

Fall 2010

# Blackboard Basics v.9.1 Faculty Reference Guide



Garrett College  
Office of Distance Learning



# Blackboard 9.1 Basics Faculty Reference Guide Guide

## GETTING HELP

### More Instructions

This reference guide contains some of the basic tasks instructors tend to perform in Blackboard. For more detailed and a wider range of instructions in the form of written materials, videos, and online instruction, please visit: [http://www.garrettcollege.edu/bb\\_support](http://www.garrettcollege.edu/bb_support)

### Need more help? Contact the Distance Learning Office

Phone: (301) 387-3125

Email: [dlearn@garrettcollege.edu](mailto:dlearn@garrettcollege.edu)

## LOGGING IN

URL: <http://blackboard.garrettcollege.edu>

About your login: The Coordinator of Distance Learning will create a username and password for you upon request.

Login: (Usually) firstname.lastname

Password: Your initial password will be given to you by the Coordinator of Distance Learning.

Forgotten Passwords: Call 301-387-2125



## GETTING STARTED

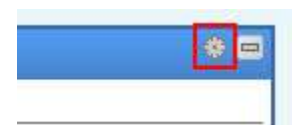
### Requesting your Blackboard Course Site

1. Print out a **Shell Request Form** (can be found at [www.garrettcollege.edu/bb\\_support/faculty](http://www.garrettcollege.edu/bb_support/faculty))
2. Fill out the **Form Completely**
3. Include **course copy information** if applicable
4. Submit to **Jeanne Meyers**, room LC 623
5. Allow 3-5 days for shell creation

### Modifying Your "Course List" or "My Courses" List

1. On your "Courses" page, click the rosette icon in the top right of your **Course List** module.
2. On your "My Garrett College" page, click the rosette icon in the top right of your **My Courses** module.
3. Check those items to be displayed.
4. Click **Submit**

*NOTE: You will need to make these changes on BOTH "My Courses" and "Course List" pages.*

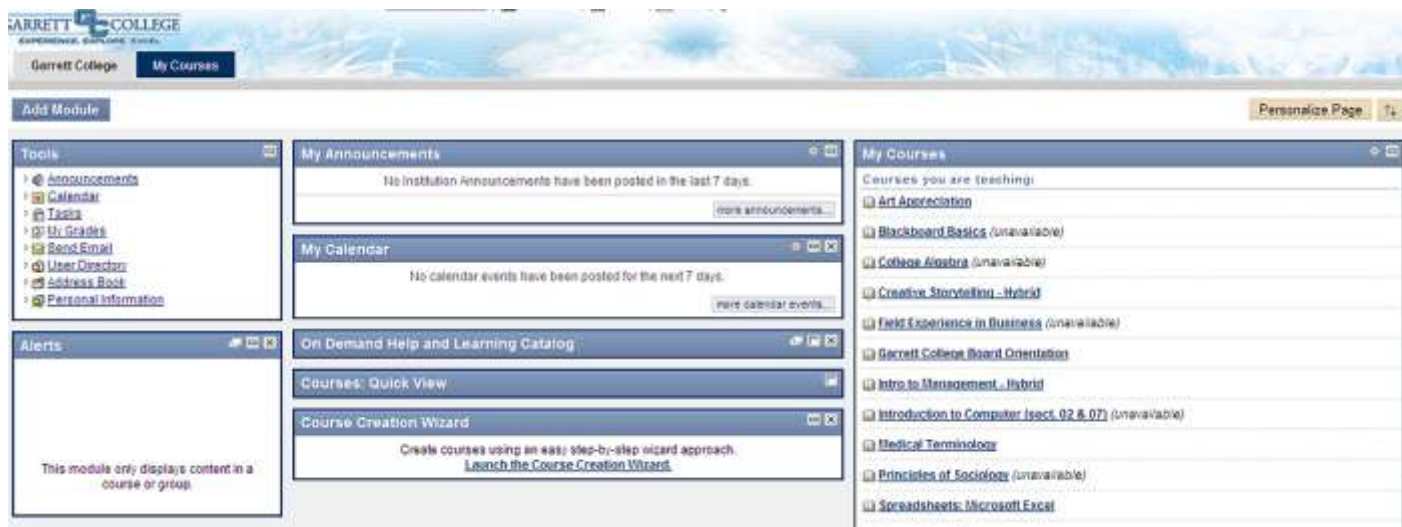


### Modifying Your Course Homepage

1. **Select** your course from either the "Garrett College" or the "My Courses" page.
2. You can drag-and-drop your Home Page modules to the locations you desire.

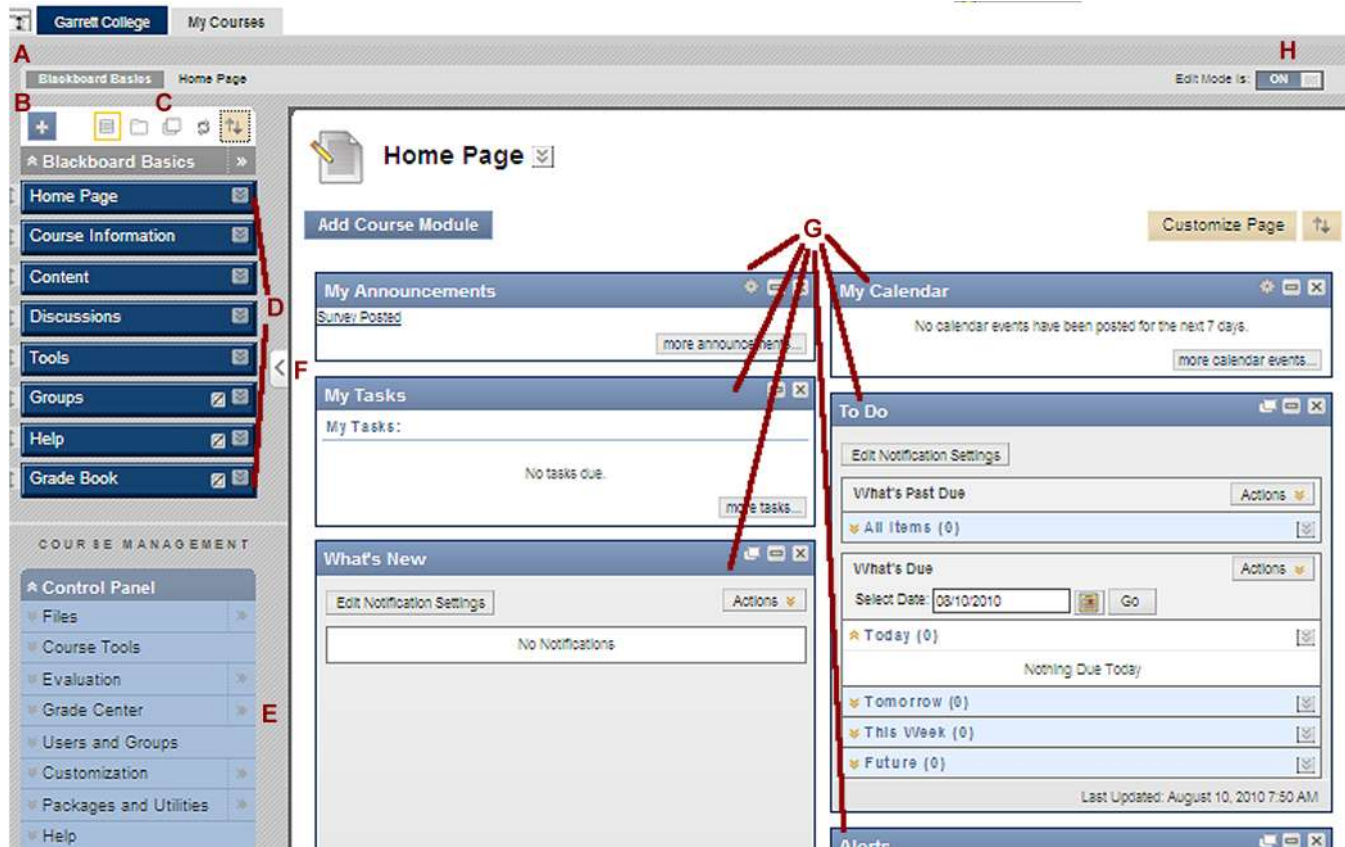
## YOUR BLACKBOARD HOMPAGE

Once you log in to Blackboard, you will see your Bb Homepage. It is comprised of “Modules” or blocks containing information. You can customize this page to your preference by adding, removing and moving the blocks.



The My Courses Tab lists the course you are currently teaching or enrolled.

## COURSE INTERFACE



The instructor interface is comprised of a menu and control panel on the left and a content window on the right.

<b>A</b>	Course Breadcrumb Trail	<b>E</b>	Control Panel
<b>B</b>	Add Content or Tool button	<b>F</b>	Hide Course Menu
<b>C</b>	Change View, Refresh, Reorder	<b>G</b>	Course Homepage Modules
<b>D</b>	Course Menu Buttons	<b>H</b>	Edit Mode Button

## ABOUT EDIT MODE

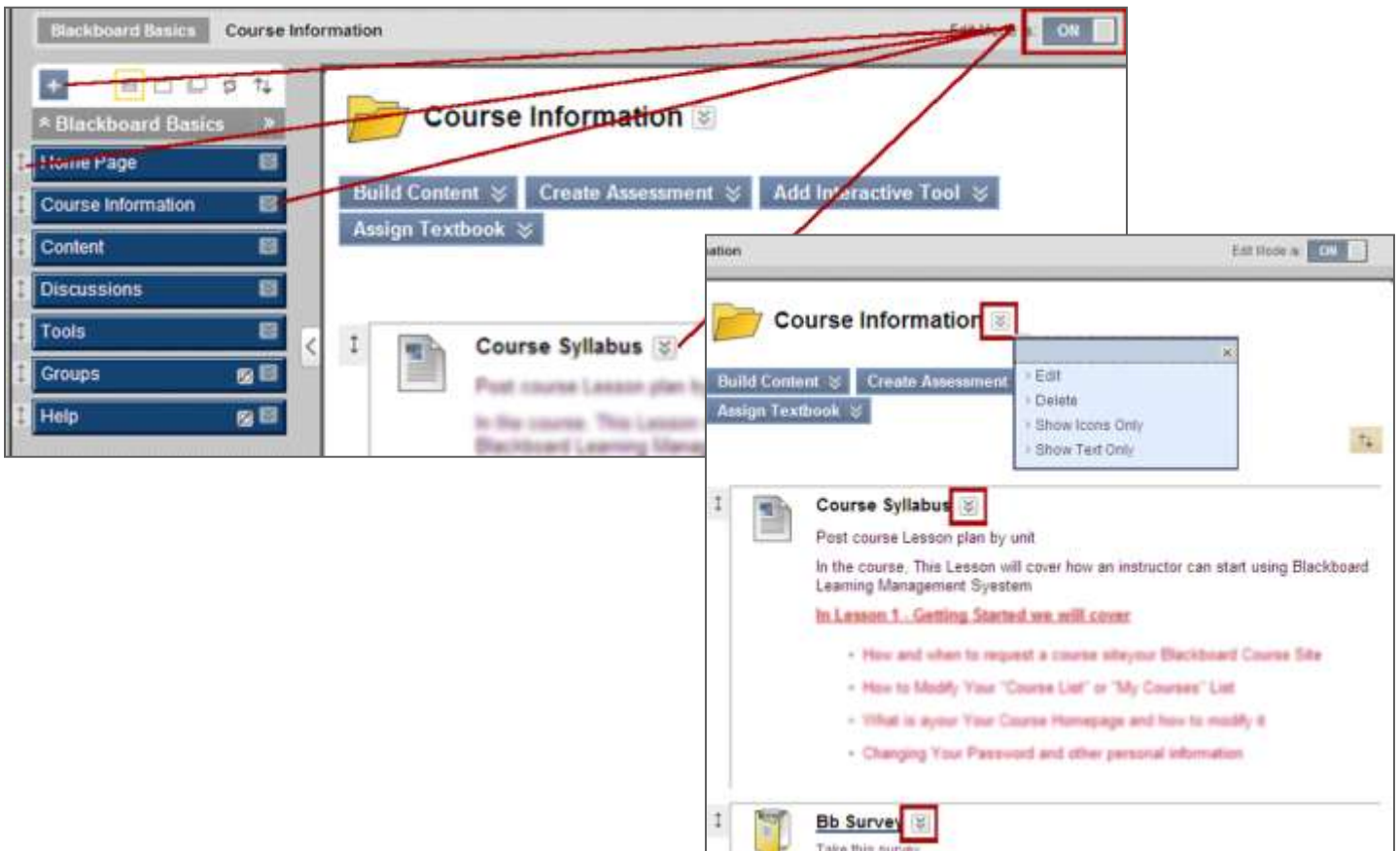
Blackboard 9 allows you to do most of your work without going into *Control Panel*. By setting “Edit Mode” to “on”, editing buttons will appear which allows you to edit your content in the same area that students view it. If you set *Edit Mode* to “off”, you will see your course as a student would. (Except for the Control Panel on the left, students never see Control Panel.) No more need for a student login alias!

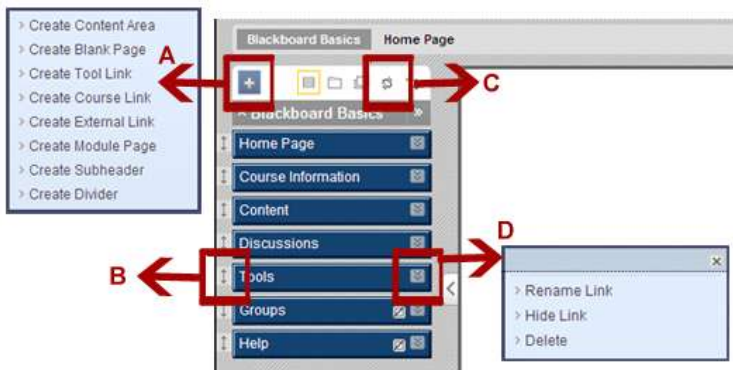
Turn **Edit Mode On** and **Off** by clicking this button:



When the **Edit Mode** is **ON**, contextual menus and other editing tools will be available to manage the content.

**Contextual Menus** – are expandable menus containing options for each item and are visually represented by two downward facing arrows. Each menu may contain different options depending on the item or its current status. You must be in **Edit Mode** to see the contextual menus.





**Managing Course Menu** - managing the course menu is conveniently achieved directly on the course menu using a variety of functionalities described below:

<b>A</b> <b>Add Link</b>	Click <b>+</b> icon to access choice list for adding links to the menu
<b>B</b> <b>Change Order</b>	Click and drag <b>vertical, two-side arrow</b> to change menu order
<b>C</b> <b>Refresh</b>	Refreshes the current page without leaving the page
<b>D</b> <b>Modify/Delete</b>	<b>Contextual menu</b> contains options to rename, hide/show and delete link

## SYLLABUS / OFFICE HOURS

### Syllabus – Create a syllabus with the wizard or upload a syllabus from a file

Your syllabus is typically a Word or PDF file you would like to post within Blackboard.

1. Enter the course you wish to affect.
2. Set “**Edit Mode**” to “**On**”.
3. From the *Build Content*, click “**Syllabus**”.
5. Type a *Name* for the syllabus, then use the “**Browse**” button to upload your syllabus or click Create New Syllabus and follow the wizard steps.
6. Click “**Submit**”.

**1. Name**

✱ Syllabus Name

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**2. Syllabus**

Create New Syllabus  Use Existing File

### Edit/Delete an Uploaded Syllabus or File

1. Enter the course you wish to affect.
2. Set “**Edit Mode**” to “**On**”.
3. From the *Course Menu*, click “**Syllabus**”.
4. From within the window on the right, click the double drop down arrows to the right of the file to be affected.
5. From the menu, click “**Edit**” or “**Delete**”.

## Office Hours/Contact Information

1. Enter the course you wish to affect.
2. Set **"Edit Mode"** to **"On"**.
3. From the *Course Menu*, click **"Contacts"**.  
(If you do not have a contacts button, click on the + sign > create tool link > put in the name > Type drop down menu: Contacts)
4. From the *Action Bar*, click **"Create Contact"**.
5. Fill out the form and then click **"Submit"**.

The *Contacts* link must manually be made visible for students to see it. This is only true for *Contacts*, *Groups*, and *Discussions*. The other links will automatically become visible when you place content within them.

6. From the *Course menu* (left side of your screen), click the double drop down arrow next to **"Contacts"** and select **"Show Link"**.

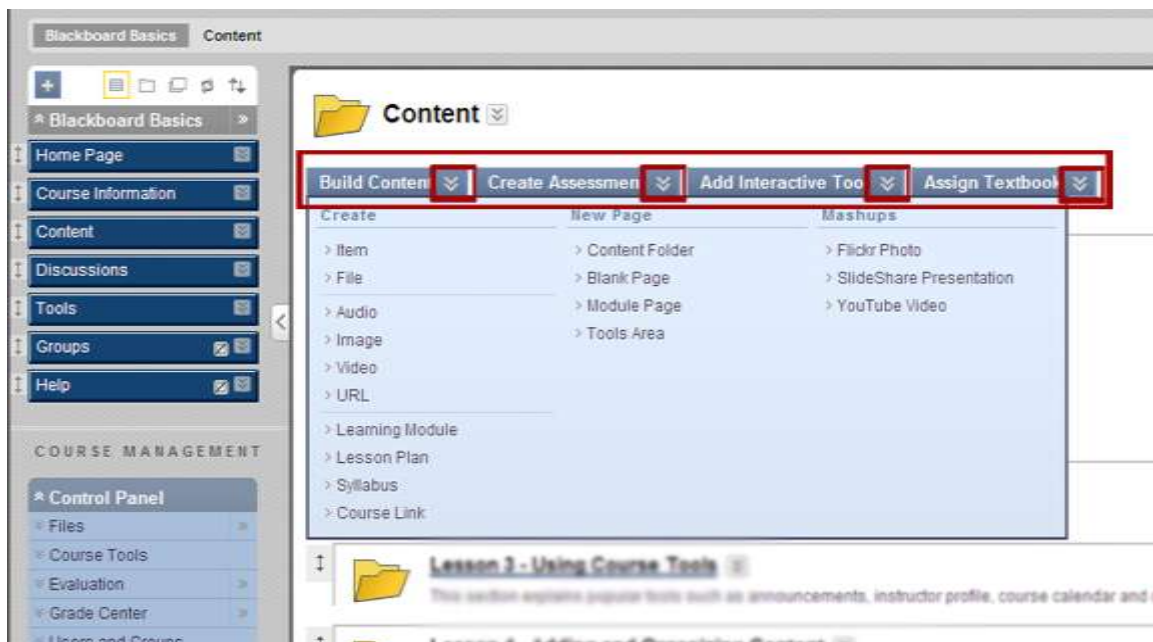
## ANNOUNCEMENTS

When you post an announcement, it will show up within the course, on the "Home" tab, and if desired, as an email to the student.

1. Enter the course you wish to affect.
2. Set **"Edit Mode"** to **"On"**.
3. From the *Course Menu*, click **"Announcements"**.
4. From the *Action Bar*, click **"Create Announcement"**.
5. Fill out the form and then click **"Submit"**.

## CREATE COURSE CONTENT/FILES/FOLDERS

Adding content is done in content areas using content types. Content types are now organized under choice lists (exception: Create Item is still a button). Each menu is shown below:



## FOLDER – ORGANIZING COURSE CONTENT

This section covers how to create content areas and upload files. You may wish to first create folders to help organize these files. Example, under the tab entitled Content; you may wish to create folders for each unit.

From your course:

1. Set “**Edit Mode**” to “**On**”.
2. From the *Course Menu*, click “**Content**”.
3. From the *Action Bar*, click “**Build Content**”.
4. From the drop down menu, click “**Content Folder** (under New Page)”.
5. Specify a folder *Name* (i.e., *Unit 1*), and descriptive *Text*, choose the desired settings, and then click “**Submit**”.

Example of how course unit content is commonly structured:		
Unit 1	Unit 2	Unit 3
<p><b>Readings</b></p> <p><b>Discussion</b></p> <p><b>Videos</b></p> <p><b>Resources</b></p> <p><b>Assignment</b></p>	<p><b>Readings</b></p> <p><b>Discussion</b></p> <p><b>Learning Exercises</b></p> <p><b>Assignment</b></p> <p><b>Review Quiz</b></p>	<p><b>Readings</b></p> <p><b>Discussion</b></p> <p><b>Assignment</b></p> <p><b>Wiki</b></p> <p><b>Test</b></p>

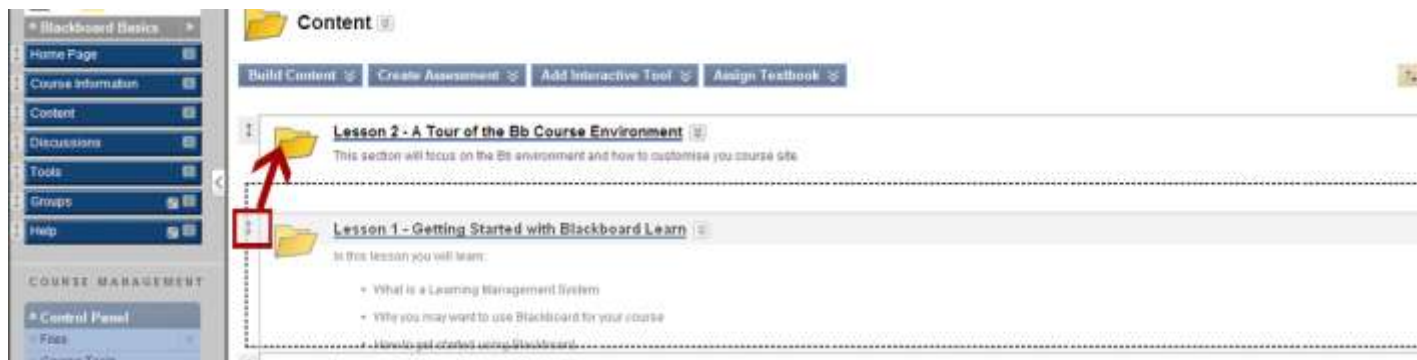
## Uploading Files (Course Content)

This topic covers how to upload a file into the Course Content area of a course.

From your course:

1. Set “**Edit Mode**” to “**On**”.
2. From the *Course Menu*, click “**Content**”.
3. If you wish to place the file within a folder which you created, click the folder to open it.
4. From the *Action Bar*, click “**Create Item**”.
5. Type a *Name* for the file, any desired *Text*, and then use the “**Browse**” button to upload your syllabus.
6. Specify the desired options.
7. Click “**Submit**”.

**Drag-n-Drop Folders** – This an easy-editing feature that allows for quick rearranging of content. Simply hover over the vertical, double-sided arrow and drag the item to the new location indicated by the dotted line. For modules, drag using the heading. Just click on the vertical arrow and drag. A dotted line gives you a visual guide.



**Build Content** - Create a content item on your new page.

**Create:** Item, File, Audio, Image, Video, URL, Learning Module, Lesson Plan, Syllabus, Course Link

**New Page:** Content Folder, Blank Page, Module Page, Tools Area

**Mashups:** Flickr Photo, SlideShare Presentation, YouTube Video

**Create Assessment:** Test, Survey, Assignment, Self and Peer Assessment, SafeAssignment (not available yet)

**Add Interactive Tool:** Discussion Board, Blog, Journal, Wiki, Groups, Chat, Virtual Classroom, Echo Content

**Assign Textbook:** Search for Textbook, Manual Entry Textbook Information

## DISCUSSION BOARDS

### Creating a Forum and Making the “Discussions” Link Visible to Students

For students to post to discussion boards, the instructor must first create the forums to be used and then enable the Discussion link on the Course Content menu.

1. Enter the course you wish to affect.
2. Set “**Edit Mode**” to “**On**”.
3. From the *Course Menu*, click “**Discussions**”.
4. Click “**Create Forum**” located on the *Action Bar*.
5. Type a *Name* and *Description* for the forum, set its options, then click “**Submit**”.

The *Discussions* link must manually be made visible for students to see it. This is only true for *Contacts*, *Groups*, and *Discussions*. The other links will automatically become visible when you place content within them.

6. From the *Course menu* (left side of your screen), click the double drop down arrow next to “**Discussions**” and select “**Show Link**”.

## OTHER COMMUNICATION & COLLABORATION TOOLS

**Blogs, Wikis and Journals** - are now available in Blackboard 9. All three learning objects can be created from the **Tools** button on the **Control Panel**.

### What’s the difference between a blog, a wiki and a journal?

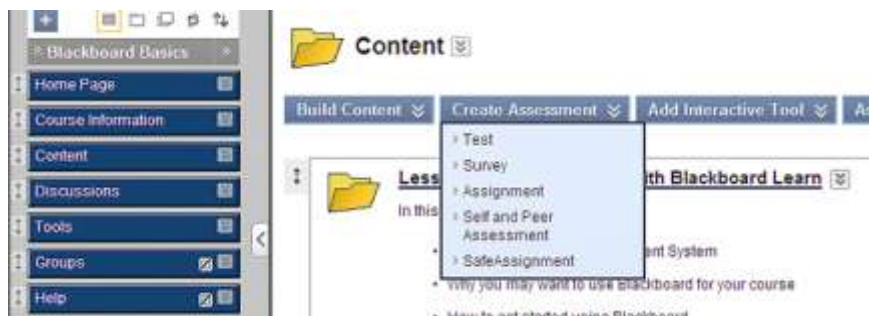
A **blog** (web log) is a website people use to post entries. They can be used by students to create journal entries, share writings, post essays, pose debate or ethical questions, share photographs or other artwork and much more. Blogs can be setup to be private to only the student and instructor or open to the entire class. Blog entries can be commented on, giving the author an opportunity to see how his writing impacts other people.

Instructors can release the Blog tool to a group, to the course users or to individuals for weekly or monthly posts. All blogs can be read by all users enrolled in the course. Students and instructors can comment on users' posts.

A **Wiki** is a website that allows web pages that can be created and edited by anyone. It is great for creating collaborative documents. When updates are made to a wiki, the history is tracked so you can see who wrote what when.

A **Journal** is self-reflective tool for students. Only the student and the Instructor are able to Comment on Journal Entries. However, Journals can be made public by the Instructor to allow other enrolled users read the entries. Students and instructors can comment on users' entries, but only add entries in their own journals.

## ASSIGNMENTS/ASSESSMENTS/COLLECTING STUDENT FILES



## Assignments - Allow Students to Upload Files (Replacement for the *Digital Drop Box*)

The *Digital Drop Box* has been replaced with "Assignments". When a new assignment is created, it will automatically create a new column in the grade book. Students will upload their results within the assignment you create. Note that Blackboard will automatically insert each student's username and assignment name in the files they upload.

1. Enter the course you wish to affect.
2. Set "**Edit Mode**" to "**On**".
3. From the *Course Menu*, click "**Assignments**".
4. From the *Action Bar*, click "**Evaluate**".
5. From the drop down menu, click "**Create Assignment**".
6. Fill out the form and click "**Submit**".

**Note:** Assignment names should be kept as short as possible, with no spaces or special characters in the name (numbers and letters only)

## Assignments - Download Student Submissions

When a student has submitted a file for an Assignment, a new column will automatically be added to the Grade Center and there will be a green exclamation mark by them indicating a new upload for the assignment. To view the files, you must download them in a ZIP file.

1. Enter the course you wish to affect.
2. From the *Control Panel* area, click "**Evaluation**" then click "**Grade Center**".
3. Scroll left or right to locate the column heading for the assignment.
4. Click the double drop down arrows on the column heading for the assignment.
5. Click "**Assignment File Download**".
6. Check the users you wish to include in the ZIP file.
7. Click "**Submit**".
8. Click the link "**Download assignments now**".
9. You should get a pop-up window, click "**Save**".
10. Specify a location and click "**Save**" again.

- To read but not unzip the files in the compressed ZIP file, double click the zip file to open it.
- To decompress the files, right click the closed zip file and select "**Extract All**".

## Clearing a Student Assignment Attempt

If you need to clear a student's file upload so they can upload a different file or allow them to upload a new attempt which is over the maximum allowable attempts, follow the steps below.

1. Enter the course you wish to affect.
2. From the *Control Panel* area, click "**Evaluation**" then click "**Grade Center**".
3. In the box where you will be typing the grade they received for the assignment, click once.
4. Click the double drop down arrows which appear and select "**View Grade Details**".
  - To delete the last attempt, click set "Delete" to "Last Attempt" and then click "GO".
  - To allow them to upload a new attempt and not delete the previous one, click "Allow Additional Attempts".
5. Click "**OK**".

## MANAGING USERS

### View the Student Roster

This option only allows you to view students in your course. To add or delete students, see below. To send emails see the section on Email.

1. Enter your course.
2. From the *Control Panel* area, click "**Users and Group**" then click "**Users**".
3. To see all students in the course, use these settings: Username Name > Not Blank > (*leave the 3rd box empty*)
4. Click "**Go**".

## Enroll New Student (web-enhanced courses only)

Students officially enrolled in an online or hybrid course are automatically given access; however, should you wish to enroll additional late registering students in your web-enhanced course, follow these steps.

1. Enter your course.
2. From the *Control Panel* area, click “**Users and Group**” then click “**Users**”.
3. Click the “**Enroll User**” button.
4. If you know their username, type that in the box; otherwise, click “**Browse**” to search for them by name.
5. Once the username is in the box, specify their “**Role**” (student).
6. Click “**Submit**”.

**Note:** If you cannot find the student, contact the Coordinator of Distance Learning.

## Remove a User from your Course (web-enhanced courses only)

1. In *Control Panel*, click “**Users and Groups**” to expand it.
2. Click “**Users**”.
3. At “*Username*” “*Starts with*”, type a **%** in the search box (the % acts as a wild card).
4. Click “**Go**”.
5. Check the box for the person you wish to remove.
6. Click the “**Remove Users from Course**” button.

## EMAILING STUDENTS

### Emailing Your Class

Blackboard sends emails to the recipient’s GC student account.

1. Within the *Control Panel*, click “**Course Tools**”.
2. Click “**Send Email**”.
3. Click the link specifying the user type you wish to send emails to. (All Users, All Groups, Single/Select Users, etc.)
4. Select the users you wish to email (this is only necessary when you didn’t select one of the “All...” types.)
5. Specify a *Subject*, the *Message*, and if desired, attach a file.
6. Click “**Submit**”.

## THE GRADE CENTER

### To Access the Grade Center:

- Under COURSE MANAGEMENT on the left column, expand the options for the Control Panel using the options arrow on the left.
- Expand the option for “**Evaluation.**”
- Click “**Grade Center**” which will take you to a new screen. This may take a few seconds to load.
- The Grade Center will open and display a list of all the students in your class.

In the *screen reader view*, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the *interactive view* of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

Create Columns Create Calculated Column Manage Reports Work Offline

Current View: Full Grade Center Set as Default Sort Columns By: Layout Position Order: Ascending

Grade Information Bar

Move To Top Email Icon Legend

Last Name	First Name	Username	Student ID	Last Access	Availability	What If you...	Test 1	Testing Avail.	Testing the S...
denison1	denison1	student1			Available	--	--	--	--
denison2	denison2	student2			Available	--	--	--	--
denison2	denison2	student3		April 16, 2009	Available	--	--	--	--
Warner	Devin	devin			Available	--	--	--	--

Selected Rows: 0

Move To Top Email Icon Legend

Edit Rows Displayed

Now you can begin managing grades within the Grade Center. There are two ways to add grades to the Grade Center:

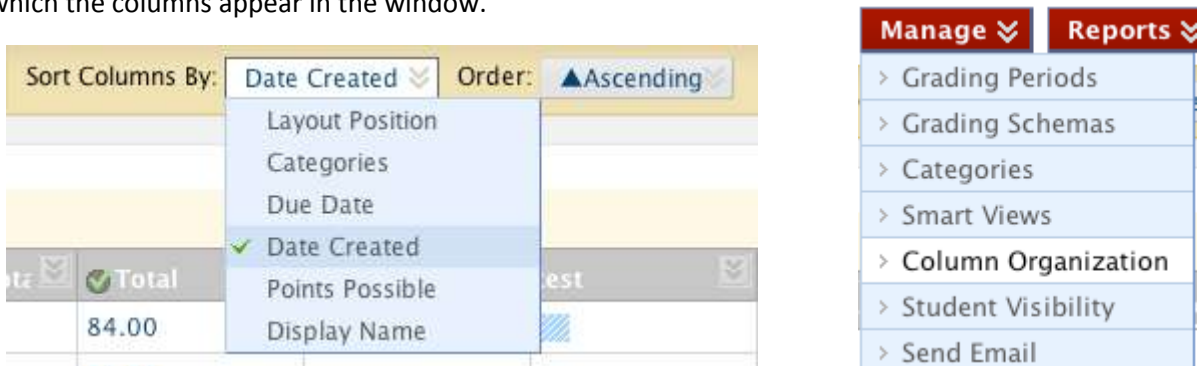
- Manually add an assignment to the Grade Center
- Create an online assignment that requires students to submit their files via Blackboard

### To Manually Add a Graded Assignment

- When in the Grade Center, click on the “**Create Column**” button towards the top of the screen.
- Another window will open that asks you to complete information about the name of the assignment, points possible, whether you are listing it as a percentage, number, or letter grade.
- Once the information fields are complete, click “**Submit.**”

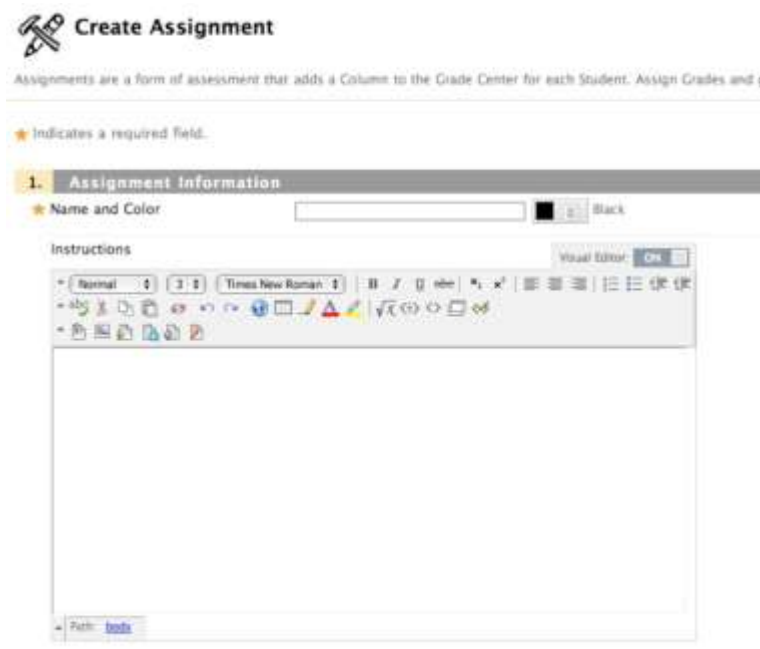
After submitting your new column settings, Blackboard will return to the Grade Center page and you can find the column you just created and begin entering individual student’s grades by clicking on the small input windows under the column heading.

- To organize your columns, you can choose “**Manage**” and then click on “**Column Organization**” to choose which columns are displayed. It also allows you to change the categories and grading periods of different assignments.
- In the main window of the Grade Center you can select the “**Sort Columns By**” option to change the order in which the columns appear in the window.



### Submitting Files On-Line (Create Assignment)

- Select the content area that you wish to post the assignment and click on it. Now click on the
- “**Create Assignment**” button at the top of the page and choose “**Assignment.**”
- A new window will open and you will name the assignment and complete other fields as appropriate. Blackboard 9 allows students to make more than one attempt when submitting a paper. This could be helpful if drafts are required.
- Click “**Submit**” when complete and students will be able to access this area in order to submit their assignment.



**2. Assignment Files**  
 Attach File:   
 Attached files: File Name, Link Title

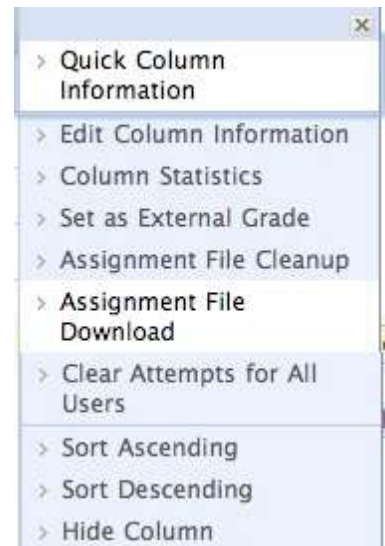
**3. Grading**  
 Points Possible:

**4. Availability**  
 Make the Assignment Available  
This assignment cannot be made available until it is assigned to an individual or group of students.  
 Number of Attempts:  Allow single attempt,  Allow unlimited attempts,  Number of attempts:   
 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

**5. 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.

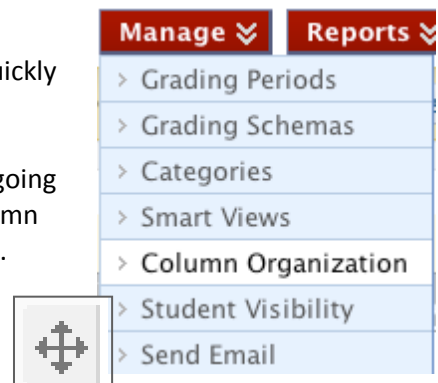
### Finding an On-Line Submission in Grade Center

- You will find the assignments that were submitted by students in the Grade Center. A green square will signify that a student has submitted an assignment.
- Click on the arrows next to the title of the assignment. Choose “**Assignment File Download**” from the drop down menu.
- Another window will open. Choose whether you want all submissions downloaded or specific submissions. Click “**Submit.**”
- Another window will open containing a link to the zipped files. Right click on the link to download them to your college drive workspace (U drive).



### Customizing your Grade Center

- The name fields in the new Grade Center are static. If you have multiple columns for grades, a slider will appear at the bottom of the Grade Center that will allow you to slide the columns over without losing site of the student’s name (similar to an Excel spreadsheet).
- If you click on the small down arrows next to the column heading, you can quickly hide a column or get more information about the grades in that column.
- You also can rearrange how the grades are presented in the spreadsheet by going to “**Manage**” and selecting “**Column Organization.**” You can now drag the column names into the correct order using the arrows to the left of each column name.

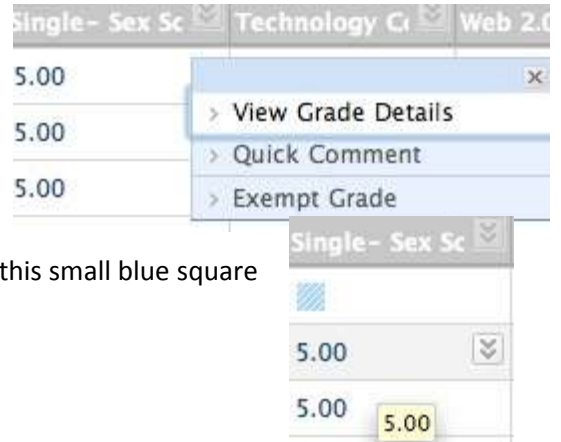


## Exempting a Grade

- With Blackboard 9, you can exempt an individual grade which could be useful in situations where you would like to drop a low quiz score or for some reason do not want to factor that grade into the student's total.

- Click on the individual cell that you wish to exempt and then click on the down arrows. A list will appear that allows you to “**View Grade Details**,” make a “**Quick Comment**,” or choose “**Exempt Grade**.”

- If you choose “Exempt Grade”, the area that contained the grade will now have a small blue square in its place. The student will also see this small blue square in place of a grade if they check their grades in the on-line grade book



## Creating Reports in the Grade Center

### Create Reports

Reports are customized, printable Reports from Grade Center data designed to be shared with Students and Observers. Reports can be generated for a specific time frame such as a marking period, for a defined group of Students, or for a defined Category of grades. [More Help](#)

**1. Header Information**

Select what to include in the header of each report.

- Report Name
- Date: July 31, 2009
- Institution Name: My Courses
- Course Information: 09205 Technology & Learn
- Instructor Names
- Teaching Assistant Names
- Custom Text

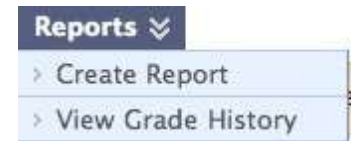
**2. Users**

Create reports for the selected Users.

- All Users
- Selected Users

- The Grade Center also allows you to create reports for the entire class or individual students (which would come in handy when reviewing the status of an individual student).

Click on the arrows on the right side of the “**Reports**” button and choose “**Create Report**.”



- You will be asked to name the report, and choose various options for the formatting of the report. You can also choose if you want a report for the entire class or individual students.

- You can also print the report once it has been created (which takes only a few seconds).

## Exporting and Importing Grades (using Excel)

You have the option of exporting your grades to an Excel spreadsheet for further manipulation or as a backup of your grade book. You can also import grades from an Excel spreadsheet into Blackboard. To do this, follow the instructions below.

**Note:** It is highly suggested to backup your grade book periodically throughout the semester in case a grade is deleted by mistake. It is also strongly encouraged to backup your grade book at the end of each semester so that you have a final copy of the grade book available to you. Seniors are removed from Blackboard during the summer after graduation. Exporting the grade book would preserve all grades, to do this:

- Click on the button entitled “**Work Offline**” located at the far right of the Grade Center. A pull-down list will allow you to “Upload” or “Download” a grade book.

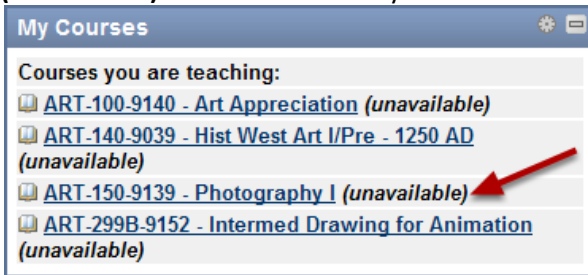
- To save a copy of your Gradebook in Excel, a new window will open that asks if you wish to download it as a comma or tab delimited file, it will be easier to open in Excel if you choose the “Tab” option. Choose your format and click “**Submit**”.
- The file will be created within Blackboard. You will be taken to another page where you can click on the “Download” button and choose where to save your new file.



## Making your Course Available Students

Initially when your Blackboard course container is created it is set to unavailable to prevent your students from seeing the course you're still developing. This tutorial will show you how to make your course available to your students when you've completed development of your course. You can also use this process to make your course unavailable to your students after the semester is completed.

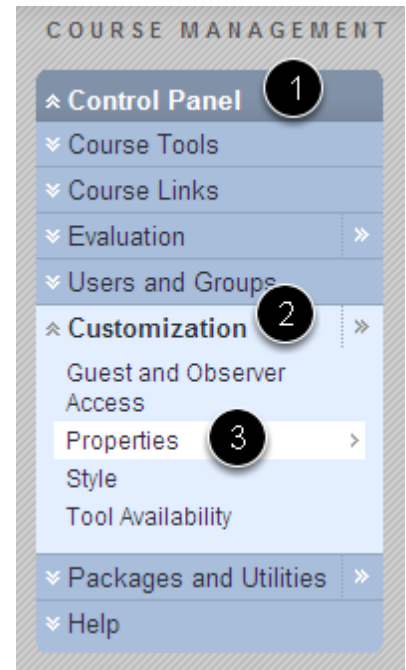
You will know that your course is unavailable to your students when you see **(unavailable)** next to the title of your course.



To begin, click on the name of the course container you want to make available to your students.

Access Course Availability through the Control :

1. In the **Control Panel**
2. Click on **Customization**
3. Click on **Properties**
4. **Make Course Available**
5. **Click “yes”**



**For Faculty Blackboard Assistance at Garrett College, contact  
The Office of Distance Learning  
[dlearn@garrettcollege.edu](mailto:dlearn@garrettcollege.edu)  
301.387.3155**

All guides can be found at [www.garrettcollege.edu/bb\\_support](http://www.garrettcollege.edu/bb_support)