# Blackboard Learn <https://dgibsondemo.blackboard.com/>

# How to instructions:

### Task 1: Login to Sandbox

Number of clicks: 4

Number of screens accessed: 2

**Screen 1:** (1) Go to url and (2) enter login credentials. (3) Click Login.

**Screen 2:** (4) Select course from My Courses List.

### Task 2: Add a Unit/Module and Content Item

Number of clicks: 19

Number of screens accessed: 6

**Screen 1:** (1) Add Content Area, (2) name it, (3) check make available, (4) submit. (5) Move Content Area on Course Menu. (6) Select content area.

**Screen 2:** 7) click Build Content, (8) select Content Folder.

**Screen 3:** (9) Name Folder, (10) add intro text, (11) set Standard Options (12) Click Submit.

**Screen 4:** (13) Select Unit.

**Screen 5:** (14) Click Build Content, (15) select Create Item.

**Screen 6:** (16) Name Item, (17) Add intro text, (18) set Standard Options, (19) Click Submit.

### Task 3: Record and Embed Video\* (issues reported with this tool)

Number of clicks: 16

Number of screens accessed: 9

**Screen 1:** (1) Select your Content Area,

**Screen 2:** (2) Unit, then (3)select the arrow next to the content item (4) then select Edit.

**Screen 3:** (5) Click your mouse in the visual editor, then (6) select the "Record from Webcam" button.

**Screen 4:** (7) Select Sign in to Youtube

**Screen 5:** (8) Enter your Google credentials.

**Screen 6:** another Google account selection screen

**Screen 7:** (9)Click Record from Webcam, (10) click to allow Flash player settings and (11) click to allow Blackboard to use your camera. (12) Record video then select (13) Stop Recording and (14) Continue

**Screen 8:** (15) Set preferences then click Insert

**Screen 9:** (16) Submit changes to the content item.

### Task 4: Create an Assignment to Accept Electronic Homework Submissions

Number of clicks: 8

Number of screens accessed: 4

**Screen 1:** (1) Select your Content Area

**Screen 2:** (2) Select the Unit folder

**Screen 3:** (3) Select dropdown for Assessments, and (4) select Assignment.

**Screen 4:** (5) Add Name and color of assignment, (6) instructions, (7) set due date, points possible, submission details, grading options, display of grades, and availability. (8) Click submit.

### Task 5: Setup Gradebook

Number of clicks: 6

Number of screens accessed: 3

**Screen 1:** (1) Select Grade Center (2) Select Full Grade Center

**Screen 2:** (3) Select Grade Column

**Screen 3:** (4) Give column a name and (5) set preferences points possible, dates and options. (6) Click submit.

### Task 6: Assign Grades and Leave Feedback

Number of clicks: 9

Number of screens accessed: 2

**Screen 1:** (1) Select Grade Center (2) Select Full Grade Center (for custom items)

**Screen 2:** (3) Scroll to the assignment you want to grade (4) Click within a cell, (5) enter the grade value, then (6) click Enter key. (7) To leave feedback: Select the arrow next to the grade then select Quick Comment. (8) Type your feedback then (9) click submit.