

BLACKBOARD CERTIFICATION CHECKLIST

Faculty Name

First: _____ Last: _____ ID#: _____

Contact Information

Phone: _____ Email: _____

Date of Evaluation: _____

Name of Evaluator: _____

Director's Signature: _____

BB01 *Building Blackboard Courses*- Faculty member is able to:

1. log in and navigate the Blackboard environment.
2. email your class (without typing email addresses).
3. type or copy and paste text.
4. attach a file.
5. display an image.
6. embed a link to a website.
7. post an assignment.
8. organize material in folders.
9. make your course available to students.

BB02 *Getting the Most out of the Discussion Board*- Faculty member is able to:

1. set up a forum.
2. participate in a forum.
3. monitor students' contributions to a forum.
4. organize peer review of papers

BB03 *Getting the Most out of the Chatroom*- Faculty member is able to:

1. hold a "real-time" classroom discussion online.
2. browse the Web with your "virtual" class.
3. conduct office hours online.
4. draw on the online whiteboard.

BB04 *Collecting Assignments*- Faculty member is able to:

1. create an assignment, view a student's submission, comment and grade the submission
2. set up self-evaluation or peer review
3. manage blogs
4. manage journals

BB05 *Making Teamwork Work*- Faculty member is able to:

1. create multiple groups.
2. add, list, and remove members.
3. activate group tools (e.g., email, discussion board, chatroom, blogs, journals, file exchange).
4. post a group assignment.

BB06 *Creating Tests and Surveys*- Faculty member is able to:

1. create a question pool.
2. create a test or survey shell.
3. import questions from the pool into a test or survey.
4. randomize test items.
5. make a test available and limit its visibility.

BB07 *Maintaining an Online Gradebook*- Faculty member is able to:

1. access entries in the Grade Center.
2. customize the grid, using "Smart Views."
3. modify Blackboard quiz scores.
4. create entries for non-Blackboard tests, papers, or classwork.
5. weight and compute grades, adding exemptions when needed.
6. add or email comments.
7. generate reports.