WHAT IS NEW IN BLACKBOARD?

NOTE: To activate a hyperlink hold CRTL and click the topic title.

- UPDATED INTERFACE
- ATTENDANCE
- RECORDING ASSIGNMENTS FEEDBACK
- CLOUD STORAGE INTEGRATION
- COURSE AVAILABILITY
- GRADE CENTER ENHANCEMENTS

Following each topic, you will find a brief Blackboard on Demand Movie or video tutorial that will provide you with additional information.

For more information, visit www.cuny.edu/blackboard

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1 The versions of Blackboard on Demand Movie may have a different interface; however, the steps are the same.
UPDATED INTERFACE

Simplified new look improves web browser interface for mobile devices. Blackboard updated version will find out the size of your screen and then automatically tailor the content towards it, improving the navigation through the Home page.

BLACKBOARD COLOR THEMES AND BUTTONS ISSUES

Color Themes are no longer reusable. How can I make my course menu colorful again and avoid illegibility issues?

If you have been using Color Themes (course designs offered by Blackboard) you will not be able to reuse them after the Fall 2018 upgrade. You will find that there is not contrast between text and background in the Add Menu Item frame, and text buttons in many of the Color Themes toolbars will become illegible.

However, we put together a list of fully accessible color palette combination (background and text colors) to make your course menu colorful again. These
color combinations will work efficiently in both desktop and mobile web browsers, and avoid illegibility issues.  

Steps you should follow to fix course Color Theme issues.

**Change Course Theme to the default option**

1. Click on the Change Color Theme icon and select the Default option.

![Change Color Theme icon](image)

**Add fully accessible combination of background and text colors**

1. Navigate to Customization and press Teaching Style.

![Customization page](image)

2. Within the Teaching Style page select Menu Style, click on the Background and Text Color dropdown buttons and enter provided list of fully accessible combination of background and text colors.

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2 Information from the U.S. Web Design System website, [https://designsystem.digital.gov/components/colors/#palette](https://designsystem.digital.gov/components/colors/#palette)
List of fully accessible combination of neutrals text color on a colored background that will work for the new Blackboard environment.

<table>
<thead>
<tr>
<th>Background: gray-warm-dark color #494440 / Text: white color #FFFFFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background: gray-dark color #323a45 / Text: white color #FFFFFF</td>
</tr>
<tr>
<td>Background: gray color #5b616b / Text: white color #FFFFFF</td>
</tr>
<tr>
<td>Background: blue darkest color #112e51 / Text: white color #FFFFFF</td>
</tr>
<tr>
<td>Background: blue-darker color #205493 / Text: white color #FFFFFF</td>
</tr>
<tr>
<td>Background: blue primary color #0071bc / Text: white color #FFFFFF</td>
</tr>
<tr>
<td>Background: cool-blue-light color #4773aa / Text: white color #FFFFFF</td>
</tr>
<tr>
<td>Background: primary-alt-darkest color #046b99 / Text: white color #FFFFFF</td>
</tr>
<tr>
<td>Background: primary-alt-dark color #00a6d2 / Text: black color #000000</td>
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<tr>
<td>Background: primary-alt color #02bfe7 / Text: white color #FFFFFF</td>
</tr>
<tr>
<td>Background: green color #2e8540 / Text: white color #FFFFFF</td>
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<tr>
<td>Background: green-light color #4aa564 / Text: black color #000000</td>
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<tr>
<td>Background: gold color #fdd81e / Text: black color #000000</td>
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<tr>
<td>Background: gold-light color #f9c642 / Text: black color #000000</td>
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<tr>
<td>Background: red secondary-darkest #981b1e / Text: white color #FFFFFF</td>
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<tr>
<td>Background: red secondary-dark color #cd2026 / Text: white color #FFFFFF</td>
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<tr>
<td>Background: red secondary color #e31c3d / Text: white color #FFFFFF</td>
</tr>
<tr>
<td>Background: gray-light color #aeb0b5 / Text: black color #000000</td>
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</tbody>
</table>
Note: Do not use light colors to avoid illegibility issues within the Add Menu Item frame.

If you choose to customize beyond this palette, this color contrast tool is a useful resource for testing the compliance of any color combination. https://webaim.org/resources/contrastchecker/

For more information, visit the U.S. Web Design System website: https://designsystem.digital.gov/components/colors/#palette

Where are my Blackboard course buttons?

Because of recognition issues with screen readers’ software, course buttons are no longer available in the updated version of Blackboard. However, you can use Dividers or Subheader to group related links below and between them and help students to find information.

Creating Dividers on the course menu

1. Select the Add Menu Item icon above the course menu to access the menu.
2. Select the Dividers item.
3. To move a divider with the drag-and-drop function, press the arrows next to the divider.
4. Drag the Divider to the desired location.

Creating Subheader on the course menu

1. Select the Add Menu Item icon above the course menu to access the menu.
2. Select the **Subheader** item and type a name.
3. Select **Submit**. A link to the new content appears on the course menu.
ATTENDANCE

Many instructors use attendance data as part of their students' overall grades. In addition, some institutions and programs have attendance policies that require instructors to track the number of class meetings students have missed.

How do I set up and use the Attendance feature?

Setting up Attendance

By default, the Attendance function is unavailable and you need to set it up for each course.

1. Logon to Blackboard.
2. Go to the course site to which you will set up Attendance.
3. From Control Panel, click Customization and then the Tool Availability link.
4. In the Tool Availability page, select the Attendance box. To make the tool available.
5. Click the **Submit** button.

**Accessing Attendance**
1. Navigate to Course Tool.
2. Click **Attendance**.

When you access the attendance feature for the first time, Blackboard will add attendance to the Grade Center.

You can change the default settings 🔄 for the grade display and for Late in the grade schema at any time.
Taking Attendance

1. In the Meeting view, click on the option you want to mark/unmark for each student’s attendance. You can change individual students' statuses as needed. Your work is saved as you go.

You can also use the menu in a status's heading to mark all students present or absent.

1. Left click on the column’s title.
2. Select the Mark all present.
3. If previous status has been marked you will be asked to override the attendance and then press the **Override** button.
Add, edit and delete meetings

In the Overall view, you can add and edit a meeting if your class met outside of the established course schedule. You can also delete a meeting if you canceled class.

In the Overall view, you can mark attendance, view attendance history and class summary statistics, and create new meetings.
Adding meetings
1. Navigate to the Overall view.
2. Hover your mouse over the right border of the column to find the plus icon.
3. Press the plus icon. It will create a new Today column.

Edit and delete meetings or change students' statuses
1. Navigate to the Overall view.
2. Left click on the column’s title (date).
3. Select the desire option from the dropdown list.
4. Follow instructions.

Note: Attendance can be hidden, but not deleted.

Watch a video: https://youtu.be/C9FCxq1hfUY
RECORDING ASSIGNMENTS FEEDBACK

An instructor or grader can create personalized feedback recordings for individual assessment attempts or manual gradebook items. Each recording can be up to **5 minutes long** and can be both video and audio or just an audio recording.

This feature appears in numerous places where feedback can be provided to students when grading. These are the supported locations:

- Assignment feedback
- Group Assignment feedback
- Test feedback
- Graded Discussion feedback
- Graded Wiki feedback
- Graded Blog feedback
- Graded Journal feedback

**Accessing the Recording feature**

1- In the **Control Panel** area click **Grade Center**, and then **Full Grade Center**
2- Locate the column for the assignment (it has the same name you entered when you created the assignment)
3- Hover your mouse over the cell where the column matches with the student name and click the **Action Link** button.
4- Click the down arrow to show the grading panel.
5- Press the **A** icon to open the Text Editor.

6- In the Text Editor, select the **microphone** icon to add your audio or video.

**Set up your camera and microphone**

1. Get ready to record as the tool counts down. Your recording can be up to five minutes long.
2. Select Pause recording to stop and resume recording your feedback or select Stop recording to review the recording and save or discard. You can delete the recording and start over if you want to re-record.

3. Select Save and exit if you are satisfied with the recording and want to share it with the student.

4. Next, rename the recording and add alternative text to make it accessible to all users. The system uses the recording time and date for these fields by default.

5. Select Insert recording to finish the process and insert the feedback into the

CLOUD STORAGE INTEGRATION

A new **Browse Cloud Storage** button is available in Content Items and within the Assignments Attachments section. Instructors and students can upload documents from their favorite cloud storage solutions.

Cloud storage support contains OneDrive, OneDrive for Business, Google Drive including G suite accounts, Dropbox, and Box.
COURSE AVAILABILITY

Now you can make your course available or unavailable with a simple click.

1. Navigate to any of the course Content Areas: Syllabus, Course Documents and Assignments.
2. At the top management area, click the lock icon to make the class available or unavailable.

GRADE CENTER ENHANCEMENTS

1. Instructors will now be able to see full titles of Grade Center columns, making it easier to distinguish between similarly titled items.
2. A new full screen mode maximizes the Grade Center view in the window, hiding the top frame and course navigation areas. The same toggle button expands and collapses the full screen view.
<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>PRACTICE QUIZ</th>
<th>SURVEY WHAT DO YOU KNOW!</th>
<th>PHOTO INSTRUCTIONS</th>
<th>PLANET PAPER</th>
</tr>
</thead>
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</table>

Grade Center: Full Grade Center