Bb Quick Start for Assessments

- **Pool Manager**
- **Test Manager**
- **Surveys**
- **Assignments**
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- **Grading**
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Tests, Surveys, and Pools allows instructors to create assessments in Blackboard. "Pools" are sets of questions that can be added to any test or survey. Pools are useful for storing common questions, and reusing them in more than one test or survey. "Surveys" are a tool for gathering data from students. They are not graded or used to evaluate student work. "Tests" are graded student assessment and a measure of student performance in the course. Tests, Surveys and Assignments can be added directly from the content folder, or created using the Course Management Tools.

Pool Manager

A pool or set of questions can be created for the course. From the Course Management menu, click **Course** Tools, and then **Tests, Surveys, and Pools.** Click "**Pools**" to create a set of questions.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

Click the "Build Pool" icon at the top of the page to start building the question pool. Question pools can also be imported.
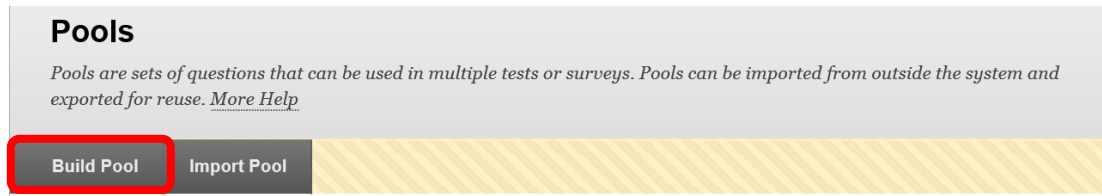
Enter the name of the pool in the "Name" field. In the "Description" text box, enter a brief description. Enter instructions in the "Instructions" text box. The description and instructions are viewable only by the instructor, and are not visible to students. Click "Submit" to create the pool. Click "Cancel" to return to the menu with no changes.

Questions will need to be created for or added to the new pool. To create a question, click "**Create Question**." Select the question type from the pull down menu. Question types include: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, and True/False.

Each question type has a creation page. The required elements may vary depending on the type of question. Follow the prompts for the type of question selected. All questions will prompt for a Question Title, Question Text, Correct Answer, Categories and Keywords, and Instructor Notes. Categories and keywords are helpful for searching pools at a later date. Short answer was used for this example. Click "Submit" to create the question. Click "Cancel" to return to the menu with no changes. Repeat this process for all questions to be added to the pool.

Enter correct answer

Click to add a rubric

Add categories, keywords, difficulty levels or topics for indexing

Enter notes

Questions can also be uploaded, or search for using the "Upload Questions" or "Find Questions" icons.

Search for existing questions in course

Upload questions

Test Manager

Tests can be created either in the content area they will be deployed in, or by using the Course Management tools. Click "**Tests**" from the main "Tests, Surveys, and Pools" menu to create a test.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Click the "**Build Test**" icon at the top of the page to start building the assessment. Tests can also be imported. Test pools may be available from the publisher. Check with the Division or Department Chair for information specific to a course. *NOTE: If importing a test, be sure that it is a Blackboard format.*

Tests

Tests are a means of assessing student performance. More Help

Build Test   **Import Test**

Complete the Test Information. Enter a test name in the "Name" field. Enter a description in the "Description" text box, and instructions in the "Instructions" text box. Click "Submit" to create the test shell. Click "Cancel" to return to the menu with no changes.

Test Information

*Enter a **Name** for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test.* More Help

✳ *Indicates a required field.*   Cancel   **Submit**

1. Test Information

✳ Name — Enter test name

Description — Use tools to configure text

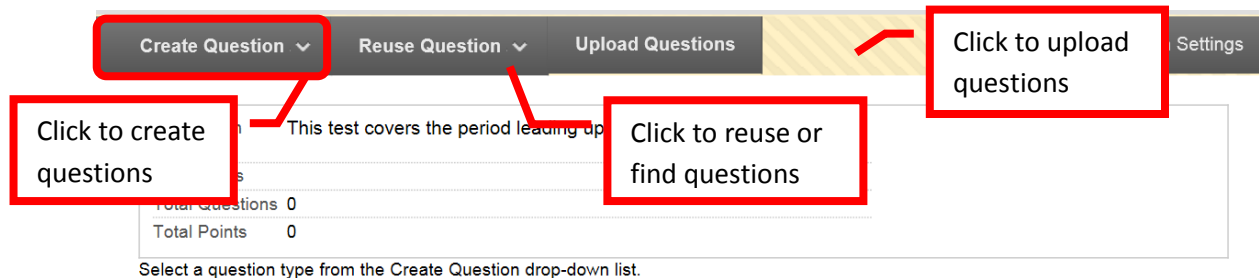Enter description

Path: Words:0

Instructions

Enter instructions

Path: Words:0

Questions will need to be added to the test shell. Questions can be created, reused, and uploaded. Click "Create Question" and chose the question type. Complete the question creation page as described in the section above. Repeat the process for each question to be added to the test.

Questions can be added from established Pools. To use a test pool of questions, click the "**Reuse Questions**" icon, then select "**Create Random Block**." A new window will open. On the left side menu, select the pool(s) to use, and the question type(s). Click the check box to select. The questions will appear on the right of the screen. Click "Submit" to continue. Click "Cancel" to return to the menu with no changes. On the test, the system will then randomly select one of the questions in the block to display to the student. Repeat the process for each of the "blocks" or until the total number of blocks equals the total number of questions that is desired on the test.

Once the questions have been added. Points can be edited. The default points per question is 10. To change the point value of a single question, click the points total on the right. In the dialog box, enter the new point value for the question. The question can also be designated as "Extra Credit" by clicking the check box. Click "Submit" to save the changes. Click "Cancel" to return to the menu with no changes. The point total and question points will be updates. A group of questions can also be selected, and the points entered in the "Point" field at the top. Click "Update," and the point total for the selected questions will be changed. "**Question Settings**" can also be used to change the point value, add images and links, scoring options, and display.

Set the Test Options

The "Test Options" page allows instructors to set up the specifics for the test. The previously completed information (e.g. Name, description, etc.) will auto fill. The "Test Information" section includes the test name, a description (visible only to the instructor), and the option to open the test in a new window.

The "Test Availability" section includes an option to "Make the Link Available," "Add a New Announcement for this Test," allow multiple attempts (and how many), "Forced Completion," "Set Timer," display dates and times, and "Password." The "**Make the Link Available**" field allows instructors to make the test available to students. *If "No" is selected, the instructor must remember to make the test available at the appropriate time – otherwise students will not be able to see, access, or complete the test*. "**Add a New Announcement for this Test**" will add an announcement to the students course home page. This is recommended. "**Multiple Attempts**" allows students the opportunity to take the assessment more than one time. Unlimited attempts or a specific number of attempts can be set. "**Force Completion**" ensures that the student will complete the assessment in one sitting. "**Set Time**" allows the instructor to set a maximum time the student has to complete the assessment once they start it. "On / Off" relates the to the assessment timer. "Off" allows a student to continue the assessment after time expires. "On" will terminate the assessment when the allotted time has expired. "**Display After**" and "**Display Until**" allow instructors to have the assessment only visible for a specified period of time. "**Password**" allows an instructor to put a password on a test. *The instructor must provide students with the test password, or they will not be able to access it*.

2. Test Availability

Adds Class Announcement

Makes test accessible to students

Make the Link Available ○ Yes ● No

Add a New Announcement for this Test ○ Yes ● No

Allows multiple or unlimited attempts

☐ Multiple Attempts
- ○ Allow Unlimited Attempts
- ○ Number of Attempts

Requires completion in one sitting

☐ Force Completion

Once started, this Test must be completed in one s...

☐ Set Timer

Set expected completion time. Selecting this option also records co... ...re the timer option before they begin the Test.

Sets time limit for completion

Hours [1 ▾]   Minutes [00 ▾]

Auto-Submit

OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

● OFF ○ ON

☐ Display After [01/08/2014] [02:28 PM]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [01/08/2014] [02:29 PM]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Sets date / time the test is visible

☐ Password

Require a password to access this Test.

Password [_____]

Password protects test

"**Due Date**" allows an instructor to set a due date for the assessment to be completed. "**Self-Assessment Options**" let the instructor "**Include this Test in Grade Center Score Calculations**," or "Hide Results for this Test Completely from the Instructor and the Grade Center." "**Test Feedback**" allows the instructor to select what kind of feedback the student will see upon completion of the assessment.

3. Due Date

Due Date [_____] [_____]

Enter dates as mm/dd/yyyy. Time may be entered in any increment...

Creates Due Date and Calendar Item

4. Self-assessment Options

☑ Include this Test in Grade Center Score Calculations

Grade Center items excluded from summary calculations are also exclude... ...ed items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Includes score in student's grade

☐ Hide Results for this Test Completely from Instructor and the Grade Center

If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion
- ☑ Score
- ☐ Submitted Answers
- ☐ Correct Answers
- ☐ Feedback

Feedback provided to student upon completion of assessment

"**Test Presentation**" allows the instructor to select how the test will be viewed by the student. The choices are either "**All at Once**" (all the questions on one screen), or "**One at a Time**." If "One at a Time" is selected, the instructor can prohibit students from backtracking and changing previous answers by selecting the "**Prohibit Backtracking**" check box. The instructor also has the option of "**Randomize Questions**" which will present the test questions in a random order to students. Once the Test Options have been completed, click "Submit" to continue. Click "Cancel" to return to the menu with no changes.

6. Test Presentation

Presentation Mode
- ◉ All at Once — *Present the entire Test on one screen.*
- ○ One at a Time — *Present one question at a time.*
  - ☐ Prohibit Backtracking — *Prevent changing the answer to a question that has already been submitted.*
- ☐ Randomize Questions — *Randomize questions for each Test attempt.*

Callouts:
- Only 1 question is displayed per page
- Displays all questions on 1 page
- Prohibits backtracking
- Presents questions in random order

Publisher Test Banks may be available for use. Inquire with the Division Office as to the availability and procedures for uploading into a Blackboard course.

Adding a Test to the course by clicking on the folder of the content area the test will be added to. Click the "**Assessments**" icon, and select "**Test**" or the desired assessment. Complete the "**Create Test**" page. Under the "**Add** Test" section, click the "Create" icon to create a new test or select an existing test from the selection. Click "Submit" to continue. Click "Cancel" to return to the menu with no changes.

Surveys

Surveys are created and added to content areas the same way as described in the test section. To view the survey results, access Grade Center. Find the survey column, click the down arrow (v) or chevron and select "**Attempts Statistics**."

Assignments

Assignments added to the content area the same way as described in the test section. Assignments can be assigned to all students or specific groups.
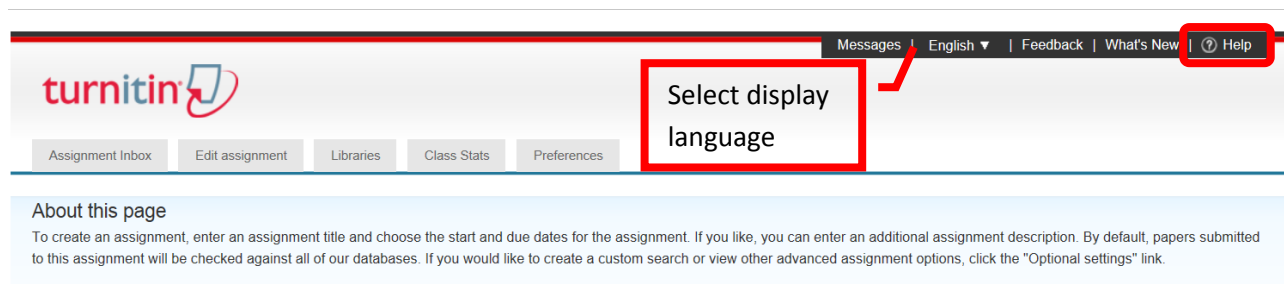
Turn It In Assignment

Turnitin.com is a site that provides rich feedback to help improve student writing, detects plagiarism for instructors, and helps ensure academic integrity. From the course home page, click on the content area the assessment will be added to access it. Click the "Assessments" icon, and select "Turnitin Assignment."
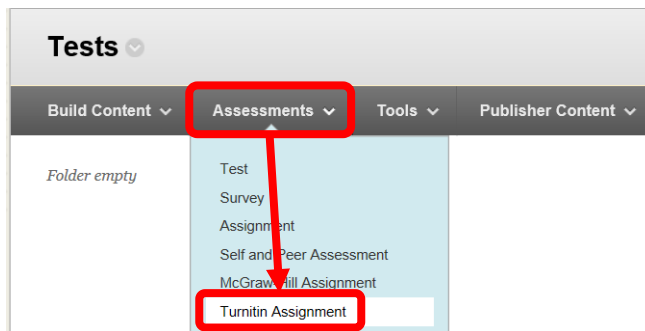
First time users will need to accept the "User Agreement" by clicking the "I Agree – Continue" icon. Turnitin will send a confirmation Email from "Turnitin No Reply" with the subject "Your Turnitin user profile has been created." The Email contains account information for Turnitin. For security reasons, it is recommended that the Turnitin password be changed. Instructors should follow the instructions in the Email to change the Turnitin password. The Turnitin User ID / password will only be necessary if the instructor accesses Turnitin through the website (www.turnitin.com). Access through Blackboard does not require authentication.

The "Add Turnitin Assignment" page will appear. The top right tool bar has links for "Messages," site display language, "Feedback," "What's New," and "Help." The "**Help**" feature will provide Instructors with FAQ's, step by step instructions and videos.   The site language display allows users to select the language that Turnitin is displayed in. The header also contains links for "Assignment Inbox," "Edit Assignment," "Libraries," "Class Status," and "Preferences."

turnitin

Assignment Inbox　Edit assignment　Libraries　Class Stats　Preferences

Select display language

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

To add an assignment, complete the "**Assignment Title**" and "**Point Value**" fields on the left. Set the start, due and post dates and times on the right. The "**Start Date**" is the date that the assignment will be made available to the student and students can submit. The "**Due Date**" is the date that the student must complete and submit the assignment. The "**Post Date**" is the date that the marked papers or grades will be available to the student to view. The Post Date can be set prior to the due date. It may be useful for students to receive feedback prior to the final submission of the paper. Hover the mouse over the blue circle with "**?**" to display the field help.

Enter the title of the assignment that your students will see in their assignments list for the class.

New Assignment

Assignment title ?

Click to set start time

Point value ?
Optional

Click to set due time

Click to set post time

Start date ?
08-Jan-2014
at 15 : 50

Click to select Start date

Due date ?
15-Jan-2014
23 : 59

Click to select Due date

Post date ?
16-Jan-2014
at 0 : 00

Click to select Post date

NOTE: In Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Grade Center.

There are optional settings for the assignment. Click the "+" next to "**Optional Settings**" to expand the section. The Optional Settings allow instructors to "Enter special instructions," "**Allow submissions after the due date**," "**Generate Originality Reports for student submissions**," "Exclude bibliographic materials from Similarity Index for all papers in this assignments," "Exclude quoted materials from Similarity Index for all papers in this assignment," "Exclude small matches," "**Allow students to see Originality Reports**," "Reveal grades to students only on post date," "Submit papers to," "Search options," "**Attach a rubric / form to this assignment**," "Enable grammar checking using e-rater technology," and "**Would you like to save these options as your defaults for future assignments**." The default settings will generally not need to be changed. There are couple of more frequently used options. "Allow submissions after the due date" allows students to submit late papers if "Yes" is selected. "**Allow students to see originality reports**" will provide students with a copy of the originality report for each submission. Originality reports provide students with timely and structured feedback to help them hone their writing skills. For the option to "**Generate Originality Reports for student submissions**" the recommended choice is "**Immediately (can overwrite reports until due date)**". This allows students to receive the Originality Report each time they submit their paper. Students can submit their paper as many times as needed prior to the due date. "**Attach a rubric / form to this assignment**" allows a rubric to be created or uploaded and assigned. If the check box next to "**Would you like to save these**

options as your defaults for future assignments" is selected, Turnitin will remember the selections and apply them to all future assignments. Hover the mouse over the blue circle with "**?**" to display the field help. Once all the options have been set, click "Submit" to continue.

Optional settings

Close options

Hover mouse over to display field help

Enter special instructions

This setting allows the instructor to select whether they will allow late submissions to the assignment. If set to yes, students will be able to submit to the assignment after the due date if they have not previously made a submission. If set to no, students will not be able to submit after the due date of the assignment.

Allow submissions after the due date?
○ Yes
◉ No

Originality Report

Generate Originality Reports for submissions?
◉ Yes
○ No

Generates Originality Reoprt

Generate Originality Reports for student submissions
[immediately first report is final ▼]

Recommended to change selection to "Immediately (can overwrite reports…)"

Exclude bibliographic materials from Similarity Index for all papers in this assignment?
○ Yes
◉ No

Exclude quoted materials from Similarity Index for all papers in this assignment?
○ Yes
◉ No

Exclude small matches?
○ Yes
◉ No

Allow students to see Originality Reports?
○ Yes
◉ No

Recommended setting: "Yes"

Reveal grades to students only on post date?
○ Yes
◉ No

Submit papers to:
[standard paper repository ▼]

Search options:
☑ Student paper repository
☑ Current and archived internet
☑ Periodicals, journals, & publications

GradeMark

Attach a rubric/form to this assignment
Note: students will be able to view the attached rubric/form and its content prior to submitting.
[Create a rubric ▼] Launch Rubric/Form Manager

Use to add a rubric to assignment

☐ Would you like to save these options as your defaults for future assignments?

Makes selected options the default on all assignments

A confirmation page will appear if the assignment was successfully created. Click "OK" to continue.

Grading in Blackboard

Assignments or assessments that need grading will appear in the "Needs Attention" module on the course home page. Click on the item to expand the section, or click the "Actions" icon in the upper right corner, and select "Expand All" from the pull down menu. Some assignments / assessments will be auto graded by Bb.
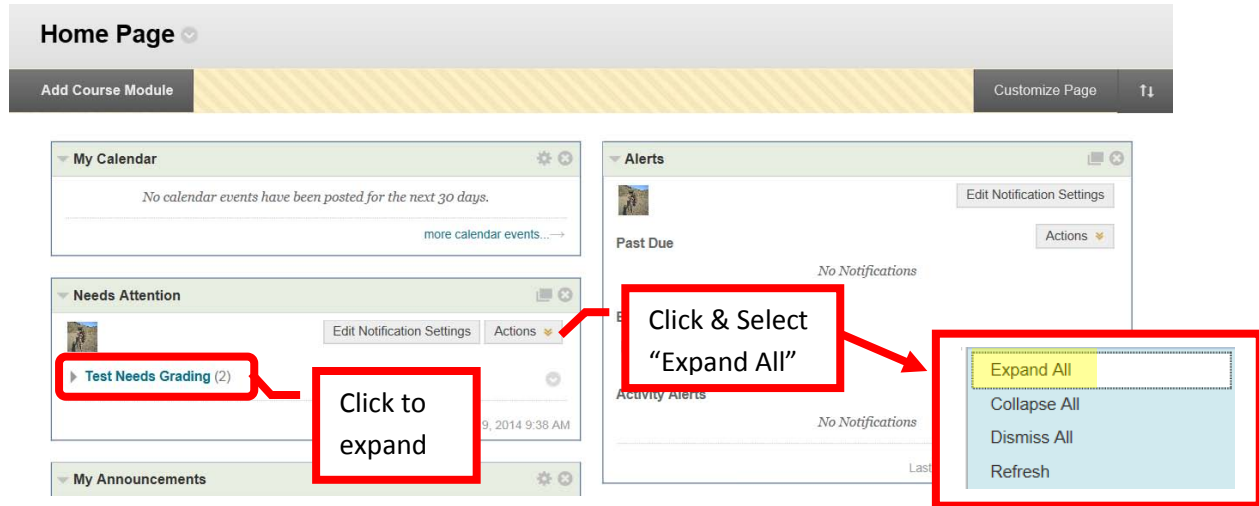
The items will be displayed. Click the down arrow (v) or chevron next to the item. The menu allows the instructor to either "Open" or "Grade" the item. Click "Grade."
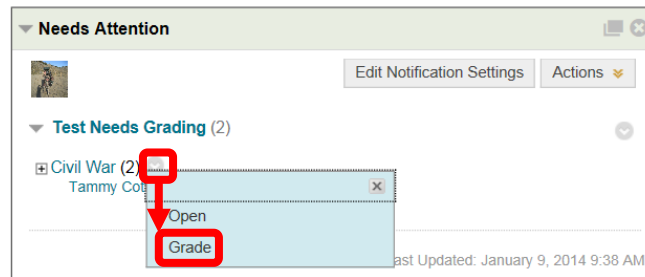
This will access the selected assignment. In the right margin, click the right facing arrow (>) or chevron next to "Forum Grade" to display the grading box. For some assignments, grading will be accessed by clicking the down arrow next to the assignment or "Item Name."
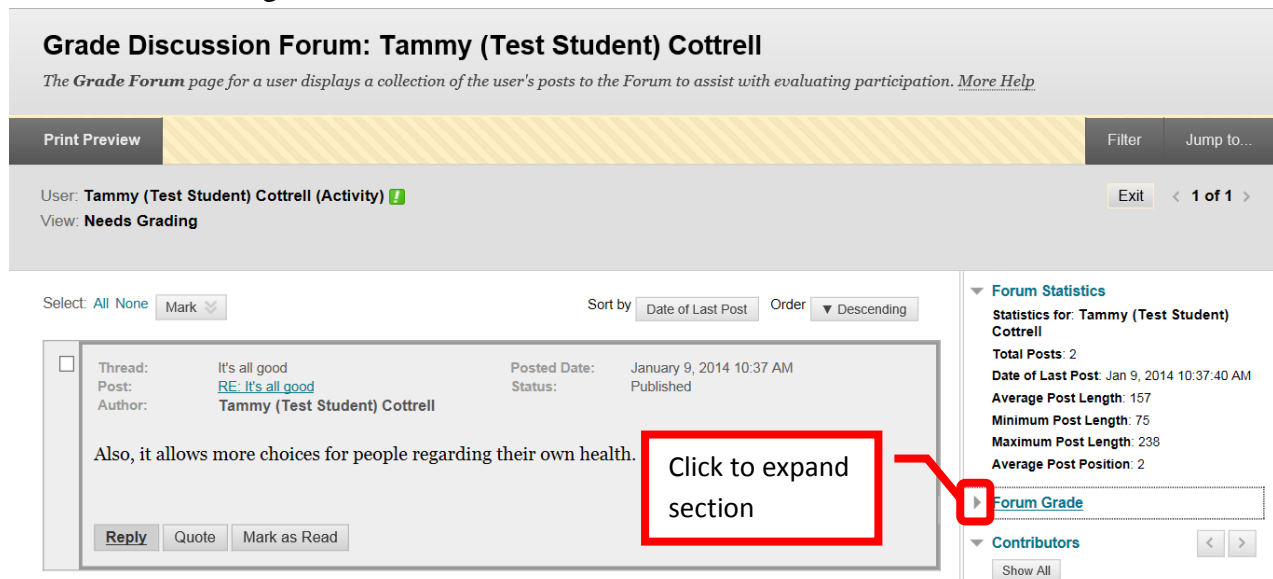
Needs Grading

*Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. More Help*

Grade All   Filter

Category	Item	User	Date Submitted
All Categories ▾	Term Paper Topic ▾	All Users ▾	Any Date ▾

Enter dates as mm/dd/yyyy   **Go**

---

1 total items to grade.

Category	Item Name		Date Submitted ▲	Due Date
Assignment	Term Paper Topic ▾		January 9, 2014 9:58:11 AM	January 8, 2014

Click for grading options

Grade All Users (1)
Grade Anonymously (1)

Displaying 1 to 1 of 1 items   Show All   Edit Paging...

Enter the points in the "Current Grade Value" field. Comments can be left for the student in the "Feedback" field. There is a "Grading Notes" field that is only visible to the instructor. Click "Save Grade" to submit the grade.

▼ **Forum Grade**

Current Grade Value
____ out of 10

Enter grade (points)

Feedback:

Provide feedback for student

abc ✓

Grading Notes:

Instructor grading notes

abc ✓

Text Editor   Cancel   **Save Grade**

The grade, feedback, and grading notes will appear under the "Forum Grade" in the right margin.

Print Preview   Filter   Jump to...

User: **Tammy (Test Student) Cottrell (Activity)**
View: **Needs Grading**   Exit   ‹ 1 of 1 ›

Select: All None   Mark ▾   Sort by Date of Last Post   Order ▾ Descending

Thread:	It's all good
Post:	It's all good
Author:	**Tammy (Test Student) Cottrell**

Posted Date: January 9, 2014 10:01 AM
Status: Published

I think American families will like it. Now everyone will get healthcare. Even those that may not be able to afford it before. It's important to keep eveyrone healthy so that they can go out and be a productive part of society.

Reply   Quote   Mark as Read

Select: All None   Mark ▾

Exit   ‹ 1 of 1 ›

▼ **Forum Statistics**
Statistics for: Tammy (Test Student) Cottrell
Total Posts: 1
Date of Last Post: Jan 9, 2014 10:01:32 AM
Average Post Length: 238
Minimum Post Length: 238
Maximum Post Length: 238
Average Post Position: 1

▼ **Forum Grade**
Edit Grade

Grade for: Tammy (Test Student) Cottrell
Grade: 3 out of 10
Grade Date: 1/9/14 10:24 AM
Feedback:
Please provide more detail regarding how families will get healthcare, and think about if there is any cost associated with it.
Grading Notes:
Needs to include more details.

▼ **Contributors**
Show All

Tammy (Test Student) Cottrell (1)

Grading Using a Rubric

Access the item to be graded. Click the down arrow (v) or chevron next to the assignment or "Item Name."
Select "**Grade All Users**." "**Grade Anonymously**" allows instructors to grade assessments without seeing the
student identity. This will ensure an unbiased grade.

This will access the assignment. The student's uploaded content will be displayed on the left side of the screen.
The grading tools will be in the right margin.

The Assignment Details can be accessed by clicking the down arrow. "Grade" allows a manual override grade
to be entered. Click the Edit (pencil) icon and enter the total points awarded in the box. Click "Save" to submit
the grade. Click "Cancel" to exit the grade manual grade box. Comments for the student can be left in the
"Grader Feedback" field. The student's document is under the "Submissions" section. The original document
can be downloaded if necessary by clicking the download icon at the far right.

Click to download original document

Provide student feedback

"**Attempt**" shows the date and time the student submitted the assignment. In the example below, it was after the due date – indicated by the "(Late)." Grading Notes, visible only to the instructor, can be added by clicking the icon next to the grading box. Click the "**Rubric**" icon in the grading box.

Click to add Grading Notes

Click to access Rubric

A new page will open with the Rubric Detail. Select the student's performance for each row of the rubric. The percentage and total points assigned for each row and column will be displayed. Once selected, a green checkbox will appear next to the column and a "Feedback" field will be provided for each row. Comments can be entered for the student. The "Raw Total" will provide the total of the points based on the columns in the rubric. The raw total score can be overridden by entering the score in the "Change the number of point out of 10.0 to:" field. There is a "Feedback" text box where additional comments can be provided for the students. However, this field will not be visible to students unless the grading score has been set as visible in the rubric properties. Once the rubric has been completed, click "Save" to submit. Click "Cancel" to return to the menu with no changes. Once saved, the Rubric can be edited by clicking on the Rubric icon again.

Rubric Detail

*You can interact with a rubric to grade in **Grid View** or **List View**. More Help*

Assignment name and description

Name: **Term Paper Topic**

Description: **Students will complete a term** ... **e topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Exit　Save

Grid View　List View

	Novice	Competent	Proficient
Topic	○ Points: 0 (0%) Student did not provide a topic	○ Points: 1.7 (17%) N/A	○ Points: 3 ... Student provi...
Thesis	○ P... Stude... statement...	○ Points: 1.65 (16.5%) Student provided a thesis statement that was not fully develop and did not follow the provided guidelines	○ Points: 3.3 (33%)
Summary	○ Points: 0 (0%) Student did not provide a	○ Points: 1.65 (16.5%) Student provided a summary that did not meet the required elements	

Click to select column grade

Points awarded for column

✔ Points: 3.4 (34%)
Student provided a topic
Feedback:
Good topic.
abc

Points based on column selection

Raw Total: 0.00 (of 10.0)

Change the number of points out of 10.0 to:

Use to enter override score

Feedback **Students will not see this feedback unless you** ... **ore to be visible to the students.**

Enter student feedback

Path:　　Words:1

Name:**Term Paper Topic**

Description:**Students will complete a term paper topic form, including the topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Exit　Save

The total points assigned in the Rubric will appear in the "Attempt" column. Additional feedback can be left for the student in the "Grader Feedback" field. Click "Submit" to save. Click "Save as Draft" to save the work to come back to finish at a later time.

Total points assigned from rubric

Enter additional student feedback

Resetting a Student Assessment

If a student experiences technical (or other) issues during the course of an assessment, and the assessment is set to allow only one attempt, it will need to be reset in order for the student to complete it. It is at the discretion of the faculty whether to allow the student to retake or complete the assessment. To reset a student assessment, from the "Course Management" tools, either click the gray arrow next to "Grade Center" or click on "Grade Center" to expand the option. Then select "Full Grade Center."

Click to expand menu

Click to access Grade Center

Click to access Grade Center
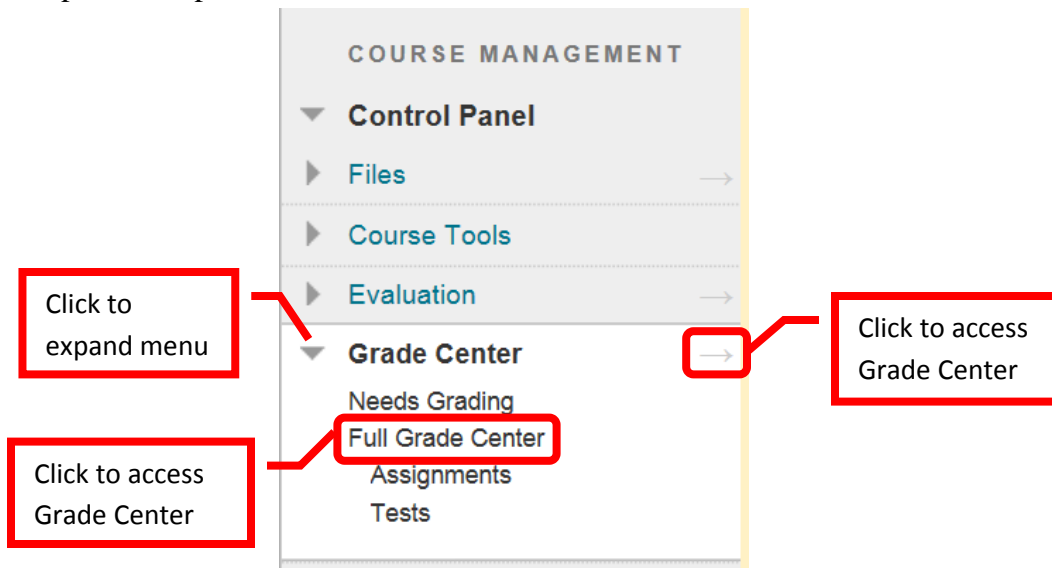
In the Grade Center, locate the assessment to be reset. Click down arrow (v) or chevron next to student's grade and select "**View Grade Detail**."

Under the "**Attempts**" tab, click the "**Clear Attempt**" icon.

A confirmation dialog box will appear. *Clearing an attempt on an assessment will delete all previous work by the student, and cannot be undone and the information cannot be recovered*. It is important to verify that the correct student and assessment have been selected. The student will be able to access the assessment, but none of their previous answers will be saved. When prompted, "Delete this attempt? This action is final and cannot be undone." Click "OK" to continue. Click "Cancel" to return to the menu with no changes.
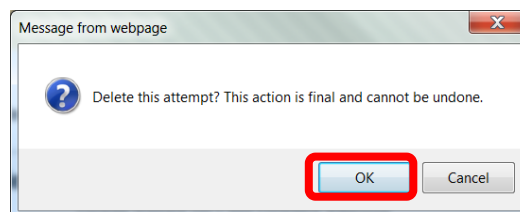
The original student attempt will still be in the in record. Click the "**View Complete History**" icon at the bottom of the record. The student's original attempt and grade will be displayed under the date of the attempt.

Help, Support and Resources
On Blackboard:

- From the Institution Home Page, find the "Blackboard Help" module. Click the link for "**Blackboard Tutorials and Help**."
  - A new page will open to the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.
- Distance Education also provides resources on the Blackboard Institution Home page. Locate the "**Distance Education Support**" module. Click on the appropriate link.
  - All instructors have access to the **Faculty Information Site** in Blackboard. On the Institutions Home Page, find the "**My Courses**" module. Click on "Facilty Information Site…".
  - The Faculty Information Site contains resources for faculty using Blackboard for instruction. Explore the contents from the menu on the left side. Click "**Faculty Resources**" to access the resource folder.
- Blackboard Help is also available from the Course. Click the down arrow (v) or chevron next to "**Help**" in the Course Management menu. Click "**Blackboard Help For Instructors**."
  - A new page will open for the Official Blackboard Help site. Browse the **Table of Contents** or search for a topic or key words.
- From the Course Management Menu, select "**Help**". Click "**Video Tutorials**."
  - This will open a new page accessing the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.

Blackboard Online Help, Support and Resources

- Visit the Distance Education Website at www.sac.edu/disted for Blackboard information, help, support and resources.

Distance Education Office

The Distance Education Office supports faculty and students in all areas of online learning and instruction. Contact or stop by the Distance Education Office at:

Email: sac_disted@sac.edu
Phone: (714) 564-6725

Santa Ana College
Cesar Chavez Building, Room A-101
1530 W. 17th Street
Santa Ana, California 92706