Bb @ THE COLLEGE OF SAINT ROSE

Getting Started with Blackboard

Information Technology Services

The College of Saint Rose

What is Blackboard?

Blackboard is an electronic course management system. It can be used to enhance communication, organization and presentation in a course. Blackboard incorporates web pages, email, discussion boards, chat rooms, small group areas, online quizzes, an online grade book, a calendar, virtual groups, document sharing, for either web-enhanced courses or totally web-based courses.

Why do I want to use Blackboard?

With Blackboard course sites instructors can incorporate learning materials from word processing, audio & video, spread sheets, and presentation files so that they can

- Provide 24x7 access to course materials
- Extend class discussions either synchronously or asynchronously via threaded discussions and chat rooms features
- Enable student-centered learning
- Enhance lessons with multimedia and allow for various learning styles
- Offer group collaboration tools
- Hold online assessments –exams and surveys for formative or summative purposes
- Provide instant feedback with online Gradebook

Instructors do not have to know HTML to accomplish all the above tasks.

How can I get a Blackboard course?

Blackboard courses will be created for all professors by ITS before a semester starts. Professors don't have to send any requests. However, the courses will be unavailable by default after being created. It is up to the professors to decide if you want to use Blackboard. If you do want to use Blackboard for your course, please refer to the Tutorial to find out how.

How do I enroll my students in my course in Blackboard?

ITS will populate your course for you which means we will enroll students who register in your course into your Blackboard course site. You don't have to enroll your students in your course unless the student registers after we populate your course. If you do need to enroll individual students into your course, please refer to the Tutorial to find out how.

How do I log into my Blackboard course site?

Your user name and password for your Blackboard login should be the same as your Saint Rose e-mail account.

Your Saint Rose username is the first 7 letters of your last name followed by the first letter of your first name. For example, if your name was David Copperfield, your username would be **copperfd**. If you are a new faculty or staff member, and don't have an account created yet, you need to contact the secretary of your school and fill out a form so that the secretary can send the form to Sherry Flansburg who will create your account and e-mail you your user name and password. If you need to contact Sherry Flansburg she can be reached at x5309 (or 458-5309 off campus).

Your password, if you have never changed it or are new is going to be either your date of birth (mmddyy) or 1234. If your password is not working, you can give the ITS Helpdesk a call at x4357 (on campus), or 454-2190 (off campus).

Objectives for Initial Blackboard User Training:

1. <u>**Getting started with**</u>
   - a. **URL**: http://blackboard.strose.edu
   - b. **User name** and password: same as your St. Rose e-mail account

2. <u>**Brief overview**</u>
   - a. Layout & navigation
   - b. Two levels
   - c. Managing my courses and users through **control panel**
   - d. Basic communication
   - e. Course statistics & support

3. <u>**Basic features**</u> – will be able to
   - a. Post an announcement
   - b. Add staff information
   - c. Upload a syllabus
   - d. Send an e-mail

4. <u>**Resources**</u>
   - a. Blackboard Training course
     - –Tip sheets in **Documents** folder
     - --Student Handouts in **Resources** folder and ITS web site
   - b. Workshops
   - c. Website
   - d. Judy Teng can be contacted at <u>tengj@strose.edu</u> or 337-4912.

5. <u>**Activate your course**</u> – make your course available to your students.

See detailed tip sheets for instructions.

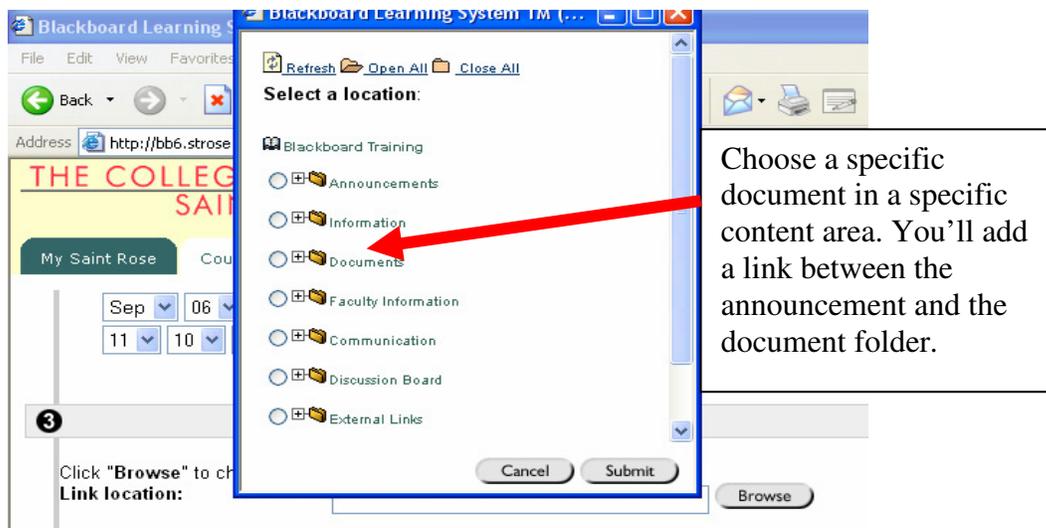## *How do I add an announcement?*

1. Go to one of your courses.
2. Click **Control Panel** down the bottom of the course menu buttons.
3. Click **Announcements** under Course Tools
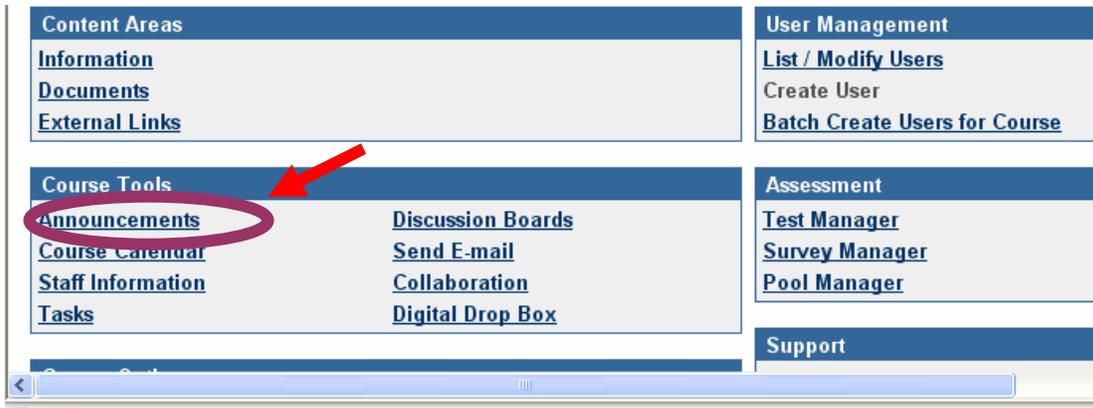
4. Click **Add Announcement.**
5. Fill in the Announcement Information, then **Submit** and click **OK**.
   Your announcement should be posted.

Note:
1. When you fill in the Announcement Information, under Options, if you want the announcement shows every time the students open the main page of the course, you need to choose **Yes** for question —'Always show this announcement on the course's main page', otherwise choose **No**, the announcement will show up for seven days after you posted it. (It will always be among the list of the announcement unless you delete it.)

2. Clicking the **Browse** button, you will be able to link this announcement to the content area where you have document posted. E.g. you can link the announcement to a document in Assignment folder.

Choose a specific document in a specific content area. You'll add a link between the announcement and the document folder.

How do I post staff/faculty information?

1. Go to one of your courses.
2. Click **Control Panel** down the bottom of course menu buttons.
3. Click **Staff Information** under Course Tools.
4. Click **Add Profile**.
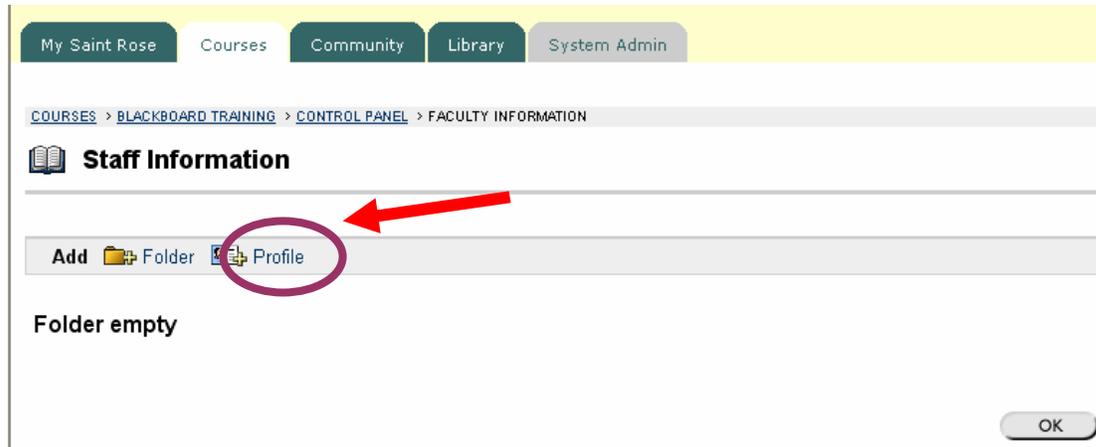
5. Fill in the Profile Information and select appropriate options, then **Submit**. Your information should be available (if you choose make it visible to students).
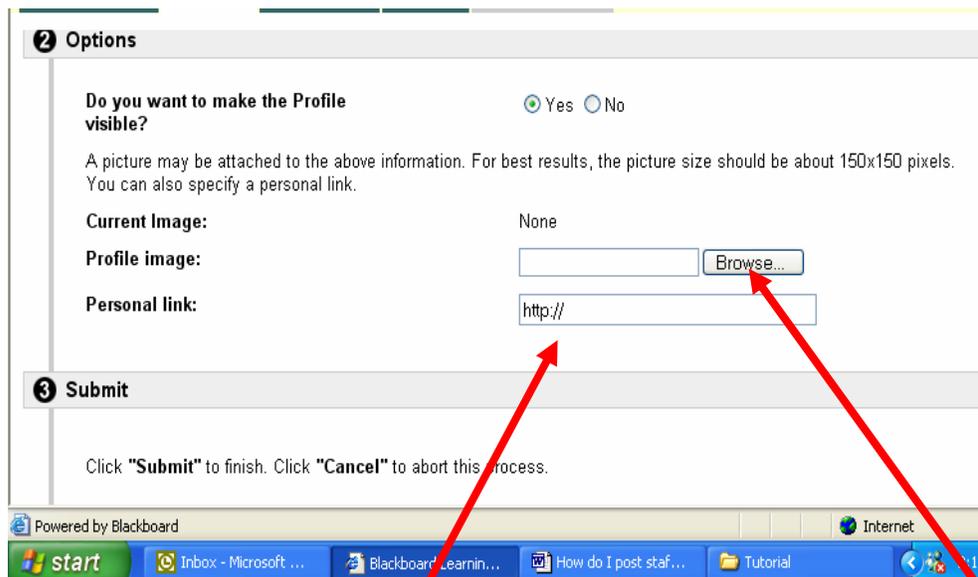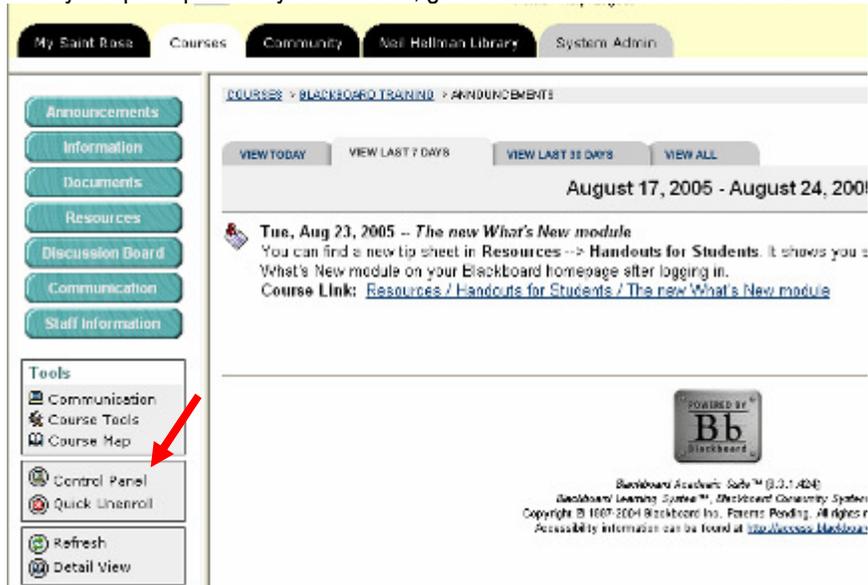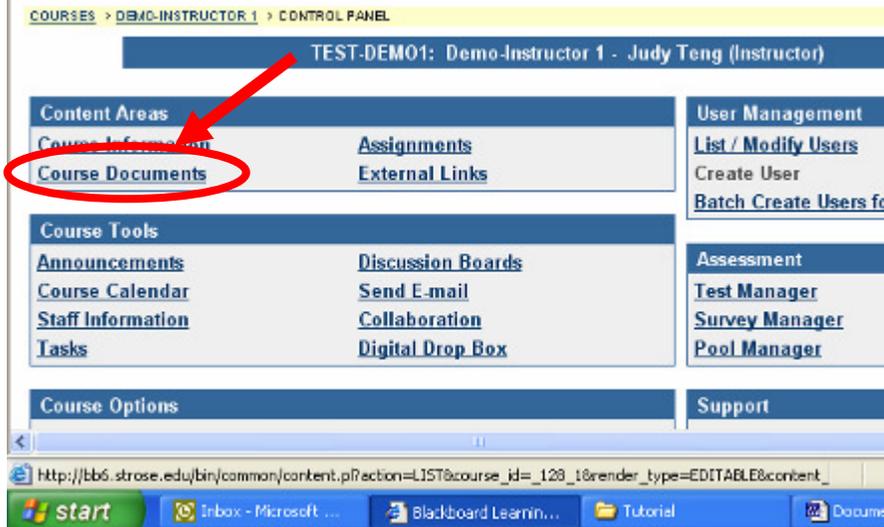

Note:

You are able to link your **personal web page** to this profile and you can also post an **image** (that represents yourself) to this profile as well.

How do I post course documents?

1. After you open up one of your courses, go to **Control Panel** down the bottom of course menu buttons.

2. Click **Course Documents** under Content Areas.

3. Click **Add Item**.

4. Fill in the document information, either select a name by clicking the drop-down arrow or specify your own name.

5. Click the **Browse** button.

6. The **Choose file** window pops up. You should be able to find your documents in your CD. Highlight it and click **Open**.
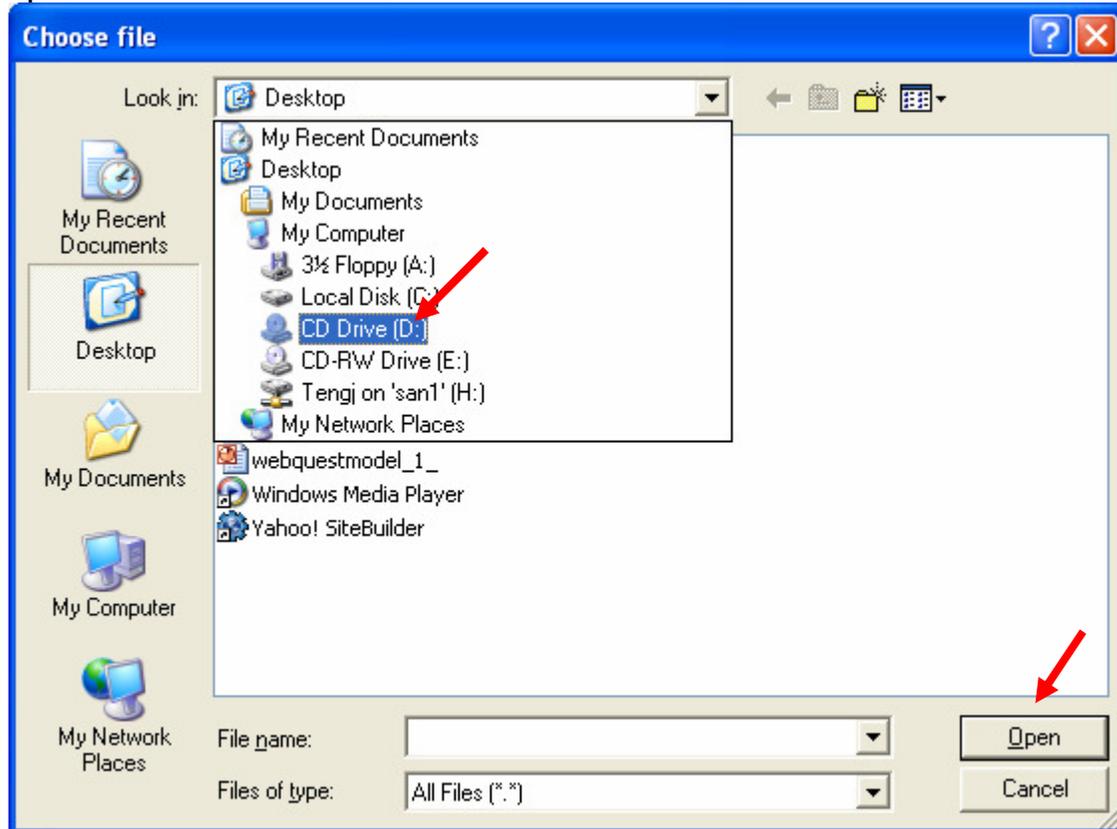
7. Then choose **Create a link to this file**.

8. Make it visible to students, then click the **Submit** button. Now you have your documents posted to your course site.

How do I move/copy course contents within a course or between courses?

1. After you login, go to the course that contains the content you want to copy.
2. Down the bottom of the course menu, click on **Control Panel**.
3. Select a content area where you have something to copy, e.g. **Course Document.**
4. Click on the **Copy** button next to the component that you want to copy.
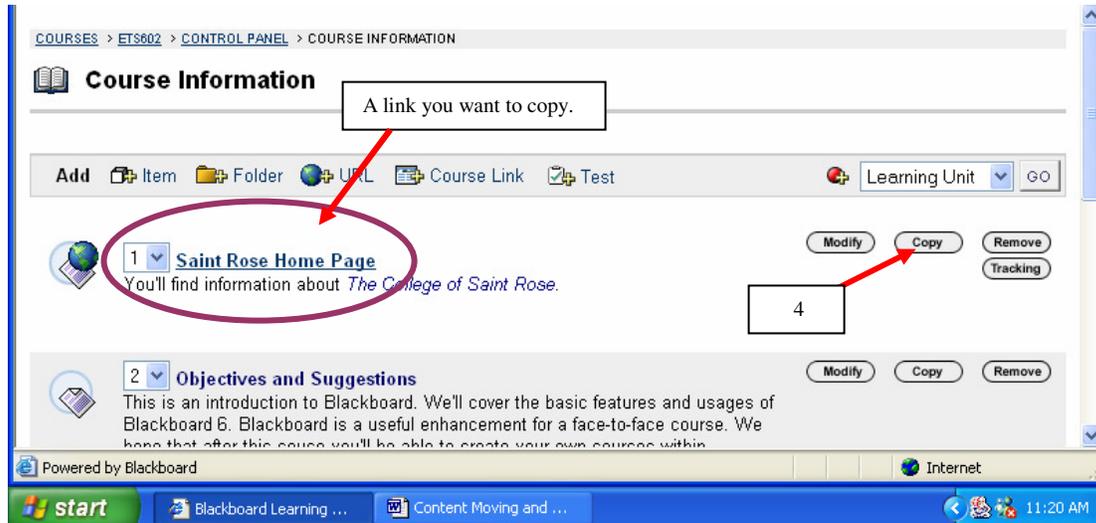
5. Now you have Copy/Move *Item Name* screen, in this case it's **Copy/ Move External Links.**
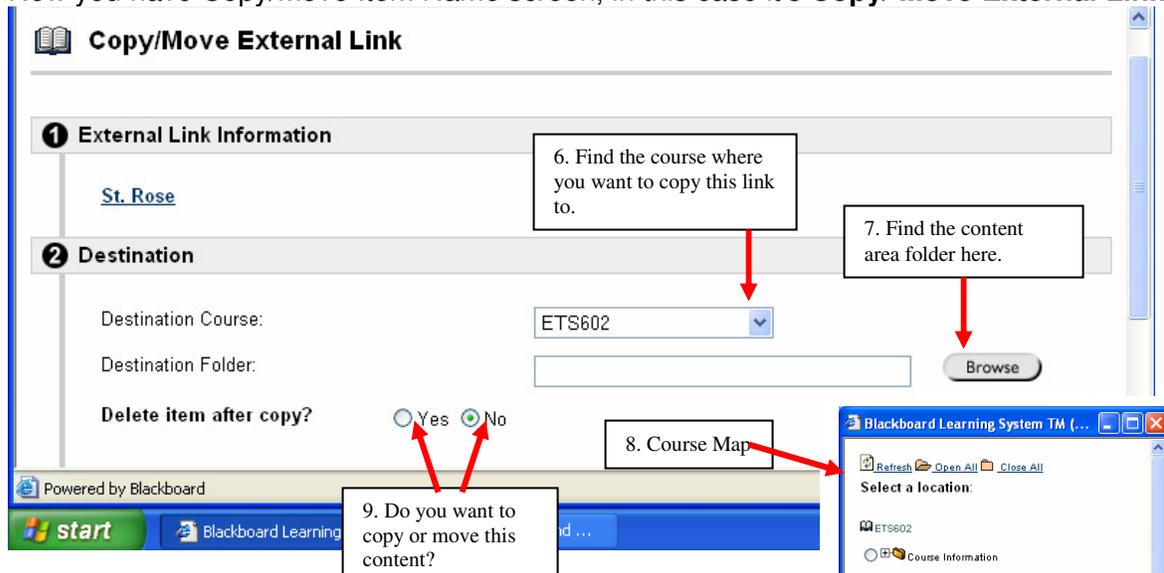
6. Choose the **Destination Course** from the drop-down arrow.
7. Click the **Browse** button and the **course map** shows up.
8. Click the radio button next to the folder you want to copy this document to, click **Submit**.
9. Decide if you want to copy or move this content by clicking **Yes** or **No** button.
10. You'll have a message telling you if your action is finished /successful. Click **OK**.
   You may want to go to the course folder where you copied this link to and check if it's there.
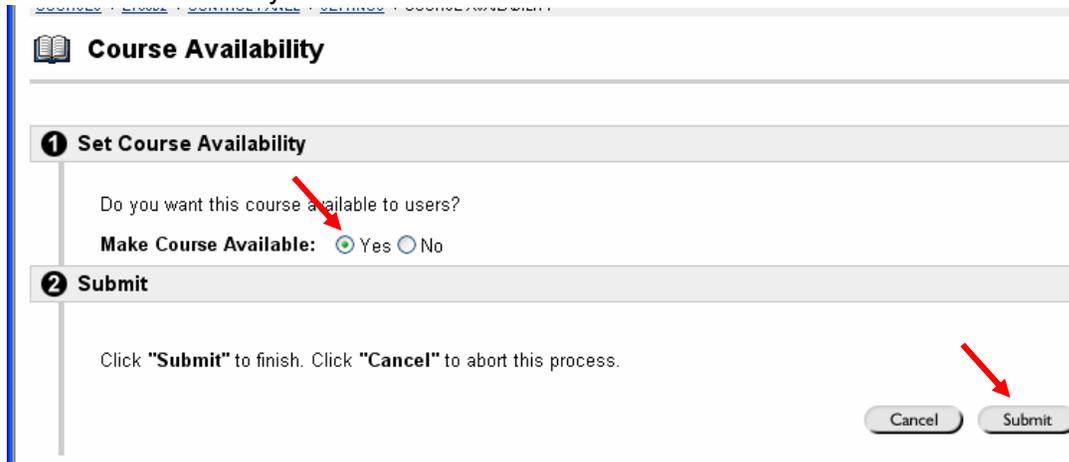
How do I make my course available?

1. Go to **Control Panel** of the new course**.**
2. Click on **Settings** under **Course Options**.

3. Click on **Course Availability**.

Note:
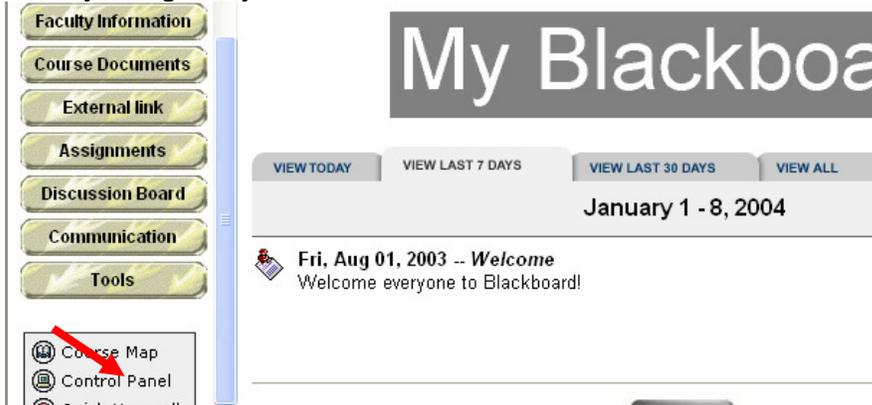You can change your course name by clicking **Course Name and Description**.
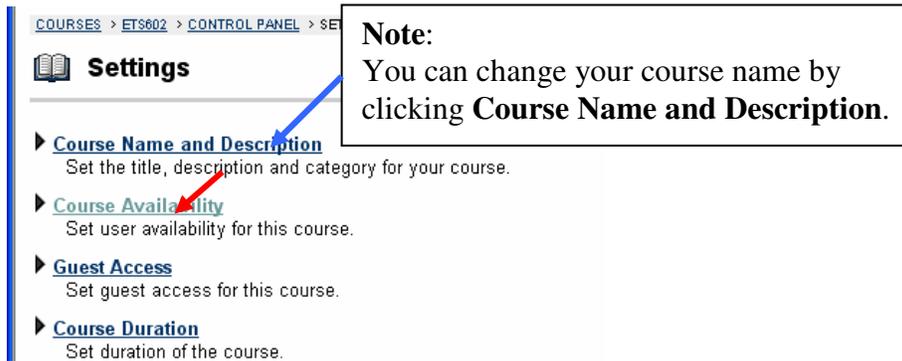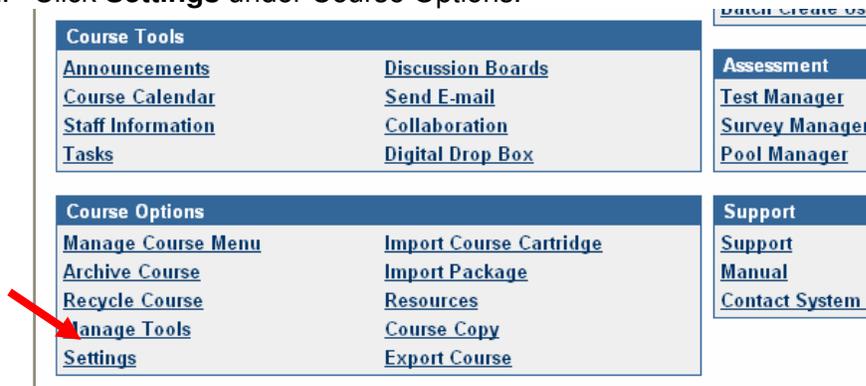
4. Select **Yes** to make your course available. Then **Submit**.

Now you have set your course available. Students will be able to see your course when they login to Blackboard.
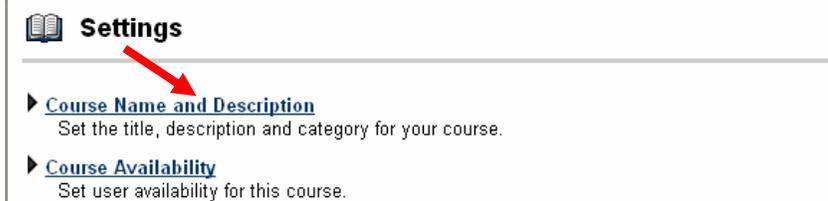
How do I rename my course?

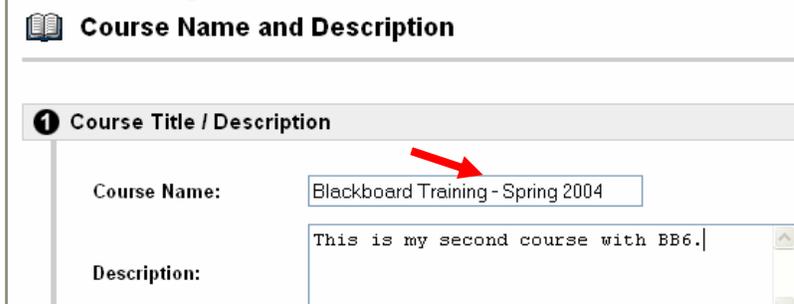1. Once you login to your course, click **Control Panel.**

2. Click **Settings** under Course Options.

3. Go to **Course Name and Description**.

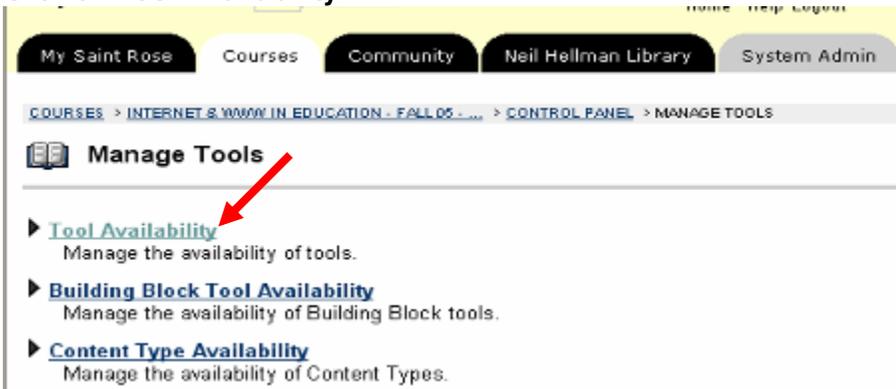4. You can change the course name there. Then **Submit**.
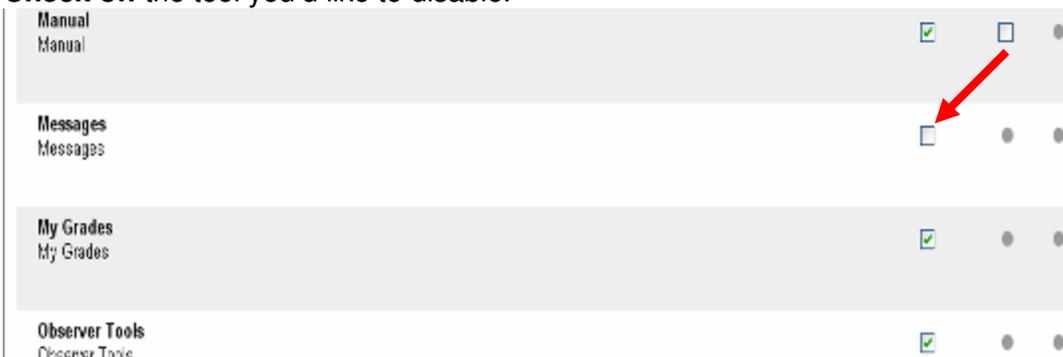
Disable a tool in Blackboard

1. Go to your course.
2. Go to Control Panel.
3. Click on **Manage Tools**.

4. Click on **Tool Availability**.

5. Scroll down to find the tool you'd like to disable.
6. **Check off** the tool you'd like to disable.

7. Click the **Submit** button, then **OK.** If you go to the Tools/Communication folder from your course menu, now you don't see the link for that tool.