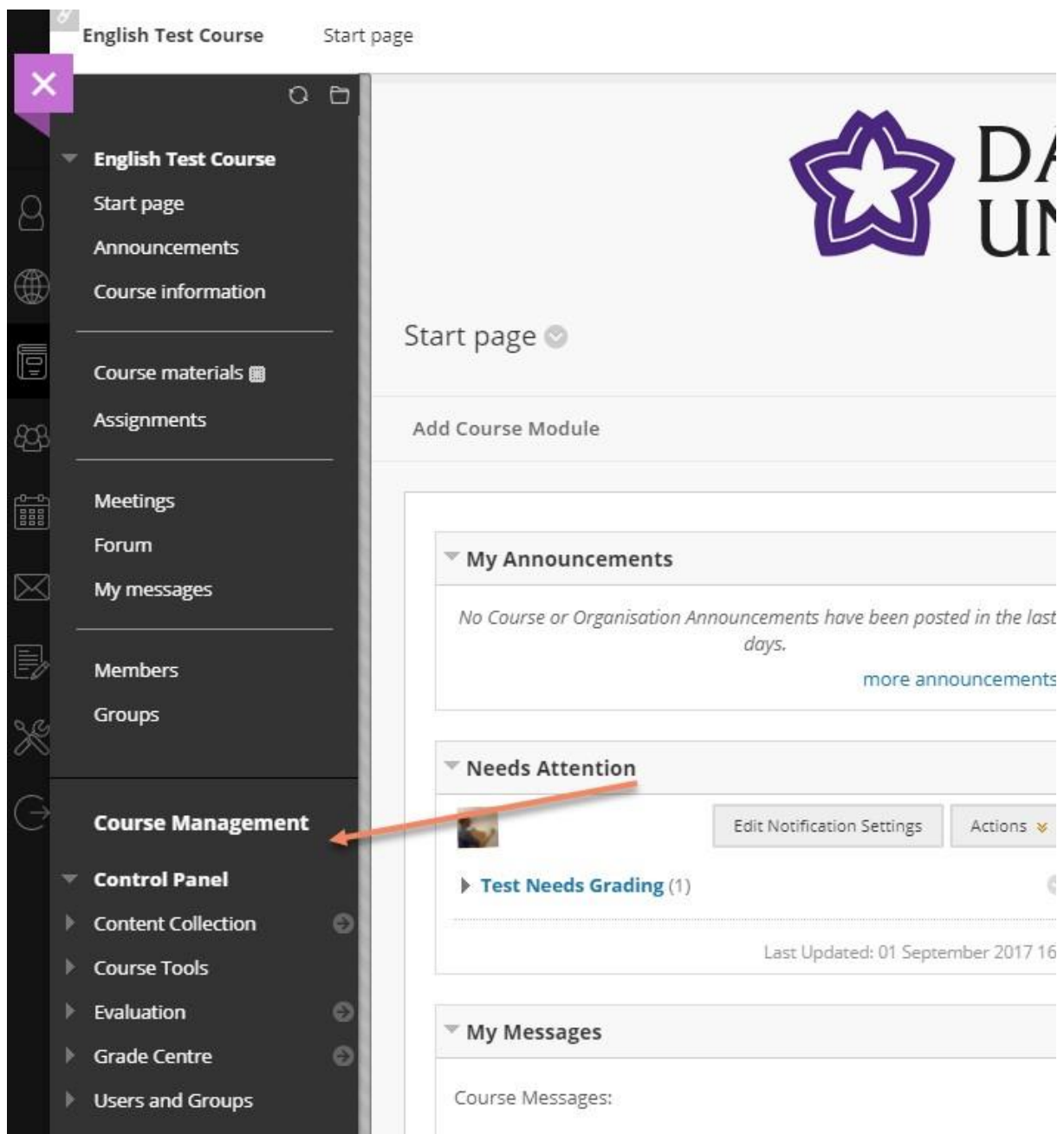


Course Management Panel for Teachers

Course Management Panel Provides an Overview

Course Management Panel, which is visible to teachers only, can be found in the left-hand course menu. Using Course Management Panel, teachers can organise course content and access different types of user and course statistics. It also provides direct access to "Grade Centre".



The screenshot displays the 'English Test Course' interface. On the left, a dark sidebar menu lists various course management options. The 'Course Management' option is highlighted with a red arrow. The main content area on the right shows the 'Start page' with the Dalarna University logo. Below the logo, there are sections for 'My Announcements' (stating no announcements have been posted), 'Needs Attention' (with a 'Test Needs Grading (1)' item), and 'My Messages'.

English Test Course Start page

English Test Course

- Start page
- Announcements
- Course information
- Course materials
- Assignments
- Meetings
- Forum
- My messages
- Members
- Groups
- Course Management**
- Control Panel
 - Content Collection
 - Course Tools
 - Evaluation
 - Grade Centre
 - Users and Groups


Start page

Add Course Module

My Announcements

No Course or Organisation Announcements have been posted in the last days. [more announcements](#)

Needs Attention

 Edit Notification Settings Actions

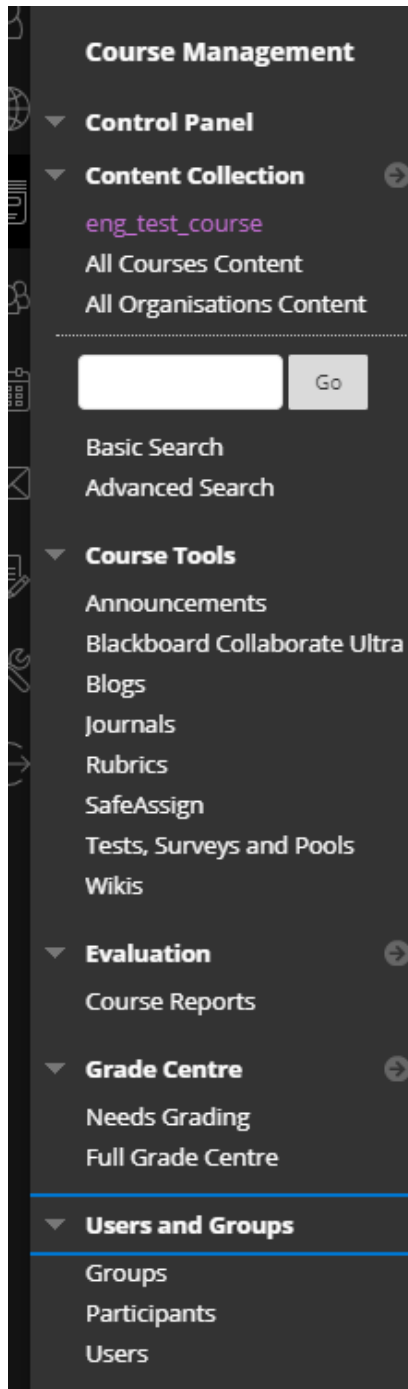
▶ **Test Needs Grading (1)**

Last Updated: 01 September 2017 16

My Messages

Course Messages:

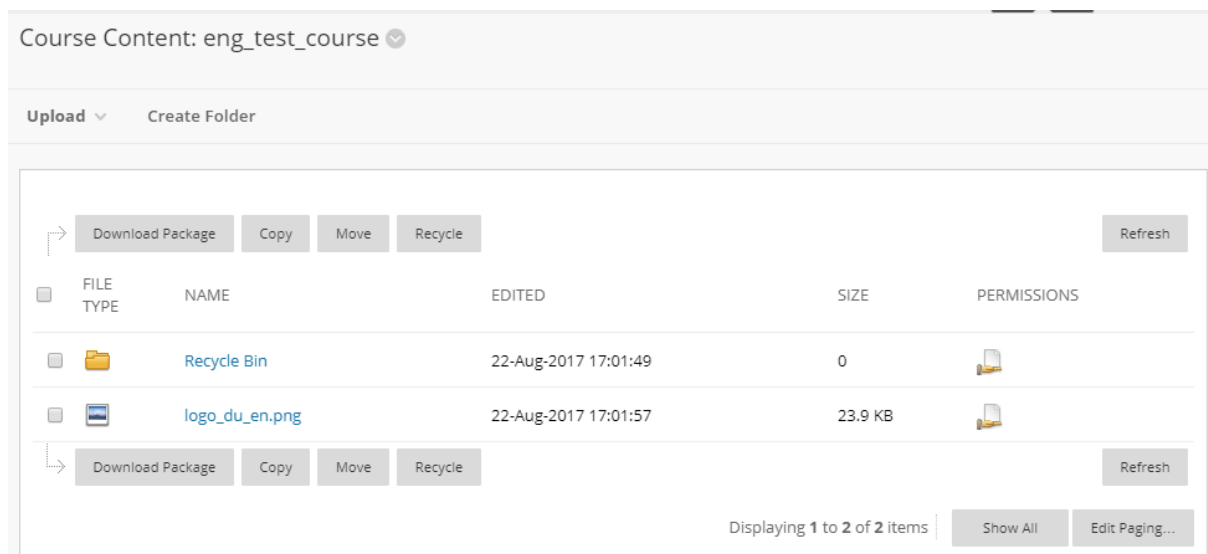
Course Management Panel: Features



By clicking on the headings in Course Management Panel, you will see a dropdown menu, which gives you access to different functions. This manual aims to provide an overview of what these functions can be used for. More detailed descriptions of these are provided in the manual specific to each function. This is how Course Management Panel looks when all the headings are visible.

Content Collection

Content Collection is the file archive for the course. When teachers upload a file in Course Materials (for example, a Word document, PDF file, picture or media clip), it is simultaneously added to Content Collection. You do not have to use this function; however, if you want to have an overview of the files that are part of the course – regardless of the folders the material can be found in under Course Materials – then they are listed under Content Collection. You can also copy files to other courses and retrieve files you sent to the recycle bin.



The screenshot shows the 'Course Content' interface for a course named 'eng_test_course'. At the top, there are buttons for 'Upload' and 'Create Folder'. Below this is a table of files. The table has columns for 'FILE TYPE', 'NAME', 'EDITED', 'SIZE', and 'PERMISSIONS'. There are two items listed: 'Recycle Bin' and 'logo_du_en.png'. Above the table, there are buttons for 'Download Package', 'Copy', 'Move', 'Recycle', and 'Refresh'. Below the table, there are similar buttons and a pagination bar showing 'Displaying 1 to 2 of 2 items' with 'Show All' and 'Edit Paging...' options.

FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
Folder	Recycle Bin	22-Aug-2017 17:01:49	0	
Image	logo_du_en.png	22-Aug-2017 17:01:57	23.9 KB	

Announcements

The access point to Announcements in Course Management Panel offers the same functions as the heading Announcements that can be found in the left-hand menu in the Course Room.

Blackboard Collaborate Ultra

Similar to Announcements, the access point to the meeting function Collaborate Ultra in Course Management Panel offers the same functions as the heading Meetings that can be found in the left-hand menu in the Course Room.

Blogs, Log Books and Wiki

Here, you can create, organise and remove blogs, journals and wikis that are being used in the course. If you have created a blog, journal or wiki in Course Materials/Tools, then it is here you will find these and it is here you can best manage and review the tools. You will get an overview of how many postings/inserts a blog or journal has; of the time it was last changed; and of the settings you have chosen. Note that if you create a blog, journal or wiki in Course Management Panel, this does not mean that it is visible to students. You also need to access Course Materials/Tools and create a new place for your tool. You will then find this in the list of accessible Blogs, Journals and Wikis.

Journals

Create Journal

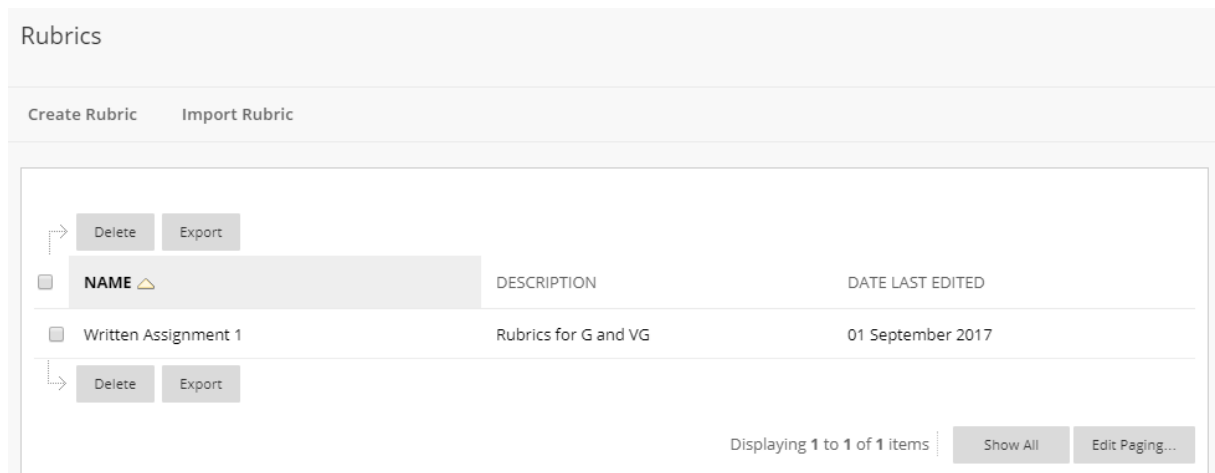
<input type="checkbox"/>	NAME	VISIBILITY	DATE LAST MODIFIED	ENTRIES
<input type="checkbox"/>	Journal Assignment	Private	01/09/17 16:53	0

Displaying 1 to 1 of 1 items

Show All Edit Paging...

Rubrics

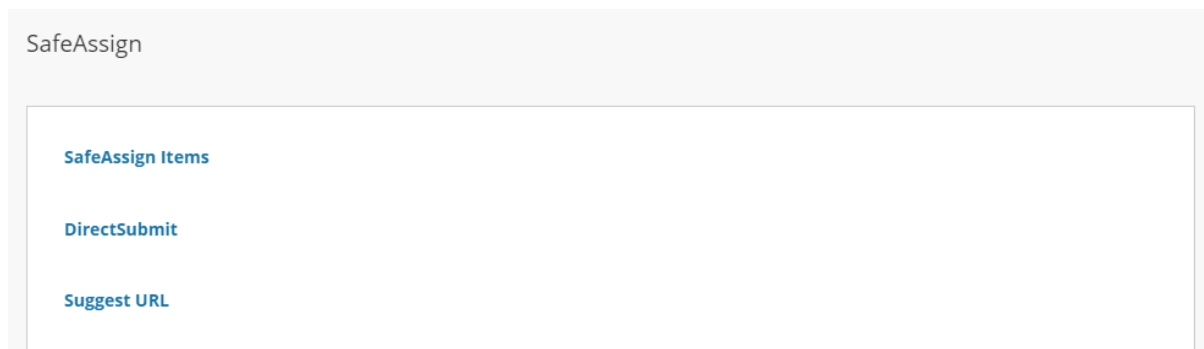
Here you can find Rubrics for the evaluation of assignments. You can both import and create new evaluation matrixes from other courses.



The screenshot shows the 'Rubrics' interface. At the top, there are two buttons: 'Create Rubric' and 'Import Rubric'. Below these is a table with the following columns: 'NAME', 'DESCRIPTION', and 'DATE LAST EDITED'. There is one row in the table with the name 'Written Assignment 1', description 'Rubrics for G and VG', and date '01 September 2017'. Above and below the table are 'Delete' and 'Export' buttons. At the bottom right, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons.

SafeAssign

When you use the anti-plagiarism tool SafeAssign and connect it to the course assignments that students submit, you will get an overview of all assignments and the results from SafeAssign. The tool has three alternatives:

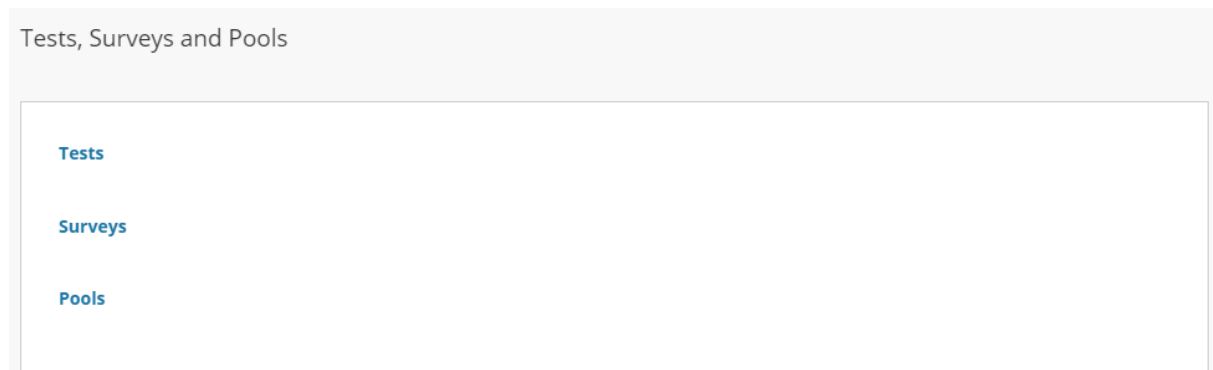


The screenshot shows the 'SafeAssign' interface. It has a header 'SafeAssign' and a list of three options: 'SafeAssign Items', 'DirectSubmit', and 'Suggest URL'.

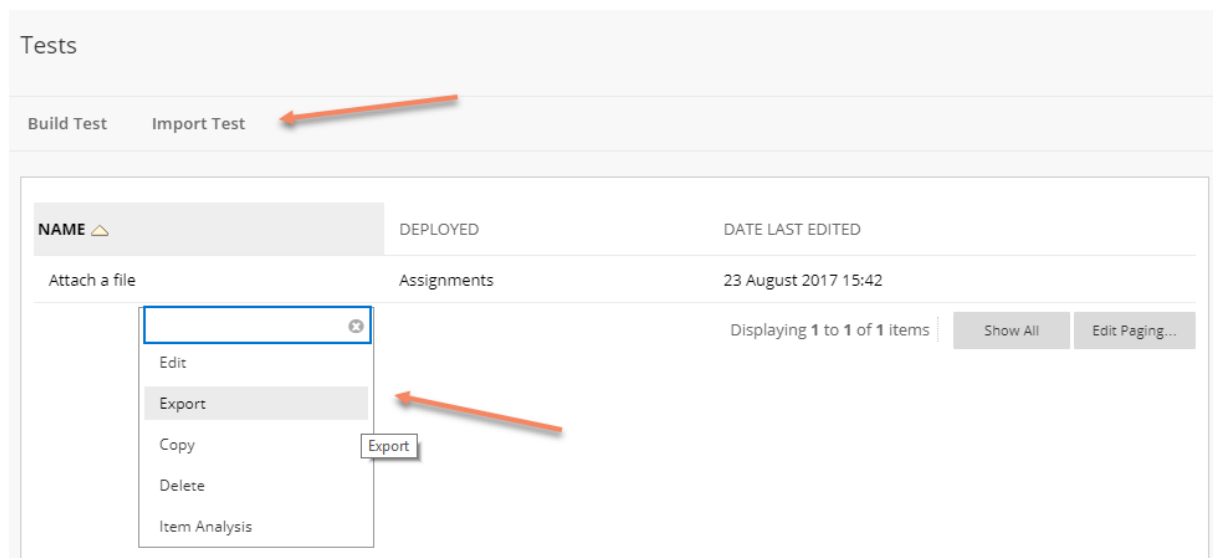
- **SafeAssign Items:** This view gives an overview of all assignments that has SafeAssign enabled as well as lists of all individual submissions and the results of the plagiarism review (in percent).
- **DirectSubmit:** This function allows teachers to send a document to SafeAssign without its having to have been submitted as an assignment by the student: for example, if you received an assignment by email.
- **Suggest URL:** You can suggest websites that SafeAssign can check against (this function has not been tested by the NGL Centre).

Tests, Surveys and Pools

Use this tool to create, organise and import/export texts and surveys. Similar to Blogs, Journals and Wikis, it is most common for teachers to create tests via Assignments (or Course Materials/Assessments).



Here you can find tests that have already been developed. You can also gain an overview of where they have been placed. It is also here that teachers can export a test and import it to another course. Tests and surveys cannot be copied in the same way that can be done with course material; instead, they need first to be exported to a separate file.



In the same menu, you can find "Item Analysis", which is a tool that enables Learn to give teachers statistics for an individual test and the way in which students have answered so that improvements can be made.

▼ **Available Analysis**

Attach a file - 01 September 2017 17:10

Attach a file

Analysis Last Run 01 September 2017 17:10. Run Item Analysis again to display the latest question data Edit Test

Test Summary

10.0	1	0	1	Cannot Calculate	00 hr 00 min
Possible Points	Possible Questions	In Progress Attempts	Completed Attempts	Average Score	Average Time

Discrimination

0	Good Questions	
0	Fair Questions	
0	Poor Questions	
1	Cannot Calculate	

Difficulty

0	Easy Questions	
0	Medium Questions	
1	Hard Questions	

Evaluation: Course Reports

Course Reports is a comprehensive statistics function that provides teachers with a picture of user activities in the different parts of the course. If you want to get statistics for specific course content, you need to activate "Track Number of Views" when you create course material.

Course Reports

Run course reports to view information about course usage and activity. You can view summaries of course usage such as which course areas are used most frequently and course access patterns for specific students. [More Help](#)

Search Name Contains Go

All User Activity inside Content Areas

This report displays a summary of all user activity inside Content Areas for the course.

> Last Run:

Course Activity Overview

Course Activity Overview displays overall activity within a single course, sorted by student and date. Data includes the total and average time spent per active student and the total amount and type of activity each student had in the course. Optionally, you can filter the report by one or more groups.

> Last Run: Thursday, 31 August 2017 09:45:12 o'clock CEST

Course Performance

This report displays information showing how a single Blackboard Learn Course performs against a selected set of goals. Performance targets and a range of acceptable performance for the course can be determined when running the report. Data includes averages for the entire course as well as break downs for individual students and goals.

> Last Run:

Overall Summary of User Activity

The report displays user activity for all areas of the course, as well as activity dates, times and days of the week.

> Last Run:

Single Course User Participation Report

Displays detailed statistics on assessment and collaboration tool submissions for all users in this course during a specified timeframe

> Last Run:

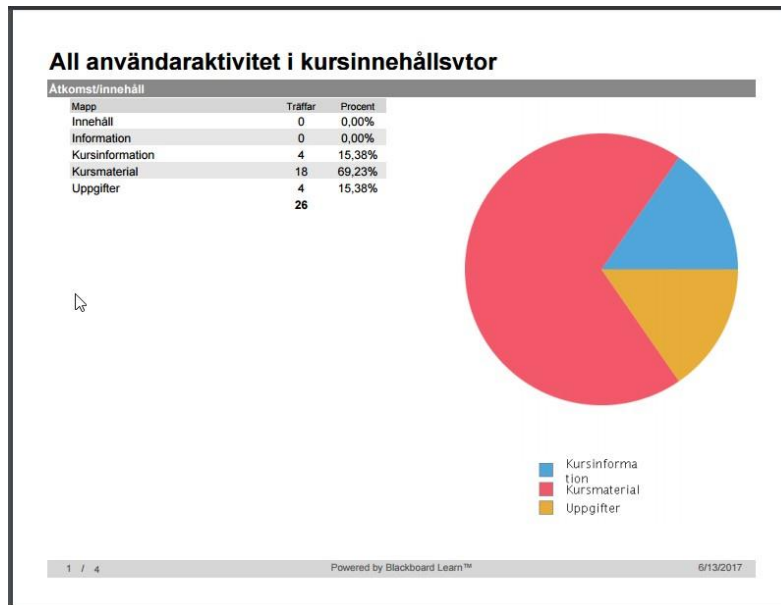
Student Overview for Single Course

Student Overview for Single Course displays an individual student's activity within a course, sorted by date. Data includes the total overall time the student spent in the course as well as detailed information about the student's activity, such as which items and Content Areas the student accessed and the time spent on each.

> Last Run: Saturday, 26 August 2017 15:57:32 o'clock CEST

User Activity in Forums

Reports are presented in different ways. Here is an example:



Grade Centre

Grade Centre is a shortcut to an overview of all of the course's assignments, grades and comments. The heading "Needs Grading" provides an overview of submitted assignments that the teacher has yet to grade.

Needs Grading
View all items ready for marking or review the Needs Marking page. Click Mark All to begin marking and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: All Categories ▾ Item: All Items ▾ User: All Users ▾ Date Submitted: Any Date ▾

Enter dates as dd/mm/yyyy

☐ Show attempts that don't contribute to user's mark

1 total items to grade.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Test	Attach a file	Joacim Svensson_PreviewUser	01 September 2017 17:10:24	

Displaying 1 to 1 of 1 items Attempts for this course that need gr
Showing












You can create your own shortcuts to special views for an overview of results that can also then be found in Course Management Panel. For example, a view may show only a certain type of assignment or a group of students that will take an examination. This function is

called "Smart Views" and can be found in the menu Manage in Grade Centre. Here you can create your own smart view or set an existing smart view as a favourite.

Smart Views

Smart Views are focused views of the Grade Centre. Any number of Smart Views can be created based on a variety of criteria, including Marking Periods, Categories and Performance. [More Help](#)

Create Smart View





<input type="checkbox"/>	TITLE 	DESCRIPTION	TYPE	ADD AS FAVOURITE
<input type="checkbox"/>	Assignments		System	
<input type="checkbox"/>	Blogs		System	
<input type="checkbox"/>	Discussion Boards		System	
<input type="checkbox"/>	Final Grade View		System	
<input checked="" type="checkbox"/>	Journals 		System	 
<input type="checkbox"/>	Preview of My Grades		System	
<input type="checkbox"/>	Self- and Peer Assessments		System	
<input type="checkbox"/>	Tests		System	

Displaying 1 to 8 of 8 items | [Show All](#) | [Edit Paging...](#)

← OK

By marking a particular smart view with a green star – in this case "Tests" – you will have direct access to it from Course Management Panel.

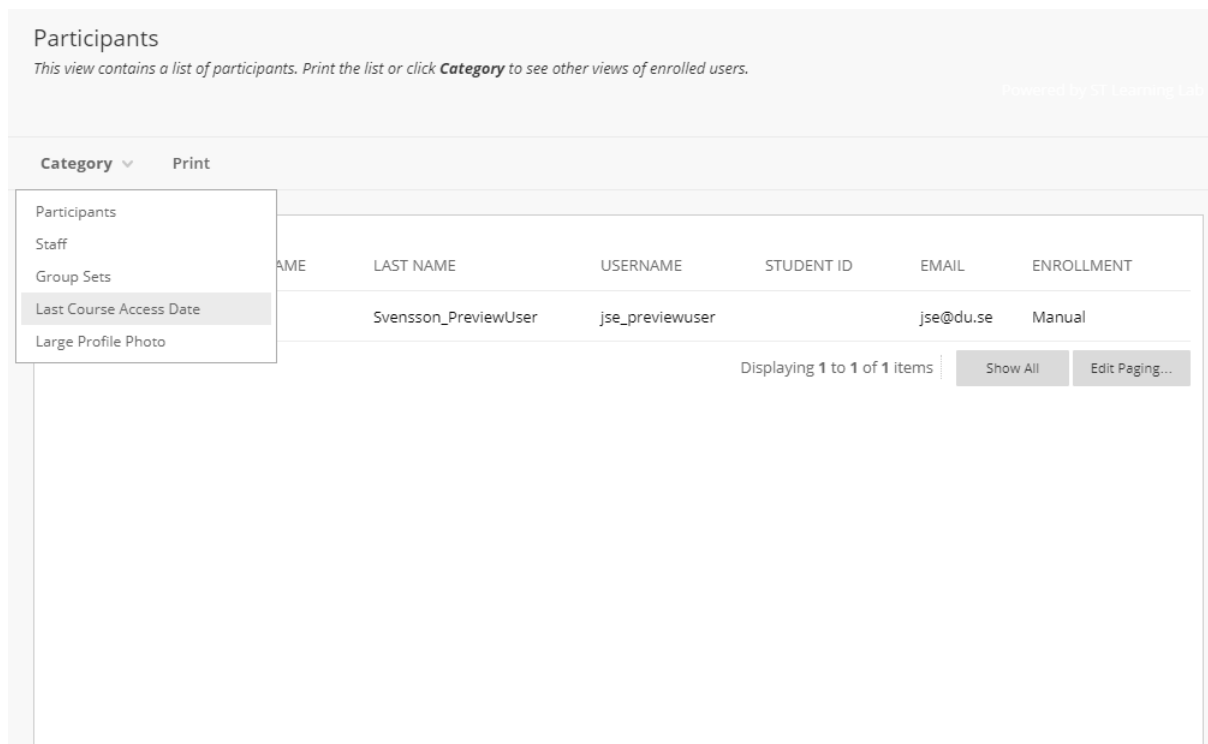
Course Management

- ▼ **Control Panel**
- ▶ Content Collection 
- ▶ Course Tools
- ▶ Evaluation 
- ▼ **Grade Centre** 
 - Needs Grading
 - Full Grade Centre
 - Journals 
- ▶ Users and Groups

In this way, with just one click, you will access the view where you, the teacher, will see the course's tests and the students' results.

Users and Groups

The headings under Users and Groups allow for an access point to the group member list; it does not differ from the headings Groups and Participants that can be found in the left-hand menu for the course room. A new function is that the teacher has further views in the list of participants.



NAME	LAST NAME	USERNAME	STUDENT ID	EMAIL	ENROLLMENT
	Svensson_PreviewUser	jse_previewuser		jse@du.se	Manual

- Participants: A view where only the participants in the course are listed (is also visible to students).
- Staff: A view where only the teachers in the course are listed (is also visible to students).
- Group Sets: A view where any groups are listed.
- Last Course Access Date: A view where the teacher can see when the students most recently logged in.
- Large Profile Picture: A view where the participants' pictures are enlarged.