

Blackboard | Diploma™

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The Diploma for Windows and Diploma for Macintosh software products are owned by Blackboard. You may install the software for your use on your office and home computers. You may not run the software on more than one computer at a time. You may make a copy of the program for backup purposes. You may not make copies of the program for any other purpose, nor may you distribute the programs, or any of their components, to a third party without written permission from Blackboard.

System Requirements

Diploma 6 for Windows

Diploma 6 requires Windows XP (with Service Pack 1a or higher), Windows Vista, or Windows 7. Diploma also requires Internet Explorer 6 SP 1 (or higher), and requires at least 128 megabytes of RAM and sufficient hard drive space to store the program and question bank.

Diploma 6 for Macintosh

Diploma 6 requires Mac OS X 10.5 (or higher). Diploma requires a PowerPC or Intel Processor, at least 64 megabytes of RAM, and sufficient hard drive space to store the program and question bank.

Technical Support

If you need help installing or operating Diploma for Windows or Diploma for Macintosh, visit our web site at support.blackboardcollaborate.com or call 1 (877) 382-2293

Diploma for Windows

Contents:

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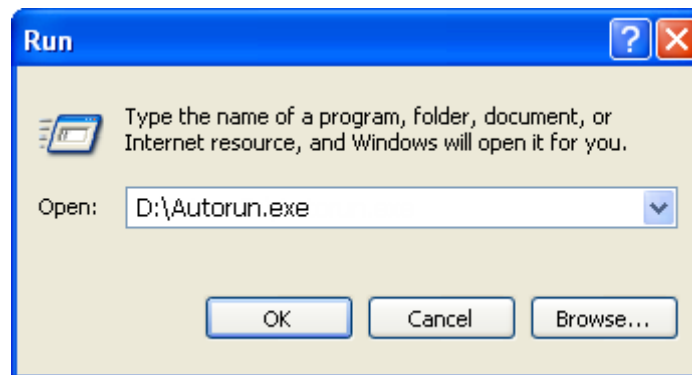
Installing Diploma

1. Insert the Diploma CD

If your computer is configured to automatically install CD-ROM disks, you'll see Diploma's installation screen shortly after inserting the CD. If you don't see the installation screen, go to Step 2; if you do see it, jump ahead to Step 3. (If you *downloaded* Diploma, double click the downloaded installation package and jump to Step 3.)

2. Run the Setup Program

Click the Start button and select the "Run" option. In the box marked "Open," Type "D:\Autorun.exe" (where "D" is the letter that corresponds to your CD-ROM drive), and then click the "OK" button.



3. Install Diploma

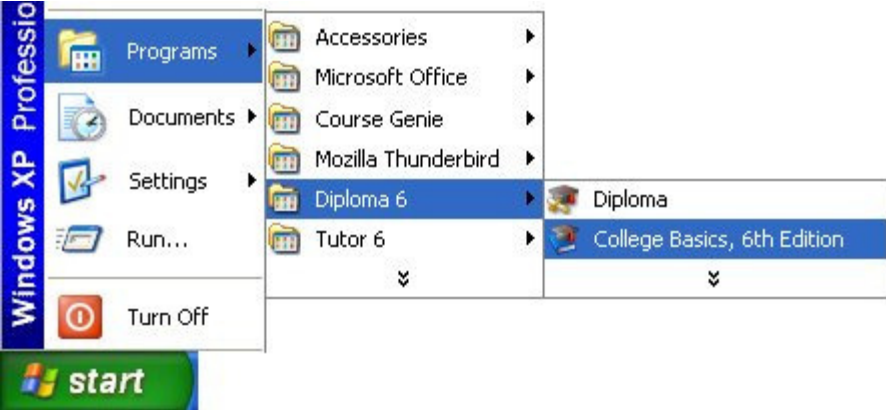
Follow the instructions as they appear on your screen.

Creating Exams

Creating an exam is easy. After opening your testbank, you can review questions and add them, or randomly select questions for your test.

Open a Diploma Question Bank

Click the “Start” button, select the “Programs” option, choose “Diploma 6,” and select the question bank that you want to use.

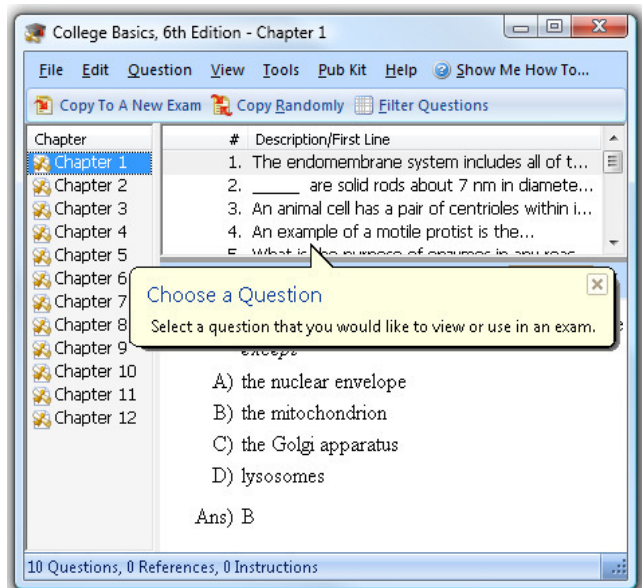
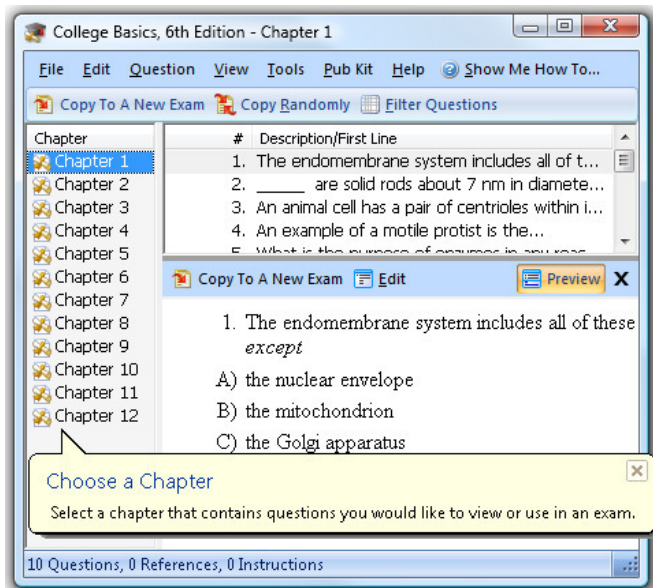
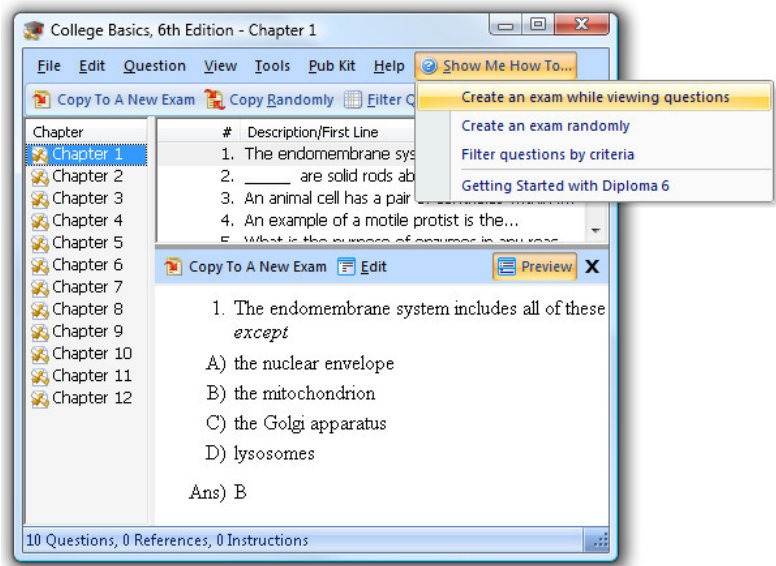


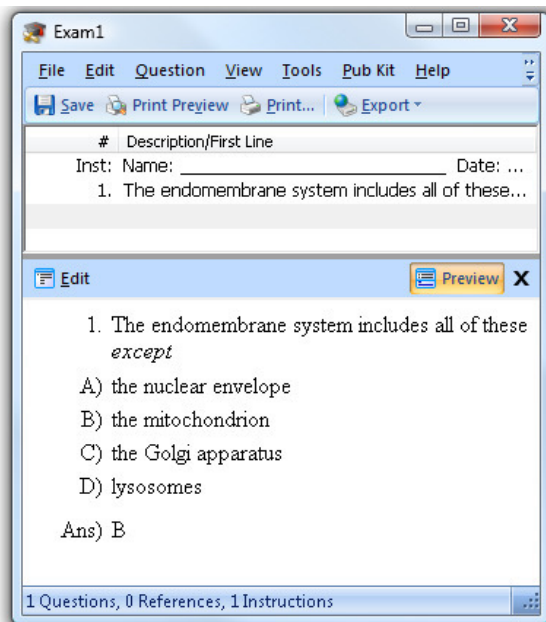
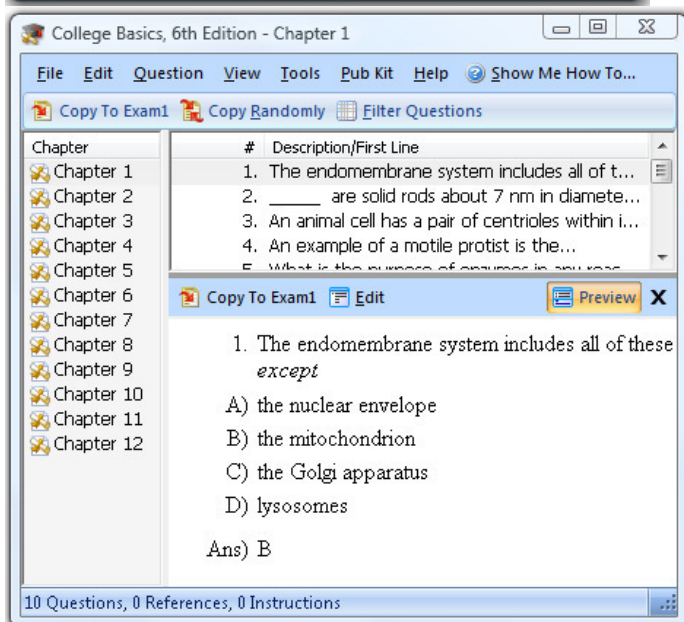
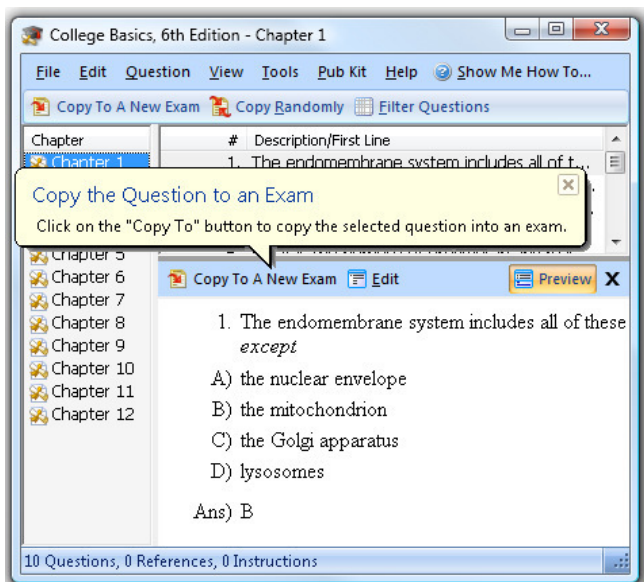
Show Me How To ...

Diploma provides step-by-step instructions on how to do the basics like creating an exam or filtering questions.

Start by clicking on the “Show Me How To ...” button, then pick what you want to do.

In this example, we create an exam while reviewing questions as they appear in the preview window. It takes just three steps to complete this task.



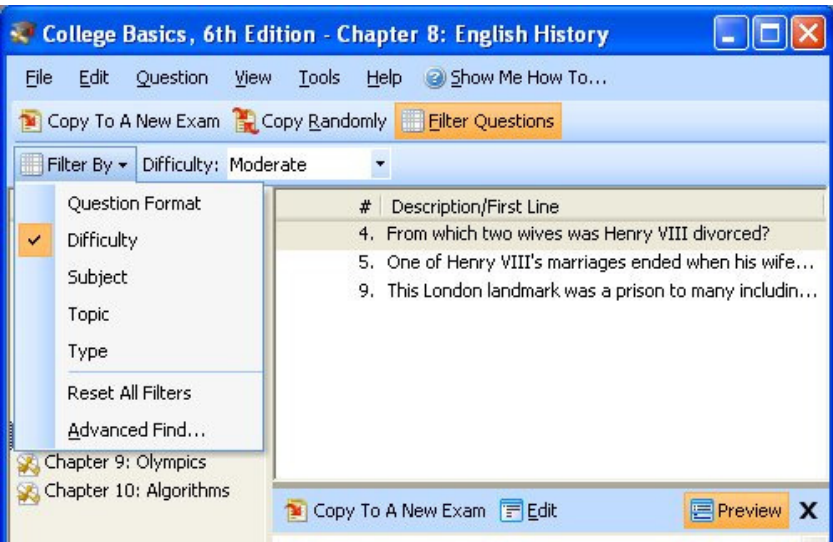


Creating a test is simply a matter of moving questions from the Question Bank Window (left) to the Exam Window (right). (If you do not see an Exam Window, just go to File/New Exam and one will appear.)

Note: As you click questions in the question list, their full text will appear in this panel.

Filter Questions

Click the “Filter Questions” button to turn on Diploma’s question-filtering options. Click the “Filter By” button and select what to filter. Only questions that meet the criteria will be displayed in the question list. You can now select filtered questions and add them to your exam using the “Copy to ...” or by dragging the question

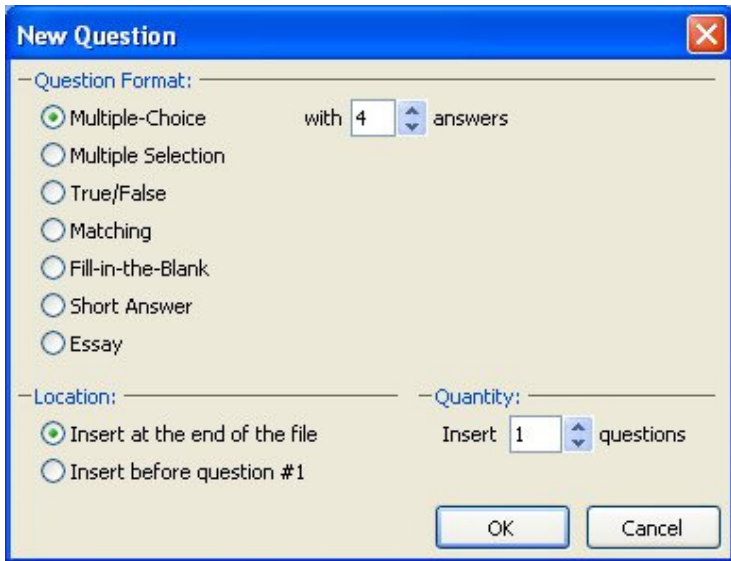
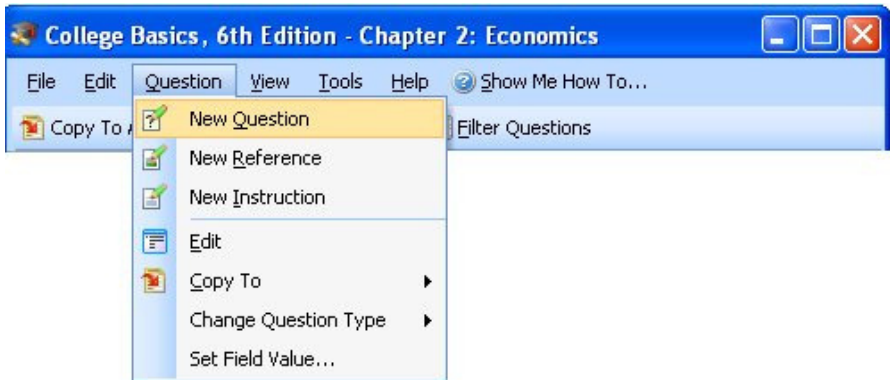


Add Questions Randomly

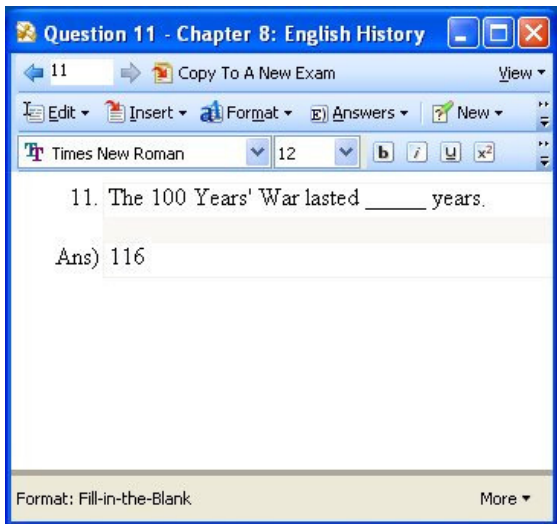
Click the “Copy Randomly” button to turn on Diploma’s random selection options. Enter the number of questions to copy and click “Copy Now.” Click the “Copy Randomly” button again to turn it off.

Writing and Editing Questions

You can write or edit questions using Diploma. To write a new question, click “Question” in the menu and select “New Question.” Select the type of question and click “OK” and a blank question is added to your bank. Double click on the blank question, the question editor will appear and start writing. When finished, you can close the question editor. Diploma will always save your work when you close. Note: You can write a new question directly in an exam by clicking on the “Question” menu in the Exam window.



To edit an existing question, simply double click on the question and the question editor will appear.



Note: The Editing Window's View and More buttons provide access to additional question-editing features.

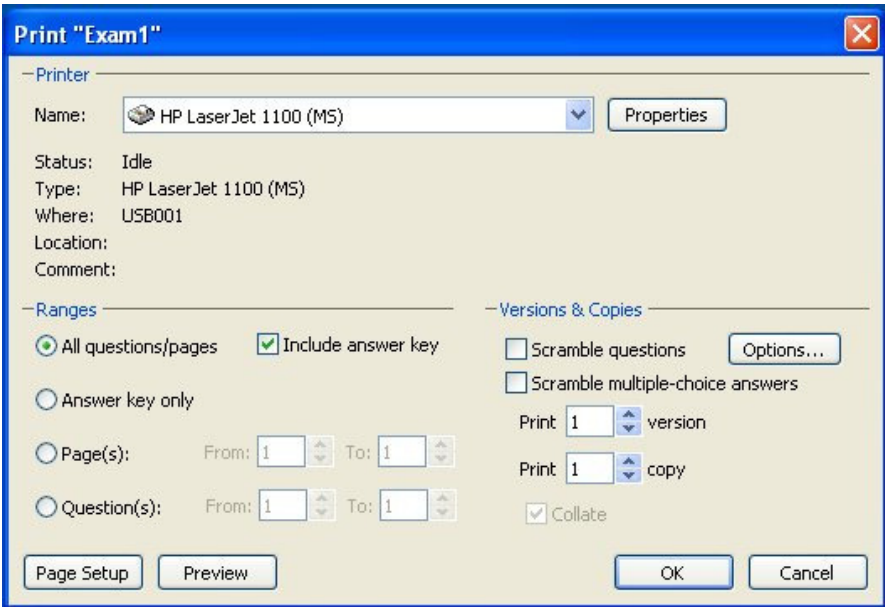
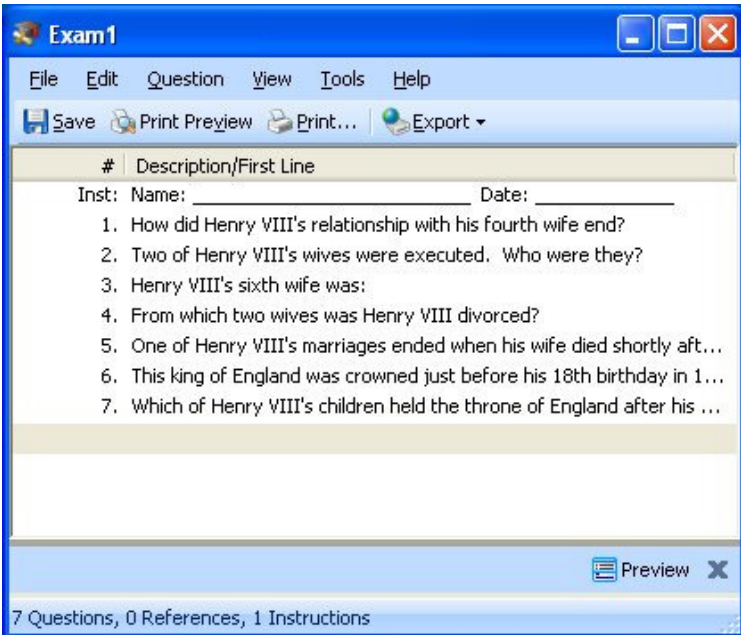
Save the Exam

(Optional)

To save the exam, click the “Save” button. Type a name for the exam in the box marked “File name,” and click “Save.” Your exams are saved in the Diploma folder but you can save them to other folders as well.

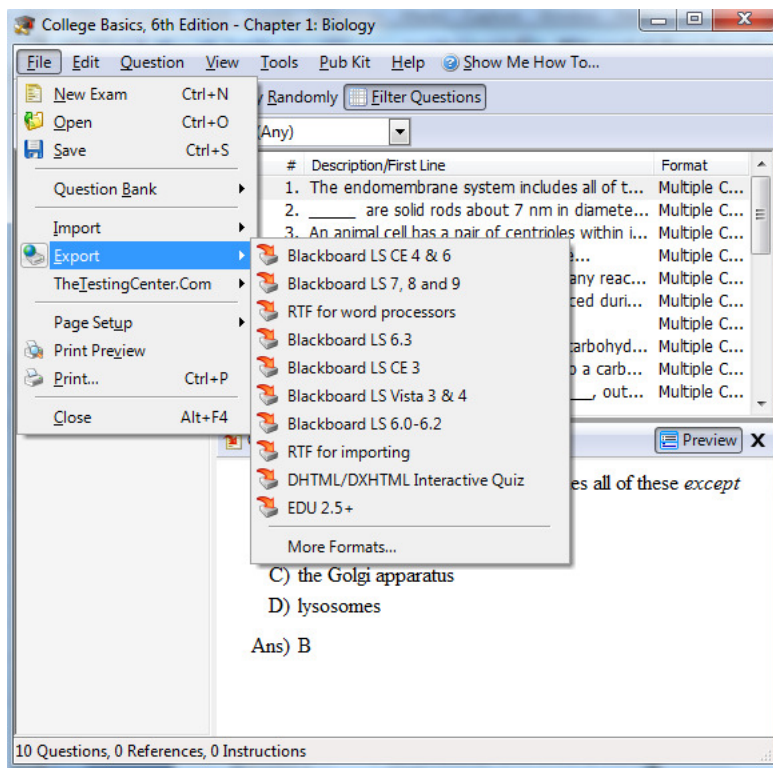
Print the Exam

Click the “Print” button on the Exam Window. Diploma’s Print Window will appear. You have several options when printing – scrambling questions, answer choices, and others.



Exporting the Exam

In Diploma, you have the ability to export your exam to many different formats. For exporting options, click on “Export” button. Choose one of the available options from the export list and follow the onscreen wizard to create your desired file output.



Diploma for Macintosh

Installing and Launching the Software

1. Insert the Diploma CD into your CD-ROM drive. A folder of the CD's contents should appear. If the folder doesn't appear, double-click the CD icon.
2. Double-click the "Diploma 6 for Mac OS X" icon. Follow the instructions as they appear. The software will be installed on your hard drive.
3. Double-click your hard drive icon to open it. Open the Applications folder and locate the Diploma 6 program. Double-click it to launch Diploma. A window showing available question banks will appear.
4. Click the name of the question bank that you want to use, then click the "Open" button.