

## MỤC LỤC

<b>I. GET STARTED WITH THE BLACKBOARD APPS</b> .....	3
1. Blackboard Instructor app .....	3
2. Blackboard app for students .....	3
3. Compare.....	3
<b>II. QUICK START FOR BLACKBOARD INSTRUCTOR</b> .....	3
1. Before you begin .....	3
2. Install app and log in .....	4
3. Forgot your username or password?.....	5
4. Join Collaborate sessions.....	5
5. Explore the app .....	5
<b>III. FEATURE GUIDE FOR BLACKBOARD INSTRUCTOR</b> .....	5
1. Courses .....	6
2. Course overview .....	6
3. Due dates .....	6
4. Tests and assignments .....	7
5. Grading .....	7
6. Discussions .....	7
7. Announcements .....	7
8. Menu .....	7
9. Organizations.....	8
10. Collaborate.....	8
11. Push notifications .....	8
12. Languages .....	8
13. Designed for mobile .....	8
<b>IV. COURSES AND ORGANIZATIONS IN BLACKBOARD INSTRUCTOR</b> .....	9

1.	Hide or show courses and organizations .....	9
2.	Past or upcoming courses and organizations.....	9
<b>V.</b>	<b>COURSE CONTENT IN BLACKBOARD INSTRUCTOR.....</b>	<b>9</b>
1.	Export files.....	10
2.	Supported content .....	10
3.	Original View Courses .....	10
4.	Ultra View Courses .....	11
<b>VI.</b>	<b>OFFLINE CONTENT IN BLACKBOARD INSTRUCTOR.....</b>	<b>11</b>
1.	Select content to download.....	11
2.	View offline content .....	12
3.	Delete offline content .....	13
4.	Sync settings .....	14
5.	What can I view offline? .....	14
6.	Supported offline content .....	15
<b>VII.</b>	<b>ANNOUNCEMENTS IN BLACKBOARD INSTRUCTOR.....</b>	<b>15</b>
1.	View announcements.....	16
2.	Create announcements.....	16
3.	Where do students see announcements?.....	16
<b>VIII.</b>	<b>COLLABORATE IN BLACKBOARD INSTRUCTOR.....</b>	<b>16</b>
1.	Join session from course.....	17
2.	Join session from link .....	18
3.	Collaborate features .....	18
<b>IX.</b>	<b>DISCUSSIONS IN BLACKBOARD INSTRUCTOR.....</b>	<b>18</b>
1.	Original View Courses .....	19
2.	Ultra View Courses .....	19
<b>X.</b>	<b>GRADING IN BLACKBOARD INSTRUCTOR.....</b>	<b>19</b>
1.	Grading in Original courses only .....	19

2.	Access grading.....	19
3.	Grades for all courses .....	20
4.	Grades for individual courses .....	20
5.	Grade items.....	23
6.	Post grades .....	24
7.	What can I grade? .....	24
8.	Is grading available to me in the app? .....	25
9.	Preview assessments.....	25
<b>XI.</b>	<b>TESTS AND ASSIGNMENTS IN BLACKBOARD INSTRUCTOR.....</b>	<b>25</b>

## **I. GET STARTED WITH THE BLACKBOARD APPS**

**See what your students see. Get the Blackboard mobile apps.**

Anyone can download and install the Blackboard app or Blackboard Instructor on a mobile device. However, you can only access your Blackboard Learn courses if your school has enabled mobile access. You can search for your school on the login screen in the apps. If you are still unsure if your school has mobile capabilities, ask your school's Blackboard administrator.

Install the Blackboard mobile apps and tour your courses.

### **1. Blackboard Instructor app**

Get the Blackboard Instructor app to view course content, grade assignments, connect with students in discussions, and send announcements.

Blackboard Instructor shows only the courses where you're enrolled as an instructor, TA, course builder, or other custom role.

### **2. Blackboard app for students**

You can preview content in Blackboard Instructor, but for the full student experience it's helpful to see your content as a mock student in the Blackboard app for students.

The Blackboard app shows only the courses where you're enrolled as a student.

After you install the Blackboard app, set up a mock student.

- Create a mock student account or obtain one from your school's Blackboard administrator.
- Enroll the mock student in your courses.
- Log in to the Blackboard app as your mock student, not with your instructor credentials.

### **3. Compare**

After you log in to one of the mobile apps, you can compare your courses in the app to a desktop web browser. Make adjustments to your course to maximize the mobile experience.

## **I. QUICK START FOR BLACKBOARD INSTRUCTOR**

### **1. Before you begin**

- Your school needs to enable mobile device access.

Type your school name in the app to check if your school has enabled mobile device access.

- You need a Blackboard Learn account at your school.

Log in to the app with the same username and password provided by your school.

- Your device needs one of these operating systems:

iOS 11+

Android 5+

## 2. Install app and log in

The Blackboard Instructor app is available on iOS and Android tablets and phones.

Use these steps to download and install the app.

- From your tablet or phone, access the appropriate app store.

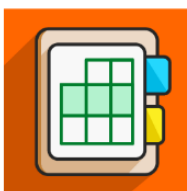
[Download on your Apple® device](#)



[Download on your Android™ device](#)



- If necessary, search for *Blackboard Instructor*.
- Install the app on your mobile device.



- Open Blackboard Instructor and search for the full name of your school.

If you're unable to find your school, try modifying your search. If your school is part of a larger institution or district, try searching for that name instead. If you still can't find your school, contact your school's IT help desk.

- Log in with your Blackboard Learn username and password. These are typically the same credentials you use to access your Blackboard courses on a web browser.

### **3. Forgot your username or password?**

We'd love to help, but Blackboard does not have access to your account information. To reset or retrieve your login credentials, contact your school's IT help desk. You can usually find a help desk link or email on your school's Blackboard website.

### **4. Join Collaborate sessions**

You can launch Blackboard Collaborate Ultra sessions from Blackboard Instructor if a link is provided within a course. You're directed to a web browser to join the session.

### **5. Explore the app**

The app provides access to all the courses where you're enrolled as an instructor, TA, course builder, or other custom role. Dive into the app on your own or read about the features first.

## **II. FEATURE GUIDE FOR BLACKBOARD INSTRUCTOR**

Blackboard Instructor shows only the courses where you're enrolled as an instructor, TA, course builder, or other custom role. Students use the Blackboard app for students to access their courses instead.

With Blackboard Instructor, you can perform these tasks:

- Preview course items, assignments, and tests
- Participate in discussions
- Send announcements
- Interact with your class in Blackboard Collaborate
- Grade assignments (Original courses only)

## 1. Courses

After you log in, you see all of your current courses where you're enrolled as an instructor, TA, course builder, or another custom role. Tap a course card to access a course.

## 2. Course overview

From the course list, tap a course card for a concise view of these items:

- *Needs Attention* (Original courses only) for quick access to assessments that are ready for you to grade or post. Needs attention doesn't show if there are no items waiting for you to grade.
- *Due Dates* (Ultra courses only) shows you what's coming up for your students and you can see a preview of the assessment.
- *Grades* (Original courses only)
- *Announcements* (Original courses only)
- *Course content*
- *Discussions*

Your courses may look different than they do in a web browser, but you'll easily navigate through your content.

## 3. Due dates

*Due Dates* show in the course overview for Ultra courses. You can see what's coming up for your students in the next two weeks and you can preview the assessments. *Due Dates* is replaced by *Needs Attention* in Original courses.

These content items appear in *Due Dates* for Ultra courses:

- Tests
- Assignments
- Discussions
- SCORM

These content items do not appear in *Due Dates*:

- LTI tools (3rd party)

#### 4. Tests and assignments

Tests and assignments are included in *Course Content*. You can view an assessment's details and preview it to see the student experience.

#### 5. Grading

From the main menu or within a course, you can quickly review, provide feedback, and grade assignment submissions. You can view associated rubrics and attachments. When you're ready, post the grades for students to see.

#### 6. Discussions

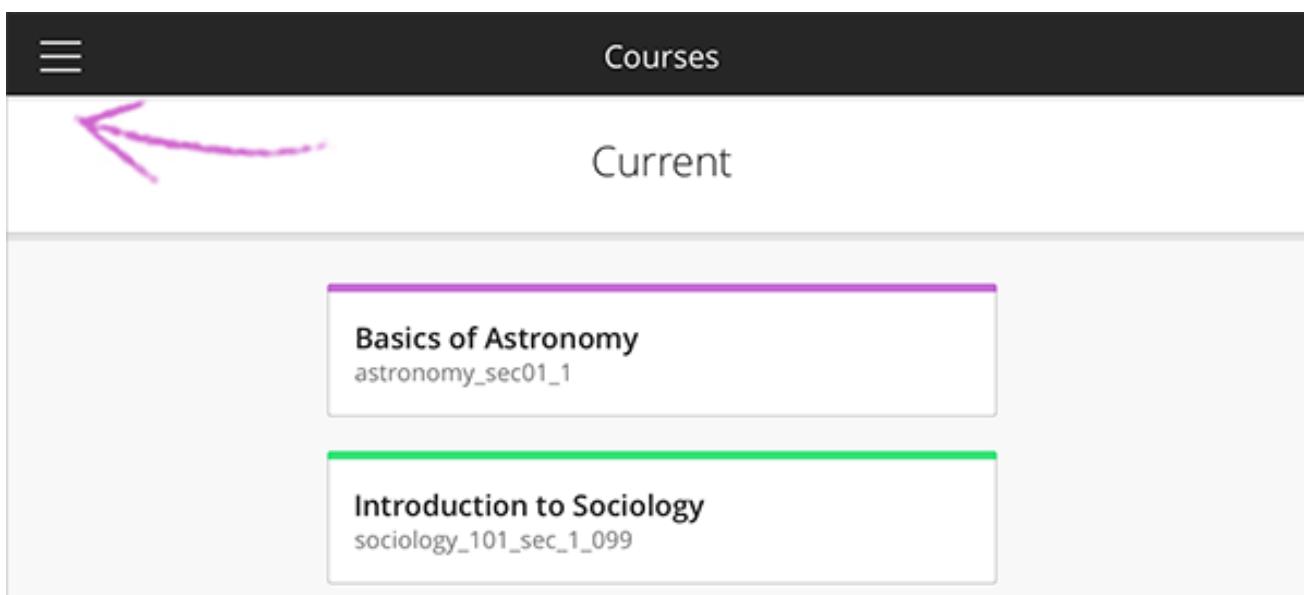
See the current activity and participate in discussions. Read and reply to your students' posts.

#### 7. Announcements

Send announcements within individual courses to keep students motivated and on track.

#### 8. Menu

Tap the menu button at the top of the *Courses* page to access your course list, organization list, grading, or settings. In *Settings*, you can log out, access the help site, leave feedback, and read our policies.





## **9. Organizations**

Organizations behave like courses and contain tools that enable members to communicate. For every organization where you're a leader, you can access content, create announcements, and moderate discussions.

## **10. Collaborate**

You can launch Blackboard Collaborate Ultra sessions from Blackboard Instructor if a link is provided within a course. You're directed to a web browser to join the session.

## **11. Push notifications**

Timely reminders pop up on your device for new discussion activity in Ultra courses.

## **12. Languages**

Blackboard Instructor is available in over 30 languages, including English, Arabic, Chinese, Dutch, Italian, German, Japanese, Korean, Portuguese, and Spanish. See the full list of supported languages in the release notes.

The language of the app comes from your device's operating system, not your Blackboard Learn language preference. Language settings affect the app interface, but not course content.

## **13. Designed for mobile**

The Blackboard Instructor app provides course access tailored to a small screen. Our native mobile app takes advantage of the unique capabilities of mobile devices and helps you complete specific tasks that we optimized for the app.

The Blackboard Instructor app is available on iOS and Android. The Windows version of the app moved to maintenance mode in January 2018 and no longer adds new features. Critical issues and technical updates to support integrations and OS requirements will continue.

Blackboard Learn, accessed on a web browser, is a robust learning management system with great breadth and depth of functionality. Some features are available only in the web browser view of Blackboard Learn.

### **III. COURSES AND ORGANIZATIONS IN BLACKBOARD INSTRUCTOR**

After you log in, you see all of your current **courses** where you're enrolled as an instructor, TA, course builder, or other custom role. You can also see which courses are hidden from students. Tap a course card to access a course.

To view **organizations** where you're the leader, tap the main menu icon and select *Organizations*. Organizations behave like courses and contain tools that enable members to communicate. For every organization where you're a leader, you can access content, create announcements, and moderate discussions.

The Courses and Organizations lists function the same.

#### **1. Hide or show courses and organizations**

You can clean up your view of the Current course or organization list. For example, hide a course that you no longer need to access.

Tap the card at the end of the list that states the number of hidden courses or organizations.

Tap a course or organization to hide or show.

The changes you make only apply to your view of the list.

You can reverse the process at any time. To show a hidden course or organization in the list again, tap the last card in the list. Tap a gray hidden course or organization to show it and Save.

#### **2. Past or upcoming courses and organizations**

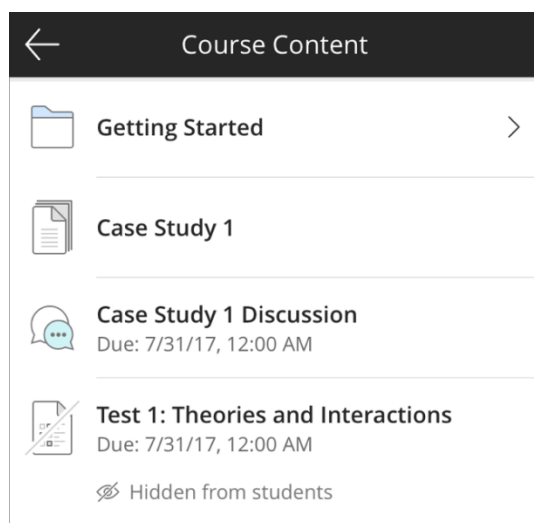
If you have past or upcoming courses and organizations, you can swipe left or right to display them. Courses and organizations are placed in current, past, or upcoming lists based on the duration specified in the course or organization settings.

### **IV. COURSE CONTENT IN BLACKBOARD INSTRUCTOR**

Within the app, you can view the folders, documents, assessments, and other items you added in the web browser view of the course. You can preview items in the app to be sure they appear as you intend on mobile devices, but you must create items in Blackboard Learn on a web browser.

Students can view all course content and are able to complete assessments in the Blackboard app for students.

Items indicate if they are hidden from students or not available to students. You can preview hidden or unavailable content in Blackboard Instructor, but students don't see this content in the student app.



### 1. Export files

When you open an attached file in the app, you can view it or print it. You can also tap Open With to export or email the file.

### 2. Supported content

When you add documents in the web browser view of a course, be sure the file types are supported by the mobile apps.

Most of your course content will display natively in the app. Content that isn't supported generally opens in the in-app web browser. Preview your content and assessments in Blackboard Instructor or obtain a student login to preview content in the Blackboard app for students.

### 3. Original View Courses

**Discussions.** Discussions are best accessed from the *Course Overview*. If you have a link to the discussions tool in the course menu in your Original View Course, it shows in *Course Content* in the app as well. When students tap a discussion link in *Course Content*, they're directed to a web view of the discussion outside of the app.

**Course menu tool links.** Some Original View Course tools aren't available natively in the app. When you tap a link to one of these tools, you're directed to a web view of the tool.

**Adaptive release.** The Blackboard app does support adaptive release of content, where you can release content only to students who meet certain criteria. Please access the web browser view of your course for this feature.

**Mark reviewed.** The Blackboard app doesn't currently support the Mark Reviewed feature. Please access the web browser view of your course for this feature.

#### **4. Ultra View Courses**

**Course messages.** Messages aren't available in the app. Please access the web browser view of your course for this feature.

**Activity stream.** Most activity stream information is represented on the app's Course Overview. However, the activity stream itself isn't available in the Blackboard Instructor app. The Blackboard app for students does include the activity stream.

**Course roster.** The roster isn't available in the app. Please access the web **browser view of your course for this feature.**

### **V. OFFLINE CONTENT IN BLACKBOARD INSTRUCTOR**

#### **No connection? No problem!**

The offline content feature provides continuous access to course content regardless of your internet connection. You can download available content for an entire course or just specific items. Auto sync ensures your downloads are updated the next time you're online.

Your institution might need an update so that you can see this feature in the app. Blackboard administrators can learn more about the offline content technical requirements.

#### **1. Select content to download**

Plan ahead! While you have an internet connection, download some content that you want to view when you're offline.

You can download all offline-supported course content, or download selected files. You can download at the *Course Content level*, or at the folder level.

- While online, open the app and access a course.
- Access *Course Content*. You can stay here or open a folder.
- Tap the offline options button.



- You can download all of the listed content or select individual items.
  - Tap *Download all content* to get all offline-supported content at once.
  - Tap *Select content to download* to choose specific items. If you clear a check box, that content will be removed from the course downloads. You won't be able to view that item the next time you're offline.
- Tap *Update*.
- Your selected content begins to download. Depending on file sizes, this can take some time.

When you select a folder for download, all of its offline-supported content and subfolders are also selected for download.

The next time you tap *Select content to download*, you'll see your previous selections. Simply clear a check box if you no longer want to maintain that content offline on your device.

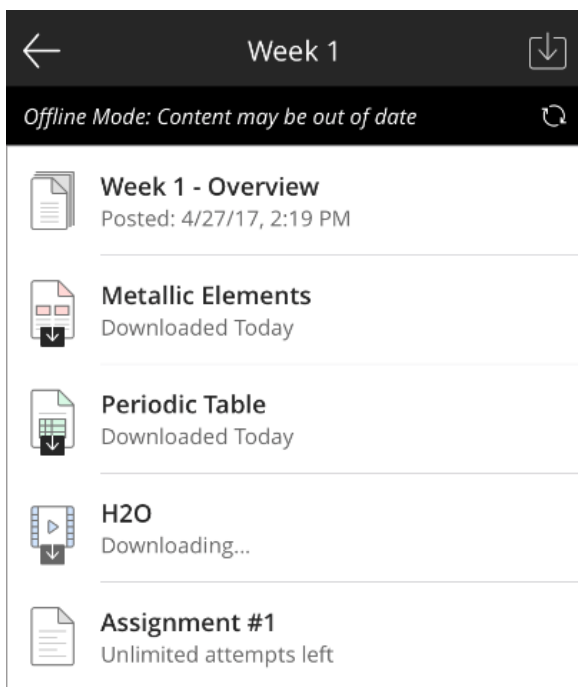
## 2. View offline content

When you use Blackboard Instructor without an internet connection, the app shows a header message that indicates you're in offline mode. If you've been offline for awhile, the content you see may be out of date.



**DO NOT LOG OUT** of the app before you go offline. You'll need an internet connection to log in again. Be sure you've selected the "Keep me logged in" check box on the login screen.

- Switch your device to airplane mode or turn off Wi-Fi.
- In the app, access a course.
- Access *Course Content*.
- Tap any item with a download arrow on its icon to view it. Content that can't be viewed offline is gray.



A folder or item may download partially if some of the items in a folder or portions of an item are not supported for offline viewing.

### 3. Delete offline content

Downloaded content uses storage space on your device. When you need to do some cleanup, you can delete offline content.

#### For all courses at once

You can see how much space your downloaded content uses and delete it.

- Go to the main menu and select *Settings*.
- Select *Offline Content*.
- The *Downloaded Content* section shows you how much space your downloads use and how much space you have left.
- Tap *Downloaded Content* to delete downloaded content for all courses at once. You can return to a course and download the content again.

#### For a single course

You can delete all downloaded content for a single course.

- In the app, access a course.
- Access *Course Content*. If necessary, select a folder.

- Tap the offline options button.



- Tap *Delete all downloaded content*.

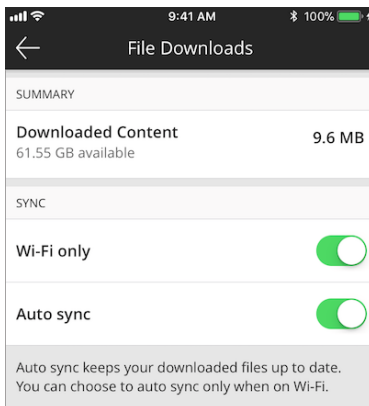
You can delete specific downloaded files for a single course.

- In the app, access a course.
- Access *Course Content*. If necessary, select a folder.
- Tap the offline options button.
- Tap *Select content to download*.
- Clear the check box for a content item to remove its downloaded file.
- Tap *Download*.

#### 4. Sync settings

When auto sync is on, content that you've selected for download automatically updates the next time you are online. You can choose to disable auto sync or sync when on Wi-Fi only.

- Go to the main menu and select *Settings*.
- Select *Offline Content*.
- Make your selections about auto sync.



#### 5. What can I view offline?

In addition to viewing course content offline, you can navigate through these portions of the app without an active network connection.

Keep in mind that information you see in these areas may be out of date since you are offline.

- Profile
- Courses
- Organizations
- Settings
- Course areas such as Needs Attention, Grades, Announcements, and Discussions

Dynamic areas of the app, like Needs Attention, show you the information available when you last viewed that area with an internet connection.

## **6. Supported offline content**

These course content types are available to download for offline viewing:

- Items
- Attachments in content items
- Files
- Images
- Audio
- Video

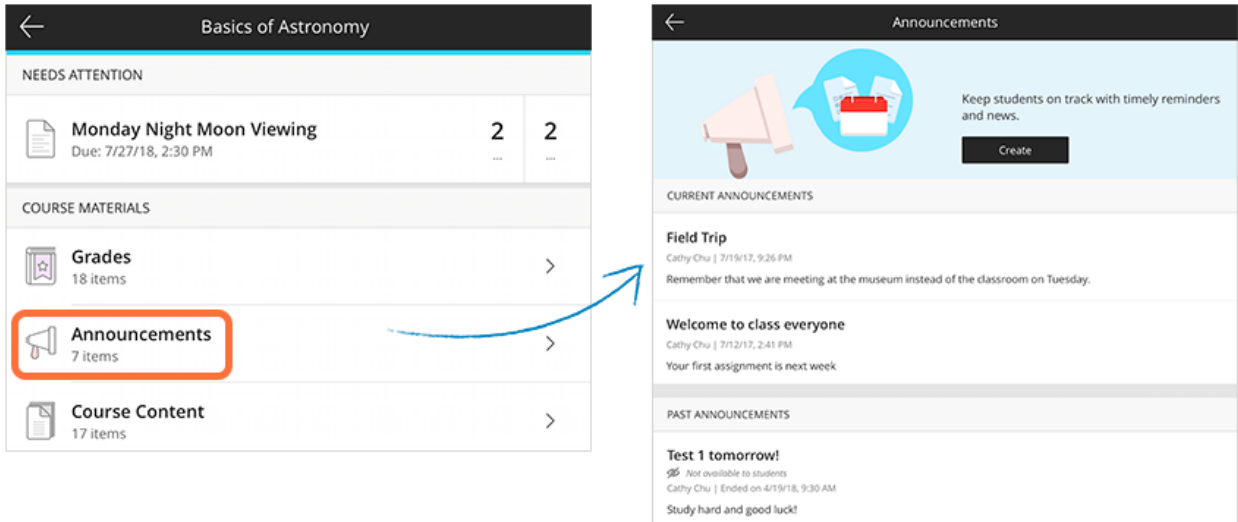
These types of course content are **NOT** supported for offline viewing:

- Tests
- Assignments
- Course links
- Embedded YouTube videos or other content stored by third party
- Items that direct you to a web view of Blackboard Learn, such as wikis
- Content collection items aren't supported\*\*
- Images embedded in content items don't display\*\*

## **VI. ANNOUNCEMENTS IN BLACKBOARD INSTRUCTOR**

Create announcements to keep your students on track. In the Blackboard Instructor app, you create and view announcements within individual courses.





### 1. View announcements

Tap *Announcements* on the course overview to see current and past announcements including sender, date, and message. For long announcements, tap to see all of the announcement's text.

Announcements support viewing of rich text and media. However, you only can create announcements with rich text and and media in the web experience at this time. In the app, you can create plain text announcements.

### 2. Create announcements

Tap the *Create* button to write a new announcement. You can schedule announcements to send at a later time and you can send an email copy to users. If you don't see these features, your institution needs a system update.

### 3. Where do students see announcements?

In the Blackboard app, students see current announcements within individual courses and in the *Activity Stream*. When students access Blackboard on a web browser, they see announcements you created within the app in their course and on the *My Institution* tab.

## VII. COLLABORATE IN BLACKBOARD INSTRUCTOR

You can launch Blackboard Collaborate Ultra sessions from the Blackboard Instructor app if a link is provided within a course. You're directed to a web browser to join the session.

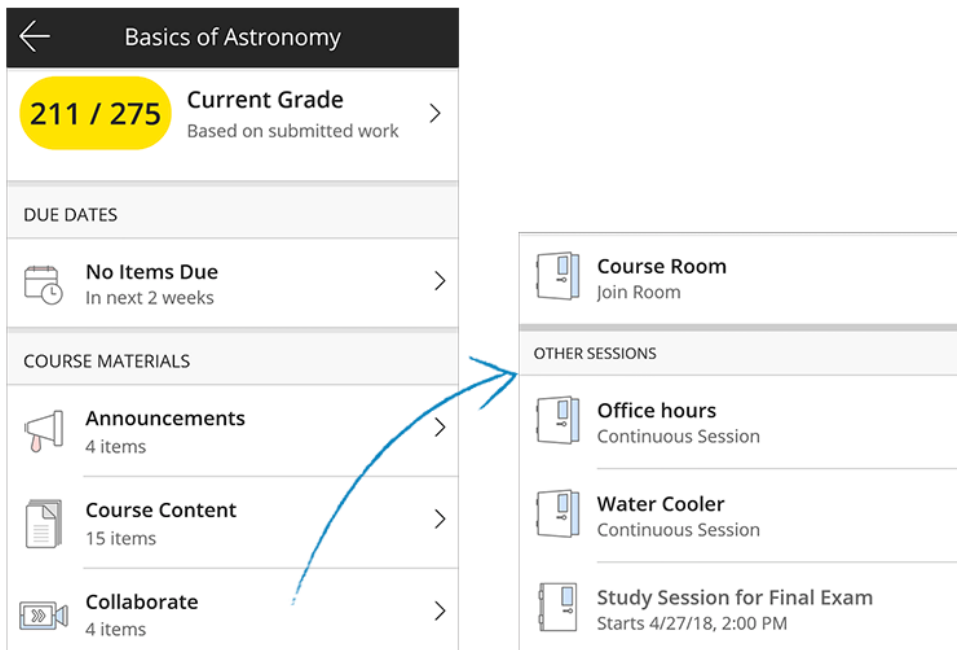
Collaborate is supported on these devices and browsers:

- Android: Chrome browser
- iOS 11+: Safari browser

Collaborate Ultra is a synchronous web conferencing solution for high-quality virtual classes and meetings. Instructors can share files and video while interacting with the class. You don't have to install anything extra to join a session.

### 1. Join session from course

Collaborate Ultra sessions are listed within courses in the app. Access a course, tap Collaborate under Course Materials, and select a session.



- The *Course Room* is a default session in Collaborate Ultra. If your instructor disables this room, it will appear in the app as *Locked*.
- Tap an available session to launch it in your device's mobile browser. You'll join the session as a moderator.
- Collaborate might ask you for permission to use your device's camera and microphone. Allow access to continue in the session.
- Repeating sessions show each occurrence.

If you can, join your session early and get to know your way around.

## 2. Join session from link

You don't have to be enrolled in a course in order to join a Collaborate Ultra session. If you have a link to a session, you're all set. Just access the link on your mobile device, tap it, and the session will launch in your mobile web browser.

## 3. Collaborate features

Blackboard Collaborate is a real-time video conferencing tool that includes these features and more.

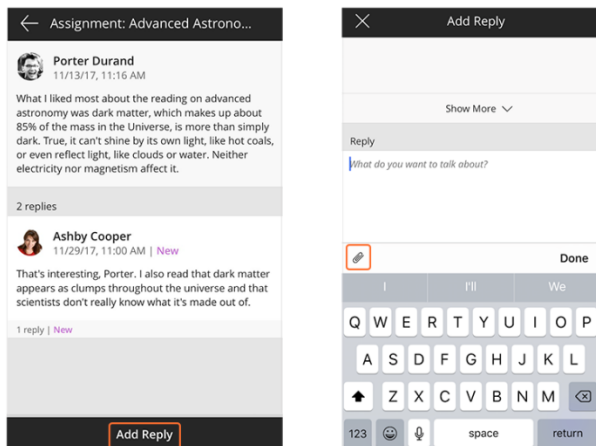
- Add files
- Share applications
- Virtual whiteboard
- Chat
- Polling
- Breakout groups

## VIII. DISCUSSIONS IN BLACKBOARD INSTRUCTOR

Discussions look a bit different in the mobile app. Spend a few minutes getting familiar with the new look and you'll feel right at home.

You can read course discussions, start threads, and reply to posts. Tap your own post to edit or delete.

For Original courses that you access in the app, you can share files from your device or cloud storage in discussion posts. Tap in the *Reply* box to reveal the keyboard and Add Files button. If you don't see the attachment feature, your institution needs a system update.



## 1. Original View Courses

Discussions are accessed from the *Course Overview* in the app. If you have a course menu link to the discussions tool in your Original View Course, it shows in *Course Content* in the app as well.

**Compatible features.** Features such as post first, rubrics, graded forums, and graded threads are compatible with the app. You can view posts' rich text and media in the app, but you must use the web experience to create posts with rich text and media.

**Forums and threads.** You can start new threads in the app. However, use the web browser view of your course to create forums.

## 2. Ultra View Courses

Discussions are accessed from the *Course Overview* in the app.

**Compatible features.** Features such as rubrics and graded discussions are compatible with the app. When you create a discussion and select *Display on the course content* page, it shows on *Course Content* as well as *Discussions* in the app.

**Folders.** If you used folders to organize discussions in your course, the folders are represented in the app as well.

## IX. GRADING IN BLACKBOARD INSTRUCTOR

The Blackboard Instructor app helps you easily identify courses where you need to grade student submissions. Instructors and graders can review, annotate, and grade submissions and quickly publish the grades back to students.

### 1. Grading in Original courses only

The initial release of the app's grading feature is available for assignments in Original courses only. At this time, your institution needs Blackboard Learn SaaS or Blackboard Learn 9.1 Q2 2018 CU4+.

Grading is supported on both phones and tablets. All screen sizes have the same functions, but the interface is slightly different between phones and tablets.

### 2. Access grading

You can access grading in two ways:

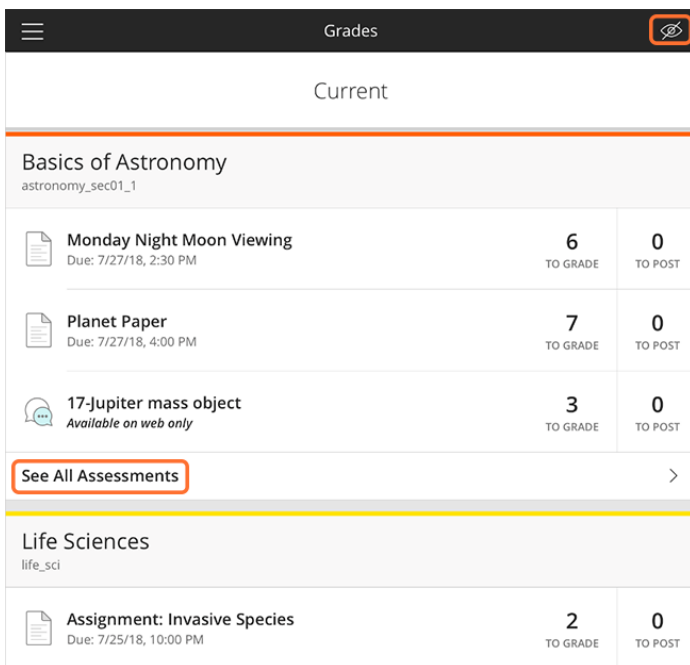
- **Main menu.** Tap Grades for a global view of items to grade or post for all Original courses.
- **Course overview.** Needs Attention shows student work that you need to grade.

### 3. Grades for all courses

Select *Grades* on the main menu to see which courses have assignments that need your attention. Only Original courses and organizations show in this list.

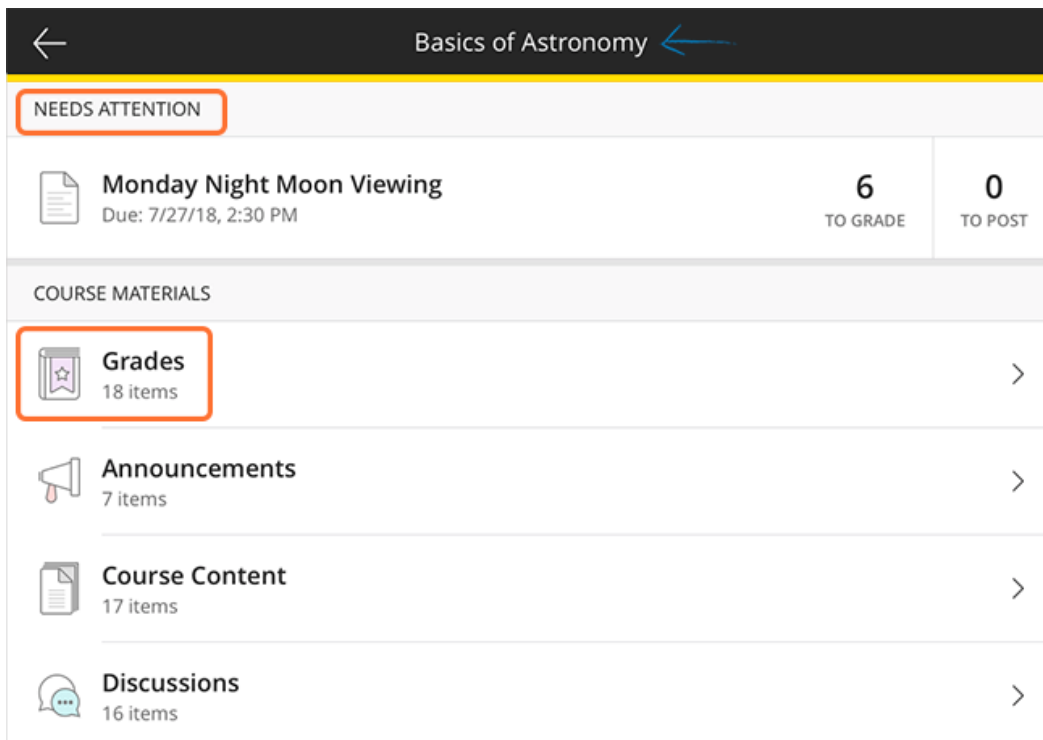
Tap an individual assignment to see its submissions and grades. Tap *See All Assessments* to view all graded items for that course.

On the *Grades* page, you can hide courses you don't need to focus on. Tap the *Show or Hide Courses* icon, select the courses to hide, and *Save*. Tap the icon again to show a hidden course. Or, tap the card at the end of the list that states the number of hidden courses.



### 4. Grades for individual courses

When you're in an Original course, you can see assessments that need your attention immediately on the course overview. You can also tap Grades to view all assessments.



## Course overview

The first block of information in the course overview is the *Needs Attention* section. This section shows assignments with submissions ready to grade or post. You can tap an item to start grading.

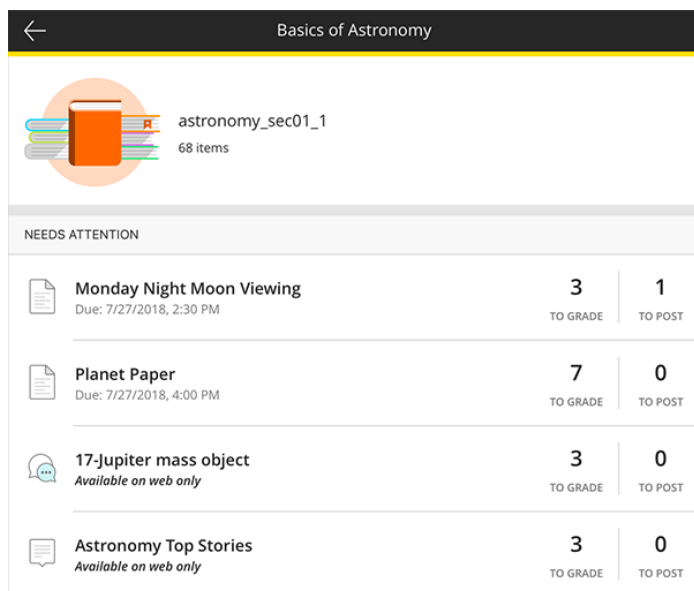
If you have no grading tasks, you won't see the *Needs Attention* section.





## Grading overview

Tap *Grades* in the course overview to see all gradable items for the course. This view is divided into sections:

- *Needs Attention*. Submissions that are ready to grade or post.
- *Posted*. Submissions that are graded and posted. Posted grades are visible to students. In general, these items don't need further attention.
- *Not Yet Submitted*. Gradable items, such as upcoming assignments, that don't have submissions yet.
- *Anonymous & Delegated*. Assignments set to anonymous grading or delegated grading show here. If you have no assignments in this section, it doesn't show in the app.

At this time, you can tap and grade assignments only. Other assessments such as discussions, wikis, and tests are listed for visibility, but you can't grade them in the app. You need to access your course on a web browser to grade these submissions.



NEEDS ATTENTION	
 <b>Monday Night Moon Viewing</b> Due: 7/27/2018, 2:30 PM	3 TO GRADE   1 TO POST
 <b>Planet Paper</b> Due: 7/27/2018, 4:00 PM	7 TO GRADE   0 TO POST
 <b>17-Jupiter mass object</b> <i>Available on web only</i>	3 TO GRADE   0 TO POST
 <b>Astronomy Top Stories</b> <i>Available on web only</i>	3 TO GRADE   0 TO POST

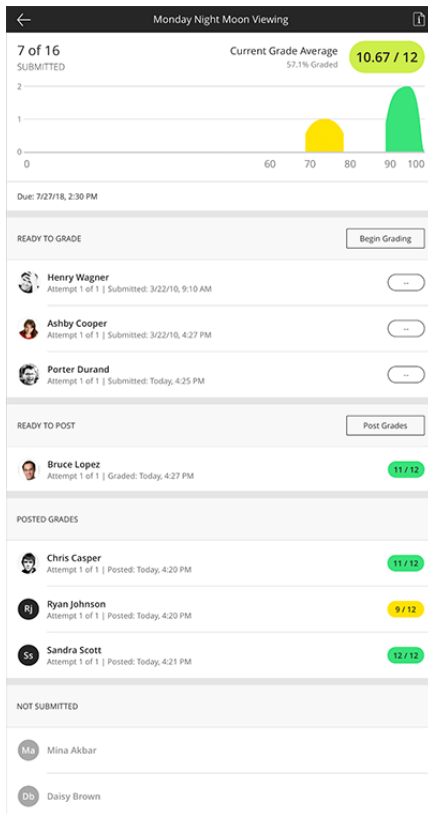
## View submissions

After you access *Grades* from the main menu or an individual course's overview, tap an assignment to see its submissions.

The submission list is divided into sections to help you focus your efforts.

- *Summary*. Shows how many of your students submitted this assignment and the overall class average for posted grades. On tablets, you also see a grade distribution graph.
- *Assessment Detail*. Provides information such as due date and number of attempts. You can also view file attachments or the rubric used for grading. On tablets, tap the information icon to access the details.
- *Ready to Grade*. Students submitted this work and you can start grading.
- *Ready to Post*. Submissions are graded and ready to publish to students.
- *Posted Grades*. These grades are published to students.
- *Not Submitted*. These students haven't submitted the assignment.

Just tap a submission in the *Ready to Grade* section to start grading.



## 5. Grade items

In the app, grading is a two-step process. First **grade** the item and then **post** the grade for students to see. Students don't see their grades until you post them. You can post grades as you go or all at once when you've finished grading.

- Access an assignment from the main menu or within an individual course.
- On the submission list, tap *Ready to Grade*.
- Select a student submission. Or, you can tap *Begin Grading* to start grading the submissions in succession.
- Review the student's submitted content and attachments.
  - Navigate between attachments with the drop-down arrow next to the attachment file name.
  - Draw on attachments and highlight and annotate inline. In the text box, type comments or use your device's microphone.
  - Send the attachments to your email or share to another app.
- Tap the information icon if you want to refer to the assignment instructions, rubric, and other details.
- Tap the feedback icon to add comments.



- Tap the grade pill and type a grade. Remember, the grade isn't visible to the student until you post the grade.

Each time you add a grade or comment, these changes are securely synced back to Blackboard Learn and all your devices.

## **Rubrics**

If a rubric is associated with the assessment, it displays after you tap the grade pill. Select the appropriate achievement levels and the grade is calculated automatically. To override the overall rubric grade, tap the grade pill or *Manual Override*. You can't override grades for individual rubric criteria or achievement levels.

For Original courses, if more than one rubric is associated with an assessment, the rubric designated as *Used for grading* is used in the app. Ultra courses allow only one associated rubric per assessment.

## **6. Post grades**

After you grade one or more submissions, return to the submission list to post the grades so they're visible to students.

- If needed, close a grading window. Tap the back arrow to navigate to the submissions list.
- Tap *Ready to Post* to view the list.
- Tap *Post Grades*.
- Clear the check box for items you don't want to post.
- Tap *Post Selected* to publish those grades to students.

The grades you posted now appear under Posted Grades on the submission list.

After you post grades in the app, you need to access the course in a web browser to **edit** grades and feedback.

## **7. What can I grade?**

You can use these grading features in the app:

- Grading for assignments
- Points, text, percentage, and letter grades
- Grading with associated rubrics

These grading features are **not** available in the app at this time:

- Grading tests\*\*
- Grading group submissions\*\*
- Grading discussions, blogs, wikis, and journals\*\*
- Anonymous and delegated grading\*\*
- Audio and video feedback
- Offline grading

\*\*Designated as *Available on web only* in the app. Access your course in a web browser to grade these assessments.

These enhancements are planned for future releases:

- Grading assignments for Ultra courses\*
- Grading tests\*

## **8. Is grading available to me in the app?**

Grading capabilities are available in Blackboard Instructor version 2.0+ for these conditions:

- Assignments only
- Original courses only
- Blackboard Learn SaaS or Blackboard Learn 9.1 Q2 2018 CU4 +
- Devices running Android 4.2+ or iOS 9+

Clients on Blackboard Learn versions prior to Q2 2018 need to upgrade to Q2 2018 in order to install the necessary CU for grading capabilities.

## **9. Preview assessments**

In Blackboard Instructor, navigate to *Course Content* and access tests and assignments. This preview shows course assessments as students see them in the Blackboard app.

## **X. TESTS AND ASSIGNMENTS IN BLACKBOARD INSTRUCTOR**

Navigate to *Course Content* in the app and tap a test to preview assessments that you created in Blackboard Learn. You can see what students experience when they complete a test or assignment in the student app. All of the assessment details are available to view, such as due dates, attempts, points possible, and instructions.

Tests and assignments indicate if they are hidden from students or not available to students. You can preview hidden or unavailable assessments in Blackboard Instructor, but students don't see this content in the student app.

Some test features aren't available in the mobile app. We suggest that you preview a test in Blackboard Instructor before you recommend that students take it in the Blackboard app for students.