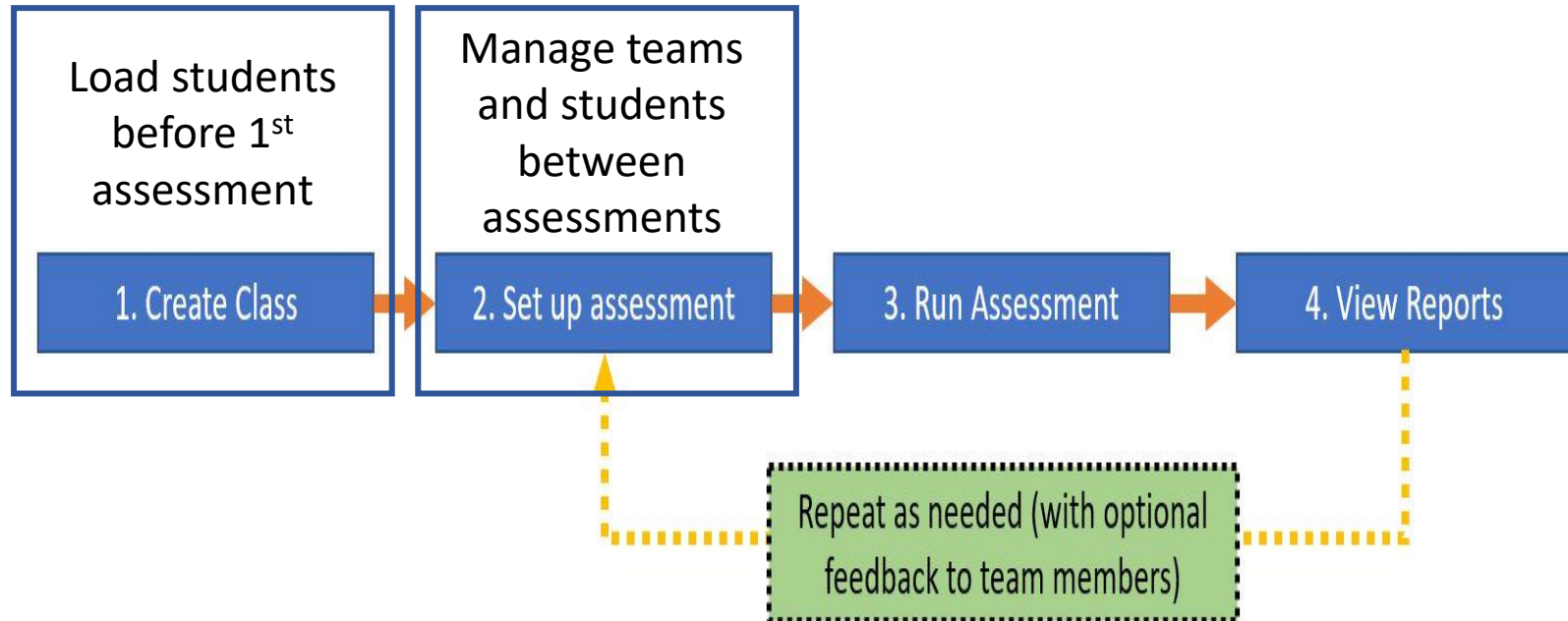


Quick-Load from Blackboard:

- ❖ Loading Student Information from Blackboard Gradebook Export
- ❖ Loading Student Information from Blackboard Groups Export
- ❖ Managing Students Using the Manage Teams Feature

This presentation will walk you through two methods to export from **Blackboard** depending on whether you have placed students in Blackboard Groups or not. Then it shows how to manage teams and students after the initial load.



Steps to Load Students

1. Export Gradebook or Groups

In Blackboard, open the Gradebook or the Groups feature. (Use Groups if you have put students into teams using Blackboard Groups). Follow directions in the appropriate slides

- [Gradebook instructions start on page 3](#)
- [Groups instructions start on page 6](#)

2. Create Class

In PeerAssessment.Com, press **Create Class** then fill in the information. Press **Save** to start importing the students.

3. Import Students

On the Class Details page, open **Import Data File**. Select the import type and data file name then **Submit**. You can review the data as it is before confirming the import.

4. Assign Teams

Finally, open **Manage Teams** to assign students to teams. If needed, reassign students to teams for each assessment, or add and remove students from the class.

Blackboard Gradebook Export *(steps 1-3)*

Step 1. Open the Grade Center within Blackboard

Step 2. Select Work Offline > Download

Step 3. Set parameters (below) and press Submit

Note: different Blackboard versions may have different menu options

Blackboard Menu

- Course Management
- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center**
- Needs Grading
- Full Grade Center
- Assignments

The screenshot shows the Blackboard Gradebook interface. At the top, there are menu options: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these are 'Filter' and 'Discover Content'. A 'Work Offline' dropdown menu is highlighted with a red box. A blue arrow points from the 'Grade Center' in the Blackboard Menu to the 'Work Offline' dropdown. The 'Work Offline' dropdown menu is open, showing 'Upload' and 'Download' options, with 'Download' highlighted by a red box and a blue arrow pointing down. Below the menu is a 'Grade Information Bar' with 'Move To Top', 'Email', 'Sort Columns By: Layout Position', and 'Order: Ascending'. A 'Last Saved: May 10, 2017 10:19 AM' timestamp is visible. The main content area is titled 'DATA' and contains the text: 'Items with Anonymous Grading enabled will not be included in the download.' Below this is the 'Select Data to Download' section with three radio button options: 'Full Grade Center', 'Selected Column' (with a dropdown menu set to 'Final Grade'), and 'User Information Only' (highlighted with a red box). To the right of the 'User Information Only' option is the text 'User Information Only' in large bold font. Below the 'DATA' section is the 'OPTIONS' section with the text: 'Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to'. Below this are two radio button options: 'Delimiter Type' with 'Comma' selected (highlighted with a red box) and 'Tab', and 'Include Hidden Information' with 'No' selected (highlighted with a red box). To the right of these options are the text 'Delimiter Type = Comma' and 'Hidden Information = No' in large bold font.

Blackboard Gradebook Export *(steps 4)*

Step 4. Locate downloaded file `gccsv`

File contents look like this. You do not need to open it.

	A	B	C	D	E	F
1	Last Name	First Name	Username	Student ID	Last Access	Availability
2	Trap	Shae	shaetrap	11312	1/5/2019 11:19	Yes
3	Green	Bill	billgreen	11006	1/7/2017 19:59	Yes
4	Fowler	Roxy	roxyfowler	12140	1/6/2017 10:42	Yes
5	Lopez	Jessica	jessicalopez12	11401	1/6/2017 7:42	Yes
6						

Blackboard Gradebook Export *(step 5)*

Step 5. Import File into PeerAssessment.Com on Class Details Page

Select Blackboard Gradebook Export

Select the correct email domain for your students (after the @)

Select file from Blackboard

Continue on
Page 9

IMPORT STUDENTS DATA FILE ✕

You may choose to construct a student file, or import one from a Learning Management System (LMS). To ensure your file will load successfully, please consult the instructions for your specific type of source file.

File Source Type

Blackboard Gradebook Export ▼

Email Domain

boisestate.edu ▼

File

Gccsv

Browse

Import Data File

INSTRUCTIONS FOR EACH FILE FORMAT

- Excel Spreadsheet—CSV (Comma Delimited)
- Blackboard Gradebook Export
- Blackboard Groups Export File
- Canvas Gradebook Export

Blackboard Groups Export *(steps 1-2)*

Step 1. Assign your students to Groups within Blackboard
(See Blackboard instructions for this step)

Step 2. Set parameters (below) and press Submit

Blackboard Menu

Course Management

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
 - Groups
 - Users

The screenshot shows the Blackboard Groups management page. The 'Export' button is highlighted with a red box. A blue arrow points from the 'Groups' menu item in the Blackboard Menu to the 'Export' button. Another blue arrow points from the 'Export' button to the 'Export Groups and Members' dialog box. In the dialog box, the 'Groups and group members' radio button and the 'Include header row' checkbox are both highlighted with red boxes. A blue arrow points from the 'Submit' button in the dialog box to the text 'Generates Email message'. The dialog box title is 'Export Groups and Members' and it contains the following text: 'Export a CSV (comma-separated value) file containing groups and users to your computer. You can export your existing group and group members, reorganize as needed offline, and then import them to make changes. More Help'. The 'EXPORT' section has three radio buttons: 'Groups only', 'Group members only', and 'Groups and group members' (selected). There is also a checkbox for 'Include header row' which is checked. At the bottom of the dialog box, it says 'Click **Submit** to proceed. Click **Cancel** to go back.' and has 'Cancel' and 'Submit' buttons.

Generates
Email
message

Blackboard Groups Export *(step 3)*

Step 3. Locate downloaded `...._groupmembers.csv` file

Email message generated by Submit

do-not-reply@boisestate.edu
to me ▾
Bulk Export Complete Download the ZIP file [here](#).

Downloads > 20181010144122_1169-73712ITM31000873324ITM310004_grp (1).zip

Name	Type
20181010144122_1169-73712ITM31000873324ITM310004_groupmembers.csv	Microsoft Excel Comma S...
20181010144122_1169-73712ITM31000873324ITM310004_groups.csv	Microsoft Excel Comma S...
20181010144122-1169-73712ITM31000873324ITM310004-ExportGroupMembers.log	Text Document
20181010144122-1169-73712ITM31000873324ITM310004-ExportGroups.log	Text Document

File contents look like this. You do not need to open it.

	A	B	C	D	E	F
1	Group Code	User Name	Student Id	First Name	Last Name	
2	Team-A	BillSmith	12345	Bill	Smith	
3	Team-A	SusanJones	23456	Susan	Jones	
4	Team-A	KimSteele	34567	Kim	Steele	
5	Team-B	JaneAnders	45678	Jane	Anders	
6	Team-B	LiamHill	67890	Liam	Hill	
7						

Blackboard Groups Export *(step 4)*

Step 4. Import File into PeerAssessment.Com on Class Details Page

Select Blackboard Groups Export

Select the correct email domain
for your students (after the @)

Select file from Blackboard

IMPORT STUDENTS DATA FILE ×

You may choose to construct a student file, or import one from a Learning Management System (LMS). To ensure your file will load successfully, please consult the instructions for your specific type of source file.

File Source Type

Blackboard Groups Export ▼

Email Domain

boisestate.edu ▼

File

XXXXXXXX_groupmembers.csv

Browse

Import Data File

INSTRUCTIONS FOR EACH FILE FORMAT

- ▶ Excel Spreadsheet–CSV (Comma Delimited)
- ▶ Blackboard Groups Export File

Blackboard Export *(last step)*

Last Step. Review data: Confirm & Import

TEST 102 - 1: CONFIRM STUDENT IMPORT
TINA ANSON, FALL 2018

Team	Email	First Name	Last Name	School Id
Team-A	BillSmith@boisestate.edu	Bill	Smith	12345
Team-A	SusanJones@boisestate.edu	Susan	Jones	23456
Team-A	KimSteele@boisestate.edu	Kim	Steele	34567
Team-B	JaneAnders@boisestate.edu	Jane	Anders	45678
Team-B	LiamHill@boisestate.edu	Liam	Hill	67890

[Confirm & Import](#) [Cancel](#)

Class Details Page

★ STUDENT ENROLLMENT ⓘ

[Load Student Data File](#) [Import Data File](#)

Students Loaded: 5 [View Teams](#) | [Clear Students](#)

Teams Loaded: 2

Managing Teams and Students after Loading the File

Use Manage Teams to adjust your Teams & Students

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

Assessments Page

DASHBOARD CLASSES ADMIN ▾

ART 100 - 001 (TEST, SPRING 2022) CLASS ASSESSMENTS REPORTS

ASSESSMENTS

Back

ASSESSMENTS Here build each assessment to run in your class. Your assessments can all be exactly the... Show More ▾

Assessment 1 + New Assessment

ASSESSMENT STATUS: NO SCHEDULE SET

STUDENT RESPONSES: 0/6

★ ASSESSMENT SCHEDULE

Start Date: 06 : 30 : am

Reminder Date 1: 06 : 30 : am

Reminder Date 2: 05 : 00 : am

End Date: 11 : 55 : am

ASSESSMENT OPTIONS

Manage Questions

Manage Email Messages

Report Distribution:

Automatically distribute

TEAMS FOR ASSESSMENT #1

Manage Teams View Team Roster

Team: Unassigned

Stazz7 Anson

Stazz8 Anson

Team: Test Team 1 Assessment Completed

Stazz1 Anson

Stazz2 Anson

Stazz3 Anson

Team: Test Team 2 Assessment Completed

Stazz4 Anson

Stazz5 Anson

Stazz6 Anson

In this example, Assessment 1 includes 8 students, placed in 2 teams, with 2 students Unassigned.

Manage Teams page

MANAGE TEAMS Back

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) ▾

Assessment: ▾

1. Create Teams

Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Add New Student To Class

Click on Student Name to Edit/Delete Student

Download Team Roster

Displaying 1-8 of 8

Team ↕	Student Name ↕	Email ↕
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com
Test Team 2	Stazz4 Anson	stazz4anson@gmail.com
Test Team 2	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com

View 35 per page ▾

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File**
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

i. Create Teams to enter the team names

Assessment: 1 ▾

1. Create Teams
Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz1 Anson	stazz1anson@gmail.com
Unassigned	Stazz2 Anson	stazz2anson@gmail.com
Unassigned	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Unassigned	Stazz5 Anson	stazz5anson@gmail.com
Unassigned	Stazz6 Anson	stazz6anson@gmail.com
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com

ADD TEAM ✕

Team Name

Notes

Save **Cancel**

ii. Assign Students to select each student's team from the dropdown.

iii. Save Team Assignments

REASSIGN TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) ▾

Assessment: 1 ▾

Team	Student	Email
Test Team 1 ▾	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1 ▾	Stazz2 Anson	stazz2anson@gmail.com
Unassigned ▾	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Test Team 1	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com
Test Team 1	Stazz7 Anson	stazz7anson@gmail.com
Unassigned ▾	Stazz8 Anson	stazz8anson@gmail.com

Save Team Assignments **Cancel**

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change**
- Between Assessments, change the teams and team rosters

MANAGE TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment

Assessment: 1

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com

Add New Student To Class

Click on Student Name to Edit/Delete Student



- Select Student** to edit or remove
- Save** or **Remove from Class**

STUDENT INFORMATION

Add Student to Class: Enter information in all fields for this student. Check Active box. Press 'Save'.

Edit Student: Click on Student Name in the list, and make changes. Press 'Save'.

Remove Student From Class: Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz2anson@gmail.com

First Name: Stazz2

Last Name: Anson

Student ID (optional): 11400

Notes:

Save **Remove From Class**

Add New Student To Class

Click on Student Name to Edit/Delete Student

- Add New Student to Class**
- Enter information.
- Save**

ADD STUDENT

Add Student to Class: Enter information in all fields for this student. Check Active box. Press 'Save'.

Edit Student: Click on Student Name in the list, and make changes. Press 'Save'.

Remove Student From Class: Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz8anson@gmail.com

First Name: Stazz8

Last Name: Anson

Student ID (optional):

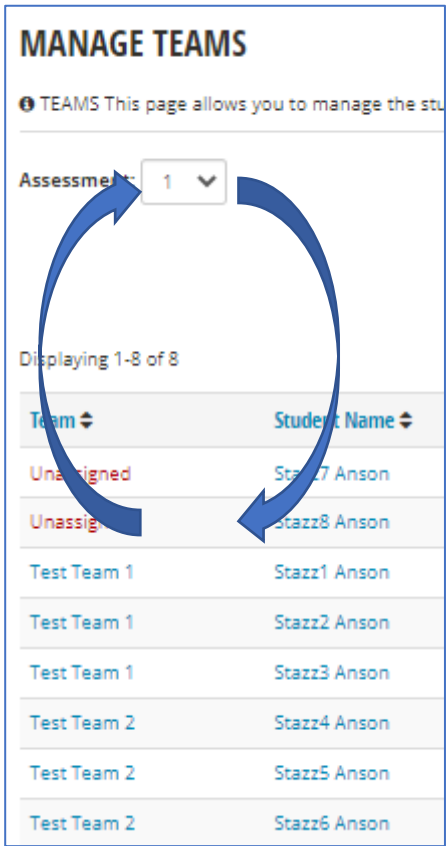
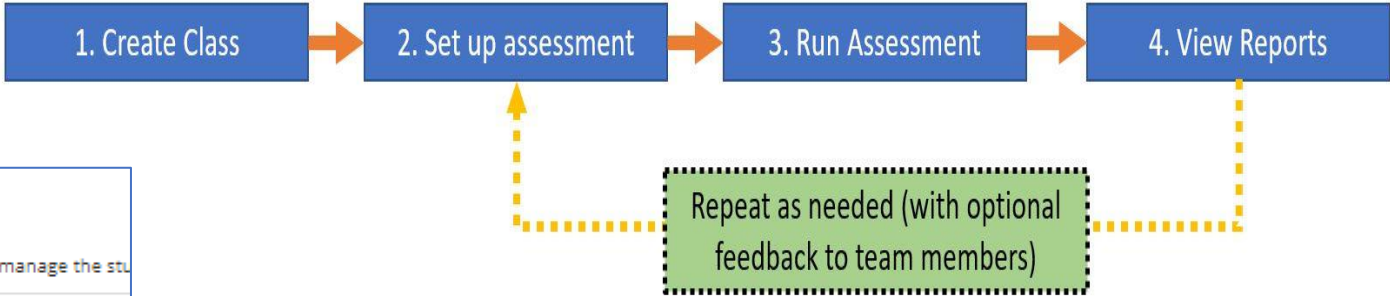
Team (optional): Test Team 2

Notes:

Save **Cancel**

Use Manage Teams to:

- a. Assign students to teams if Teams were not in your Load File
- b. Add/Edit/Remove students as enrollments change
- c. Between Assessments, change the teams and team rosters**



With short-term group assignments, you can mix up team membership between assessments.

Or with longer team projects, you can keep teams intact to conduct iterative assessments.

Tip for Iterative Assessments

It's easy to create multiple iterative assessments to check-in on teams periodically during a project. These check-ins usually involve the same questions, emails, and teams. The way PA works is, when you create a new assessment, it copies over the questions, emails and teams from the previous assessment.

To create iterative assessments, start by setting-up the first assessment completely—prepare the questions, emails, and teams, plus set report distribution and special instructions. Then click **' + New Assessment '** for as many more assessments as you will need—each is identical to the prior one. Finally, fill in the dates/times for each and you are done!