Instructions for Uploading Dashboard Lessons into a Course in Blackboard

Follow the instructions below after you have downloaded one or more of the Dashboard lessons to your personal computer or device from the Dashboard website - http://www2.palomar.edu/pages/dashboard/blackboard-files/

The Dashboard lessons are SCORM compliant, which makes it possible to integrate the lessons with Blackboard and the Blackboard grade center. To upload the Dashboard lessons to Blackboard, begin by making SCORM content available in your Blackboard course. Follow these steps:

1. Login to Blackboard and open your course. Using the left hand menu, select Tool Availability listed under the Customization section.

2. On the Tool Availability page, scroll down the list of tools until you see Content Package (SCORM). Then Check the box all the way to the right (Available in Content Area). Finally, hit the submit button at the top or bottom of the page. You have now made it possible to upload SCORM content to your Blackboard course.

Step 2: Make Content Package (SCORM) Available in Content Area

<table>
<thead>
<tr>
<th>Tool</th>
<th>Available</th>
<th>Visible to Guests</th>
<th>Visible to Observers</th>
<th>Available in Content Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievements</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Content Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Content Package (SCORM)</td>
<td></td>
<td></td>
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<tr>
<td>Course Organization Association</td>
<td></td>
<td></td>
<td></td>
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</tr>
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</table>
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3. Next, go to the content section in Blackboard where you would like the lesson to appear. Click on Build Content and select Content Package (SCORM)

Step 3

4. You will be prompted to upload the SCORM content. Find the file that you downloaded from the Dashboard website and upload it to your course.

Step 4

5. Once the file has uploaded, make the following selections (see images below):
   a. Add a description or instructions for the students in the textbox. We recommend including the following in the description: If you have trouble viewing this lesson, please see the requirements at http://www2.palomar.edu/pages/dashboard/browser-and-software-requirements/
   b. Select Yes to make SCORM available.
Instructions for Uploading Dashboard Lessons into a Course in Blackboard

c. Select “Allow Unlimited Attempts.”
d. Set Availability and Tracking at your discretion.
e. Select the Grade option and enter possible points.
f. You have two options for grading:
   i. **Option 1: SCORM Satisfaction.** With this setting, students must answer 8 of the 10 assessment questions correctly in order to earn credit for completing the lesson. If availability is set to “Allow Unlimited Attempts” the students may complete the lesson as many times as needed until they answer 8 of the 10 assessment questions correctly.
   ii. **Option 2: SCORM Score.** With this setting, a student’s score will be based on the number of questions answered correctly. Each Dashboard lesson contains 10 assessment questions. If the grade is set at 10 points, a student who answered 6 questions correctly will receive a score of 6 points in the Blackboard gradebook.

g. Set due date.
h. Leave Grade SCOS and Grade Timing at the default settings.
   i. Grade SCOS set to No
   ii. Grade Timing set to Grade of Last SCORM Attempt

i. Click the submit button

**Step 5: SCORM (Lesson) Settings**
Step 5: SCORM (Lesson) Settings Continued

**SCORM AVAILABILITY**

- Make SCORM Available: [ ] Yes [ ] No
- Number of Attempts:
  - [ ] Allow single attempt!
  - [ ] Allow unlimited attempts
  - [ ] Number of attempts: [ ]
- Limit Availability:
  - [ ] Display After: [ ] 03/05/2014 [ ] 00:00 AM
  - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
  - [ ] Display Until: [ ] 03/05/2014 [ ] 00:00 AM
  - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
- Track Number of Views: [ ] Yes [ ] No

**GRADING**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

- Grade SCORM:
  - [ ] No Grading
  - [ ] Grade: Points Possible: [ ] Title: [ ]
  - [ ] SCORM Score
  - [ ] SCORM Completion
  - [ ] SCORM Satisfaction
- Due Date: [ ] 03/05/2014 [ ] 12:30 PM
  - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
- Grade SCOS: [ ] Yes [ ] No
- Grade Timing:
  - [ ] When SCORM is completed, display score in Grade Center
  - [ ] When SCOS is completed, display score in Grade Center:
    - [ ] Grade of First SCORM Attempt
    - [ ] Grade of Last SCORM Attempt

6. One you’ve submitted your settings, you should see the Dashboard lesson in the Blackboard course content area. When you click on the title of the lesson, the Dashboard lesson will pop-up in another window. (see image on next page)
Instructions for Uploading Dashboard Lessons into a Course in Blackboard

Dashboard Lesson Uploaded and Available in Blackboard Course Content Area

7. After students complete the lesson, you may view their results in the Blackboard grade center. The results will appear as a score. The actual score is determined by the number of assessment questions students answered correctly and the grade settings applied in step 5 of this process. You may also see which questions students answered correctly and incorrectly by viewing the details of each student attempt.