

# Finding Stuff In Your Blackboard Class

# Home Page

The screenshot displays the Blackboard course home page for ENGL1102: Literature and Composition (Hybrid < 50%) 569. The page is titled "Home Page" and includes a navigation sidebar on the left. The main content area is divided into three sections: "Announcements", "What's New", and "To Do".

**Announcements:** A red header bar is followed by a message stating "No Course or Organization Announcements have been posted in the last 7 days." with a link to "more announcements...→".

**What's New:** A red header bar is followed by a message stating "No Notifications" and a "Last Updated: October 6, 2020 11:06 AM" timestamp. It includes buttons for "Edit Notification Settings" and "Actions".

**To Do:** A red header bar is followed by a "What's Past Due" section with a link to "All Items (0)". Below this is a "What's Due" section with a date selector set to "10/06/2020" and a "Go" button. The "What's Due" section shows "Today (0)" with a message "Nothing Due Today", and links for "Tomorrow (0)", "This Week (0)", and "Future (0)". It also includes a "Last Updated: October 6, 2020 11:06 AM" timestamp.

**Blackboard Footer:** © 1997-2020 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending. Accessibility information - Installation details

When you click on a course in your main menu, you'll go to the Course Home Screen.

# Main Course Menu

The Course Menu is located on the left side of your screen. It contains links to all the important course items.

Note that the first item on the list will always take you back to the Home Screen.

The image shows a screenshot of a Blackboard course interface. On the left, a sidebar menu is visible with the following items: ENGL1102: Literature and Composition (Hybrid < 50%) 569, Home Page, Announcements, Lessons, Calendar, Messages, Send Email, Ms. Coughlin's Virtual Office, Tutor Me, and My Grades. The 'Home Page' item is circled in blue. A large black arrow points from the 'Home Page' link in the sidebar to the 'Home Page' link in the main content area. The main content area displays the 'Home Page' with sections for 'Announcements', 'What's New', 'To Do', and 'Messages'. The 'To Do' section shows a list of tasks with due dates. The 'Messages' section shows a list of messages. The footer of the page includes the Blackboard logo and copyright information.

ENGL1102: Literature and Composition (Hybrid < 50%) 569

Home Page

Announcements

Lessons

Calendar

Messages

Send Email

Ms. Coughlin's Virtual Office

Tutor Me

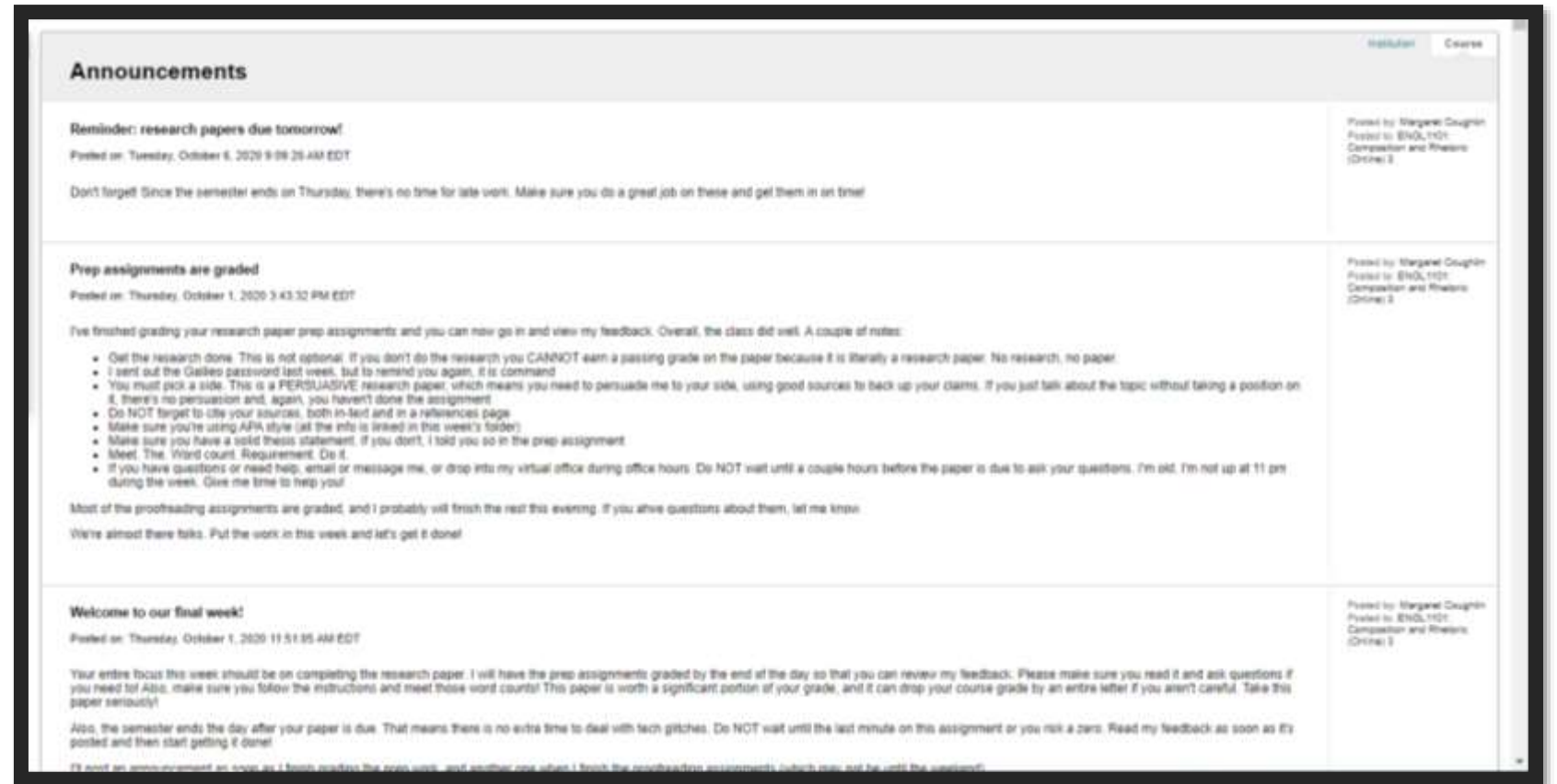
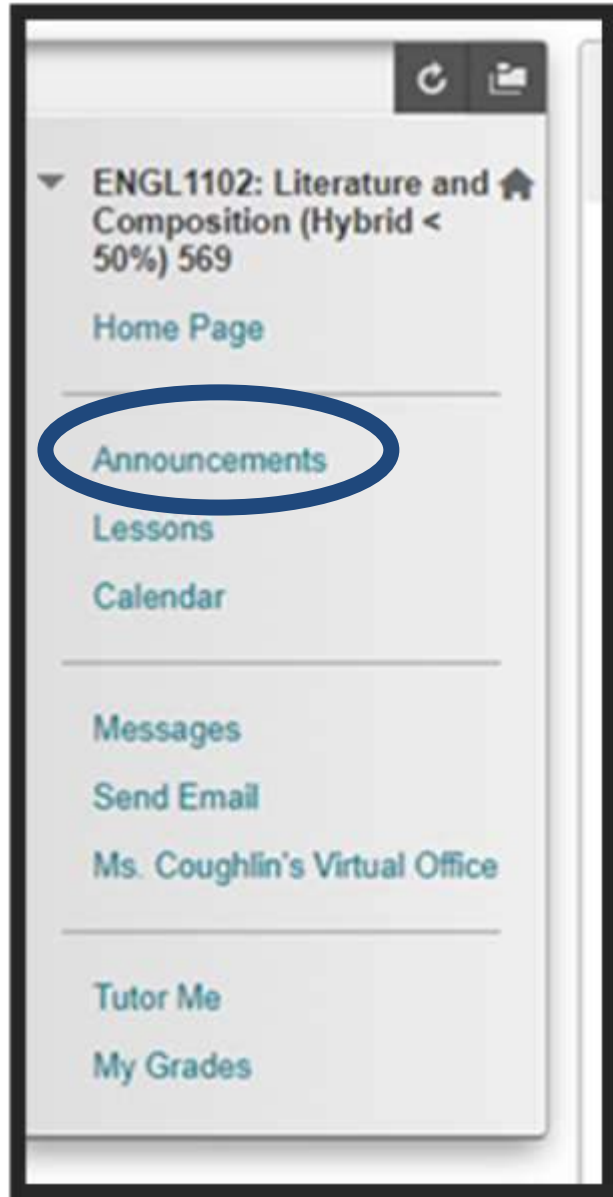
My Grades

Blackboard

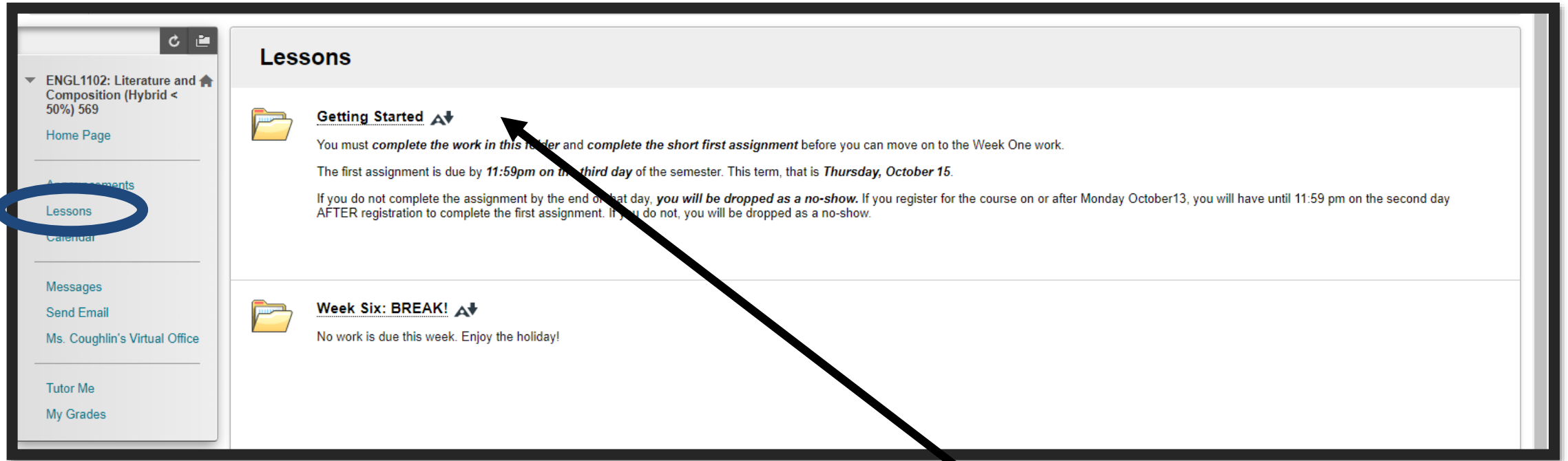
© 1997-2020 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,398 and 7,551,953. Additional Patents Pending. Access only information. Installation details.

# Announcements

Announcements takes you to the Announcements page. This is where course updates are posted, clarifications, reminders, and general feedback about assignments. Announcements are usually emailed as well, but it's a good idea to **check this section several times each week, if not daily**, in case an email doesn't go through. Newest announcements are at the top.



# Lessons



Lessons will take you to the list of Lesson Folders for the course.

You won't see them all at once. At first, you'll only see the Getting Started folder (and maybe a Break Week fold, if we have a break during the semester). **You MUST start with Getting Started!**

Once you complete the First Assignment Quiz in the Getting Started folder, you'll be able to see the Introduction or Week One Folder, depending on the course.

The rest of the Lessons folders will become available, one at a time, according to the Course Schedule located in the Getting Started folder. In my classes, folders don't go away, so you can always go back and look at material in a prior week's folder.

# Getting Started Folder

The Getting Started folder includes all the material you need to read and the assignment you need to complete before you can access the first week's lesson folder. You can come back to this section to see my contact info, virtual office hours info, the syllabus, and the course schedule any time.

Make sure you read all the material in this section carefully! Rules for the course, due dates, and more are all contained in this section.

The screenshot shows the Blackboard interface for the course 'ENGL1102: Literature and Composition (Hybrid < 50%) 569'. On the left is a navigation menu with links: Home Page, Announcements, Lessons, Calendar, Messages, Send Email, Ms. Coughlin's Virtual Office, Tutor Me, and My Grades. The main content area is titled 'Getting Started' and contains several sections:

- Instructor Information**: Includes attached files 'English 1102 Syllabus DE.pdf' (587.781 KB) and 'ENGL 1102 Course Schedule Fall c Dual Enrollment.pdf' (745.403 KB). It lists contact information for Ms. Maggie Coughlin and provides instructions on communication methods and virtual office hours.
- Read the Syllabus**: A section with the text 'Read the Course Schedule' and 'Check Blackboard messages and the announcements section regularly'.
- FOLLOW DIRECTIONS!**: A section with the text 'Please go through these Orientation Exercises before beginning any other work for the course.'
- Orientation Exercises**: A section with the text 'Please go through these Orientation Exercises before beginning any other work for the course.'
- Finding Stuff in Ms. Coughlin's Blackboard Class graphic**: A section with a graphic icon.
- Successful College Composition Textbook**: A section with a graphic icon.
- First Assignment Quiz**: A section with a graphic icon and the text 'Once you complete this quiz, the Week One lesson folder will become available. I suggest you begin work on Week One as soon as it's available.'

# Lessons - Inside



When you click on a Lesson Folder, you'll see a list of tasks for the week, along with all the assignments, quizzes, reading materials, videos, etc. for the week.

To access an item, just click on the icon next to the item name.


Complete all the items on the list and you'll have finished your week's work!


## Week One: The Writing Process, Brainstorming, and Description





Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

**Weekly Tasks**   
Writing

- Read Chapter 1: Introduction to Writing (p. 6-43) in *Successful College Composition* (you are not required to complete the exercises, but you certainly can if you want to practice)
- Read Chapter 2.1: Prewriting (p. 44-50) in *Successful College Composition* (you are not required to complete the exercises, but you certainly can if you want to practice)
- Read the Prewriting Notes document
- Read Chapter 3.2: Description (p. 94-98) in *Successful College Composition*
- Complete Brainstorming Assignment
- Complete the Descriptive Paragraph assignment

**Successful College Composition Textbook**

**Prewriting Notes**




**Brainstorming Assignment**   
Attached Files:  **Brainstorming Example.pdf**  (115.519 KB)  
In this assignment, we will practice the list style of brainstorming.  
Instructions:

- Choose four of the topics below
- Write a list of at least ten descriptive details about each one
- Include at least one detail that relates to at least four of the five senses (smell, touch, taste, hearing, sight)
- Title each list
- Place just your name and date at the top of the page (in a couple of weeks, we'll learn how to format a cover sheet in APA, and future papers will require one, but you don't need one this week)
- Do not title the page

Topic choices:

- My #1 favorite food
- One food I hate
- My favorite memory
- My favorite place
- A person I know
- An animal I know
- My favorite sport
- My favorite hobby

An example is attached.

**Descriptive Paragraph Assignment**  
Attached Files:  **Descriptive Paragraph Example.docx.pdf**  (101.995 KB)



# Lesson Items

Most lesson items are pretty self-explanatory. You click the title of the item, which is underlined, and it takes you to the reading, video, or quiz.

Assignments are marked with an open book icon and require a couple of extra steps.

**Thesis Statements: Four Steps to a Great Essay | 60second Recap®**

Attached Files: TR\_ThesisStatements.pdf (330.888 KB)

**Thesis Statements: Four Steps to a Great Essay | 60s**  
Duration: 4:31  
User: n/a - Added: 11/4/14  
[Watch Video](#)

**Video Description:** Thesis Statements: Four Steps to a Great Essay, using an example from Jenny Sawyer.

**Note:** A transcript of the video is provided as the attachment: TR\_ThesisStatements.pdf

**Example Essay Instructions**

**Example Essay Examples**

You may want to read through these so you can see what a strong example essay looks like.

Note that the prompt used for this paper is not one of your options for this assignment, but it is

**Example Essay Preparation**

**Descriptive Paragraph Assignment**

Attached Files: Descriptive Paragraph Example.docx.pdf (101.995 KB)

Choose one of the four topics you brainstormed a list about, then use the sensory details you listed to write a descriptive paragraph of 200-250 words on the topic. Be sure to include descriptive details that relate to at least three of the five senses (smell, touch, taste, hearing, sight). You are allowed to use first person (I/me/my) or second person (you/your/yours) for this paper. An example is attached.

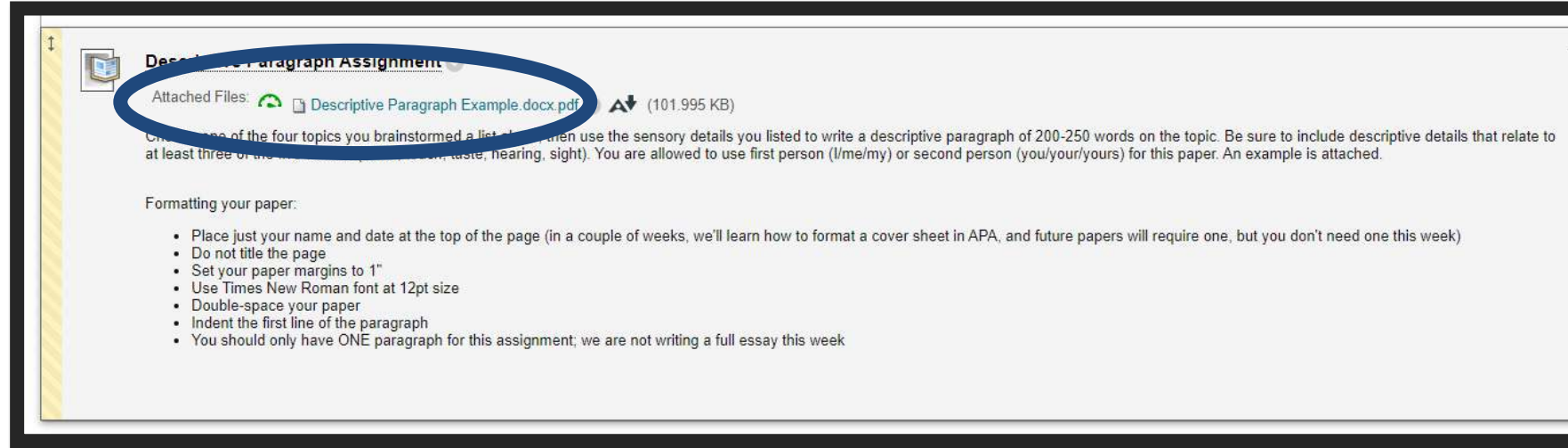
Formatting your paper:

- Place just your name and date at the top of the page (in a couple of weeks, we'll learn how to format a cover sheet in APA, and future papers will require one, but you don't need one this week)
- Do not title the page
- Set your paper margins to 1"
- Use Times New Roman font at 12pt size
- Double-space your paper
- Indent the first line of the paragraph
- You should only have ONE paragraph for this assignment; we are not writing a full essay this week



# Writing Assignments

Note that, sometimes, there are files linked in the instructions. This usually opens up an example or directions.



To access the assignment dropbox, you have to click the title.



# Submitting a Writing Assignment

Most assignments must be submitted as a Word document or a PDF in the assignment dropbox in Blackboard (a few assignments require PowerPoint, but must still be submitted in the Assignment dropbox). Do NOT send assignments through Blackboard messages or email as they will not be graded. All writing assignments are run through the plagiarism checker. You do NOT need to write comments.

Do NOT use the  
Write Submission  
option!

DO attach your document using Browse My Computer

You must click the button to submit your paper to the plagiarism check. This is not optional.

**Upload Assignment: Example Essay Dropbox**

**ASSIGNMENT INFORMATION**

Due Date  
Wednesday, September 8, 2020  
11:59 PM

Points Possible  
100

Upload your work here. Don't forget that it MUST be an MS Word file or PDF. Double-check to make sure you attach the CORRECT file. Don't forget to check the plagiarism check agreement box and to hit SUBMIT.

By submitting this assignment, you agree (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the [Blackboard Privacy Policy](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

**ASSIGNMENT SUBMISSION**

Text Submission [View Submission](#)

Attach File [Browse My Computer](#)

SafeAssign accepts files in .doc, .docx, .docm, .dot, .dotx, .dotm, .rtf, .txt, and .htm file formats only. Files of any other format will not be checked through SafeAssign.

Plagiarism Tools  
☐ I agree to submit my material to the [Global Reference Database](#)

**ADD COMMENTS**

When finished, make sure to click **Submit**.  
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

[Cancel](#) [Save as Draft](#) [Submit](#)

DON'T  
FORGET to  
click  
SUBMIT!  
(You have to  
do this on  
quizzes too.)

# Calendar

The calendar shows when all your assignments are due, in calendar format.

The image shows a course website interface. On the left is a sidebar with navigation links: 'Home Page', 'Announcements', 'Lessons', 'Calendar' (highlighted with a blue oval), 'Messages', 'Send Email', 'Ms. Coughlin's Virtual Office', 'Tutor Me', and 'My Grades'. The main content area displays a calendar for September 2020. The calendar grid shows days from Sunday to Saturday. Assignments are listed as pink boxes with white text, indicating the time (11:50p) and the assignment name, followed by a checkmark icon.

**Calendar View: September 2020**

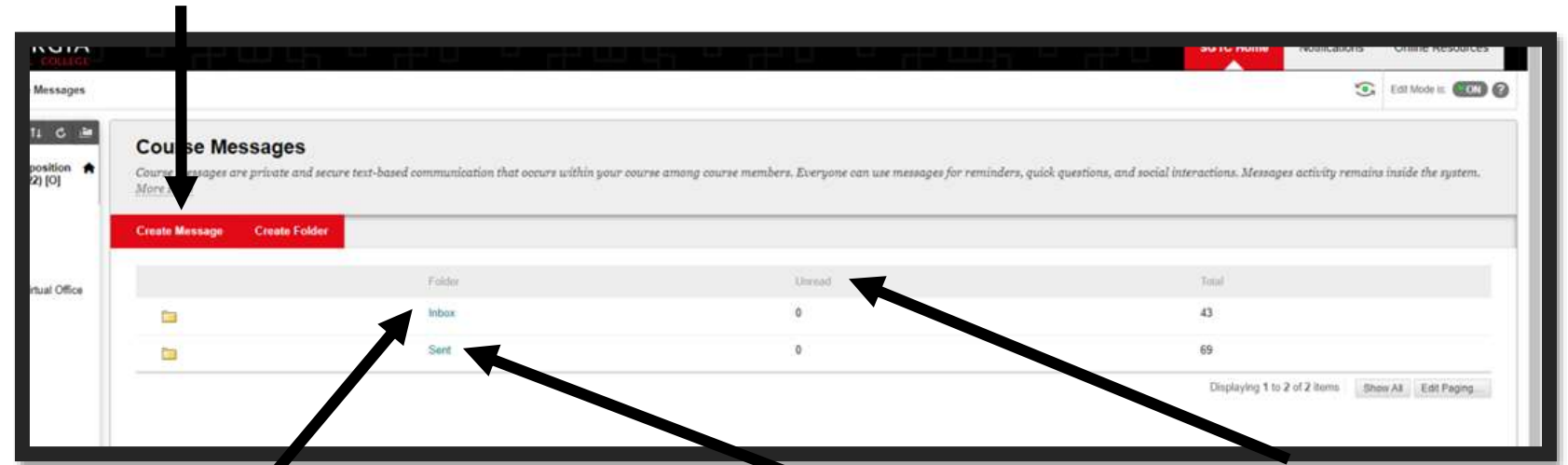
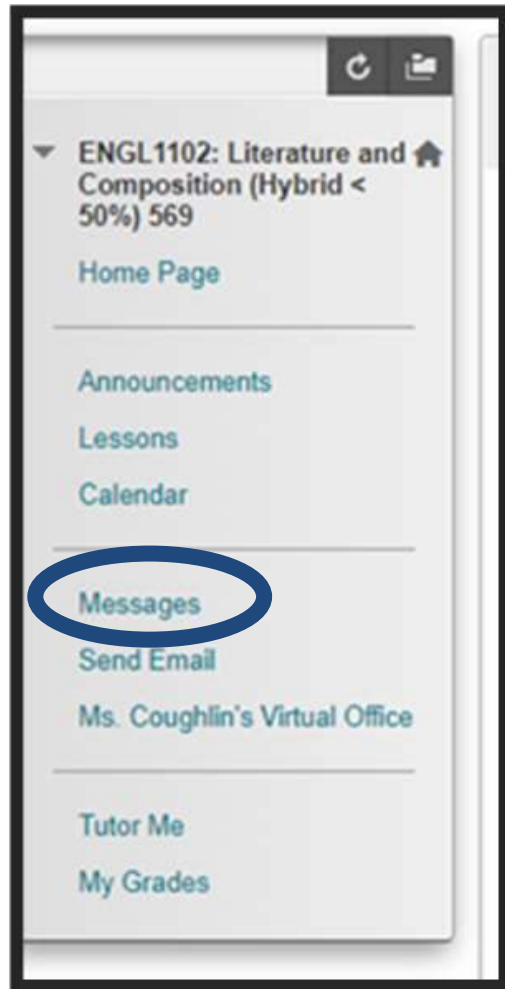
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1 11:50p Pronouns Quiz ✓ 11:50p Noun Quiz ✓ 11:50p Example Essay Preparation ✓	2	3	4	5
6	7	8 11:50p Subject-Verb Agreement Quiz ✓ 11:50p Example Essay Dropbox ✓	9	10	11	12
13	14	15 11:50p Sentences Quiz ✓ 11:50p Compare and Contrast Essay ✓	16	17	18	19
20	21	22 11:50p Punctuation Quiz ✓ 11:50p Comparison and Contrast Essay ✓	23	24	25	26
27	28	29 11:50p Persuasive Research Paper F ✓ 11:50p Proofreading Assignment ✓	30	1	2	3

# Messages

Messages takes you to the Blackboard Message Center.

When you click on Messages, you'll get a screen where you can:

Create a message. This works much like creating an email in Blackboard.



Check your Inbox, much like in an email program

See messages you've sent

See if you have unread messages

# Your Inbox

Your Inbox will look a lot like an email. You'll see the sender's name, subject, date sent, and a little envelope that shows whether you've opened the message or not.

**Folder:Inbox**  
Course messages are private and secure text-based communication that occurs within your course among course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system.  
[More Help](#)

Create Message

→ Mark

Page 1 of 2 > >>

<input type="checkbox"/>		Status	Sender	Subject	Date
<input type="checkbox"/>				Thanks	Thursday, July 30, 2020 11:05 PM
<input type="checkbox"/>				essay	Tuesday, July 21, 2020 8:22 PM
<input type="checkbox"/>				Re: IMPORTANT Galileo notell	Tuesday, July 21, 2020 1:41 PM
<input type="checkbox"/>				Re: IMPORTANT Galileo notell	Tuesday, July 21, 2020 1:36 PM
<input type="checkbox"/>				Re: Re: I submitted the instructions instead of my essay	Tuesday, July 14, 2020 6:09 PM
<input type="checkbox"/>				I submitted the instructions instead of my essay	Tuesday, July 14, 2020 4:31 PM
<input type="checkbox"/>				Drop box	Tuesday, July 7, 2020 7:32 PM
<input type="checkbox"/>				Week 4	Wednesday, June 24, 2020 2:04 PM
<input type="checkbox"/>				Re: Re: Re: Re: Descriptive paragraph	Tuesday, June 23, 2020 2:44 PM
<input type="checkbox"/>				Re: Re: Re: Re: Descriptive paragraph	Tuesday, June 23, 2020 2:30 PM
<input type="checkbox"/>				Re: Re: Descriptive paragraph	Tuesday, June 23, 2020 2:24 PM
<input type="checkbox"/>				Descriptive paragraph	Tuesday, June 23, 2020 1:26 PM

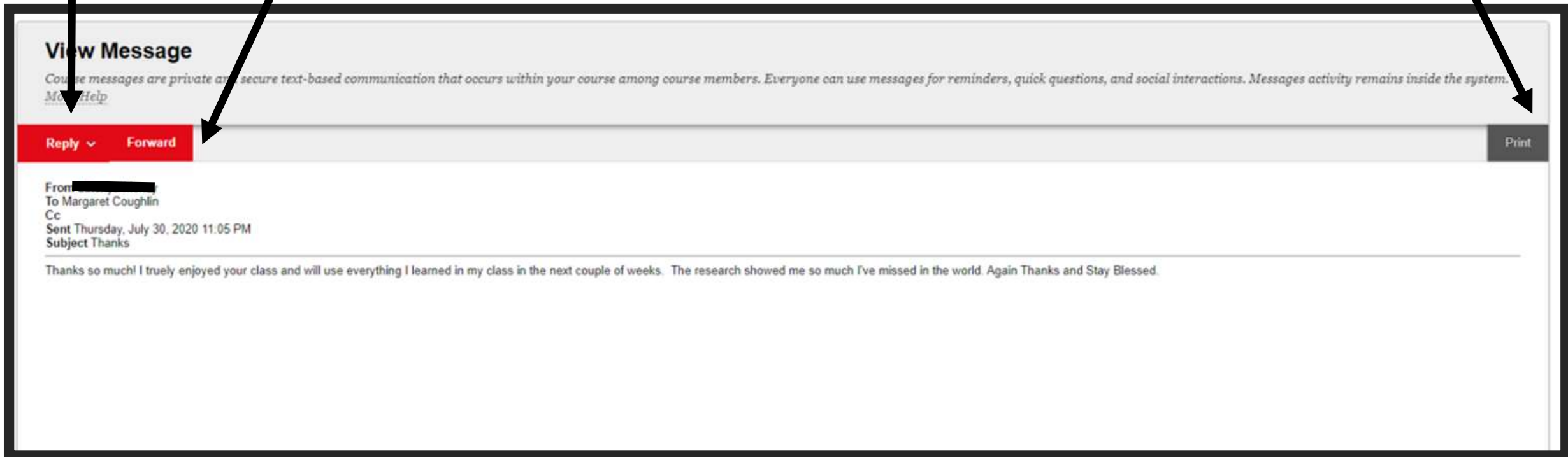
# Viewing Messages

When you click on a message, you can read it. Again, it's a lot like an email. You can also:

Reply

Forward

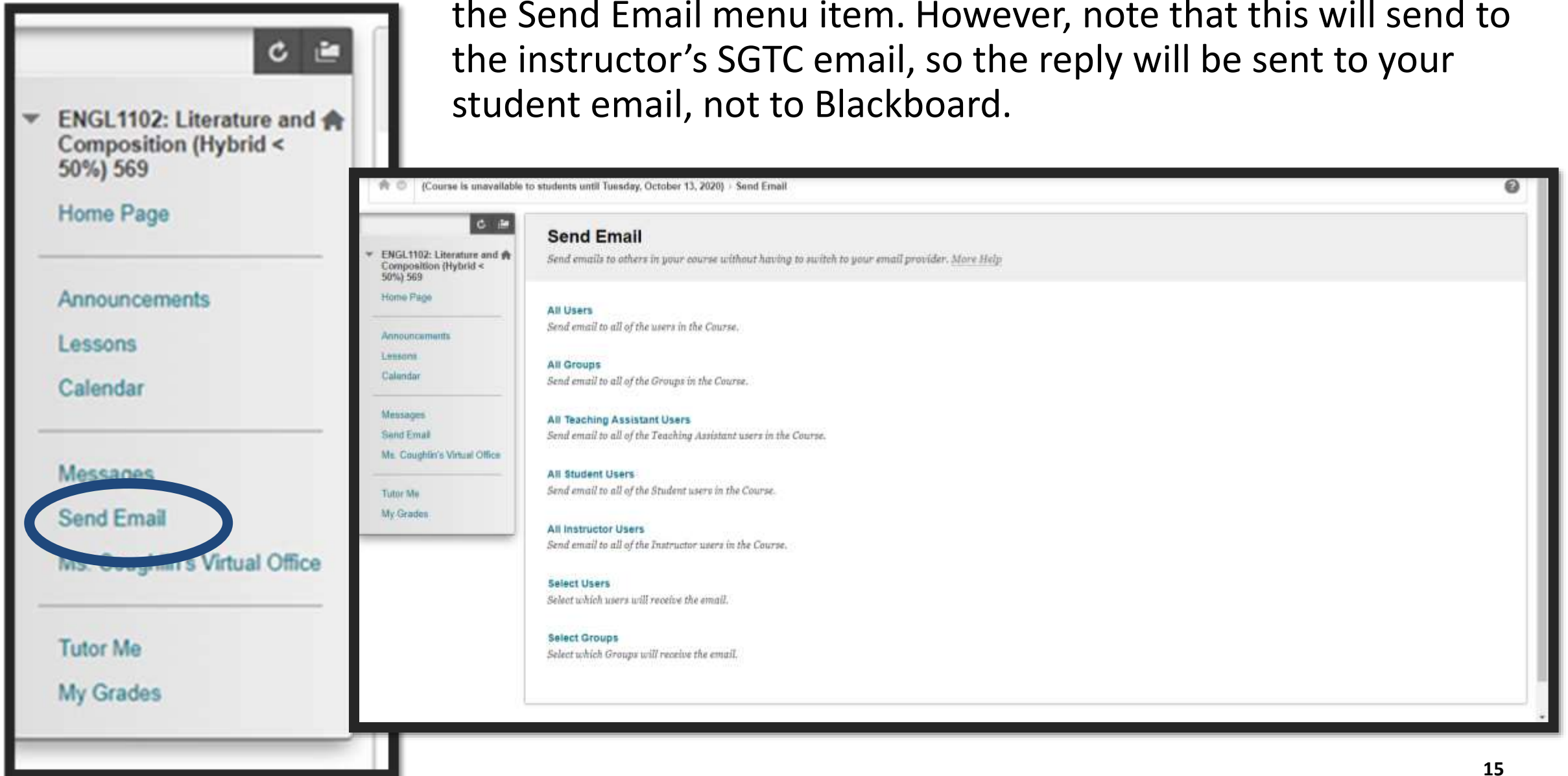
Print





# Send Email

You can send an email to the instructor or to classmates using the Send Email menu item. However, note that this will send to the instructor's SGTC email, so the reply will be sent to your student email, not to Blackboard.



# Sending Email

The best way to send an email using this menu item is to click on Select Users, then select the name from the user list. Make sure you select the item that only has the person's name, not one that includes the words "Preview User".

Indicates a required field.

## EMAIL INFORMATION

To

Available to Select

Coughlin, Margaret  
Coughlin\_PreviewUser, Margaret

Insert Selection

Select All

**Use this!**

**Not this!**

From Margaret Coughlin\_PreviewUser - margaret.coughlin@southgatech.edu (margaret.coughlin@southgatech.edu)

Subject

Message

Paragraph Arial 12pt  
Rich text editor toolbar with various icons for text formatting and alignment.

Path: j

Words: 0

A copy of this email will be sent to the sender.

Attachments

[Attach a file](#)

Click Submit to proceed.

Cancel

Submit

Course is unavailable to students until Tuesday, October 13, 2020) - Send Email

## Send Email

Send emails to others in your course without having to switch to your email

### All Users

Send email to all of the users in the Course.

### All Groups

Send email to all of the Groups in the Course.

### All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

### All Student Users

Send email to all of the Student users in the Course.

### All Instructor Users

Send email to all of the Instructor users in the Course.

### Select Users

Select which users will receive the email.

### Select Groups

Select which Groups will receive the email.

# Sending Email

To send an email, select the name, then click the right-pointing arrow. The name should then show up in the selected box.

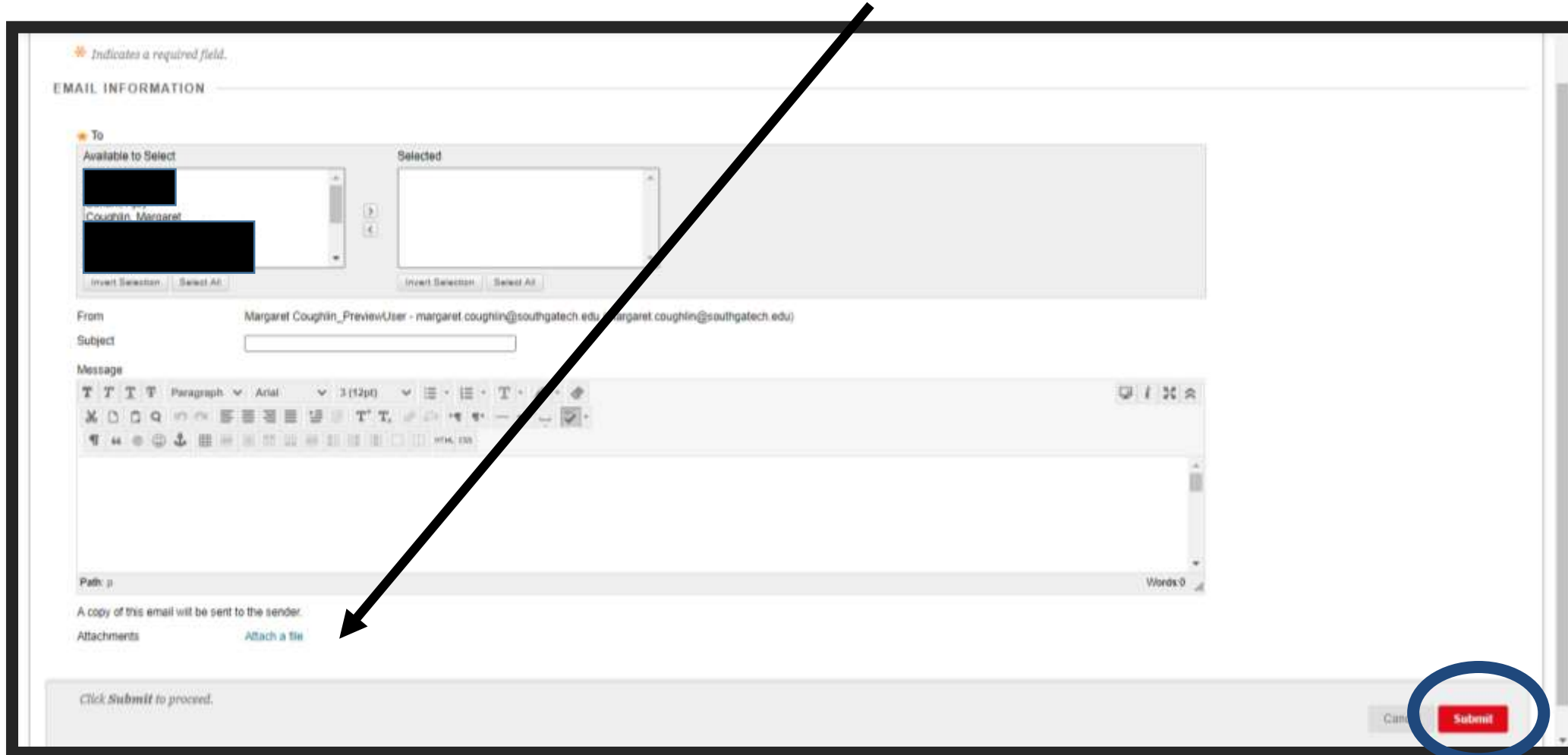
Type a subject in the subject box

Type your email in the Message window. Remember to include a greeting, such as “Hello Ms. Instructor”. “Hey” is not an appropriate greeting when emailing an instructor.

The screenshot shows an email composition window. At the top, a note says "Indicates a required field." Below this is the "EMAIL INFORMATION" section. The "To" field has two lists: "Available to Select" and "Selected". In the "Available to Select" list, the name "Coughlin, Margaret" is highlighted. A blue circle highlights the right-pointing arrow between the two lists. An arrow points from the text "Type a subject in the subject box" to the "Subject" field. Another arrow points from the text "Type your email in the Message window. Remember to include a greeting, such as “Hello Ms. Instructor”. “Hey” is not an appropriate greeting when emailing an instructor." to the "Message" text area. The "From" field shows "Margaret Coughlin\_PreviewUser - margaret.coughlin@southgatech.edu (margaret.coughlin@southgatech.edu)". The "Subject" field is empty. The "Message" field has a rich text editor toolbar. At the bottom, there is a "Path:" field, a note "A copy of this email will be sent to the sender.", an "Attachments" section with a link "Attach a file", and a footer with "Click Submit to proceed." and "Cancel" and "Submit" buttons.

# Sending Email to Me

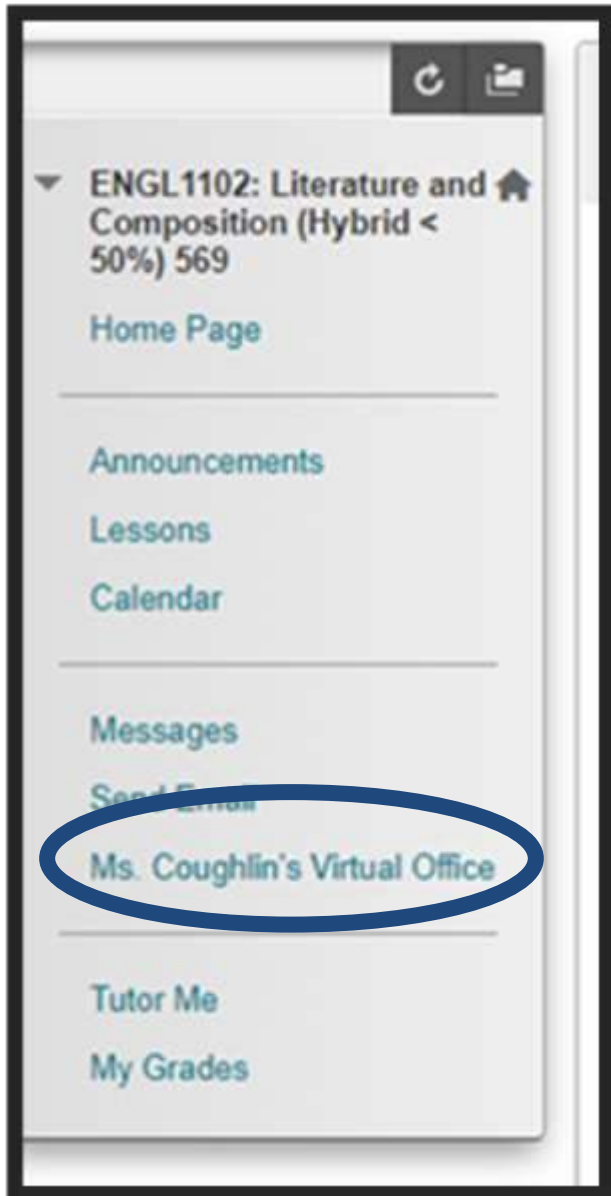
Note that you can attach a file if you need to. HOWEVER, remember that this is not an acceptable way to submit assignments in this course. You MUST upload your assignments in the appropriate assignment dropbox.



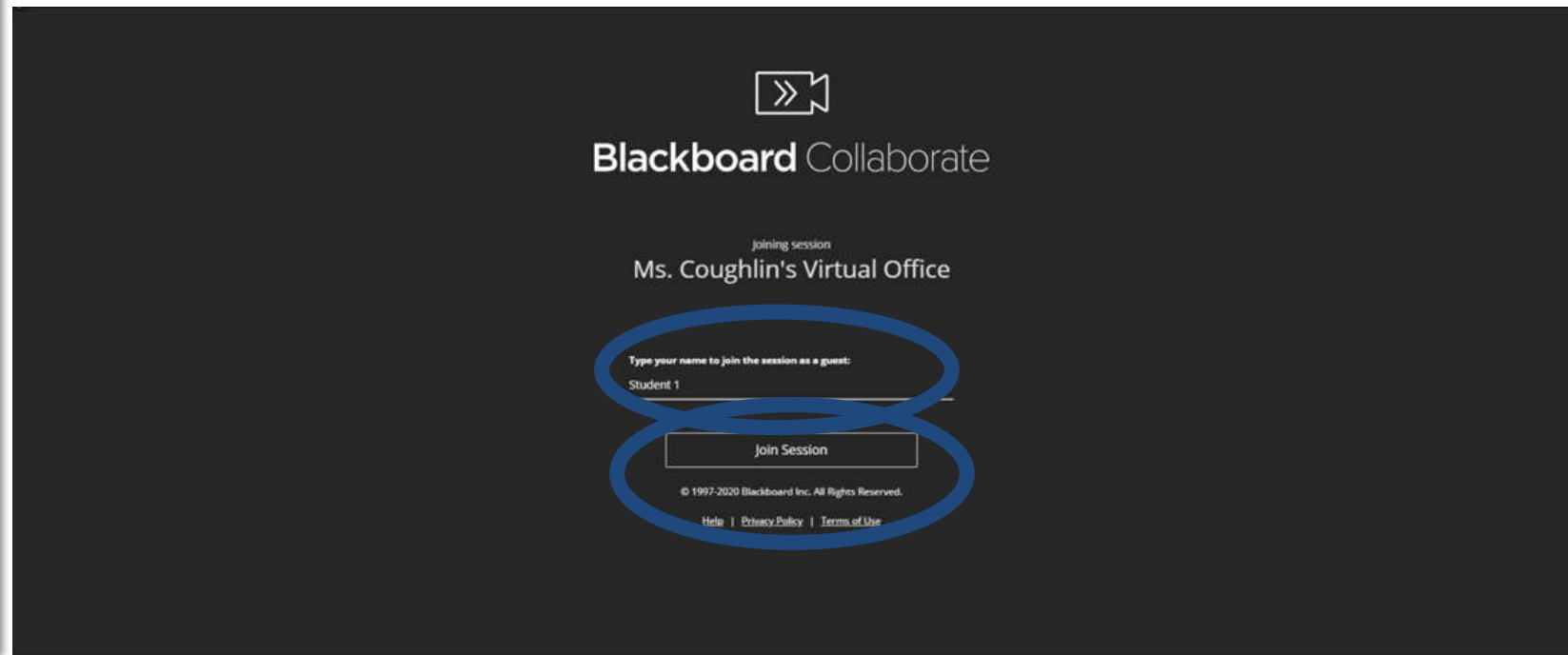
The screenshot shows an email composition window. At the top left, a small orange star icon is next to the text "Indicates a required field." Below this is the "EMAIL INFORMATION" section. The "To" field has an "Available to Select" list on the left and a "Selected" list on the right. The "From" field is populated with "Margaret Coughlin\_PreviewUser - margaret.coughlin@southgatech.edu". The "Subject" field is empty. The "Message" body has a rich text editor toolbar. At the bottom left, there is a "Path:" field and a note: "A copy of this email will be sent to the sender." Below this is an "Attachments" section with a blue link that says "Attach a file". A large black arrow points from the top of the page down to this "Attach a file" link. At the bottom right, there is a red "Submit" button, which is circled in blue. A smaller black arrow points from the top of the page down to this "Submit" button. The bottom of the window has a grey bar with the text "Click Submit to proceed." and a "Cancel" button.

Don't forget to  
click SUBMIT!

# Instructor's Virtual Office



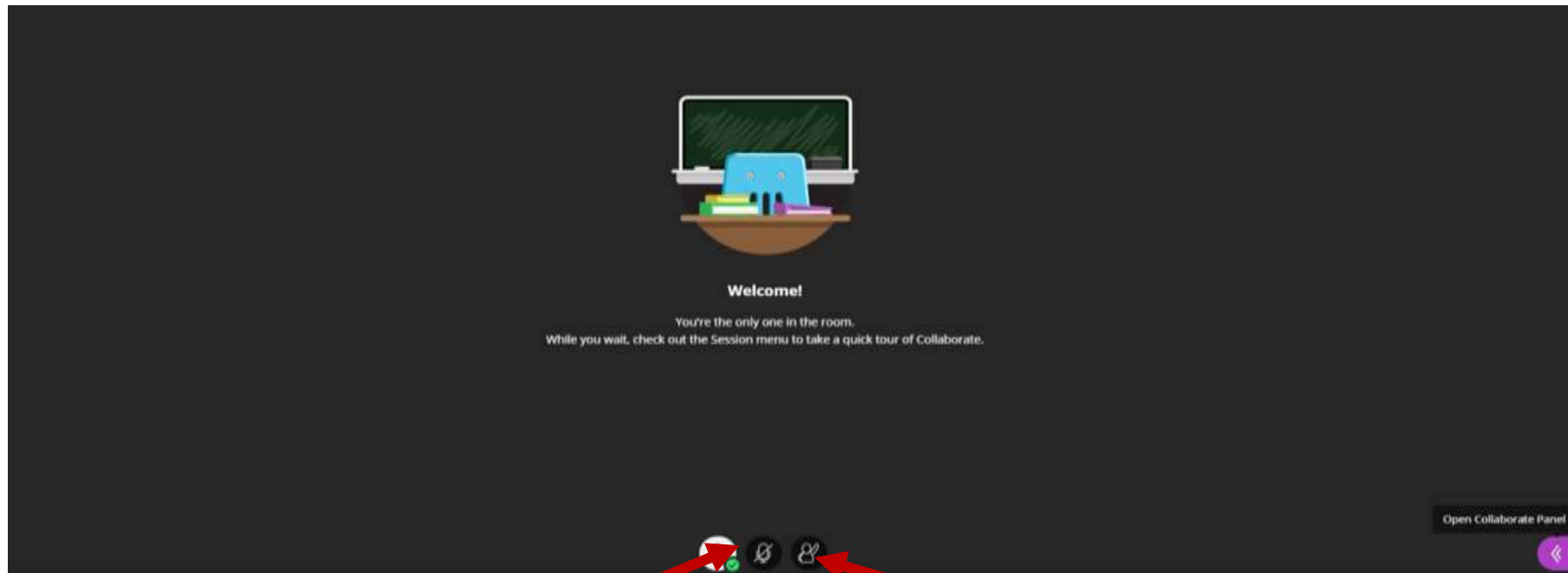
Clicking on Ms. Coughlin's Virtual Office takes you to her virtual office space on Blackboard Collaborate. When you click the link, you'll be prompted to enter your name, then click Join Session. The first time you enter from a new device, you might be prompted to give the program access to your microphone. If you don't want to talk, or don't have a mic, you'll still be able to type into the chat box.



# Inside the Virtual Office

Once in the virtual office, you'll be able to talk to the instructor (if your mic is on), see video if any are showing, etc. This room is always open, but instructors are only there during posted virtual office hours. If you enter outside those hours, you won't be able to chat or use audio.

When office hours are in session, you can:



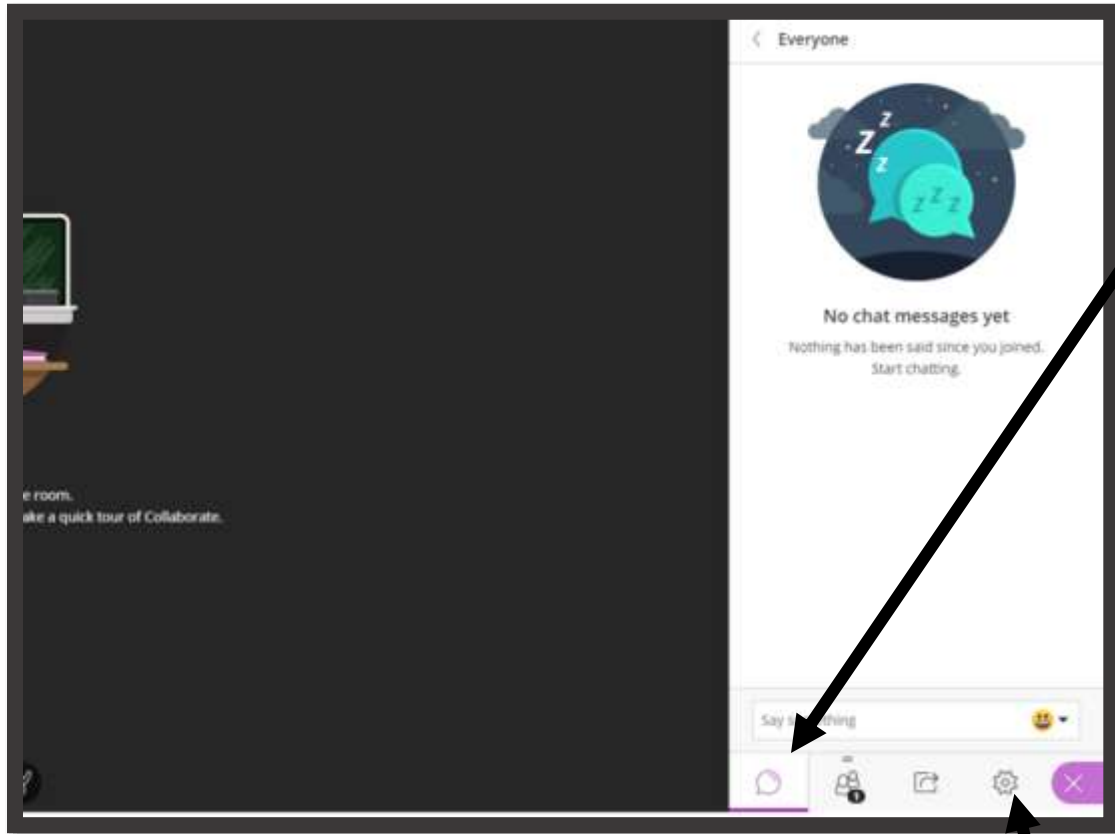
Click the Open Collaborate Panel arrows in the lower right of the screen

Turn your mic on and off

Raise your hand if the audio is off

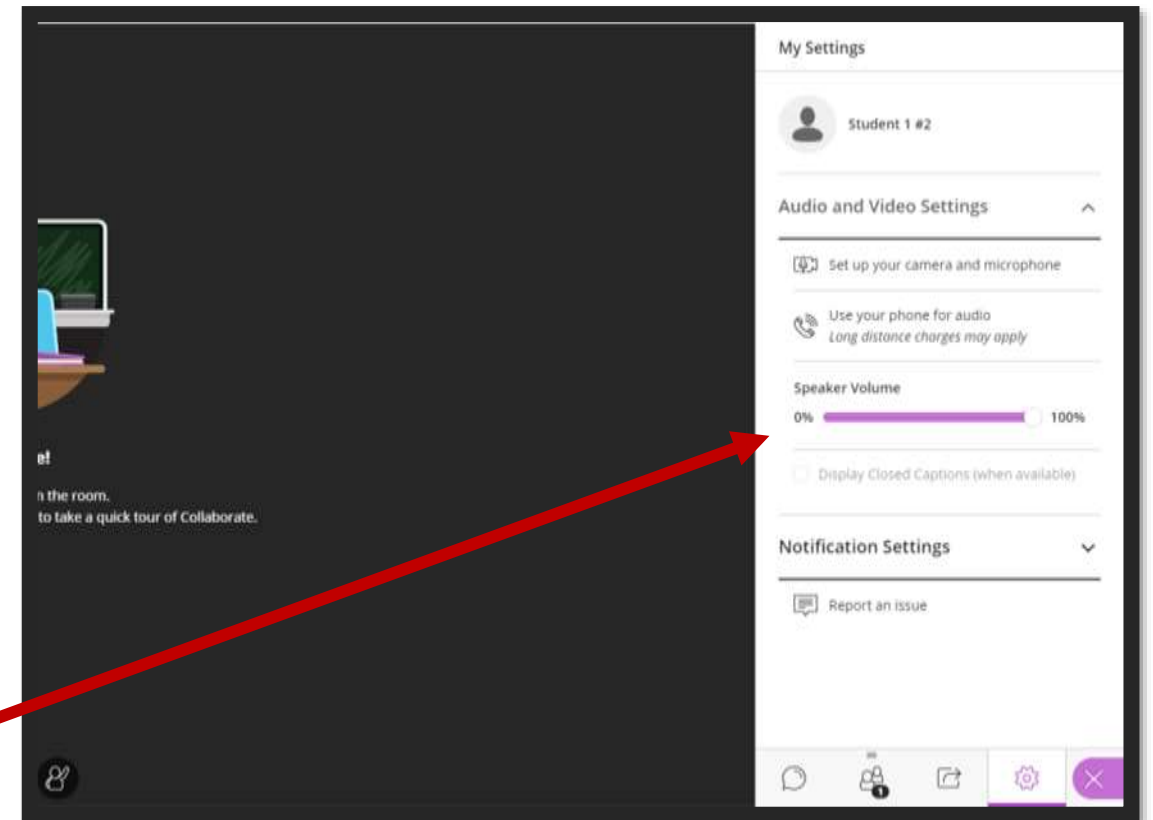


# Collaborate Panel



Clicking the Chat bubble opens the chat window. You can type your message in the Say Something Box and see the conversation in the main chat window above it.

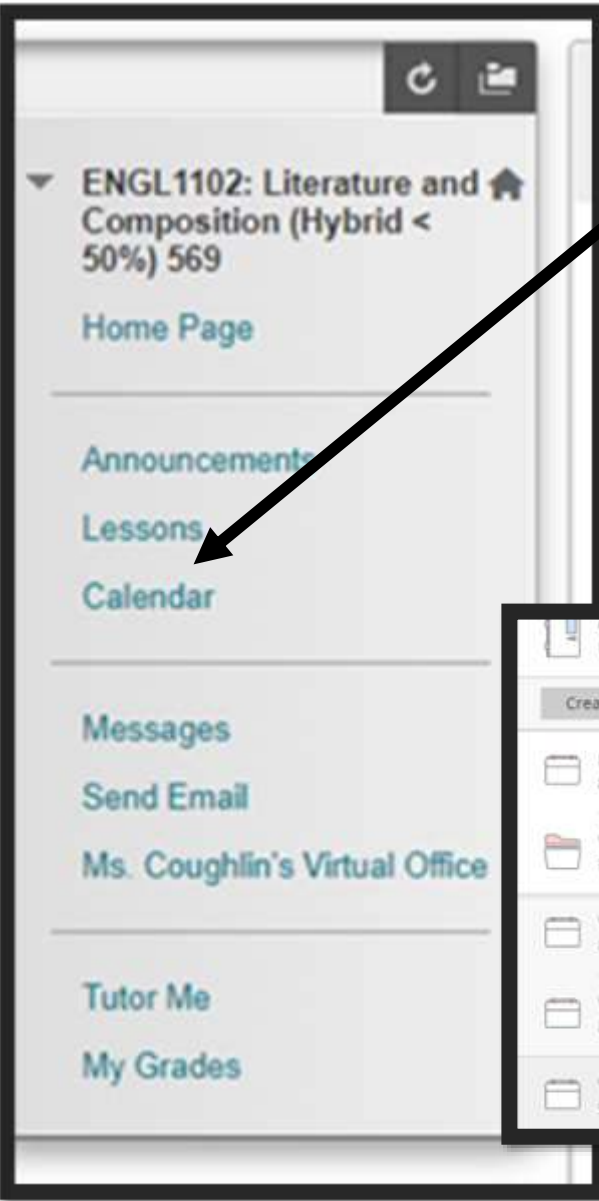
Clicking the Settings button (the gear) opens your settings panel. Here, you can set up your camera and microphone, turn up the volume, or use a phone to call in for audio.



# Virtual Class Sessions

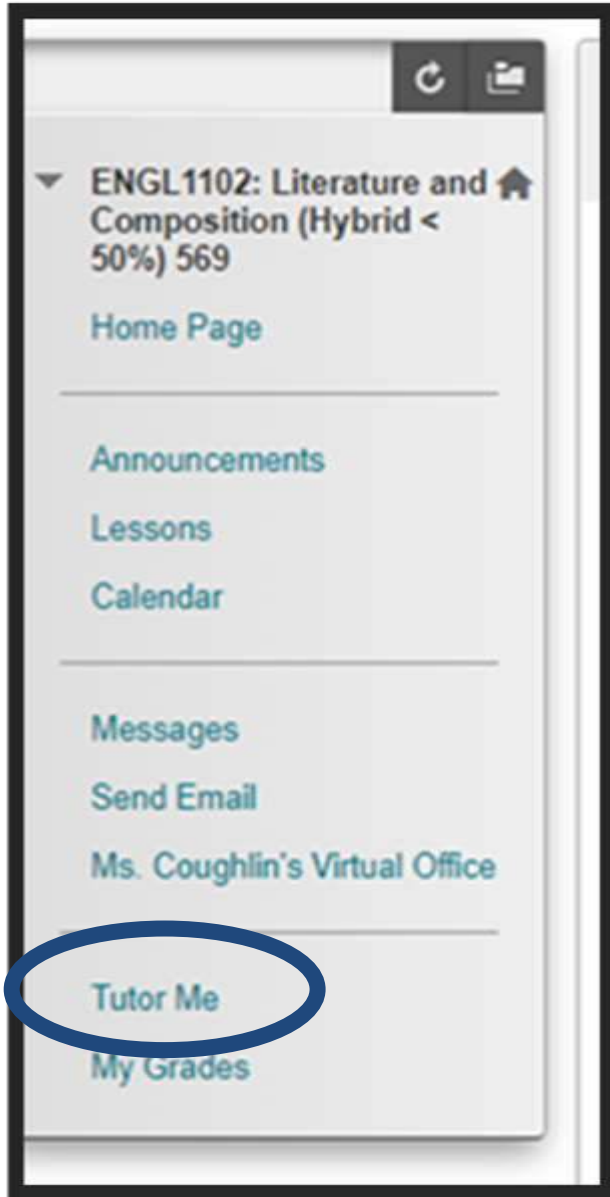
Occasionally, courses include required or optional virtual lessons. If so, the Virtual Sessions menu item will appear under Lessons in the menu and will take you to a session list. When you select the session, you'll enter a virtual room, just like when you enter the virtual office. You might be prompted to Join Session. If so, do. Inside, the Virtual Lesson Room, controls work the same way.

*Note that you might have to click the arrow button to show all sessions. Sometimes the Virtual Office is listed here, too, but not always.*



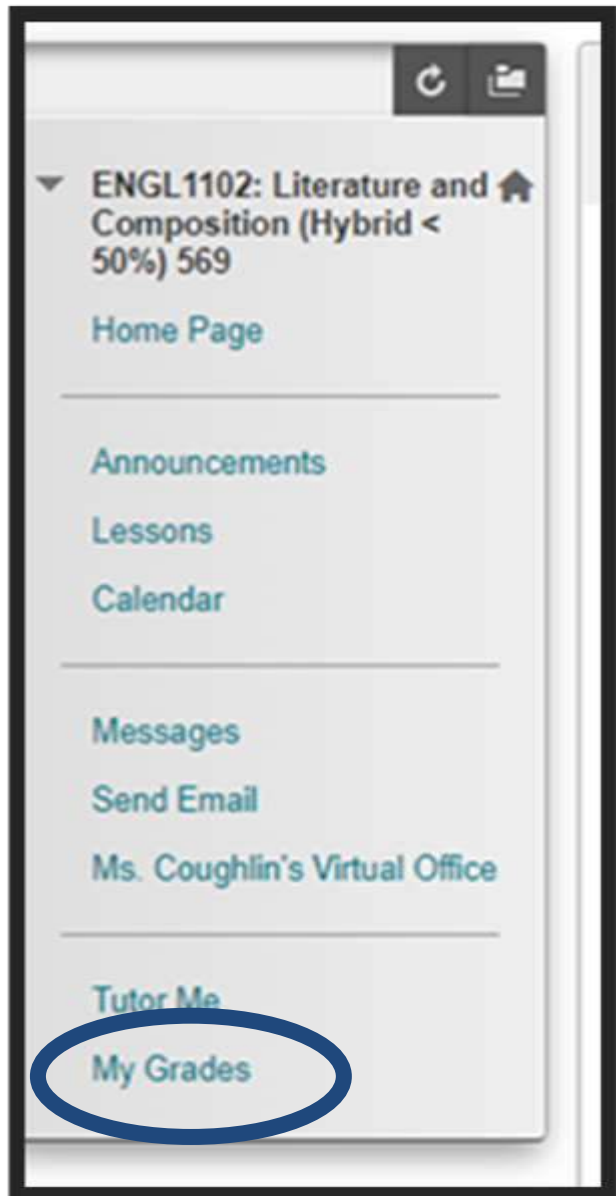
# Tutor Me

Online and hybrid courses at SGTC offer the option for online tutoring. When you select Tutor Me from the menu, you'll be taken to the main Tutor Me page, where you can select the CONNECT WITH A TUTOR button.



# My Grades

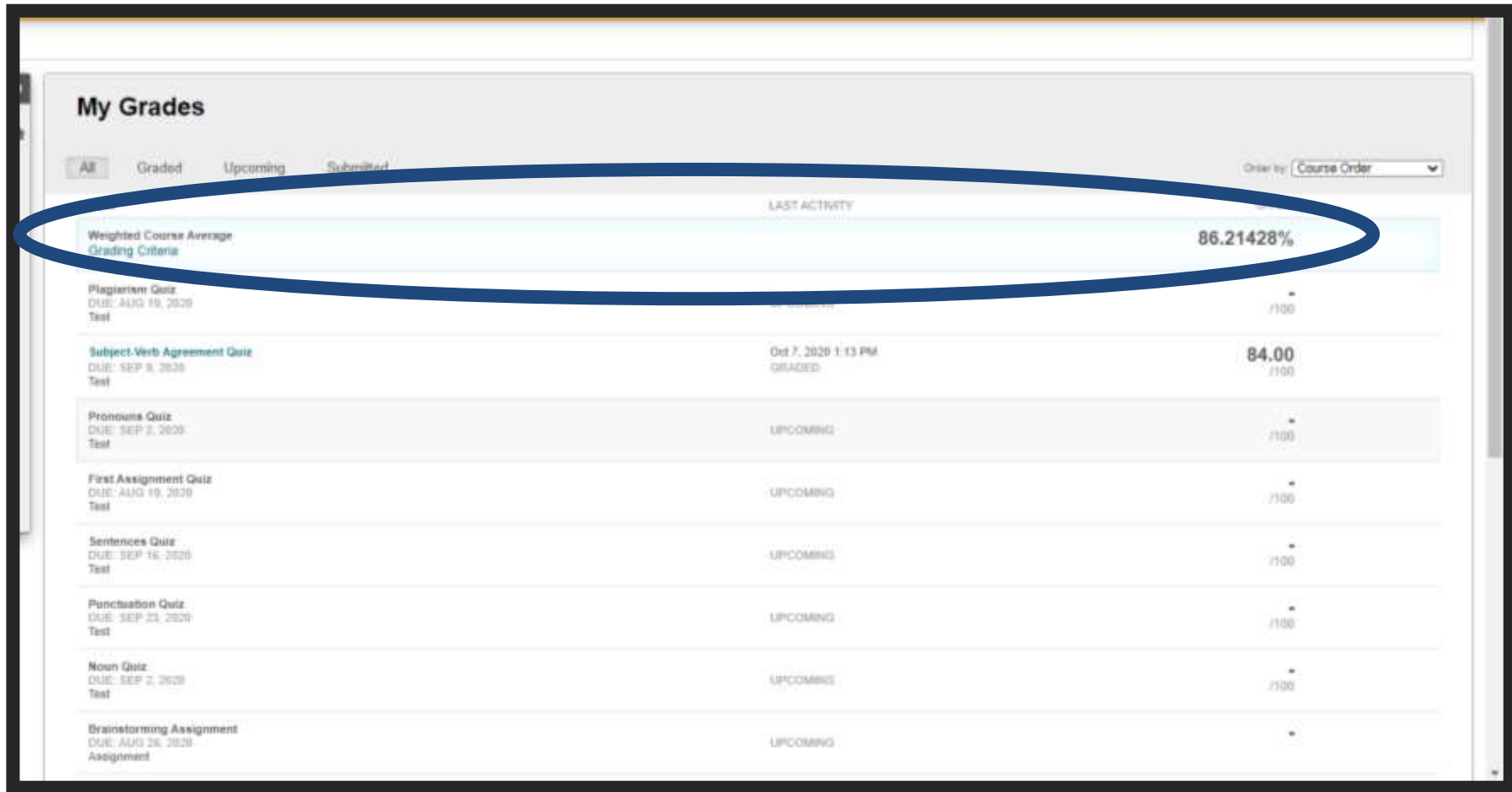
My Grades will take you to a list of all your assignments. If it's been graded, there will be a grade in the last column. If you've submitted it, but it hasn't been graded, you'll see an exclamation point.



Grading Criteria			
Plagiarism Quiz DUE: AUG 19, 2020 Test	UPCOMING		/100
Subject Verb Agreement Quiz DUE: SEP 9, 2020 Test	Oct 7, 2020 1:13 PM GRADED	84.00	/100
Pronouns Quiz DUE: SEP 2, 2020 Test	UPCOMING	*	/100
First Assignment Quiz DUE: AUG 19, 2020 Test	UPCOMING	*	/100
Sentences Quiz DUE: SEP 14, 2020 Test	UPCOMING	*	/100
Punctuation Quiz DUE: SEP 23, 2020 Test	UPCOMING	*	/100
Noun Quiz DUE: SEP 2, 2020 Test	UPCOMING	*	/100
Brainstorming Assignment DUE: AUG 26, 2020 Assignment	UPCOMING	*	
Example Essay Preparation Assignment DUE: SEP 2, 2020 Test	UPCOMING	*	/100
Descriptive Paragraph Assignment DUE: AUG 26, 2020 Assignment	UPCOMING	*	
Example Essay Dropbox DUE: SEP 9, 2020 Assignment	Oct 7, 2020 1:58 PM SUBMITTED	*	!
Compare and Contrast Essay Preparation Assignment DUE: SEP 2, 2020 Assignment	UPCOMING	*	

# Course Average

You can also see your Weighted Course Average for the class so far. Remember that this only includes assignments for which you've received a grade.



The screenshot shows a 'My Grades' interface. At the top, there are tabs for 'All', 'Graded', 'Upcoming', and 'Submitted'. To the right is a dropdown menu labeled 'Order by' with 'Course Order' selected. Below the tabs is a table with three columns: 'LAST ACTIVITY', 'Grade', and 'Points'. The first row, 'Weighted Course Average', is highlighted in light blue and circled with a blue oval. It shows a grade of '86.21428%'. The following rows list various quizzes and assignments with their due dates, status, and scores.

LAST ACTIVITY	Grade	Points
Weighted Course Average Grading Criteria	86.21428%	
Plagiarism Quiz DUE: AUG 19, 2020 Test		*/100
Subject-Verb Agreement Quiz DUE: SEP 8, 2020 Test	Oct 7, 2020 1:13 PM GRADED	84.00 */100
Pronouns Quiz DUE: SEP 2, 2020 Test	UPCOMING	*/100
First Assignment Quiz DUE: AUG 19, 2020 Test	UPCOMING	*/100
Sentences Quiz DUE: SEP 16, 2020 Test	UPCOMING	*/100
Punctuation Quiz DUE: SEP 23, 2020 Test	UPCOMING	*/100
Noun Quiz DUE: SEP 2, 2020 Test	UPCOMING	*/100
Brainstorming Assignment DUE: AUG 26, 2020 Assignment	UPCOMING	*/100

# Graded Assignments

Once an assignment has been graded, the name of the assignment, in the first column, will become clickable. Clicking the title will let you see your submission as well as details about your grade.

<a href="#">Subject-Verb Agreement Quiz</a> DUE: SEP 9, 2020 Test	Oct 7, 2020 1:13 PM GRADED	84.00 /100
Pronouns Quiz DUE: SEP 2, 2020 Test	UPCOMING	- /100
First Assignment Quiz DUE: AUG 19, 2020 Test	UPCOMING	- /100
Sentences Quiz DUE: SEP 16, 2020 Test	UPCOMING	- /100
Punctuation Quiz DUE: SEP 23, 2020 Test	UPCOMING	- /100
Noun Quiz DUE: SEP 2, 2020 Test	UPCOMING	- /100
Brainstorming Assignment DUE: AUG 26, 2020 Assignment	UPCOMING	-
Example Essay Preparation Assignment DUE: SEP 2, 2020 Test	UPCOMING	- /100
Descriptive Paragraph Assignment DUE: AUG 26, 2020 Assignment	UPCOMING	-
<a href="#">Example Essay Dropbox</a> DUE: SEP 9, 2020 Assignment	Oct 7, 2020 1:17 PM GRADED	87.10%



# Tests and Quizzes

When you click the assignment name for an item marked Test, you'll get a View Attempts screen that shows how many points were possible, when you took the test, and your grade. To see which specific answers you got right or wrong, and to view any feedback on your answers if the instructor allows it, you must click the number in the Calculated Grade column.

Test
<b>Subject-Verb Agreement Quiz</b> DUE: SEP 9, 2020 Test
<b>Pronouns Quiz</b> DUE: SEP 2, 2020 Test
<b>First Assignment Quiz</b> DUE: AUG 19, 2020 Test
<b>Sentences Quiz</b> DUE: SEP 16, 2020 Test
<b>Punctuation Quiz</b>

### View Attempts

ASSESSMENT DETAILS

Item Name	Subject-Verb Agreement Quiz	
Aggregation	Last attempt	
Due Date	9/9/20	
Points Possible	100	

ATTEMPTS

Date Created	Date Last Submitted or Edited	Calculated Grade
Oct 7, 2020 1:10 PM <a href="#">Icon Legend</a>	Oct 7, 2020 1:12 PM <b>LATE</b>	84.00

← OK

# Test & Quiz Details

When you click the test grade, you'll see the entire test, including the questions, your answer, and the correct answer. You'll also see how many points you received for each question. In some cases, there may also be feedback under each question, or at the very end of the list of questions.

**Question 3** 4 out of 4 points

Choose the **correct verb** to complete the following sentence:

The members of the committee \_\_\_\_\_ turns speaking at the meeting.

Selected Answer: ☒ B. take

Answers: ☐ A. takes ☒ B. take

---

**Question 4** 4 out of 4 points

Choose the **correct verb** to complete the following sentence:

The manager or the employees \_\_\_\_\_ responsible for cleaning each day.

Selected Answer: ☒ B. are

Answers: ☐ A. is ☒ B. are

---

**Question 5** 0 out of 4 points

Choose the **correct verb** to complete the following sentence:

The man with big hands \_\_\_\_\_ trouble finding gloves that fit.

Selected Answer: ☒ B. have

Answers: ☒ A. has ☐ B. have

# Assignment Details

When you click on the title of an item marked Assignment, you'll go straight to the feedback screen. Here you can see your grade, as well as any feedback left for you. Always make sure to review the feedback so you can improve the next assignment.

The image shows a screenshot of a learning management system interface. On the left, a sidebar lists several assignments: 'Noun Quiz' (due Sep 2, 2020, marked as a Test), 'Brainstorming Assignment' (due Aug 26, 2020, marked as an Assignment), 'Example Essay Preparation Assignment' (due Sep 2, 2020, marked as a Test), 'Descriptive Paragraph Assignment' (due Aug 26, 2020, marked as an Assignment), and 'Example Essay Dropbox' (due Sep 9, 2020, marked as an Assignment). The 'Example Essay Dropbox' is circled in blue. The main area displays the 'Review Submission History: Example Essay Dropbox' page. It shows the assignment instructions, a toolbar with navigation icons, and a submission history table. The table has columns for 'GRADE', 'ATTEMPT (LATEST)', 'SUBMISSION', and 'COMMENTS'. The first row shows a grade of 87.10% for the latest attempt, with a submission link 'Comparison & Contrast Essay Example.pdf'. The 'COMMENTS' column contains a 'Feedback to Learner' message dated 10/7/20 1:17 PM, which is also circled in blue. The feedback text reads: 'You have a good essay here, but you need to watch your spelling and grammar. Also, your these statement needs work, as I mentioned in your prewriting. Otherwise, good!'. The submission history table is also circled in blue.

**Review Submission History: Example Essay Dropbox**

Assignment Instructions ▾

Page 1 of 4

**Example Essay Dropbox**  
DUE: SEP 9, 2020  
Assignment

**Sometimes, Those Who Can, Do and Teach**  
Jane S. Student  
South Georgia Technical College  
English 1101: Composition and Rhetoric  
Ms. Maggie Coughlin  
August 1, 2020

GRADE	ATTEMPT (LATEST)	SUBMISSION	COMMENTS
87.10%	10/7/20 1:06 PM	<a href="#">Comparison &amp; Contrast Essay Example.pdf</a>	<b>Feedback to Learner</b> 10/7/20 1:17 PM You have a good essay here, but you need to watch your spelling and grammar. Also, your these statement needs work, as I mentioned in your prewriting. Otherwise, good!

# Comment Bubble

Note that, on assignments, there's also a comment bubble next to your grade. You can also click this bubble to see comments, if you wish. This will show your feedback in a popup window instead of another screen. Note that, if the instructor made comments within your writing assignment itself, you can't see those comments using this option. Only the overall feedback is visible in the popup.

The image shows a screenshot of a course management system interface. At the top, there is a table listing assignments. The third row, 'Example Essay Dropbox', is highlighted. A blue circle highlights a comment bubble next to the 87.10% grade for this assignment. Below the table, a popup window titled 'Example Essay Dropbox' is open, displaying the following feedback: 'You have a good essay here, but you need to watch your spelling and grammar. Also, your these statement needs work, as I mentioned in your prwwriting. Otherwise, good!'. The background shows a dimmed view of the assignment list.

Assignment	Due Date	Status	Grade
Test	DUE: SEP 2, 2020	UPCOMING	/100
Descriptive Paragraph Assignment	DUE: AUG 26, 2020	UPCOMING	-
Example Essay Dropbox	DUE: SEP 9, 2020	GRADED	87.10%
Compare and Contrast Essay Preparation Assignment	DUE: SEP 16, 2020	UPCOMING	-

**Example Essay Dropbox**

You have a good essay here, but you need to watch your spelling and grammar. Also, your these statement needs work, as I mentioned in your prwwriting. Otherwise, good!

# Let's Go!

This should give you a great start in Blackboard. Note that some instructors might link other things in the menu, such as Journal Assignments, Discussion Boards, and more. They might not use all items, and they might be in a different order. Once you get the hang of Blackboard, however, you'll find it's pretty easy to find your way around!

Questions?

You should now know how to message me!

Have a great semester!