TOTAL Blackboard Prerequisites

To be able to participate in TOTAL workshops, you need to be able to perform the following tasks in Blackboard:

Content
- Folders and items – create, delete, copy, reposition on page, hide, make available
- Visual editor:
    - Type, edit, and delete text
    - Copy and paste text
    - Indent and outdent text
    - Center and align text
    - Create bulleted and numbered lists and sublists
    - Change font type, size, and style
    - Change text attributes (color, bold, italic, and underline)
    - Attach files
    - Insert and remove documents, images, video clips, and audio clips
    - Create, edit, and remove web links
    - Undo or redo a change
    - Check spelling
    - View HTML tags
- Internal and external links – create, delete, copy, reposition on page, hide, make available

Interaction
- Discussion forums, blogs, journals:
    - Create and delete
    - Configure options
    - Post and respond
- Announcements – create, delete, hide, make available
- Email – configure availability, send to individuals and groups
- Groups – create, configure, populate, delete

Assessment and Grading
- Tests and surveys
    - Create and delete pools
    - Create and delete tests and surveys
    - Configure question options
    - Create, delete, and reuse questions
    - Deploy and remove tests and surveys
- Assignments – Create and delete
- Grade center
    - View submitted assignments and tests
    - Enter grades
    - Enter feedback
    - Attach documents
    - View survey results