than one item at a time.' points to the 'Add Another File' link; and 'Only send e-mail notification if you are adding a resource mid-semester. Use "low priority" for notifications.' points to the 'Email Notification' dropdown menu.

## Adding web sites to Resources

- Click "Add Web Links (URLs)" from the pop-up menu.
- Type or paste (CTRL-V) the URL in the box.

You do not have to include the http:// For example, simply type umich.edu (You may need to include the www in some URLs.)

- Add a website name. If you don't add a title, the URL will be used as the website name.
- Add a description (optional).
- Choose whether to have the participants receive an email notification of the new resource.
- Click **Add Web Links Now**.

ctools.umich.edu

Logout

My Workspace | Nursing orientation | Tech Advisory | InstrDesign | **NURS 000 004 F07** | - more sites -

Unpublished Site

Resources

Home

Schedule

Announcements

Resources

Forums

Assignments

Gradebook

Chat Room

Library Reserves

Site Info

Library Help

Help

Emily Springfield

### Add Web Links (URLs)

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' button. Press the 'Add Web Links Now' button when you have finished.

Location: NURS 000 004 F07 / Week 01 /

Web Address (URL)

Website Name  Add details for this item

Add Another Web Link

Email Notification

Type the URL here, or paste it by right-clicking in the box and choosing "Paste."

Give it a logical name.

Click to upload more than one item at a time.

Only send e-mail notification if you are adding a resource mid-semester. Use "low priority" for notifications.

## Citation lists

Resources

### Add Citations

Citation List: **New Citation List** Citation Count: 0

Add citations to the list using one or more of the methods below. Revise the list to edit citations, title the list, and add it to your resources.

Search library catalog, article databases, and other resources.

Search world-wide database of scholarly resources and save search results to this citation list.

Add a citation by typing in data.

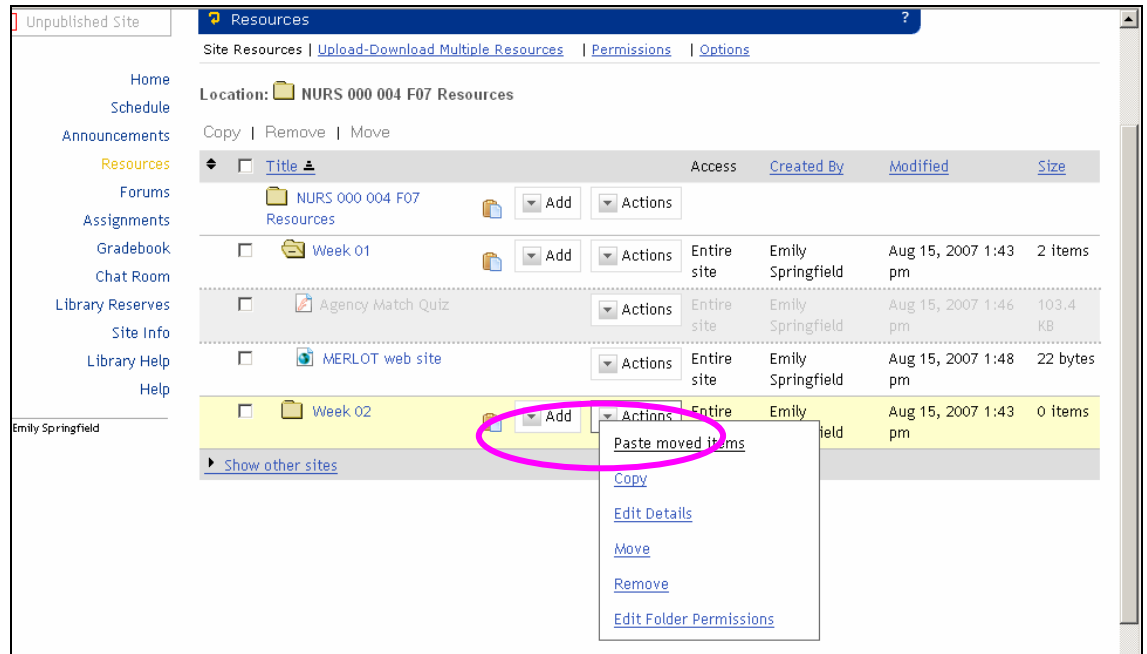
If you would like to add a "citation list" as an item type:

- Log into your course and go to Resources.
- Click "Options"
- Check the box for "Citation list" and click "Update."
- Now the "Add" menu will have "Citation list" as a resource type.

- Use the meta-search engine to search library resources or Google Scholar, or type your own citation.

## Moving a resource

- Click the Actions box next to the resource you want to move.
- Choose "Move"
- Choose the Actions box to the right of the folder you would like to move the resource to and click "Paste Moved Items."



## Editing a resource

- Click the Actions box next to the resource you want to move.
- Choose "Edit Details" or "Upload New Version," depending on what you want to do.

## Deleting a resource

- Click the Actions box next to the resource you want to move.
- Choose "Remove."

A screen will appear asking if you are sure you want to delete the item(s).

- Click **Remove** or, if you don't want to delete the Resource, click **Cancel**.

## Accessing resources in another site

It is possible to view, copy, delete or move resources in other sites and between sites that you have permission to access.

To view other resources, click link "Show other sites" at the end of your resource list. Follow the directions in this section (Resources) to revise, move, copy and remove resources.

# Schedule

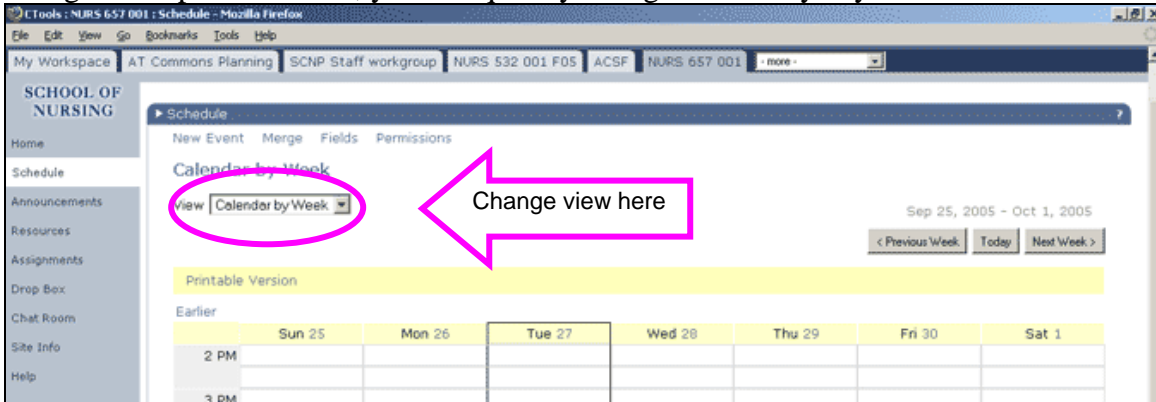
## General Information

- The schedule feature on CTools can serve as a simple reminder of due dates, etc. for your course, or it can serve as the main “point of entry” for students to your course, listing meeting dates, assignments, and providing links to readings and other resources.
- You can view the schedule for an individual course or workgroup by clicking on its tab, then clicking “Schedule.” You can view a merged schedule, showing all your courses and workgroups on one calendar, by click the “My Workspace” tab and then clicking “Schedule.”
- When you import a course from a previous semester, the **dates are not updated**. To see if your schedule has imported properly, use Yearly View and look for dates highlighted in yellow, which indicates an activity on that date.

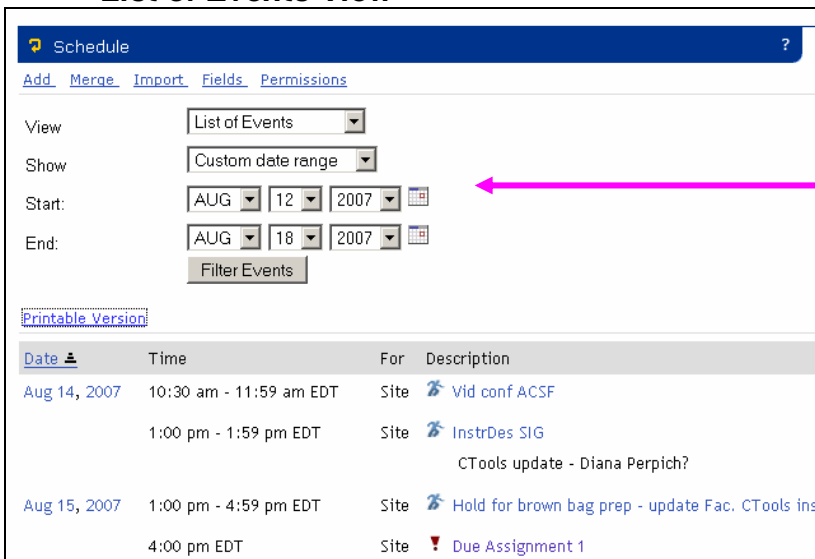
## Viewing the Schedule

### Daily, Weekly, Monthly, and Yearly Views

Using the drop-down menu, you can quickly change how many days are visible at once.



### List of Events View



### **Printable Version View**

This creates a PDF of the activities without printing the CTools buttons, tabs, etc.

Schedule for Emily Springfield - 1	
8/14/2007	Site: NURS 000 004 F07 Event: Vid conf ACSF From: 10:30AM - 12:00PM Location: 1202 SI North (Atkins Room) Event type: Activity
	.....
	Site: NURS 000 004 F07 Event: InstrDes SIG From: 1:00PM - 2:00PM Location: CRLT Event type: Activity CTools update - Diana Perpich?
	.....
8/15/2007	Site: NURS 000 004 F07 Event: Hold for brown bag prep - update Fac. CTools instructions From: 1:00PM - 5:00PM Event type: Activity
	.....
	Site: NURS 000 004 F07 Event: Due Assignment 1 From: 4:00PM - 4:00PM Event type: Deadline Assignment Assignment 1 is due on Aug 15, 2007 4:00 pm.
	.....

### **Creating a new event**

- Log into CTools, click on the tab for your course, and click the “Schedule” button.
- Click “Add” in the top-center part of the page.
- Fill in the fields – fields with a red \* are required.
- You can schedule repeating items (like weekly class meetings) by clicking the “Frequency” button. Items can be scheduled as daily, weekly, monthly, or yearly events.
  - Sadly, there’s no easy way to set up meetings for “the third Thursday of the month.”
- Click “Save Event.”

### **Importing events**

You can export your calendar from Outlook or MeetingMaker, then import events into the CTools schedule.

#### **Exporting from Outlook:**

- File Menu → Import and Export
- Export to File
- Comma separated values (Windows)
- Pick a name and location to export to (have the file save on your desktop)
- Click "Finish"
- Pick a date range and click "OK"

#### **Exporting from MeetingMaker:**

- File Menu → Export to Text
- Uncheck Contacts and To-Dos and pick a date range
- Pick a name and location to export to (have the file save on your desktop)

#### **Importing to CTools:**

- View the schedule for your course and click **Import**.
- Check the **Outlook** or **MeetingMaker** box, as appropriate.
- Browse to the file you just exported.
- Click **Continue**.
- Uncheck the box next to any items you do NOT want to import, such as personal appointments.
- Click **Import Events**.

## Attaching files to an event

- Use the “Add attachments” button to attach documents, web pages, etc. to the schedule item. For example, you might attach PDFs or Word documents for students to read before a class meeting.

Browse to find a file on your hard drive, or...

...type a URL here, or paste it by right-clicking in the box and choosing "Paste."

Your screen will now look like this:

You can attach more resources now, if you like.

Click "Continue" when you are done.

- When you are done selecting files, click “Continue.” This will upload the files as attachments to this schedule item.
- You will now be taken back to the schedule item you were creating. Be sure all the fields are filled in and click “Save Event.”

## Merging Schedules

"Merging" schedules means you show all the information from two courses' schedules in one course. This can be handy for different sections of the same course, or for committees that work closely together.

- Click "Merge."
- Check the box for the course or project site whose schedule you'd like to share.
- Click "Save."

## Editing and deleting events

- View your schedule.
- Click on the event you want to edit.
- If you have permission to edit the schedule item (depends on your role and who created the item originally), you will see “Revise” and “Delete” buttons at the bottom of the screen.

ctools.umich.edu

My Workspace | Nursing orientation | Tech Advisory | InstrDesign | NURS 000 004 F07

Unpublished Site | Schedule

Home  
Schedule  
Announcements  
Resources  
Forums  
Assignments  
Gradebook  
Chat Room  
Library Reserves  
Site Info  
Library Help  
Help

Orientation

Date: Aug 17, 2007  
Time: 9:00 am - 9:59 am EDT  
Attachments: RespPretest.swf (166 KB)  
Frequency: Activity occurs once  
Event Type: Activity  
Owner: Emily Springfield

Emily Springfield

Edit Delete

- Make the changes to the event as needed.
- **IMPORTANT:** If your event occurs more than once (e.g., a weekly class meeting), you will probably need to change “Modify All Occurrences” (which will change every instance of that class) to “Modify Only This Occurrence.”
- When you are done, BE SURE to click “Save Event” at the bottom of screen.

My Workspace | AT Commons Planning | SCMP Staff workgroup | NURS 000 004 F07 | ACTSP

New Event

To add a schedule item, complete the form and choose "Save Event" at the bottom.  
Required items marked with \*

Event

\* Title  
\* Date: SEP 27 2007  
\* Start Time: 10:00 am  
Duration: 1 Hours 00 Minutes  
End Time: 11:00 am  
Message

Modify only this occurrence

Save Event Cancel

Attachments: No attachments list

Modify only this occurrence

Save Event Cancel

# Announcements

## Description

Announcements are used to inform site participants of current items of interest. Site owners and instructors can choose to have an announcement automatically emailed to all of the site participants.

## Posting an Announcement

1. Click on the "Announcements" link on the left side of the screen.

2. Click the "Add" button.

Subject	From	For
Test Email <a href="#">Revise</a>	Laura Ford	site
Welcome! <a href="#">Revise</a>	Emily Springfield	site

Update Cancel

(continued...)

Announcements

### Add Announcement

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a \*

- \* Announcement title
- \* Body

Source

Style  Format  Font  Size

Insert bullets

Change text color

Insert web link

Insert image

Insert table

Insert smiley

Super- and subscript

Display to public  
 Display to site

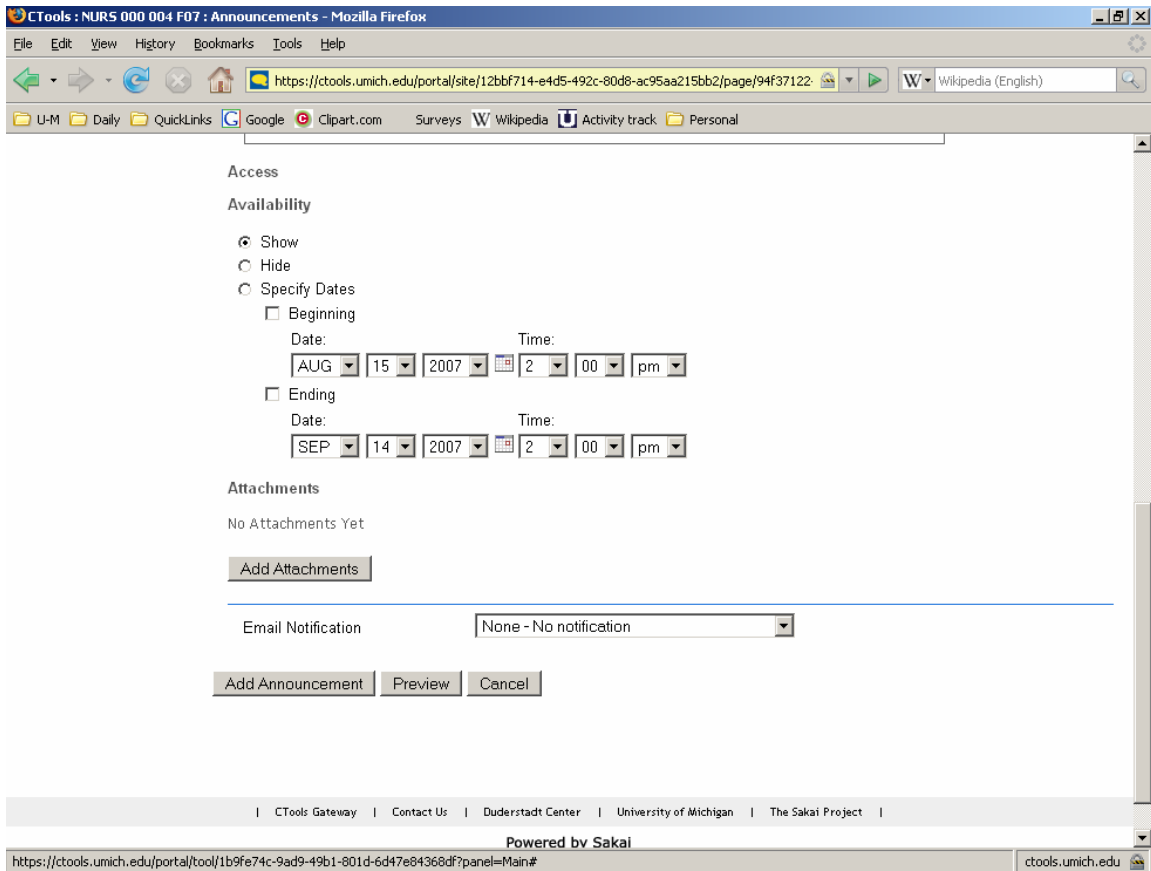
Attachments

No Attachments Yet

Email Notification

3. Fill in the fields for title and body. See the diagram for explanations of some of the icons.

2. Click the "Add Announcement" button when you are done.



**Note 1:**

You can add attachments if you like - but keep in mind, if you are posting a new resource, you can tell CTools to automatically alert students to the new document without having to create a separate announcement.

**Note 2:**

“High Priority” e-mail notification goes to all students. “Low-Priority” e-mail notification goes to everyone EXCEPT those students who have opted out of receiving e-mail from CTools. Students will still be able to see announcements when they log into the web site. Usually, low-priority notification is preferred for announcements of regular announcements like “Don’t forget - your project is due in 2 weeks,” “your grades have been posted,” etc. Only use high-priority notification if a deadline has moved up, class has been cancelled, or other urgent issues.

## Forums

"Forums" is a new asynchronous discussion tool that offers several more features than the original "Discussion" tool. New features include:

- Ability to assign grades to discussions
- Student usage statistics – how many messages authored, read, unread, etc.
- Can re-order forums and topics
- Better indication of which messages are read/unread
- Can lock discussion threads so no more messages can be added
- Ability to moderate topics, i.e., to review student responses before allowing them to be posted
- Detailed controls of who can create, read, respond, and delete topics

The interface for Forums is a bit different from the old Discussion board. If you find this problematic, you can still choose to use Discussions instead of Forums.

### ***General Setup***

You must create at least one "forum" and put within that at least one "topic." For example, you might have a forum for class discussions with topics for each week's discussion, plus a forum for exam review with topics for each exam.

### ***Setting permissions***

BEFORE you start making forums and topics, you might want to review the "permission template" settings. By default, students can respond to your topics, respond to each other's responses, and read all responses. They cannot edit or delete any postings. You can set separate permissions for all types of site members (instructor, affiliate, observer, etc.) The defaults are probably fine for most people, but if you want to review them:

- Log into your course and click "Forums" on the left side.
- Click "Template Settings" at the top.
- Review the settings for each type of site member.

## Creating a new forum (group of discussion threads)

- Log into your course and click "Forums" on the left side.
- Click "New forum" at the top

Home  
Schedule  
Announcements  
Resources  
Forums  
Assignments  
Gradebook  
Chat Room  
Library Reserves  
Site Info  
Library Help  
Help

Forum Settings

Required Items marked with \*

\* Forum Title

Short Description

Description

Attachments

No Attachments Yet

Add Attachment

Forum Posting

Lock Forum (Disable forum postings)  Yes  No

Moderate Topics in Forum  Yes  No

Permissions

Role: Admins (Owner)

Permission Level: Owner

New Forum  Change Settings

New Topic  Read

New Response  Mark as Read

Response to Response  Moderate Postings

Post to Gradebook

Revise Postings  None  Own  All

Gradebook Assignment: Select an assignment

Save Draft Save Settings & Add Topic Cancel

Make the title descriptive but under 75 characters

The short description appears under the title in the forum list.

The description shows if users click "Show full description." Usually unused.

If students are to discuss a particular reading or web site, you can attach it

Students can't respond to "Locked" forums; "moderated" forums require you to read and approve messages before they are posted.

These permissions default to the "template settings" you can set at the top of the page. You can change the settings for individual forums. Generally, you'll leave this alone.

When you are done, click "Save Settings and Add Topic."

You will be taken immediately to creating a new topic.

## Creating a topic (discussion thread)

When you finish creating a forum, you will automatically go to the screen to create a new topic within that forum.

- Log into your course and click "Forums" on the left side.
- Click "New topic" to the right of the forum the topic belongs in

The screenshot shows the Blackboard Forums interface. At the top, there is a navigation bar with 'Forums' and a search icon. Below it are links for 'New Forum', 'Organize', 'Template Settings', and 'Statistics'. The main content area is titled 'Forums' and lists two forums: 'Class Discussions' and 'Week 1 - NSAIDS'. The 'Class Discussions' forum has a 'New Topic' button and a 'Forum Settings' button. The 'Week 1 - NSAIDS' forum has a 'Topic Settings' button. Callout boxes with arrows point to these buttons, explaining their functions: 'Click "New Topic" to add a topic to an existing forum.' and 'Click "Topic Settings" to edit an existing topic.'

- Fill in the fields.
  - Write your discussion topic in either the "Short Description" or "Long Description" field.
  - There is an option for "Gradebook Assignment" – you have to create an item in the gradebook before you can associate a topic with the gradebook.

## Reading forum messages

- Log into your course and click "Forums" on the left side.
- Click the title of the topic you want to read.
- Click the title of the response you want to read.

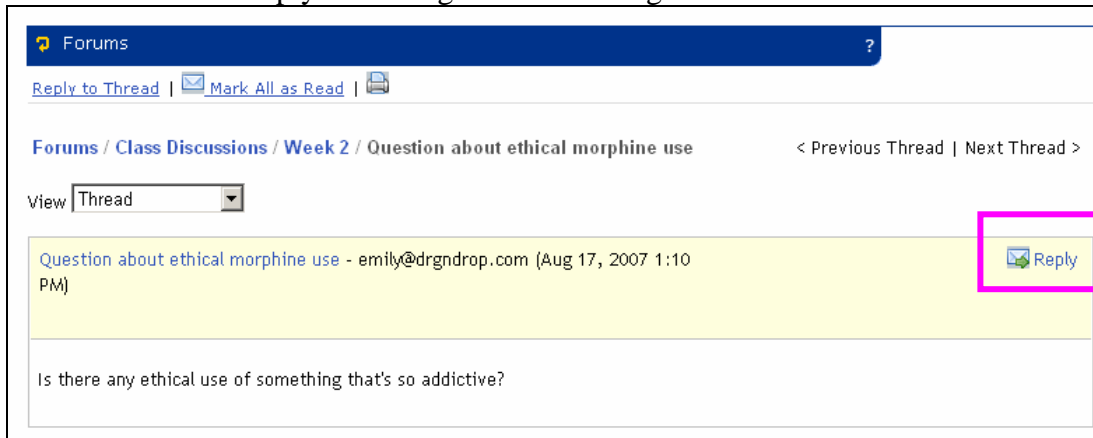
## Posting forum messages (for students)

- Log into your course and click "Forums" on the left side.
- Click the title of the topic you want to reply to.
- Click "Post new thread" at the top of the page.

The screenshot shows the Blackboard Forums interface for a specific forum. At the top, there is a navigation bar with 'Forums' and a search icon. Below it are links for 'Post New Thread', 'Display Entire Message', and a printer icon. The main content area is titled 'Forums / Class Discussions / Week 2' and has navigation links for '< Previous Topic' and 'Next Topic >'. The forum title is 'Discussion about narcotics'. Below the title is a table with columns for 'Thread', 'Authored By', and 'Date'. The first row of the table shows a thread titled 'Question about ethical morphine use' authored by 'emily@drngndrop.com' on 'Aug 17, 2007 1:10 PM'. The 'Post New Thread' button is highlighted with a pink box.

## Replying to discussion thread messages

- Log into your course and click "Forums" on the left side.
- Click the title of the topic you want to read.
- Click the title of the message you want to reply to.
- Click "Reply" to the right of the message title.



## CTools Assignments

### *What does this tool do?*

The Assignments tool lets you post and collect student assignments, and return grades and comments online. It works best for papers and other written homework and for written take-home tests.

### *Why might I want to use it?*

- Ideal for online courses where it is difficult to submit assignments any other way.
- All assignments are submitted in one place - you don't have to sift through your e-mail to find messages from each of your students.
- You can see at a glance who has submitted assignments, who has not, and if any are late.
- Students like seeing their grades and comments as soon as the assignment has been graded.

### *Why might I choose not to use it?*

- For face-to-face courses, may be easier to collect assignments on paper in class and return them the normal way. You can use the Gradebook tool (new FA 06) to post grades for assignments turned in on paper.

## Adding an assignment

1. Click the “Assignments” button on the left side of the CTools screen.
2. Click “Add” toward the top of the screen.

Assignments

Add | Assignment List | Grade Report | Student View | Reorder | Permissions

Add

Complete form and then choose 'post' at the bottom. A \* means required information.

Assignment

Title:

Open Date: AUG 17 2007 at 12:00 PM  
Students won't see this assignment until this open date.

Due Date: AUG 24 2007 at 5:00 PM

Accept Until: AUG 24 2007 at 5:00 PM  
No assignments can be submitted after this close date.

Student Submissions:

Grade Scale:   
 For points, enter maximum possible

Assignment Instructions

Style:  Format:  Font:  Size:

Add due date to Schedule

Add an announcement about the open date to Announcements

Add honor pledge

Grading

Do not add assignment to Gradebook

Add Assignment to Gradebook

Associate with existing Gradebook assignment

Submission Notification Email Options:

Do not send me notification emails for any student submissions

Send me a notification email for each student submission

Send me one email per day summarizing notifications for student submissions

Attachments

No attachments yet

Assignments

Add | Assignment List | Grade Report | Student View | Permissions

Add Assignment List

View:

Assignment title	Status	Open
Homework #1 <a href="#">Revise</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Closed	Sep 5, 2006 12:00 pm
Home work Number 2 <a href="#">Revise</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Closed	Sep 7, 2006 12:00 pm

- **Title:** name the assignment.
- **Open date:** the date the students can first view the assignment. Usually, this should be the first day of class; students like to be able to read assignments so they know what’s coming and to plan their time.
- **Due date:** The date the assignment is due. To avoid A.M./P.M. confusion, use 11:45pm as end-of-day time.
- **Accept until:** Generally, allow a week leeway for interface problems, illness, etc.
- **Student submissions:** Generally, choose “Attachments only.”
- **Grade scale:** Usually points.
- **Assignment instructions:** Write out your assignment here, or write "See attached" and later attach a Word document with the assignment.
- **Add to Schedule:** Decide if you want to add this due date to the Schedule tool.

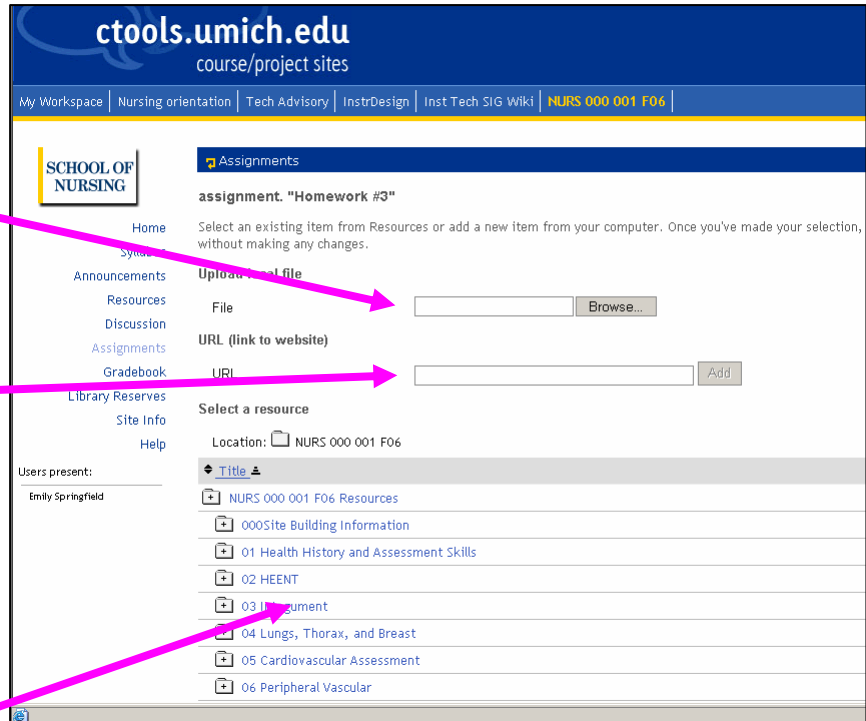
- **Announce open date:** Not necessary if the open date is the beginning of class.
- **Honor pledge:** Requires to click “I accept” after reading the honor pledge, saying they won’t cheat.
- **Add to gradebook:** When you grade these assignments, grades will automatically be recorded and calculated in the gradebook.
- **Notification:** Sends you an e-mail alert when assignments are submitted.

## Adding an attachment to an assignment

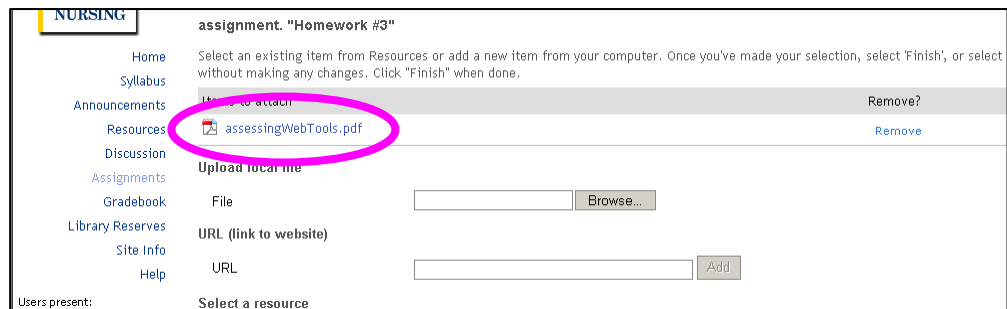
Things you might attach: readings needed to complete the assignment; a Word document with very detailed assignment instructions; grading rubric for this assignment.

### Choosing the attachment

1. Click “Add Attachments.”
2. You have three choices of where to find items to attach:
  - a. To upload from your hard drive, click “Browse,” locate the file, click it, and click “Open.”
  - b. To attach a web site, type or paste the http:// address (URL) in the box provided and click “Add.”
  - c. If you are going to let students view readings from within Assignments *and* Resources, be sure you select the file to attach from the list at the bottom of the screen. That way, if you need to update the item in Resources, it will automatically update in Assignments as well.



Now your first attachment will appear at the top of this page. Repeat the step above, if needed, to attach more files.

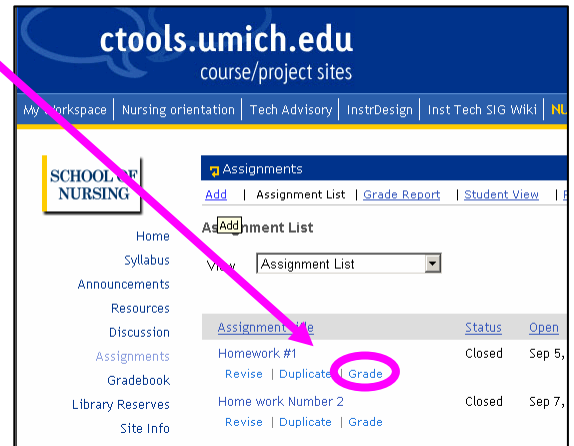


Then click “Continue” at the bottom of the page.

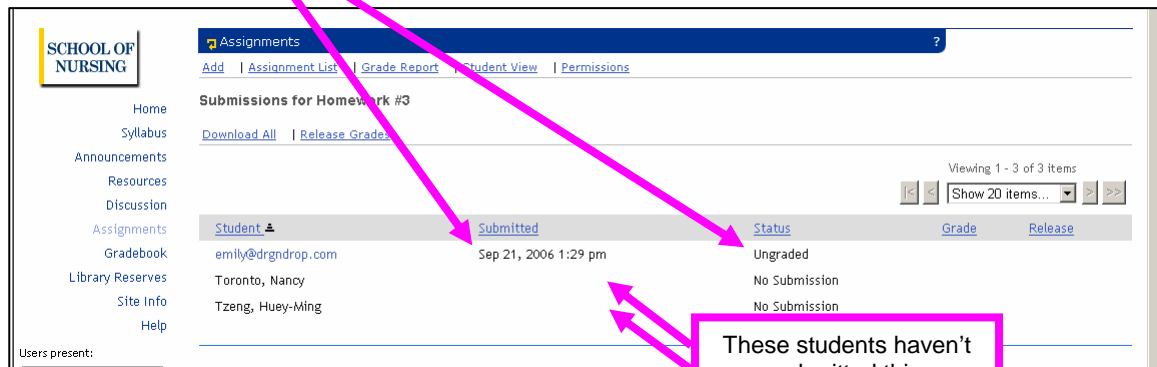
After selecting your attachments, you will be returned to your original “Add assignment” page. Click “Post” and you are truly done posting the assignment.

## Grading assignments

1. Click “Grade” below the assignment you want to grade. You will see a list of all the students in the course.
2. You can view student submissions one of two ways:
  - a. Click on the student’s name, then click on the name of their paper under “Submitted attachments” to view each submission one at a time. Hint: you might want to rename files when you save them to your computer so they contain students’ names.
  - b. Click “Download all” to download a “zipped” file of all the student attachments to your computer.



This student has submitted an assignment, but you have not graded it yet.



These students haven't submitted this assignment yet.

3. Now grade the papers, either by printing them and grading with red pen in hand, or using Word’s “comment” feature. (Grading within Word allows for 100% electronic grading and feedback.)

## Assigning grades and returning assignments

1. Click “Grade” below the assignment you want to grade. You will see a list of students in the course. **IMPORTANT: the default view only shows 20 students at a time.** You may need to change the number students you can see at once.
2. Click on the name of the student whose paper you want to return with grade and comments.
3. You can use the “type-in” box to type general comments to the student. Alternately, attach the Word document that you commented on while grading.
4. Assign a grade. “Points” can be assigned to one decimal point - “10” and “8.5” are both valid grades; “9.25” is not. Letter grades can have pluses and minuses.
5. Check the box if you are going to allow this student to resubmit this assignment.
6. Click “Return to student” to send the feedback and grade to the student.
7. You can also click “Save” if you want to save a draft, grade a few more papers, and verify grades before officially returning the paper and releasing grades. (If you do this, you can click “Release Grades” on the previous screen and show all grades at the same time.)

Assignments

[Add](#) | [Assignment List](#) | [Grade Report](#) | [Student View](#) | [Permissions](#)

Grade Homework #3

Assignment Details

Title Homework #3

Student emily@drngndrop.com

Submitted Date Sep 21, 2006 1:29 pm

Status Ungraded

Assignment Instructions

Assignment Submission

Submitted Attachments

WebCam Instructions.doc (306 KB)

Instructor Comments

Use the box below to enter summary comments about this submission's attachment or the grade

Attachments to Return with Grade

No attachments yet

[Add Attachments](#)

Grade:  (out of 10.0)

Allow Resubmission

[Return](#) [Save](#) [Preview](#) [Cancel](#)

## Grade reports (assignments tool only – different from “grade book”)

You can get an Excel report showing all students and all assignments.

1. Click “Assignments.”
2. Click “Grade Report.”
3. Click “Download Spreadsheet” and save it to your computer.

Assignments

[Add](#) | [Assignment List](#) | [Grade Report](#) | [Student View](#) | [Permissions](#)

Grade Report

[Download Spreadsheet](#)

Student Name	Assignment	Grade	Scale	Submitted
emily@drngndrop.com	Homework #1	9.5	0-10.0	Sep 5, 2006 1:43 pm
emily@drngndrop.com	Homework #3	9.5	0-10.0	Sep 21, 2006 1:29 pm

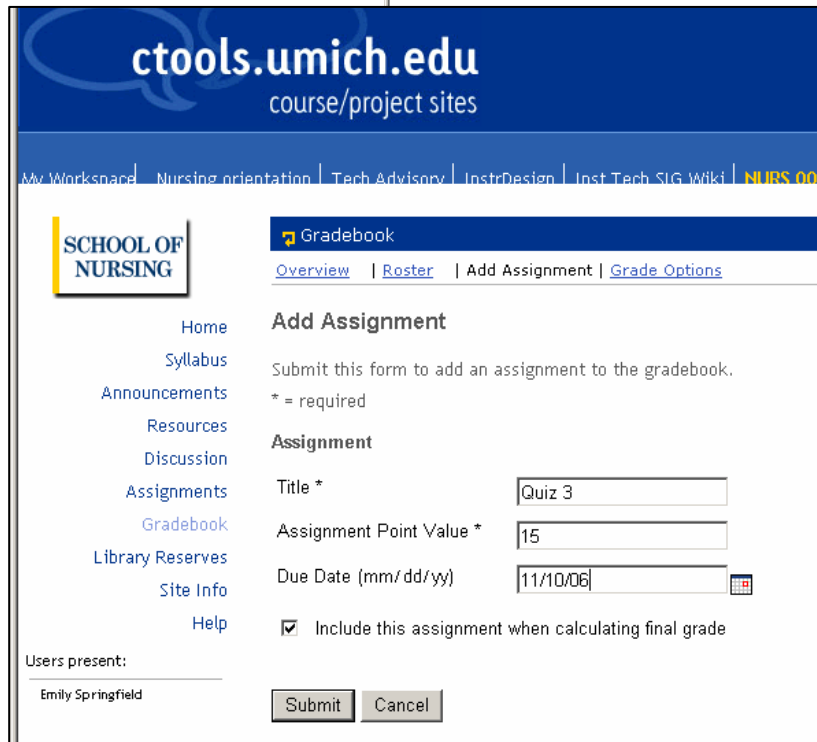
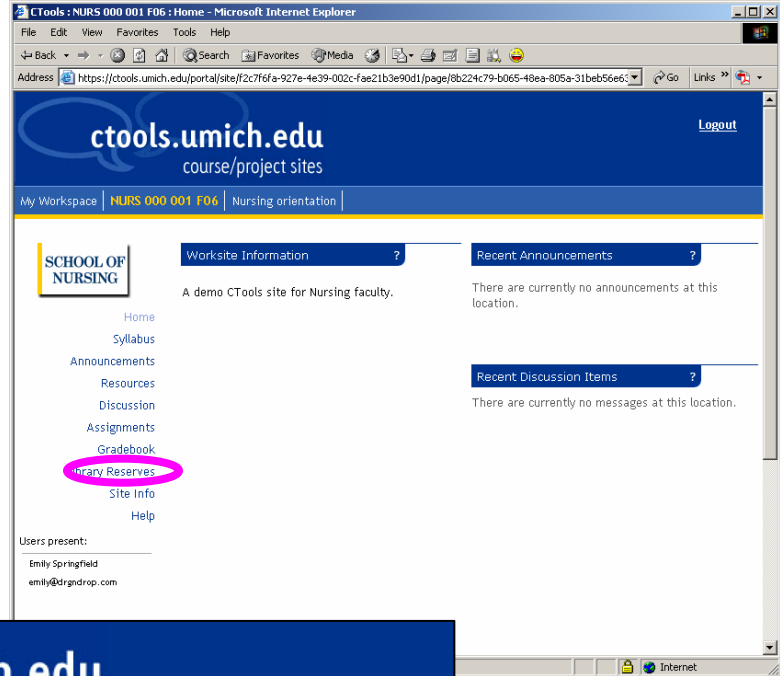
# Gradebook - Faculty View

Use the gradebook to post student grades for all tests, assignments, and papers, within CTools. Assignments can be made through the Assignments tool, or through the gradebook.

## To add items to gradebook:

1. Log into CTools.
2. Click the tab for your course.
3. Click "Gradebook."

4. Click "Add Assignment," fill in the fields as shown below, and click "Submit."



## To put grades into the gradebook

### Important note!

To assign grades to Assignments (those that are submitted electronically through the Assignment tool), do not use these instructions. Instead, use the instructions for Grading Assignments.

The following instructions are only for assigning grades to activities added to the gradebook by hand.

Click on the gradebook “overview” button if you are not looking at the overview already, then click on the name of the assignment you want to grade.

SCHOOL OF NURSING

Gradebook ?

Overview | Roster | Add Assignment | Grade Options

Home  
Syllabus  
Announcements  
Resources  
Discussion  
Assignments  
Gradebook  
Library Reserves  
Site Info  
Help

Users present:  
Emily Springfield

### Overview

Click a title to see the assignment summary or to grade the assignment.

Currently, students can see their assignment scores, cumulative score, and course grade (as Graded (GRD)). [Change grade options.](#)

### Assignments

Title	Due Date	Avg	Points
Quiz 1	Sep 10, 2006	93%	15
Quiz 2	Oct 10, 2006	86%	15
Final exam	Dec 10, 2006	-	100
Course Grade		20%	130

You will see a list of all the students in your course. Type the number of points earned for that activity in the box provided. Click “Save” when you are done.

Home  
Syllabus  
Announcements  
Resources  
Discussion  
Assignments  
Gradebook  
Library Reserves  
Site Info  
Help

Users present:  
Emily Springfield

### Final exam

#### Assignment Summary

< Previous Assignment | Return to Overview | Next Assignment >

**Title** Final exam  
**Points** 100  
**Class average for scores entered** -  
**Due date** Dec 10, 2006  
**Options** [Edit assignment settings](#)  
[Remove assignment from gradebook](#)

#### Grading Table

View: All Sections

Student name or ID Find Clear

Viewing 1 to 1 of 1 students

Student Name	Student ID	Log	Points
emily@drngndrop.com	emily@drngndrop.com		<input type="text"/>

Save Cancel

## Important Gradebook Tips

### Confidentiality

Students can only see their own grades when they click on “Gradebook” in their view of CTools. No more worries about posting grades confidentially!

### Interaction with Assignment Tool

If you have an assignment that you plan to grade online, **create it through the Assignments Tool**, not the Gradebook.

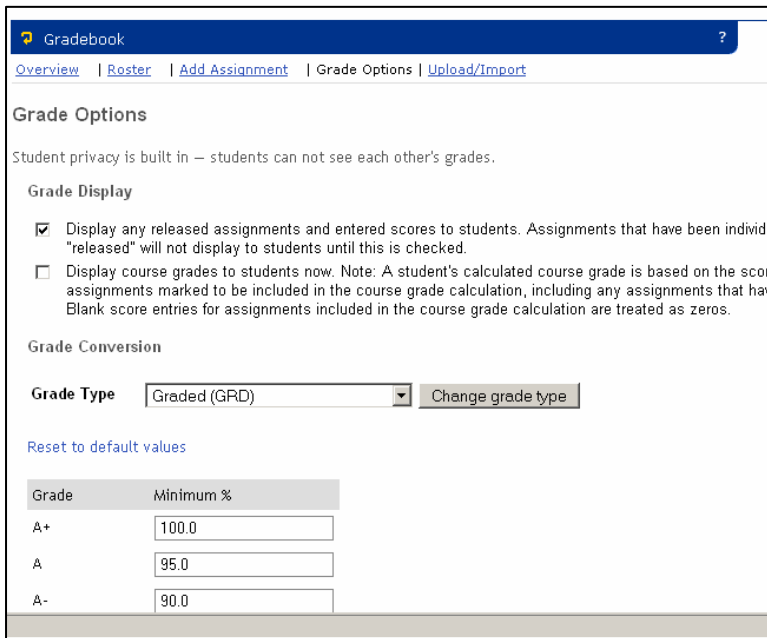
- When you add an assignment using the Assignment Tool, you’ll now have a checkbox to “add to gradebook.” Don’t re-add the assignment to the gradebook by hand; only add tests and activities that aren’t in the Assignments area.
- If students submit assignments using the Assignment Tool, and you grade the assignments there, the grades will automatically be entered into the Gradebook.

### Weighted grades

Note that you can’t do “weighted” grades as you are accustomed to doing them. Instead, simply make “weightier” assignments worth more points. Don’t worry if the total points for the class is more than 100; the computer will do all the calculations and percentages for you. For example, three homework assignments may be worth 10 points each; two quizzes might be worth 15 points; two papers worth 50 points; and the final exam or project, 100 points - for a total of 260 points total for the class. An “A” is still earned at 93% - in this case, 242 points.

### Gradebook point/letter grade conversions

The Gradebook tool automatically converts percentages to letter grades and vice versa. CHECK to be sure it is using the same "breakpoints" as you use in your course! For example, the breakpoint between an A and A- is 95% by default. If you use 93% as the breakpoint, your students who receive a 94% in the class will receive the wrong final grade. To check or change the breakpoints:



The screenshot shows the 'Grade Options' page in the Gradebook tool. It includes a navigation bar with links for Overview, Roster, Add Assignment, Grade Options, and Upload/Import. The 'Grade Options' section contains a note about student privacy and two checkboxes for 'Grade Display'. Below that is the 'Grade Conversion' section, which includes a 'Grade Type' dropdown menu set to 'Graded (GRD)' and a 'Change grade type' button. At the bottom, there is a table for 'Grade Conversion' with columns for 'Grade' and 'Minimum %'.

Grade	Minimum %
A+	100.0
A	95.0
A-	90.0

- Log into your course and click the Gradebook tool.
- Click "Grade Options" at the top.
- Enter your own point values in the boxes.