



Center for Teaching and Learning

Blackboard Basics 2009

Table of Contents

<u>Blackboard Username and Password</u>	2
<u>Course Control Panel</u>	2
<u>Announcements</u>	3
<u>Creating a Faculty Profile</u>	3
<u>Course Content Area</u>	4
<u>Steps for Adding Content Attachments</u>	5
<u>Grade Center</u>	5
<u>Communication Tools</u>	6
<u>Discussion Board</u>	6
<u>Assignment Manager</u>	8
<u>Making Blackboard Available</u>	8
<u>Course Navigation Menu</u>	9
<u>Reusing Blackboard Course Content</u>	10
<u>Blackboard Help and Resources</u>	11

Blackboard 8 Basics

Blackboard Username and Password

Your DU ID is your Blackboard Username and your DU Passcode (PIN) is your Bb Password. Below are options for accessing your Blackboard course containers.

Option 1: Direct Access to [Blackboard](#)

a) From DU Homepage: Go to "Faculty and Staff" in Resources section. Click link to [Blackboard](#). Click "Login to Blackboard." Click Login Button and enter your DU ID and Password. -OR-

b) Go to <http://blackboard.du.edu>. Click the **Login** button and enter your DU ID and Password.

Option 2: Accessing Blackboard through [WebCentral](#)

Log into [WebCentral](#) & click on the Courses Tab

a) Click on the "Blackboard Home" link on the left menu under Blackboard. This will take you to your "my DU" page in Blackboard where all of your Blackboard courses will be listed. -OR-

b) Click on the course name under the "Courses I'm Teaching" area. This option only works for courses officially listed in Banner and made available within Blackboard. Note: Access to your Blackboard course using this method in WebCentral is available two weeks prior to the start of the new term.

Important: We do NOT recommend that students access Blackboard from WebCentral if they will be taking online tests in Blackboard. Instructors should tell the student to access Blackboard directly.

Course Control Panel

All course administration is done through Blackboard's course Control Panel. Click on the Control Panel link on the main course navigation menu to access the Control Panel. You may also access the Control Panel by clicking on the [Edit View](#) link, which is located on the upper right portion of all content areas. The Edit View link will go to the specific area of the course Control Panel.

The Course Control Panel is comprised of six areas:

1. Content Areas - This area provides tools to add text, files, and information into a course.
2. Course Tools - This area contains the communication tools for instructors to send email, create tasks, and pick up files from the digital drop box.
3. Course Options - This area contains options for management of course components such as modifying the course menu (Manage Course Menu) and changing course availability options.
4. User Management - This area provides tools for the instructor to manage users and enrollments.
5. Assessment - Provides tools for building assessments, recording grades, and tracking user activity.
6. Help - This area offers support contacts and online documentation.

COURTNEY DEMO: Courtney's Bb Demo Course - Courtney Banayad (Instructor)			
Content Areas			
Syllabus	Assignments		
Course Documents	Web Sites		
Course Tools			
Announcements	Digital Dropbox Manager		
Course Calendar	Manage Podcast		
Staff Information	SafeAssign		
Tasks	Voice Announcement		
Send Email	Mediasite Options		
Discussion Board	Mediasite Recording Options		
Collaboration	Self and Peer Assessment		
Digital Dropbox	Configure Wiki Tool		
Glossary Manager	Assess Wikis		
Messages	Recycle Wikis		
Link Checker	Configure Blog Tool		
Advanced Group Management	Recycle Blogs		
Course Options			
Manage Course Menu	Course Copy		
Course Design	Import Course Cartridge		
Manage Tools	Import Package		
Settings	Export Course		
Recycle Course	Archive Course		
		User Management	
		List / Modify Users	Enroll User
		Create User	Remove Users from Course
		Batch Create Users	Manage Groups
		Assessment	
		Test Manager	Grade Center
		Survey Manager	Performance Dashboard
		Pool Manager	Early Warning System
		Course Statistics	
		Help	
		Support	Contact System Administrator
		Manual	Quick Tutorials

Announcements

The Announcement area provides a space for posting information about the course, such as assignment due dates or important content changes. We recommend that instructors create at least one announcement for their course because the announcement area is the first area students will see when they access your Blackboard course. Instructors can change the default course entry point from the announcement area to another area such as syllabus in the settings area of the Control Panel.

Steps for Posting Announcements

1. Open the course Control Panel.
2. Click the Announcements link under the **Course Tools** area.
3. Click the **Add Announcement** button.
4. Type a Subject and add your announcement to the Message box.
5. Choose appropriate Options - Permanent, Set Date Restrictions (not required).
6. Add a **Course Link** if desired.
7. Select **Email** announcement to all course users if desired.
8. Click Submit.

Announcement Tips

Reordering Announcements

When a new announcement is added to a course, it automatically takes the top position, unless there are permanent announcements, which will remain in the top position. If you want to change the order which your Announcements are displayed, change the date that the announcement is scheduled to display after. For example, if you want to place an Announcement at the top, set the display after date and time to be later than the subsequent Announcements.

Default Display

By default, the announcement view is set to **“View Last 7 Days.”** Keep that in mind when posting your announcements in advance. Use the “Display Until” option or select Permanent announcement to ensure your students don’t miss important announcements.

Create a Faculty Profile

This is an area for posting information about instructors and teaching assistants. Follow the steps to add content to the Faculty Information area.

Steps for Creating a Faculty Profile

1. Open the course Control Panel.
2. Click the **Staff Information** link under the Course Tools area.
3. Click the **Add Profile** button.
4. Fill in the form with Title, Name, etc.
5. Select Options – Availability, Attach Image, or Add a Personal Link (not required).
6. Click **Submit**.

[Click here to return to top of the document](#)

Course Content Area

The Course Content area of the course Control Panel enables instructors to add text, files, and other information into a course. Microsoft Word, PowerPoint, Excel, PDF, JPEG, HTML, and other file types can be easily added to your Blackboard course as content attachments.

Options for Adding Content

When an item is added to a Content Area a number of options are available on the content page.

- *Item* - A general piece of content to which items (text, documents, or both) may be attached.
- *Folder* - A folder within a Content Area to which other content items may be added. Folders allow instructors to organize a Content Area into a structured area with a hierarchy or categories.
- *External Link* - Link to an outside Web site.
- *Course Link* - Link to another item in a course.
- *Test* - Online evaluations of student knowledge and skills.

The following additional content types may be selected from the drop-down list of a Content Area page. These content type options are located on the top right toolbar on the Add page. Click on the Drop-down menu next to Select then click the **Go** button.



- *Learning Unit* - A set of content that includes a structured path for progressing through the items.
- *Survey* - Similar to Tests, Surveys are useful to polling purposes and evaluations. Questions in Surveys cannot be assigned points and Surveys may not be graded.
- *Assignment* - Content that instructors may mark based on a given number of points possible.
- *Discussion Board* - A communication tool that allows students and instructors to participate in online discussions without requiring all participants to be online at the same time.
- *Chat* - A tool that allows the instructor and students to participate in real time text-based discussions.
- *Virtual Classroom* - The Virtual Classroom consists of all the functionality included in the Lightweight Chat plus a whiteboard and other features that may be used during online collaboration sessions.
- *Groups* - Groups have their own email, discussion groups, collaboration and file exchange area.
- *Tool* - Link to a tool in the course, such as Glossary or Roster.
- *Offline Content* - A direct path to a specified file on a drive, usually a CD-ROM. To access this file, users must have the correct CD-ROM in their computer.
- *Syllabus* - Content item that enables an Instructor to build a course syllabus
- *Wimba Classroom* - Synchronous collaboration tool that supports multi-way audio (VOIP), text chat, application sharing, polling, and content display.
- *Wiki* - An area for students similar to a group. Students present their results in the form of a collaborative website that is authored with other students in their group.
- *Blog* - An area for students to create online journals or blogs.
- *Podcast Episode* - An area for posting audio which can be downloaded as a podcast.
- *Wimba Voice Tools* - Tools that help instructors enhance their courses through the use of web supported audio tools

Steps for Adding Content Attachments

1. Select a Content Area (Syllabus, Assignments) in the course Control Panel.
2. Click the **Add Item** button in the top menu to add an individual item to this area of Blackboard. The Add Item page will appear. On the Add Item page, text can be entered and files attached.
3. In the Name field, select name from drop down menu or specify your own name in the field below.
4. The content will be in the attached file, but you may still want to use the Text field to enter a brief description of the file you are attaching. Enter text into the field by either typing directly into the box or copy and paste text from another source. Each textbox includes a formatting toolbar and spell check tools.
5. In the Content Attachments area (see below), click the **Browse** button and locate the file you are attaching (If you are using Netscape, you may need to change the file type in File Upload window to All Files to locate your file – the default is HTML Files).

2 Content

Files can be attached to the above information. Click **Browse** to select the file. The name of the file becomes the name for the link to this file.

Attach local file

Name of Link to File

Special Action

6. Leave the Special Action field set to default "Create a link to this file."
7. Select additional options (date restrictions, tracking) and click Submit.

[Click here to return to top of the document](#)

Grade Center Overview

The Grade Center can accommodate scores for essay questions and grades for work completed outside of Blackboard. All tests and assignment created within Blackboard are automatically entered into the Blackboard Grade Center. Even if you are not creating tests or quizzes within Blackboard, you can still use the Grade Center to keep track of tests and assignments by manually adding these items to the Grade Center.

Steps for Adding Grade Columns

1. Click **Control Panel**.
2. Click the **Grade Center** link located under the **Assessment** area.
3. Click the **Add Grade Column** on the Action Toolbar.
4. Enter a **Grade Column Name**. This is the formal name for the column.
5. Enter a **Grade Center Display Name**. This is the column heading and what the students see.
6. Enter a **Description**.
7. Select a **Primary Display** option from the drop-down menu.
8. Select a **Category** from the drop-down menu.
9. Enter **Points Possible** – must be a numeric value.
10. Creation Date. This is a system-added field that displays the date the Grade Item was created.

11. Enter a **Due Date**.
12. Set additional **Options** for the column
13. Click **Submit**

Steps for Manually Entering Grades

1. Click in the column cell to enter the grade.
2. Type a numeric value directly in the cell.
3. Click the "Enter" or "Return" key to add the grade.

[Click here to return to top of the document](#)

Communication Tools

Email

Instructors and students can send email to individuals who participate in the course from the Email link on the main course navigation menu. Emails can be sent to individual users or to groups of users within the course, such as all Teaching Assistants. Email sent through the Blackboard email tool will be sent to the participant's **external** DU email account.

Internal Messages

Blackboard also offers an internal course communication tool which functions as an internal email account within Blackboard. All messages are sent and received inside the Blackboard course and are not delivered to the recipients' external email address.

Discussion Board

The Discussion Board is an asynchronous communication tool that allows students and instructors to participate in online discussions without requiring all class participants to be online at the same time. To add this type of communication to your Blackboard course, you have to add a **Forum** (the question or idea that you want to base the discussion around).

Steps for Adding a Forum

1. Click the Discussion Board link from the main course menu. Instructors will see a button for adding Forums at the top of the screen.



Discussion Board

Display Order	Forum	Total Posts	Unread Posts	Total Participants	Grade				
1	Week 3 Discussion Forum: Grading Challenges What is your biggest concern or potential challenge about grading in an online class?	25	25	8		Modify	Manage	Remove	Copy
2	Week 2 - Syllabus Critique Review the syllabus example (found in this discussion area) and share your thoughts. Respond to the syllabus critique questions posted in this forum.	25	25	10		Modify	Manage	Remove	Copy

2. Click the **Forum** icon. Clicking on a forum will also bring up a new interface.

3. Enter the forum's **Name**. This name will appear as the name of the Discussion Board forum to all users (i.e., Sample Forum).
4. Enter a **Description** of the forum and choose the forum settings.
5. Click **Submit**.

Forum Settings

Several options are available under Forum Settings. Each forum may have different settings depending on what your learning objectives are. Below are the options:

3 Forum Settings

Allow anonymous posts

Allow author to remove own posts

All posts

Only posts with no replies

Allow author to modify own published posts

Allow post tagging

Allow users to reply with quote

Allow file attachments

Allow members to create new threads

Subscribe Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Allow members to rate posts

Force moderation of posts

Grade No grading in forum

Grade Forum: Points possible:

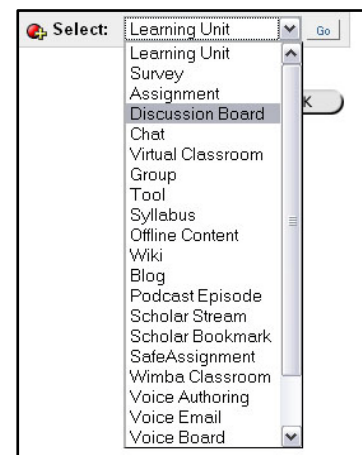
Grade threads

Add Forums to Content Areas

Discussion Board forums can be accessed from the main Discussion Board tool that lists all the forums in the course. This centralized view is an easy access point, but instructors can also create access points within Content Areas.

Steps to add a discussion forum to a Content Area

1. Open the Control Panel and navigate to the desired Content Area or click the Edit/View link from the Content Area. On the right side of the action bar, select Discussion Board from the Select dropdown field, then click **Go**.
2. Choose Select a Discussion Board and select a forum from the list. Click **Next**.
3. Add information about the link on the next page. This determines how the link to the forum will appear in the content area. Click **OK**. The resulting content item is a course link to the desired forum.



[Click here to return to top of the document](#)

Assignment Manager

The Assignment Manager is an alternative to the traditional digital drop box method of submitting assignments. Assignments that are added as a content type are managed in the Grade Center and can be created in any content area of a course. All content management operations, including time-release options, are supported. When a student uploads an assignment, it automatically creates a category in your Grade Center ready for you to grade.

Steps to add an assignment as a content type:

1. Open a **Content Area** within the course **Control Panel** (you can select any of the options).
2. Select **Assignment** in the drop-down list on the far right Learning Tools drop-down menu and click the **GO** button and the **Add Assignment** screen will open.

Add Assignment

1 Assignment Information

* **Name**

Choose Color of Name

Points Possible

Instructions

Normal 3 Times New Roman B I U

Enter Assignment Name, Points Possible, and Instructions.

3. Complete assignment information and select options (make availability, tracking, date restrictions).
4. Attach a separate file (optional).
5. Click Submit.

[Click here to return to top of the document](#)

Making Blackboard Available

Course Availability

By default, all Blackboard course containers are set up as unavailable. This means that instructors can view the course, but students do not have access to the course.

Instructors using Blackboard to teach need to make their course available within their Blackboard course control panel. All "available" Blackboard courses will automatically be accessible within the WebCentral course link two weeks prior to the beginning of each term. All Daniels courses are automatically made available before each term begins.

Steps to make your Blackboard Course Available to Students

1. Click on your course Control Panel.
2. From the **Course Options** area, click on Settings.
3. Click on **Course Availability** and change the availability option to "Yes".
4. Click Submit.

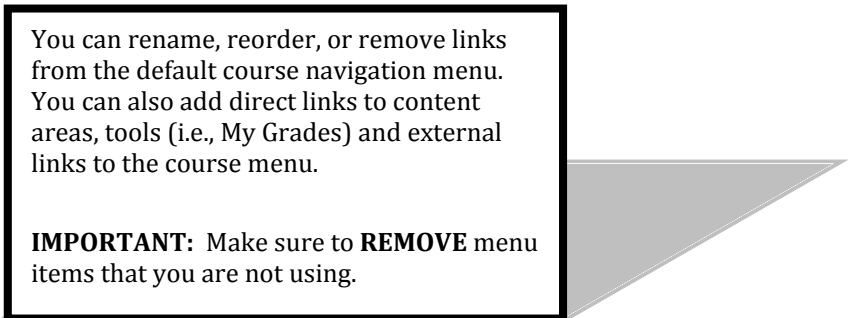
Instructors should make their course containers "unavailable" at the end of each term. Blackboard courses from a previous term that are still available 30 days after the start of the new term will automatically be made "unavailable" by a Bb system administrator. Instructors who still need to have their course materials available to their students after this period may manually make their course available within their Control Panel. Email notifications will be sent to instructors prior to making courses from past terms unavailable.

[Click here to return to top of the document](#)

Course Navigation Menu



Announcements
Syllabus
Faculty Information
Course Documents
Assignments
Web Sites
Discussion Board
Wimba Classroom
Wimba Voice Boards
Wimba Voice Emails
E-mail



You can rename, reorder, or remove links from the default course navigation menu. You can also add direct links to content areas, tools (i.e., My Grades) and external links to the course menu.

IMPORTANT: Make sure to **REMOVE** menu items that you are not using.

Steps to Modify the Default Course Menu

1. Open the course Control Panel.
2. Click **Manage Course Menu** under the **Course Options** area.
3. Click the **Add Content Area, Tool Link, Course Link or External link** buttons on the top menu to add new items to the course menu.
4. Click on the **Modify** button next to the existing item to rename the item or click on the **Remove** button to remove the item.
5. The menu items can be reordered using the drop-down menu next to the name of the item.
6. Click **Submit** when finished.

Reusing Blackboard Course Content

Copying course materials from one Blackboard course container into another Blackboard course container adds the content from one Bb course into another Bb course already on the system.

Steps to Copy Course Materials into an Existing Blackboard Course Container

1. Locate the Blackboard Course ID of the Destination course. The course ID is the CRN followed by the banner term code (2020.200970). The Course ID is displayed within the Control Panel.
2. Open the course where the course materials you would like to copy reside.
3. Click on the course Control Panel.
4. Click **Course Copy** from the **Course Options** Area within the Control Panel.
5. Click **Copy Course Materials into an Existing** Course from the Copy Course Page. You will be taken to the screen below.

[AK TEST COURSE \(AKTESTCOURSE\)](#) > [CONTROL PANEL](#) > [COURSE COPY](#) > COPY COURSE MATERIALS INTO AN EXISTING COURSE

Copy Course Materials into an Existing Course

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

* Destination Course ID

2 Select Course Materials

- Content
 - Syllabus
 - Course Information
 - Course Documents
 - Assignments
 - Web Sites
 - External Links

Step 6: Enter the Course ID for the destination course in the Destination Course ID. Your Bb Course ID is the CRN followed by the Banner term number (i.e., 3333.200870)

6. Enter the Destination Course ID and select the course materials to include in the copy.
7. Click the **Submit** button and then the **OK** button.
8. Check the destination course to verify that the materials were copied. It may take a few minutes for the content to appear in the new course. You will also receive an email when the process is complete.

[Click here to return to top of the document](#)

Blackboard Help and Resources

Instructor Support Options:

- [DU Bb Instructor Support](#)
This web page provides important information about teaching with Blackboard at DU
- [Tutorials & Handouts](#)
This page includes tutorials on many important Blackboard topics including How to Create a Faculty Homepage, Assignment Manager, Grade Center, and more. You will also find PDF handouts
- [Knowledge Base](#)
Have a Blackboard question? Use the Knowledge Base to find the solution
- E-mail: blackboard@du.edu
- Click on the Manual button in your course Control Panel
- Call the Center for Teaching & Learning at 303.871.2084 with questions about Blackboard or to schedule one-on-one Blackboard training.

Student Support Options:

- Blackboard Support website - <http://ctl.du.edu/support/blackboard/Students>
- E-mail: support@du.edu
- Click on the Blackboard Manual under Tools on the main course menu
- Call the Helpdesk at 303.871.4700.

Educational Technology Resources:

DU Portfolio Community (<http://portfolio.du.edu>)

All DU students, instructors and staff may use DU Portfolio Community to create electronic portfolios. Contact the Center for Teaching & Learning at x12084 or email portfolio@du.edu to schedule an orientation or download a user guide from the Resources portfolio.

DU CourseMedia™ (<http://coursemedia.du.edu>)

DU CourseMedia™ is a course media management system that helps instructors organize and present media materials (images, video and audio). Instructors can create media galleries that can be accessed by their students online. Instructors have access to large collection of art and world history images, library reserve videos and audio works. Contact the Center for Teaching & Learning at x12084 or email ctl@du.edu to request an orientation to DU CourseMedia™.

Microsoft Office Applications

Visit the UTS training web site (<http://www.du.edu/uts/training/>)

[Click here to return to top of document](#)