

Part III: Earning Your Blackboard Black Belt

At the end of this section, participants will be able to:

1. Add events to the course calendar.
2. Add tasks.
3. Receive and return files with the Digital Drop Box.
4. Create a test.
5. Deploy a test.
6. Manage Test Creation Settings.
7. Use a variety of test question types (pp. 168-195).
8. Create a pool of questions.

9. Create a survey.

10. Manage gradebook settings including weighting.

11. Download grades to an Excel spreadsheet.

12. View course statistics.

13. View tracking statistics on a tracked item.

14. Archive a course.

15. Recycle a course.