Questions and Answers from UHart Teaching with Technology Facebook Group

Fall 2020

To join the group, search *UHart Teaching with Technology* on Facebook or click here.

Please go to the CTEI site for pedagogical support.

Blackboard Issues with Your Particular Course

Please report issues at the time they occur to fcld@hartford.edu with date and time stamps and CRN so we can file a ticket with Blackboard.

Quiz Questioning Aligning on Blackboard

Q. I have a student who reports that when she takes a quiz on blackboard, the answers and questions don't align and she sent me screenshots that confirm her reporting. I have checked the settings, checked the quiz in preview, and no other students have encountered the issue. Any ideas of what's going on? I don't think she has great access to reliable internet - could it be a loading issue?

A. Tell her to use Chrome. We see that a lot if they are using IE or Edge, sometimes Safari. IE and Edge should never be used with Blackboard

Attaching Two Items in One Assignment

Q. Before I make my final project viewable, is it possible for students to attach/submit 2 items in one assignment, or does it need to be a separate assignment for every item that I want? For example, if I want a bibliography AND a book review, but in separate documents.

A. Students can attach multiple documents in one assignment. No special settings are required. You'll be able to view them through blackboard or download them. Students can drag and drop multiple documents into one submission. I often have students drop several documents for their assignments.

Grades on Blackboard

Q. Where are students viewing their overall grade on Blackboard? I submitted notes in Starfish and am getting emails that they think their averages are significantly different (higher) than my spreadsheet. For example, I see a student who has 92/150 on Blackboard, but they see or calculated an 82%.

A. See this video:
https://ensemble.hartford.edu/hapi/v1/contents/permalinks/KJKNJBCI/view?fbclid=IwAR3sKpg-Vo1QQus_8o1W42wYXPD17p62pIHvo1Mtzgbx7mpQCOjl7ln3E24

Posting Discussion Board Thread as Video

Q. I wanted to do a discussion board on BB but have students post their threads as videos rather than text. (More fun to watch/listen than read!) Is this possible? If so how would I set it up and how would they post (ie: just attach the video or link to YouTube)? Any other ideas how or where to do this - I would prefer to not have to deal with files and have everything in one place rather than bouncing around with links...

A. I use Flipgrid for video discussions in my Spanish class. I post a link in an announcement. I also do text discussions in Blackboard. I use the course blog on BB and students post and respond to each other with news articles and sometimes videos--in this case, they link to YouTube (unlisted) and write an accompanying paragraph to explain what we're viewing.

Grade Period

Q. What is a Grade Period in the Bb Grade Center? Do I need to set one up in order for midterm grades to calculate correctly?

A. We don't use these at University of Hartford.

Export Blackboard Question Pools

Q. Does anyone here know of an easy way to export Blackboard question pools into a text format (e.g. Word doc)? I want to give the questions & answers to students as a study aid and there must be a better way.

A.http://techblog.mvctc.com/files/Preparing%20Blackboard%20Tests%20with%20Images%20(Revision).pdf?fbclid=IwAR168Urnm3w1ynTWCLMpvd1FD94OMTCceZpSatYpmHVduJRImcWQrMRzu3s

Sharing Presentations in Collaborate

Q. How could I set up a session to allow for students to share their presentations in class "one at a time." Is there something else I should do other than making sure "share video" and "share audio" are selected in the session settings, so that students have screen share capability? (And, I think this is the default!)

A. Just click the ... Next to the person's name in the participants pane and make them a presenter. The student can then click on the share content button at the bottom of the chat panel and then click share application/screen same as instructor.

Delete Assignment Attempt when Student Error

Q. How do I delete a Test or Assignment attempt in Bb that a student submitted in error?

A. You have to go to full grade center, then go to the cell with the test for that student, click the drop-down, view attempts, clear attempt

How to Post to One Drive

Q. IS there a post on FCLD page on how to post to One Drive? I want to save some student work there rather than on my own PC. Word wouldn't let me save the file there. Tried it with Autosave ON and OFF. Doesn't accept my email as login.

A.https://www.hartford.edu/faculty-staff/faculty/fcld/ed-tech-guide-videos.aspx?fbclid=IwAR1-lbI6z0rXm9JmC8z-C5VZinwrYwWE5317oy0qT_hhAbABtBTr-ZqSQ7w

Playing Videos on WebEx

Q. While sharing my screen, I played a video for my students. They told me they could not hear the video; although, they were able to hear me and were able to see the video on my screen.

Then, I gave one of them the "presenter ball" to share her screen with the class. When she played the same video that I had uploaded, everybody including me were able to hear the audio and see the video.

A. When you share content in WebEx, there's a drop down menu that is easy to miss. It's on the top left of the box that opens when you share content and it says - 'Optimize for motion and video' or ' 'Optimize for text and images'.... you want to make sure you've selected the video option and that should sort out your audio issue

Viewing Feedback on Assignments

Q. What's the solution for a student who says they can see your feedback on one assignment, but not on another? Also, the same student seems to be viewing an entirely different rubric for that assignment (made available after grading) than the one I used.

A. Make sure they are using a Chrome browser and that they clear cache. Directions on the technical support tab on blackboard.

Writing on Zoom Whiteboard

Q. I need to have my international students (who are learning English) write on my Zoom whiteboard. For some reason, they say they cannot write on it. I do have Annotations enabled for participants in my Account settings. Any idea of what the problem could be - and how to fix it? Or how to explain procedure to them? It should be simple but I don't think they see my Annotation tools in my screen share so they would know what to look for on their own screens . . .

A. They have to turn on their annotation tools. If they hover over the top of the screen and click on the 3 dots (ellipses) then they will get a drop-down menu with the option for "annotate". Then they will have the same annotation tools as you.

Be careful about erasing because you can easily erase it all by mistake. I hit the "save" button on the annotate tool bar as we work to make sure everything is captured.

Grade Weighting

Q. Can I set up Grade weighting in Bb Grade Center after the semester has already begun and there are many assignments already graded and posted?

A. Yes, many people do.

Graded Assignment in Grade Center Twice

Q. It appears that I had added a graded assignment to the Grade Center twice. I went to the Assignment Column in the GC and clicked on the drop-down arrow. I did not find a Delete option. but I found two options: 1) Hide from students (on/off), 2) Hide from Instructor View. Any areas as to how can I delete the double entry? Would hiding it work and not factor it's score in the Final Grade?

A. Did you create two assignments? Or did you create one assignment and a manual column? The manually created column can be deleted. If you created the assignment twice, delete one of them and the grade center column will disappear. Be careful if students have already submitted though, because their work will be deleted.

Uploading Entire Test File

Q. Is there a way to upload an entire test file (Word or .pdf file) in Bb Test and then have students submit the completed file within a scheduled time limit for me to grade manually? Or do I need to do the test as an Assignment?

A. In the upload file question type, there's a textbox editor. Click the paperclip icon on the bottom bar.

Test to Video Record

Q. I created a test for my students to video record a talk/presentation. Theye were to attach their final products (the video) and the text that guide their talk/presentation as the answer. To that end, I created one essay question, where the question is the instructions for the project. The problem that we faced is that the students could not attach neither work because the Answer Bic does not allow attaching video or document. Any ideas?

A. Don't do it as an essay question. Use file upload question type.

Students Attaching Compatible FIles for Grading

Q. What is the best way for me to direct students who say they cannot attach a compatible file and want to email me their work instead? I would rather have it all submitted on Blackboard in the same place.

A. Only use the assignment tool and all of the "office" like apps can save as or export as PDF. Everyone also has free access to office365 at [portal.office.com.](portal.office.com) Use Uhart email and pwd. Assignment tool gives a submission receipt also. Do not have them type in the Write Submission box. It is character limited and cannot grade using annotate tools.

Deleting Wrong Student Assignment

Q. Can a student delete an assignment/test after he/she submitted it in the wrong file/course? Or can the instructor delete the assignment from her end? Any idea?

A. You can. Go into the assignment as if you were going to grade it and click on "Clear attempt." They only can if you set it up so they can submit multiple times (I think)

Reopen Assignment Availability

Q. In Bb is there a way to re-open an Assignment's Availability for a single student?

A. You can give multiple attempts or clear the attempt for the student. To make it available to only one student, you have to click the drop-down next to the assignment name, then choose Advanced Adaptive Release

Link Directly to Related Assignment

Q. in the pages of my content modules, I'd like to be able to link directly to the related assignment. However, when I search the course to put in the link, the assignments don't show up. What's the easiest way to do this?

A. In a content area, Assessments button, Assignment

Rubrics Blank

Q. I saved rubrics while grading an assignment, but when I reopened them, they were blank. However, the actual grade saved. Is there a way to get the rubrics to save so I don't have to "regrade" every time a student asks for feedback?

A. When you grade with a rubric, I use the pop out button and then grade, click submit. It saves the rubric and populates the grade

Saving Recordings on WebEx

Q. WebEx Question: I have a UH WebEx user ID and a password. I log in and give live sessions, but when I record videos to post for my students two things happen: 1- it takes a long time for the video to be available, i, e. if comes back. A couple of times my videos did not come back. On a few occasions, the videos that came back, and I was able to upload got corrupted after I submitted them; even though, I played them before the final submission.

As of now, as quick fix, I am using my own free-personal WebEx. The recorded-video turn around time is far faster, and I have not had any issues thus far (knock on wood).

Has anybody experienced such things with UH WebEx? And is there a solution to what I have been experiencing?

A. I save the recording to my computer instead of the cloud and then upload to Emsemble. Much faster

Students Creating Short Videos

Q. As an assignment, I want my students to post short self-filmed videos (30 seconds long) to Blackboard . . . can they upload to Blackboard? Any tips or suggestions?

A. Go to hartford.edu/fcld and click link for Ensemble request so ITS can create you an account. We have step by step directions on that same website under teaching with technology

Students Watch Video

Q. Is there a way to upload a DVD to Ensemble so that students can watch it? It is not available anywhere online, unless I make them pay for it through Amazon. The Ensemble part I have down, but the DVD is read by the computer as a combination of Audio files and Video files. Not sure how to upload from those.

A. It definitely violates copyright. Contact the library at libref@hartford.edu and see if they can get it on Kanopy or streaming.

Copy a Test

Q. Is there a way to copy a test after it has been created and sent. So, that I do not have to do it all over again. The reason I am asking is that I need to create a test and send it in to two group in different two time zones at times that are convenient to their time.

A. You don't need to copy the test if it's for the same class. Edit the test options and midway down do a test exception for the students who need different days/times and/or extended time.

Highlighted Text in Blackboard

Q. I'm reading a paper in Blackboard and inadvertently highlighted text.... how do I get rid of the highlight?

A. Click the eraser button and click on the highlighted text.

Visiting Small Groups in Collaborate

Q. Could someone tell me how to visit my students' small groups when they are in the Blackboard groups and using the Collaborate function? I know how to add myself to groups

when we're using Collaborate itself but not when we're using "regular" Blackboard groups and they're meeting with Collaborate. I hope I'm being clear and not confusing you with the different Collaborates.

A. Go to users and groups > groups. Click on the group name. Then click on collaborate.

Attendance in Blackboard

Q. So I know how to take attendance manually in Blackboard. My question is: is there a way to set up collaborate to take attendance of everyone who logs in?

A. You can download the session report after. It will show what time they joined and exited. You have to click on the three dots on the right side of session to see all of the reports.

Editing Criteria of Rubric

Q. Trying to edit one of the criteria in a rubric. I can "edit rubric" and change the text in its description, but not the actual columns. How can I open the columns to edit?

A. Click the drop down arrow next to it when you hover over it.

Sharing Screen in Collaborate

Q. why do I see a cascade of screens when I share my screen on Collaborate?

A. When you get the hall of mirrors as we like to call it, simply go up to the very top and click open another browser tab or navigate to PPT or whatever app you want to share.

Statistics in Blackboard

Q. I selected the "Track Number of Views" in BB, and I see the Enabled: Statistic Tracking" below the name the item, which to be tracked. However, I don't see any statistics the items that I had checked them to tracked. Do I need to go to different link/page to see the statistics?

A. Go to Control Panel > Evaluation > Course Reports

Zoom Recordings

Q. My Zoom recording is in the Zoom Cloud. Where /how do I share the meeting link in Bb for student access? (It was easy sharing meeting link in Bb Collaborate last semester, but my Chinese students this fall need easy access to my Zoom links.)

A. In Zoom, you can get the Permalink to the cloud recording and then copy/paste that link where you would like to post it for students. Post it as a weblink in a content area, e.g. Recordings, click Build Content, Weblink.

Extended Time for Blackboard Test

Q. BB test question regarding extended time. If I am having a student starting an assessment early, can I set their time in the exemptions to start before the test is released, or will the availability of the assessment over-ride the exemption? I want to be sure they can start before the rest of the class has access.

A. Yes you can set a test exemption and it will open earlier for that student and long as the test is set to available, it overrides the display dates.

Find the Invite Others on Collaborate

Q. Where can I find the invite others (those not enrolled in the class) option for collaborate and if/how I set up office hours at the same time for multiple classes??

A. to invite guests, there's a ... button to the right of the course room (or scheduled session) before you enter the session. You click that, then you will find Copy guest link (if you have that enabled).