

# ***Blackboard Faculty Guide***

Powered by Blackboard

**Instructional Design Center**

**(304) 696-7117 Huntington**

**(304) 746-1948 South Charleston**

**onlinelearning@marshall.edu**

**Office of Information Technology**

**IT Service Desk:**

**(304) 696-3200 Huntington area**

**(304) 746-1969 Charleston area**

**(877) 689-8638 Toll free**

**[servicedesk@marshall.edu](mailto:servicedesk@marshall.edu)**

# ***Table of Contents***

Blackboard Faculty Guide .....	1
Quality Matters .....	3
Adding a Syllabus or Schedule .....	3
Basic Ideas of Course Design.....	5
Creating a Content Folder .....	8
Creating an Assignment .....	10
Creating an Assessment.....	13
Using the Grade Center.....	21
Creating a Column in the Grade Center .....	23
Creating Weighted Columns in the Grade Center .....	24
Using Smart Views in the Grade Center.....	27
Column Organization .....	28
Row Visibility.....	29
Viewing Grade History .....	31

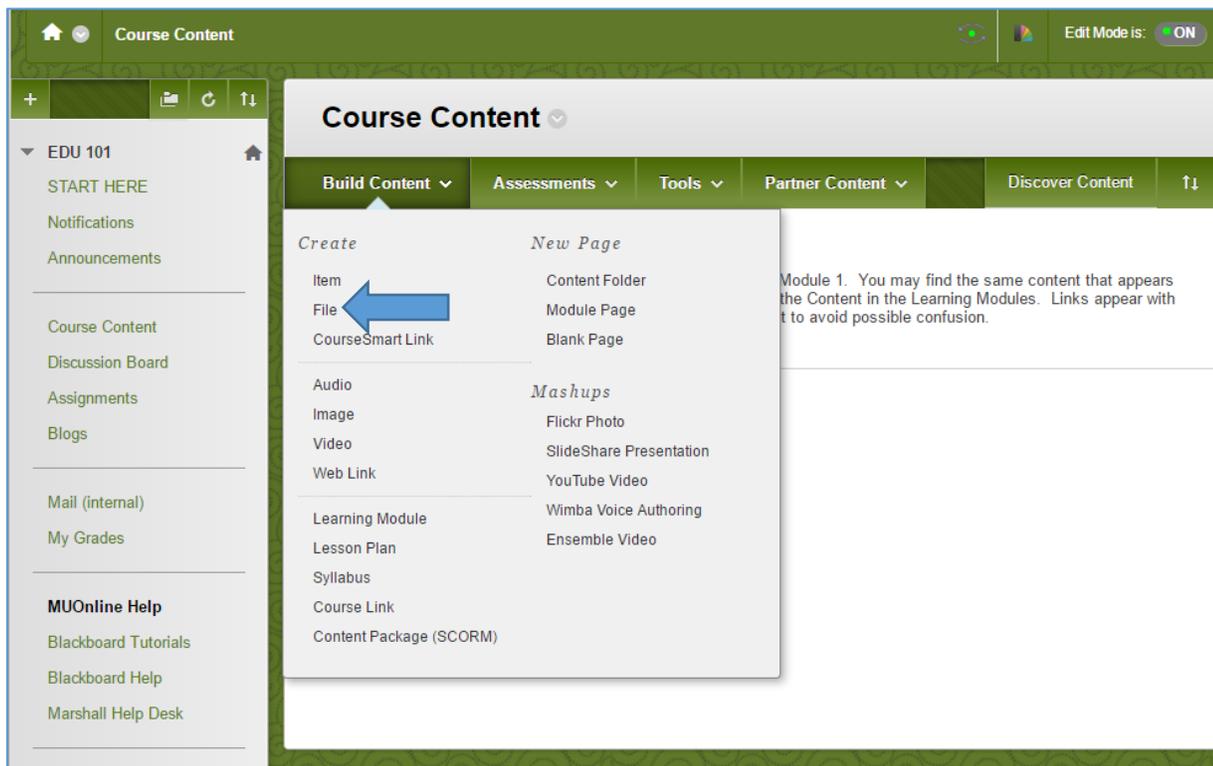
# Quality Matters

“Quality Matters is a collegial review process in which reviewers provide feedback on course design in two ways: (1) through substantive, constructive, measurable, and specific recommendations with regard to both course strengths and areas for improvement, and (2) by evaluating the extent to which course design meets Specific Review Standards. In examining clarity, organization, and other components of the course, reviewers are asked to take the student’s perspective.” (Quality Matters Higher Education Rubric Workbook, Fifth Edition, 2014)

## Adding a Syllabus or Schedule

1. Proceed to Blackboard and to the course which you are wishing to add a syllabus or schedule or other file.
2. Proceed to the Course Content area in which you will be adding the file
  - The file can be added directly to the Course Content or within a Content Folder or Learning Module
3. Click **Build Content**, then **File**.

Note: Make sure the edit mode is **ON** in the upper right of the screen.



## Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

\* Indicates a required field.

Cancel

Submit

### SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

\* Name

Color of Name  Black

\* Find File

### FILE OPTIONS

Open in New Window  Yes  No

Add alignment to content  Yes  No

### STANDARD OPTIONS

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

4. A **name** is required for the file.

5. Click **Browse My Computer** to browse the computer and select the file.

6. There is the option to open the **file in a new window**.

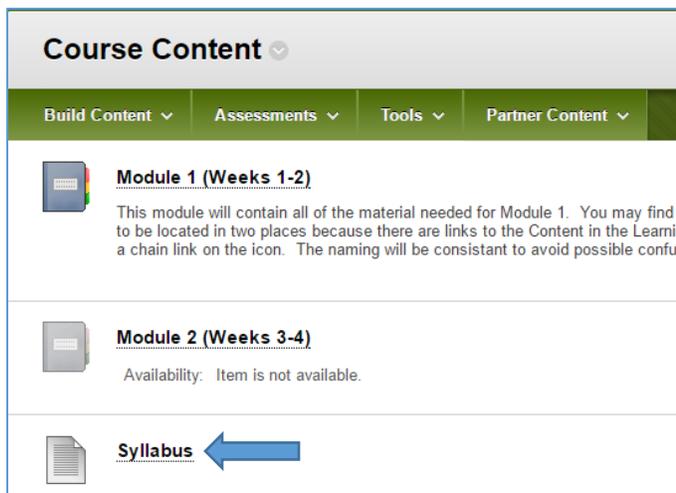
7. **Permit Users to View this Content** is the availability option. Select **Yes** to allow students to view the item, while **No** hides it from the students' view.

8. **Track Number of Views** will track the views of the file made by students.

9. **Select Date and Time Restrictions** to limit the availability of the file to students. Make sure to check the boxes to the left to save the display dates.

10. Click **Submit** at the top or bottom to save the changes.

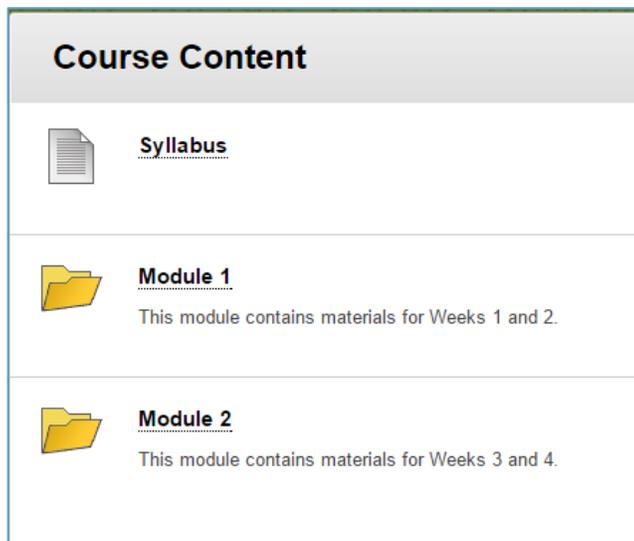
11. After the file has been added, it will appear the bottom of the list.



## ***Basic Ideas of Course Design***

When structuring the online content it is suggested to chunk the material by either scheduling, chapters, topic, or some other separation method. The suggested method of displaying the chunked material is via **Content Folders**.

### **Example:**



1. To create a **Content Folder**, first make sure the edit mode is **ON**.
2. Click **Build Content**, then click **Content Folder**.

Course Content

Course Content

Build Content Assessments Tools Partner Content Discover Content

*Create*

- Item
- File
- CourseSmart Link

*New Page*

- Content Folder
- Module Page
- Blank Page

*Audio*

- Image
- Video
- Web Link

*Mashups*

- Flickr Photo
- SlideShare Presentation
- YouTube Video
- Wimba Voice Authoring
- Ensemble Video

Learning Module

Lesson Plan

Syllabus

Course Link

Content Package (SCORM)

EDU 101

START HERE

Notifications

Announcements

Course Content

Discussion Board

Assignments

Blogs

Mail (internal)

My Grades

**MUOnline Help**

Blackboard Tutorials

Blackboard Help

Marshall Help Desk

\* Indicates a required field. Cancel **Submit**

**CONTENT FOLDER INFORMATION**

\* Name

Color of Name █ Black

Text

Paragraph Arial 3 (12pt)

Bold  Italic  Underline  Text Color  Background Color  Bulleted List  Numbered List  Indent  Outdent  Undo  Redo  Link  Unlink  Image  Video  Audio  Table  Grid  HTML  CSS

Path: p Words: 0

**STANDARD OPTIONS**

Permit Users to View  Yes  No  
this Content

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

3. **Name** the Content Folder

4. Edit the **Permit Users to View this Content** option to control general availability, while **Select Date and Time Restrictions** controls availability by dates.

5. Click **Submit** at the top or bottom to save the changes.

**Course Content** ▾

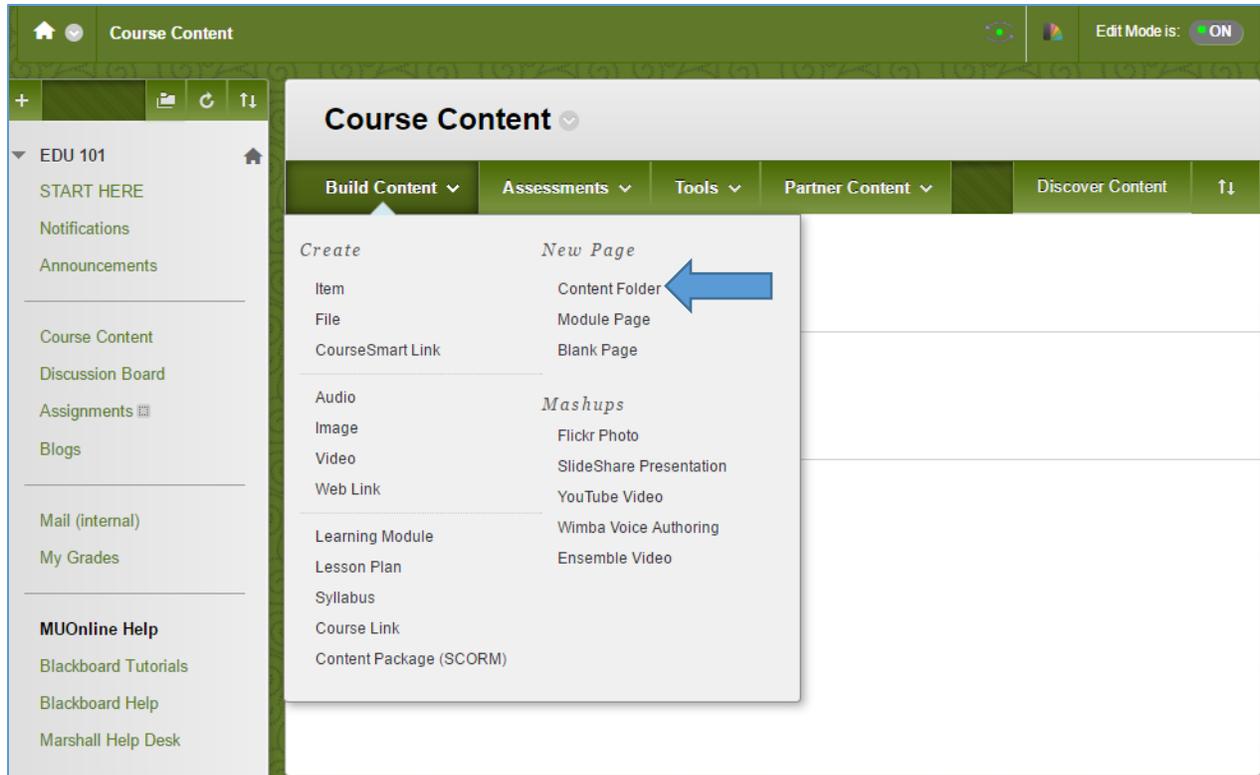
Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾ Discover Content

-  **Syllabus**
-  **Module 1**  
This module contains materials for Weeks 1 and 2.
-  **Module 2**  
This module contains materials for Weeks 3 and 4.
-  **Module 4**  
This module contains materials for Weeks 5 and 6.

# Creating a Content Folder

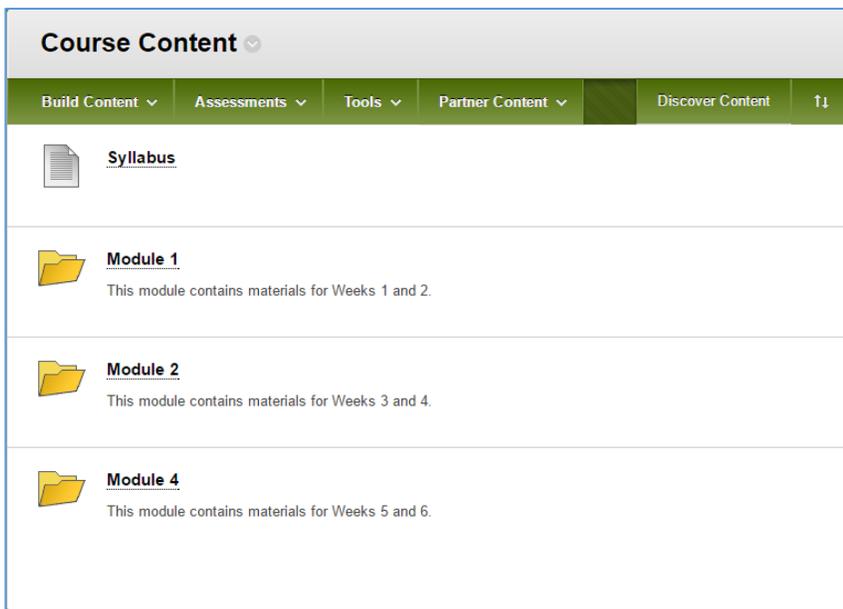
1. To create a **Content Folder**, first make sure the edit mode is ON.
2. Within a content area, click **Build Content**, then click **Content Folder**.

Note: Make sure the edit mode is **ON** in the upper right of the screen.



(Continue on the next page)



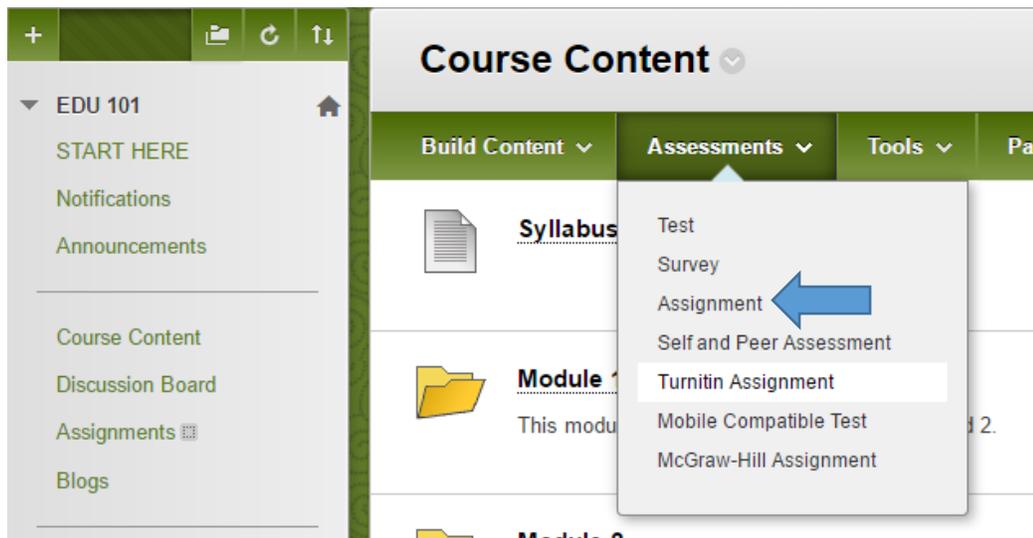


## Creating an Assignment

An **Assignment** can be used to allow students to electronically submit work.

1. Proceed to a Content Area in which you wish to create an **Assignment**.
2. Click **Assessments**, then **Assignment**

Note: Make sure the edit mode is **ON** in the upper right of the screen.



3. Include a **Name** and **Instructions** for the Assignment. A file can be attached, if needed.

## Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

\* Indicates a required field.

Cancel Submit

### ASSIGNMENT INFORMATION

\* Name and Color   Black

Instructions  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and a grid tool.

Path: p Words:0

### ASSIGNMENT FILES

Attach File

4. The **Due Date** lets students know when the Assignment is due. As a note, submissions are accepted after the due date if the assignment remains available, but they are marked **Late** in the Grade Center.

### DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

5. Include the **Points Possible** for the Assignment.
6. Submission Details
- **Assignment Type** • Select either Individual, Group, or Portfolio Submission
  - **Number of Attempts** • The options for number of attempts include single, multiple, or unlimited attempts.
  - **Plagiarism Tools** • Optioning to check submissions for plagiarism with **SafeAssign** supplies an originality report for each submission. See SafeAssign Quick Guide for more information.

## GRADING

✖ Points Possible

Associated Rubrics

Add Rubric ▼

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

### Submission Details

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type

- Individual Submission  
 Group Submission  
 Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment*

Number of Attempts

Single Attempt ▼

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign

*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.*

*If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.*

- Allow students to view SafeAssign originality report for their attempts  
 Exclude submissions from the Institutional and Global References Databases

7. Control the Availability by checking **Make the Assignment Available**.

Use the **Limit Availability option** to control the availability of the Assignment **by dates**.

## AVAILABILITY

Make the Assignment Available

*This assignment cannot be made available until it is assigned to an individual or group of students.*

Limit Availability

Display After    

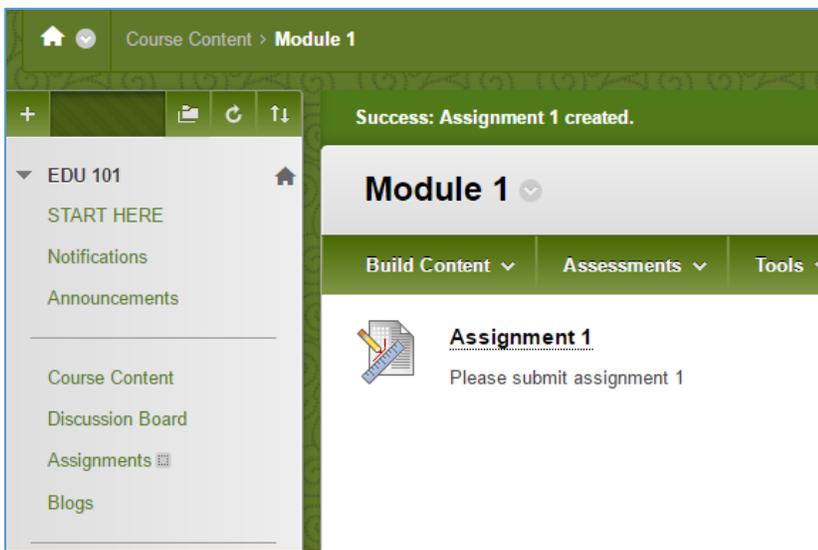
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Track Number of Views

8. Click **Submit** to save the changes and create the assignment.

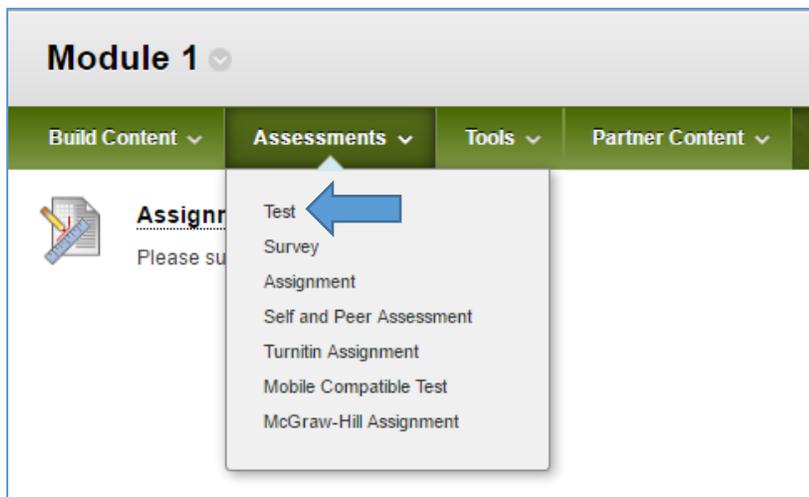


## ***Creating an Assessment***

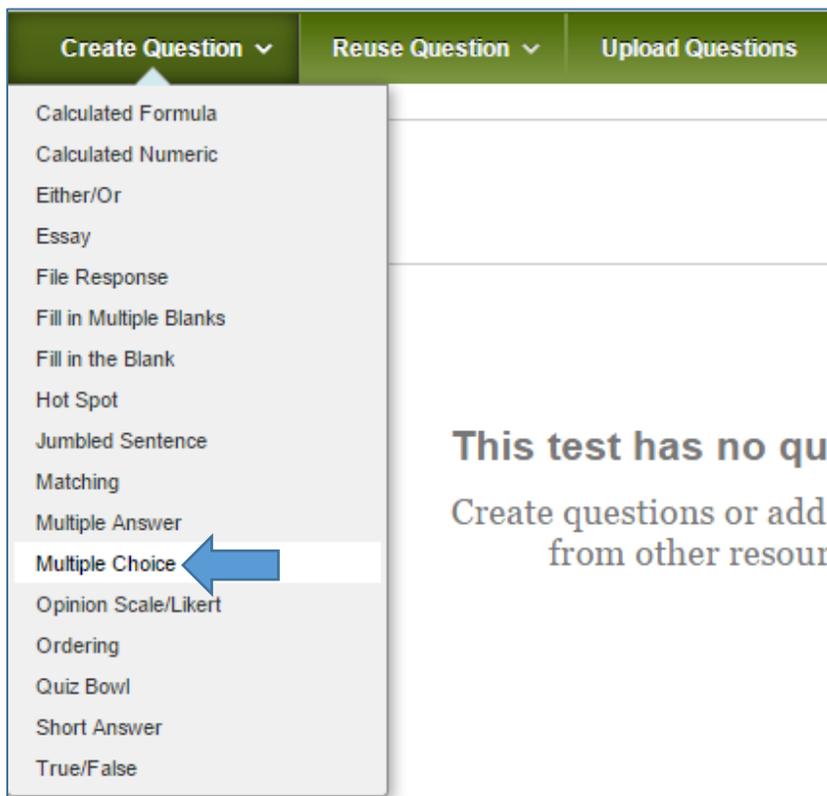
Assess students' learning with assessments. Assessments allow for timed or untimed testing, varied question types, and the option to set availability dates.

To create an Assessment:

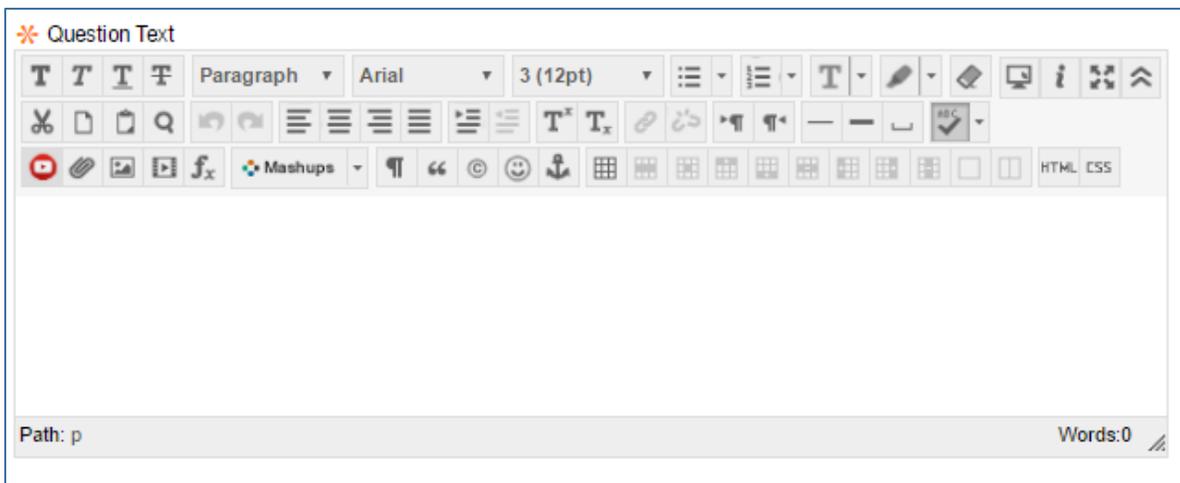
1. Proceed to the **Course Content** area to which you would like to add an **Assessment**.
2. Click **Assessments**, then click **Test**.



3. Click **Create** to create a new test.
4. Provide a name for the Assessment.
5. Choose to either **Create Questions** or **Reuse Questions**.
6. In this example, a **multiple-choice question** will be created.



7. A question title can be added, but is not required. Include the **Question Text**.



8. Select the number of answer choices to display to the students.

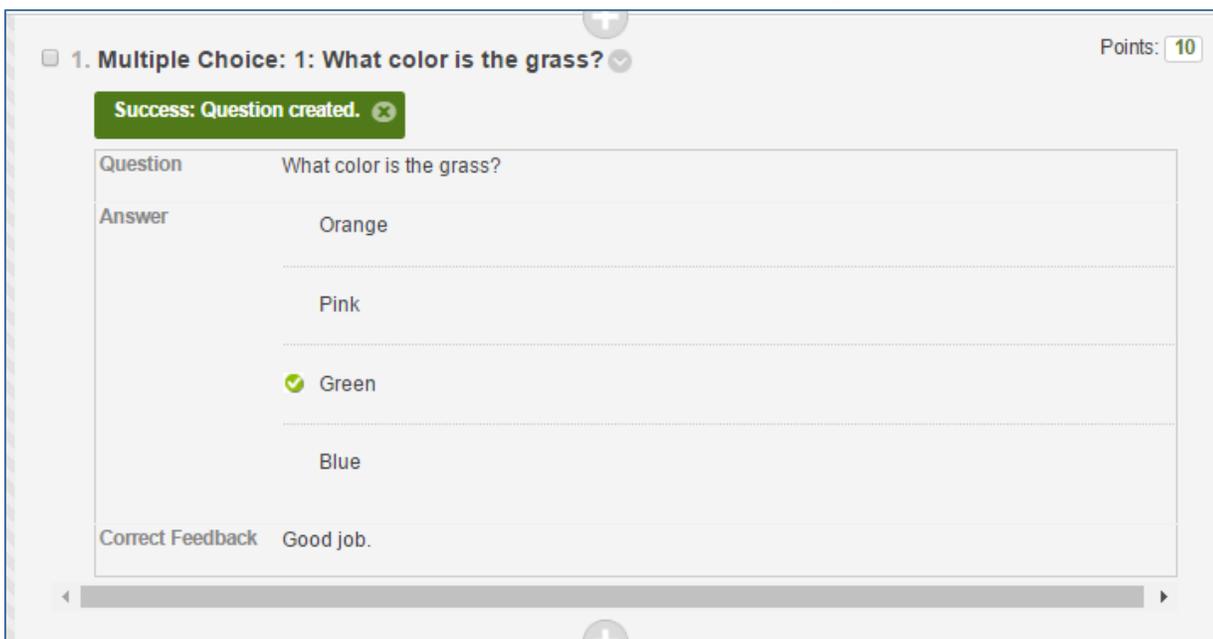


9. Include an answer choice for each box.

10. Click the **radio button** to the left of the correct answer.

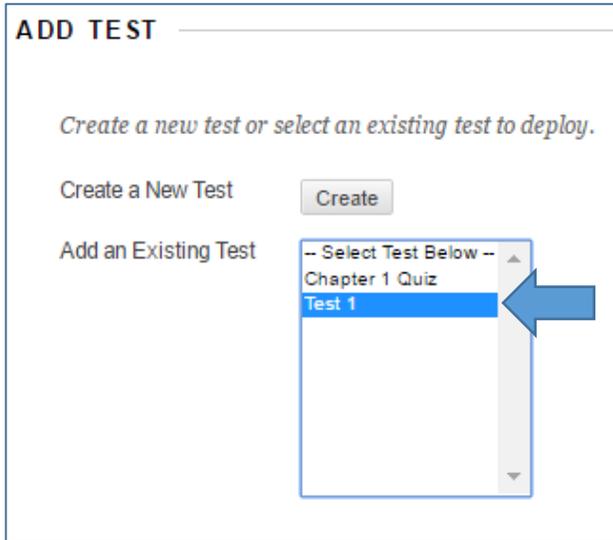
11. **Correct Response Feedback** and **Incorrect Response Feedback** can be entered, but neither are required.

12. Click **Submit** button at the top or bottom to save the changes and create the question.



13. Click **Ok** in the lower right.

14. It will return to the page that gives the options of creating a new test or adding an existing test. We want to add the test we just created to the Module 1 content area. Click to highlight the test, then click **Submit**.



**ADD TEST**

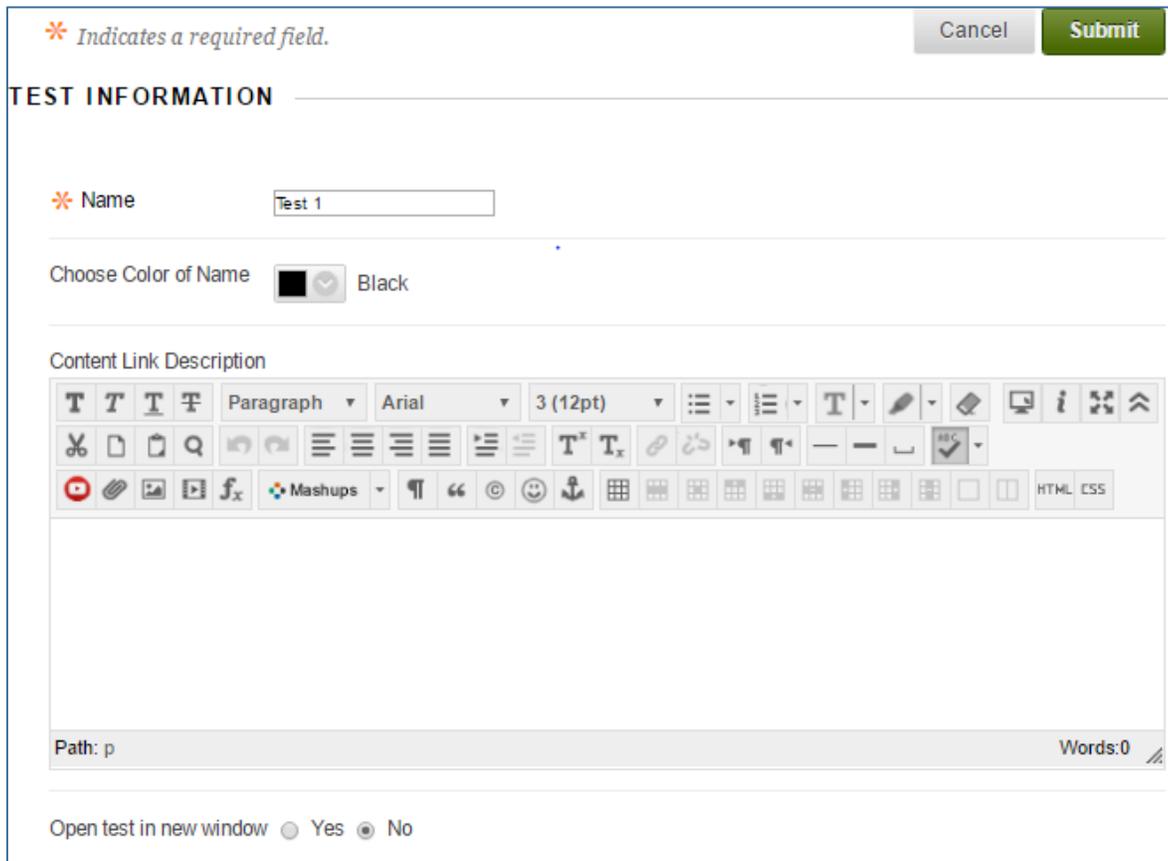
*Create a new test or select an existing test to deploy.*

Create a New Test

Add an Existing Test

-- Select Test Below --  
Chapter 1 Quiz  
Test 1

15. Before adding the test to the content area, it will proceed to the **Test Options**.
16. The name can be changed and a **Content Link Description** can be provided to give a brief description about the assessment.



\* Indicates a required field.

**TEST INFORMATION**

\* Name

Choose Color of Name  Black

Content Link Description

Words:0

Open test in new window  Yes  No

Make the link available  Yes  No

---

Add a new announcement for this test  Yes  No

---

Multiple Attempts
 

- Allow Unlimited Attempts
- Number of Attempts

---

Score attempts using

---

Force Completion  
*Once started, this test must be completed in one sitting.*

17. **Make the link available** controls the availability of the assessment to students. Note: This availability can be narrowed by Availability dates, mentioned in later steps.

18. **Adding a new announcement** will post an Announcement on the My Announcements page. If the test is controlled by an availability date, the announcement will not appear until the beginning of that availability date.

19. Leaving **Multiple Attempts** *UNCHECKED* allows students ONLY 1 attempt on the assessment. To allow Multiple Attempts,

check the box and then select either **Allow Unlimited Attempts** or **Number of Attempts** and type in the number of attempts you wish to provide to students.

20. If Multiple Attempts are selected, several options will be listed for **Score Attempts using**. That choice can be selected from the drop down menu.

21. The suggestion is to NOT check **Force Completion**. If on, it could interfere with test taking as any glitch in connection will directly submit the student's attempt, even if they have not completed the assessment.

(Continue on the next page)

**Set Timer**  
*Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.*

Minutes

Auto-Submit  
 OFF  ON

**OFF:** The user is given the option to continue after time expires.  
**ON:** Test will save and submit automatically when time expires.

---

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

---

Password

*Require a password to access this test.*

22. If the assessment is timed, check the box for **Set Timer** and then include a value in terms of minutes.
23. Auto-Submit allows the ability to submit the exam when time runs out, or the ability to allow more time.
  - **OFF:** The user is given the option to continue after time expires.
  - **ON:** Test will save and submit automatically when time expires.
24. A **Password** can be required to take the test. Check the box and type in the password. It will have to be given to students before they can access the exam.
25. **Test Availability Exceptions** can be used to allow students a different amount of time for the assessment, a different test date; or one can alter other settings to allow for different conditions than the normal test settings.

26. A **Due Date** can be included for the Assessment. There is the option to **not allow** students to take the Test after the due date has passed, or leave it *unchecked* to allow students to continue to take the assessment after the due date has passed.

**DUE DATE**

*Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.*

---

*Submissions are accepted after this date, but are marked **Late**.*

---

Due Date    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Do not allow students to start the Test if the due date has passed.  
*Students will be unable to start the Test if this option is selected.*

27. The **Feedback options** can be edited to provide students a certain amount of feedback at a certain time.

**SHOW TEST RESULTS AND FEEDBACK TO STUDENTS**

*Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.*

When 	Score per Question 	Answers 	Feedback 	Show Incorrect Questions 
After Submission ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
---Choose--- ▼	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

28. The assessment questions can be **presented all at once**, displaying all questions on one screen; or they can be **displayed one at time**. **Prohibit backtracking** can be used if allowing questions to be viewed one at a time, preventing students from revisiting previous questions. **Randomize Questions** also randomizes questions for each test attempt.

**TEST PRESENTATION**

All at Once  
*Present the entire test on one screen.*

One at a Time  
*Present one question at a time.*

Prohibit Backtracking  
*Prevent changing the answer to a question that has already been submitted.*

---

Randomize Questions  
*Randomize questions for each test attempt.*

29. Click **Submit** to save the changes.

# Using the Grade Center

The screenshot shows the Blackboard Grade Center interface. At the top, there is a green navigation bar with the following options: **1** Create Column, Create Calculated Column (with a dropdown arrow), Manage (with a dropdown arrow), Reports (with a dropdown arrow), Filter, Discover Content, and Work Offline (with a dropdown arrow). Below the navigation bar, there is a 'Grade Information Bar' with 'Move To Top' and 'Email' buttons on the left, and 'Sort Columns By: Layout Position' and 'Order: Ascending' dropdowns on the right. The main area contains a table with the following columns: Last Name, First Name, Last Access, Weighted Total, Total, Chapter 1, Chapter 1 Outli, Writing Assign, Chapter 1 Quiz, and Chapters 2 & 3. The table contains four rows of test data. Below the table, there is a 'Selected Rows: 0' indicator and another 'Move To Top' and 'Email' button on the left. On the right, there are 'Icon Legend' and 'Edit Rows Displayed' buttons.

Last Name	First Name	Last Access	Weighted Total	Total	Chapter 1	Chapter 1 Outli	Writing Assign	Chapter 1 Quiz	Chapters 2 & 3
Test_1	Design	August 4, 2016	--	177	89.00	0.00	!	!	--
Test_2	Design		--	183	92.00	91.00	--	--	--
Test_3	Design		--	193	96.00	97.00	--	--	--
Test_4	Design		--	175	84.00	91.00	--	--	--

**1 Create Column** • Use the Create Column feature to create any manual column that is not directly associated with an item inside of Blackboard. Note: Any assignment, test, graded discussion, etc. will actually have a column created in the Grade Center that is directly linked to that item.

**2 Create Calculate Column** • Create a calculated column to calculate an *Average*, *Maximum/Minimum*, *Total*, or *Weighted Total*. This option allows one to include any other columns in the Grade Center in that calculation.

**3 Manage** • Manage options in the Grade Center such as *Grading Schemas*, *Categories*, *Smart Views*, *Column Organization*, and *Row Visibility*.

**4 Reports** • Reports allow one to *Create a Report* or *View Grade History*.

**Work Offline** • Includes the options to *download* and *upload* grades from the Grade Center.

# Creating a Column in the Grade Center



Click **Create Column** at the top of the Full Grade Center.

\* Indicates a required field. Cancel Submit

**COLUMN INFORMATION**

\* Column Name

Grade Center Name

Description

Path: p Words: 0

Primary Display   
*Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.*

Secondary Display   
*This display option is shown in the Grade Center only.*

Category

\* Points Possible

Associated Rubrics Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

**1. Provide a Column Name.** A *Grade Center Name* can be an abbreviated version of the Column Name, but is not required.

**2. A Description** can be provided, but is not required.

**3. The Primary Display** is the option that displays first for each grade in the Grade Center.

**4. The Secondary Display** can be an alternative display, such as Percentage or Letter Grade.

Important Note: The Secondary Display does *NOT* display for students in My

Grades.

**5.** If using **Categories**, a category can be selected.

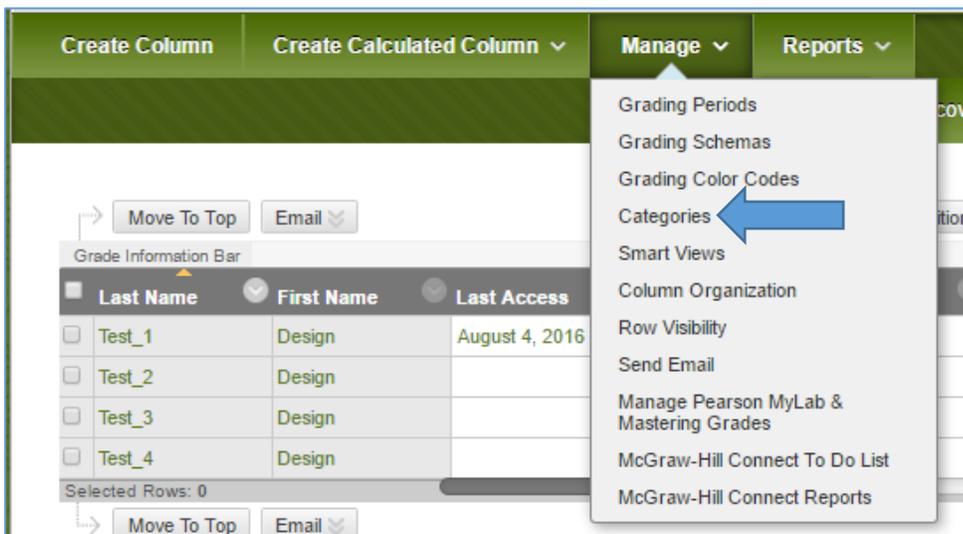
**6.** Include the **Points Possible** and add any **Associated Rubrics**.

**7.** Click **Submit** to create the column.

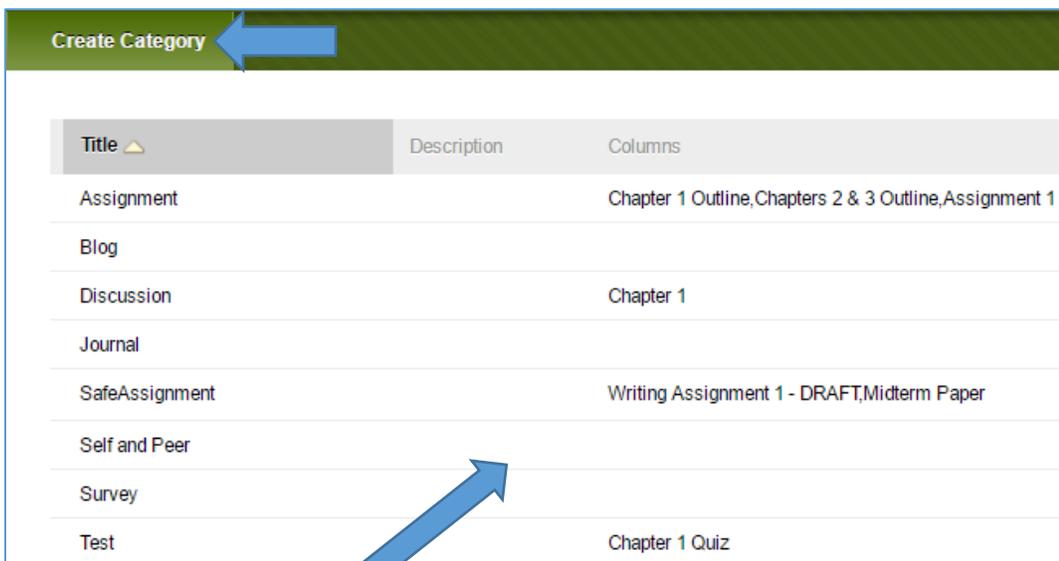
# Creating Weighted Columns in the Grade Center

When using **Weighted Grades**, it is suggested to use **Categories** to separate the items in the Grade Center.

1. To create Categories click **Manage** and **Categories**.



2. There are default **Categories** that can be used, or others can be created for your needs.



One can see the Columns associated with each Category.

3. Click **Create Category**.
4. Include the Category **Name**. A description can be provided, but is not required.

\* Indicates a required field.

**CATEGORY INFORMATION**

\* Name

Description

*Click **Submit** to proceed. Click **Cancel** to go back.*

5. Click **Submit** to create the Category.
6. Return to the **Full Grade Center**.
7. For any existing Columns that are supposed to be associated with a category, one can click the drop down button on the Column and click **Edit Column Information**.
8. Click the **drop down button**, as seen in the image below, to select a different category.

Item Name Chapter 1

Grade Center Name

Description

Paragraph Arial 3 (12)

Path: p

Primary Display    
 *Grades must be entered u*

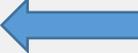
Secondary Display    
 *This display option is sho*

Category  

9. Click **Submit** to save the change.

10. Click on **Create Calculate Column**, then click on **Weighted Column**.

arrows of the tab key to navigate through the Grade Center. [More Help](#)

Create Column	Create Calculated Column 	Manage 	Reports 
	<ul style="list-style-type: none"> <li>Average Column</li> <li>Minimum/Maximum Column</li> <li>Total Column</li> <li>Weighted Column </li> </ul>		

Grade Information Bar

Last Name  Exercise 7 MI408-Exam

11. Provide a **Column Name** and edit the Primary and Secondary displays, if necessary.

12. Select the Columns or Categories and click the **right arrow** to move to the **Selected Columns** section.

**SELECT COLUMNS**

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:  
 Chapter 1 Outline  
 Chapter 1 Quiz  
 Chapters 2 & 3 Outline  
 Midterm Paper  
 Exercise 7  
 Assignment 1  
 Assgn 2  
 Column Information

Categories to Select:  
 SafeAssignment  
 Survey  
 Blog  
 Journal  
 Self and Peer  
 Category Information

Selected Columns:  
 Enter the weight percentage for each item. Percentages should add up to 100 percent.

✱ 25 % Category: Assignment  
 Weight Columns:  Equally  Proportionally  
 Drop Grades OR  Use only the  
 Drop  Highest  Lowest Value to Calculate  
 Grades  Highest Value to Calculate  
 Drop  Lowest

✱ 25 % Category: Discussion  
 Weight Columns:  Equally  Proportionally  
 Drop Grades OR  Use only the  
 Drop  Highest  Lowest Value to Calculate  
 Grades  Highest Value to Calculate  
 Drop  Lowest

Total Weight: 100%

13. Include a **percentage** for each category. The Total Weight is listed at the bottom of the box.
14. One can also choose to drop the highest or lowest grade, or use the lowest or highest value to calculate the grade for that category.
15. Click **Submit** to save the changes.
16. After returning to the Grade Center, click the drop down button on the Weighted Total and click **Set as External Grade**. Note: This is not currently a feature that Marshall University uses, but it allows you to hide the "Total" column from students, to avoid confusion.
17. Click the drop down button on the "Total" column and click **Hide from Students (on/off)**.

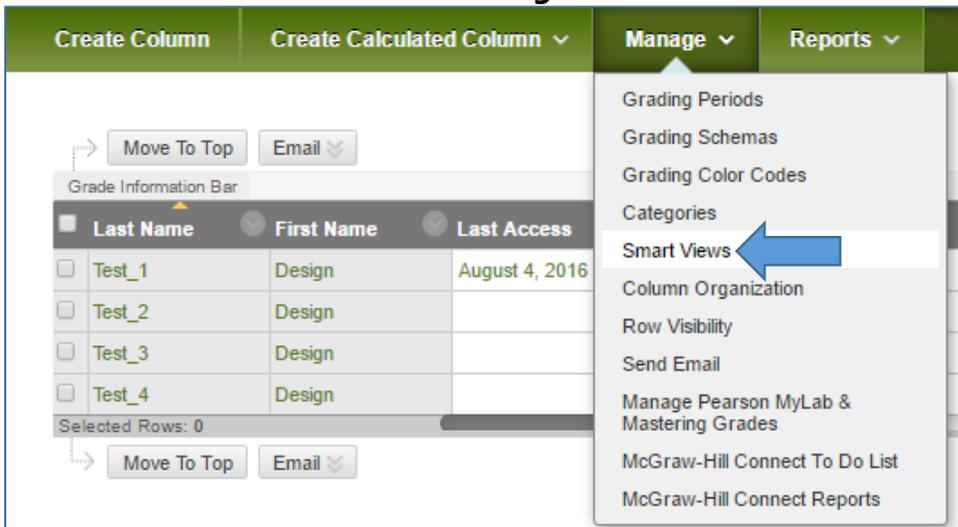
## Using Smart Views in the Grade Center

Smart Views provide easy access to Categories or Groups.

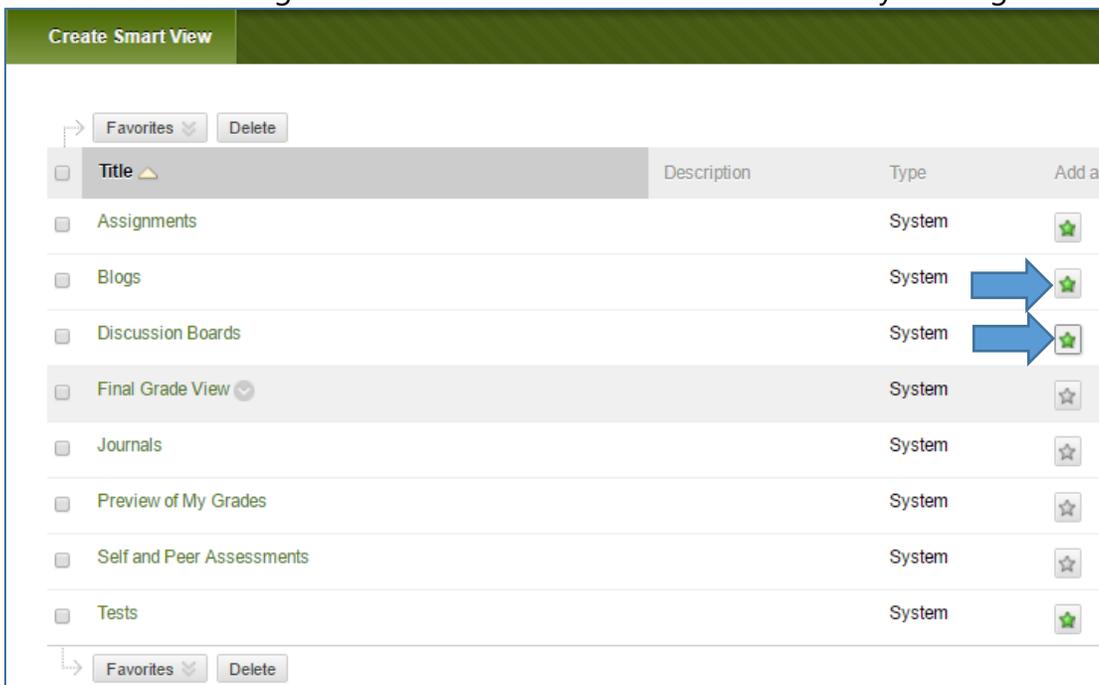
Grade Center

- Needs Grading
- Full Grade Center
- Assignments ←
- Tests ←

1. To access Smart Views click the **Manage** button and **Smart Views**.



2. One can select categories from the list to "Add as a Favorite" by clicking the star icon.



3. One can also create **Smart Views** concerning criteria such as performance, users or groups, or build a custom view.

## ***Column Organization***

One can reorder the columns in the Grade Center by using the **Column Organization** function.

1. In the Full Grade Center, click **Manage** and **Column Organization**
2. On this page one can click and drag the 4-way arrow up or down to **reorder columns**.

3. Check a box then proceed to click on the bottom or top **Show/Hide** button to hide or show selected columns. Hidden columns are grayed out.

**NOTE:** Before hiding a column from Instructor view be sure to hide it from the Students' View.

The screenshot shows the Grade Center column selection interface. At the top, there are three buttons: "Show/Hide", "Change Category to...", and "Change Grading Period to...". Below these are two sections:

- Shown in All Grade Center Views:** A table with columns "Name" and "Grading Pe". It lists several columns with checkboxes: "Last Name (Frozen)", "First Name (Frozen)", "Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.", "Username (Hidden)", "Student ID (Hidden)", "Last Access", and "Availability (Hidden)".
- Not in a Grading Period:** A table with columns "Name" and "Grading Pe". It lists 15 columns with checkboxes: "Weighted Total (External Grade)", "Total", "Chapter 1", "Chapter 1 Outline", "Writing Assignment 1 - DRAFT", "Chapter 1 Quiz", "Chapters 2 & 3 Outline", "CH 6 MGT 692", "Midterm Paper", "Exercise 7", "MI408-Exam1-CVI", "1-5 Logic Quiz Quizzes", "Assignment 1", and "Assgn 2".

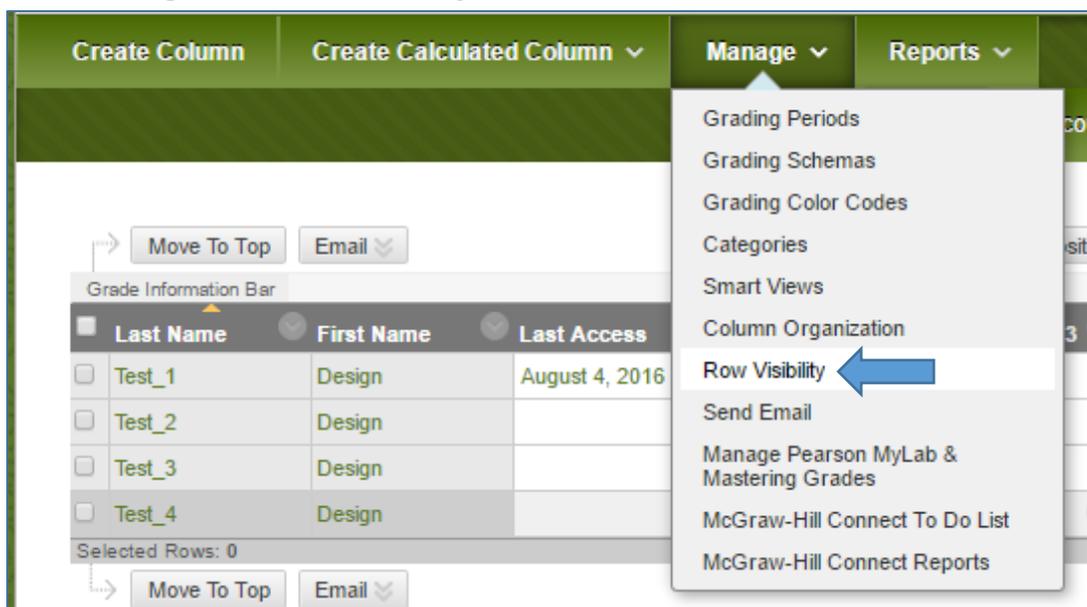
At the bottom of the "Not in a Grading Period" section, there are three buttons: "Show/Hide", "Change Category to...", and "Change Grading Period to...".

4. Click **Submit** to save any changes.

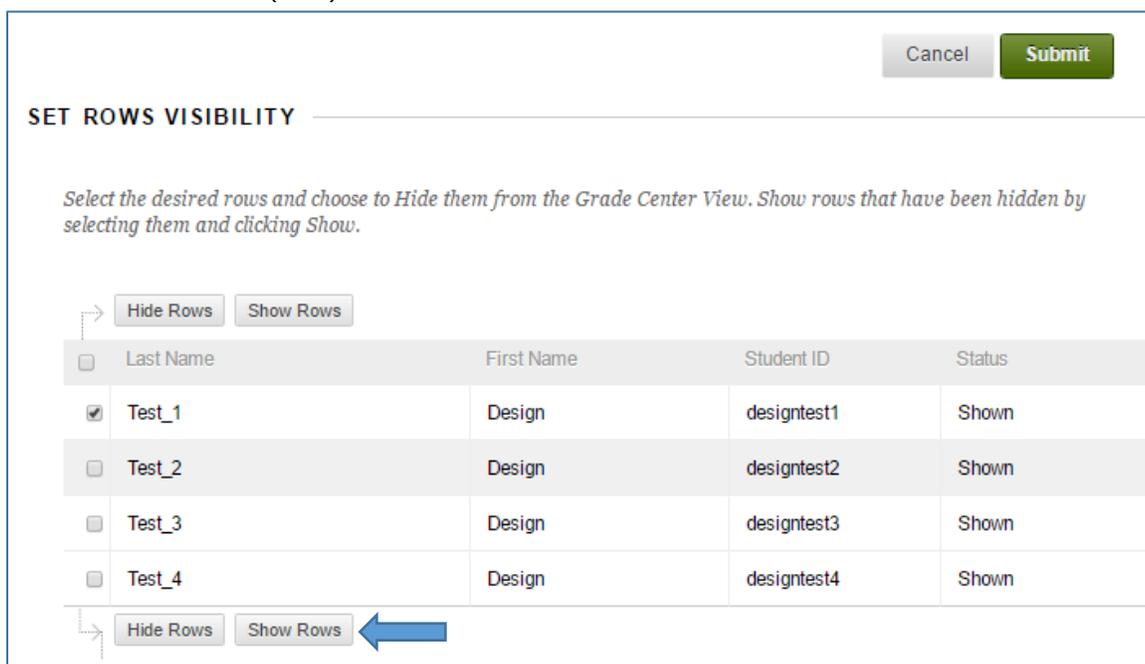
## ***Row Visibility***

From the Full Grade Center, there is the ability to **hide and show rows**.

1. Click **Manage** and **Row Visibility** to hide or show rows.



2. Check the student (row) and click to either Hide or Show rows.



3. Click **Submit** to save any changes.

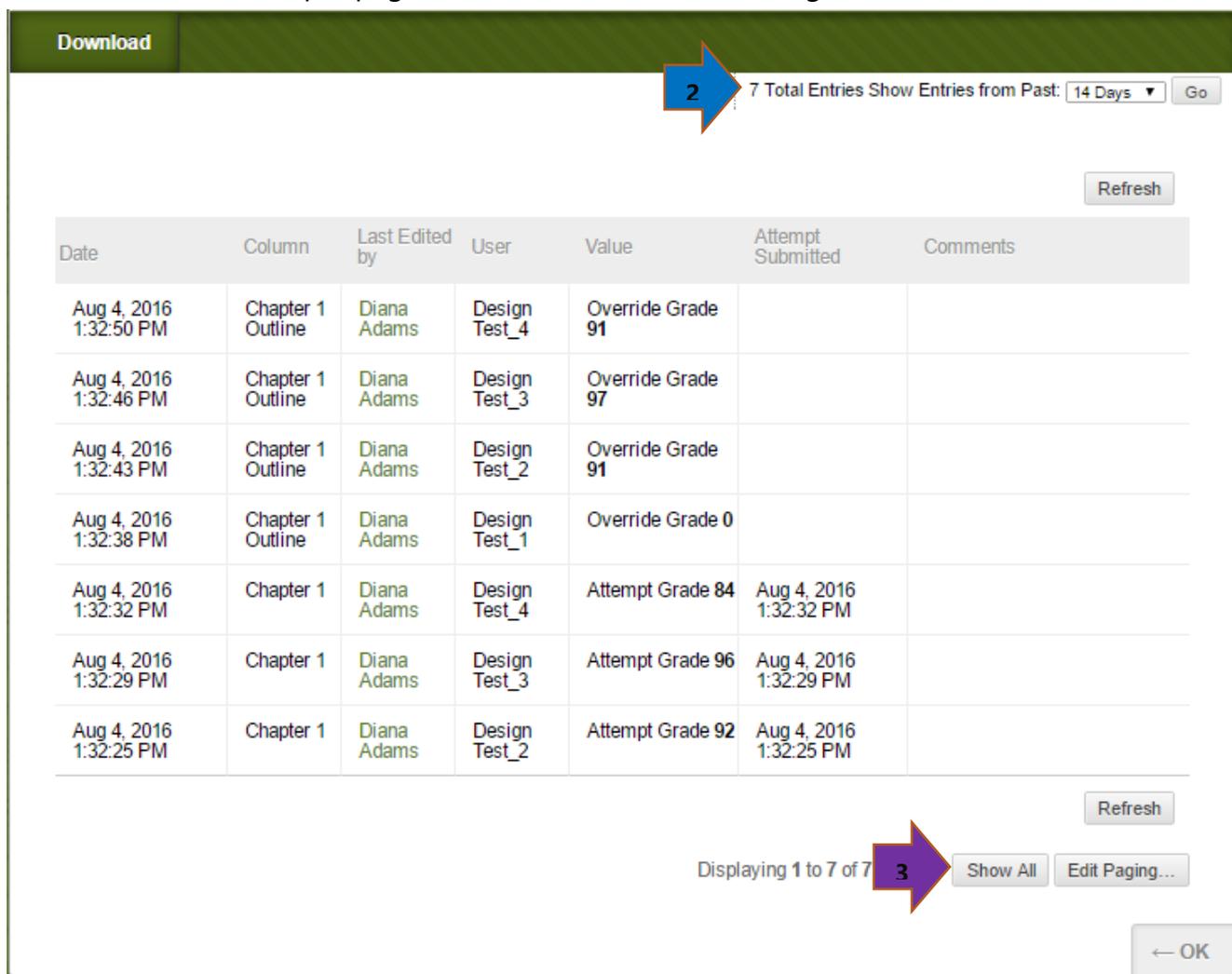
# Viewing Grade History

The Grade History stores every change made to the submission, rather it is a submission from the students, or a grade change by the instructor.

1. From the Full Grade Center, click **Reports** and then **View Grade History**.



2. The time span can be edited in the upper right, with the drop down option.
3. The number of entries per page can be edited on the lower right.



A screenshot of the Grade History interface. At the top left is a 'Download' button. In the upper right, there is a status bar showing '7 Total Entries Show Entries from Past: 14 Days' with a 'Go' button. A blue arrow labeled '2' points to the '14 Days' dropdown menu. Below this is a 'Refresh' button. The main content is a table with the following columns: Date, Column, Last Edited by, User, Value, Attempt Submitted, and Comments. The table contains seven rows of data. At the bottom right, there is another 'Refresh' button, a status bar showing 'Displaying 1 to 7 of 7', and buttons for 'Show All' and 'Edit Paging...'. A purple arrow labeled '3' points to the 'Show All' button. At the very bottom right is a '← OK' button.

Date	Column	Last Edited by	User	Value	Attempt Submitted	Comments
Aug 4, 2016 1:32:50 PM	Chapter 1 Outline	Diana Adams	Design Test_4	Override Grade 91		
Aug 4, 2016 1:32:46 PM	Chapter 1 Outline	Diana Adams	Design Test_3	Override Grade 97		
Aug 4, 2016 1:32:43 PM	Chapter 1 Outline	Diana Adams	Design Test_2	Override Grade 91		
Aug 4, 2016 1:32:38 PM	Chapter 1 Outline	Diana Adams	Design Test_1	Override Grade 0		
Aug 4, 2016 1:32:32 PM	Chapter 1	Diana Adams	Design Test_4	Attempt Grade 84	Aug 4, 2016 1:32:32 PM	
Aug 4, 2016 1:32:29 PM	Chapter 1	Diana Adams	Design Test_3	Attempt Grade 96	Aug 4, 2016 1:32:29 PM	
Aug 4, 2016 1:32:25 PM	Chapter 1	Diana Adams	Design Test_2	Attempt Grade 92	Aug 4, 2016 1:32:25 PM	

