



**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. Getting started with

- a. URL: http://blackboard.strose.edu
- b. User name and password: same as your St. Rose e-mail account

## 2. Brief overview

- 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. Resources

- 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:
  - 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.



## 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.

| My Saint Rose Courses Community Library System Admin                |   |
|---|---|
| COURSES > BLACKBOARD TRAINING > CONTROL PANEL > FACULTY INFORMATION |   |
| III Staff Information   |   |
| Add 🕞 Folder 🗳 Profile  |   |
| Folder empty  |   |
|   |   |
|   | ж |

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).

| visible?  | ⊙ Yes ○No   |
|---|---|
| A picture may be attached to the above informa<br>You can also specify a personal link. | ation. For best results, the picture size should be about 150x150 pixels. |
| Current Image:  | None  |
| Profile image:  | Browse  |
| Personal link:  | http://   |
|   |   |
| 3 Submit  |   |
|   |   |
| Click <b>"Submit"</b> to finish. Click <b>"Cancel"</b> to abo                           | ort this process.   |
| Click <b>"Submit"</b> to finish. Click <b>"Cancel"</b> to abo                           | ort this process.   |

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.

3.

### 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.

| Content Areas                     |   | User Manageme              |
|-----------------------------------|---|----------------------------|
| Course Information                | Assignments                                 | List / Modify User         |
| Course Documents                  | External Links                              | Create User                |
|                                   |   | Batch Create Use           |
| Course Tools                      |   |                            |
| Announcements                     | Discussion Boards                           | Assessment                 |
| Course Calendar                   | Send E-mail                                 | Test Manager               |
| Staff Information                 | Collaboration                               | Survey Manager             |
| Tasks                             | Digital Drop Box                            | Pool Manager               |
|                                   |   |                            |
| Course Options                    |   | Support                    |
|                                   | 11  |                            |
| http://bb6.strose.edu/bin/common/ | content.pl?action=LIST&course_id=_128_1&ren | der_type=EDITABLE&content_ |
| start 🔯 Inbox - Micr              | osoft 🗿 Blackboard Learnin 📁                | Tutorial 🔯 D.              |



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. |                            |
|----|--------------------------|----------------------------|
|    | File to Attach:          | Browse                     |
|    | Name of Link to File:    |                            |
|    | Special Action:          | Create a link to this file |

6. The **Choose file** window pops up. You should be able to find your documents in your CD. Highlight it and click **Open**.

| Choose file   |   |        | ? 🔀                    |
|---|---|--------|------------------------|
| Look in:<br>My Recent<br>Documents<br>Desktop<br>My Documents | Desktop     My Recent Documents     Desktop     My Documents     My Computer     J3½ Floppy (A:)     Local Disk (C)     CD Drive (D:)     CD Drive (D:)     CD PRW Drive (E:)     Tengj on 'san1' (H:)     My Network Places     webquestmodel_1_     Windows Media Player     Yahoo! SiteBuilder |        |                        |
| My Network<br>Places  | File name:       Files of type:         All Files (*.*)   | -<br>- | <u>O</u> pen<br>Cancel |

7. Then choose Create a link to this file.

| File to Attach:       | Browse                     |
|-----------------------|----------------------------|
| Name of Link to File: |                            |
| Special Action:       | 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.

| Make the content available             | ⊙ Yes 🕔 No   |   |               |
|--|--|---|---------------|
| Track number of views                  | 💛 res 💿 No   |   |               |
| Choose date and time restrictions      | Display After<br>Jan v 25 v 2007 v 2<br>11 v 45 v AM v | □ Display Until<br>Jan ♥ 25 ♥ 2007 ♥ 12<br>11 ♥ 45 ♥ AM ♥ |               |
| Submit                                 |  |   |               |
| Click Submit to finish. Click Cancel t | to quit.   |   |               |
| * Required Field                       |  |   | Cancel Submit |

### 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.

| COURSES > ETS602 > CONTROL PANEL > COURSE INFORMATION  |
|--|
| Course Information A link you want to copy.  |
| Add 🛱 Item 📪 Folder 🌒 UL 🗃 Course Link 🖓 Test 🔹 Learning Unit 💌 GO   |
| Image: Saint Rose Home Page     Modify     Copy     Remove       You'll find information about The Chilege of Saint Rose.     4  |
| Objectives and Suggestions     Modify     Copy     Remove     This is an introduction to Blackboard. We'll cover the basic features and usages of     Blackboard 6. Blackboard is a useful enhancement for a face-to-face course. We     home that after this course woull be able to create your own sources within |
| Powered by Blackboard  |
| 🥑 Start 🛛 🗿 Blackboard Learning 🔟 Content Moving and   |

5. Now you have Copy/Move Item Name screen, in this case it's Copy/ Move External Links.

| <u>St.</u> | Rose                                 |                                     | 6. Find the course where<br>you want to copy this lin<br>to. | k 7              | Find the content  |
|------------|--------------------------------------|-------------------------------------|--|------------------|---|
| 🛿 Desti    | nation                               |                                     |  | are              | ea folder here.   |
| Des        | tination Course:<br>tination Folder: |                                     | ETS602   |                  | Browse  |
| Del        | ete item after copy?                 | ⊖Yes ⊙No                            | 8. Course Map  |                  | ckboard Learning System TM (                            |
| Powered by | Blackboard                           |                                     |  | Sel              | effesh 🗁 Open All 🛄 <u>Close All</u><br>ect a location: |
| 🎒 start    | 🖉 Blackboard Learning                | 9. Do you want to copy or move this | ıd   | μα <sub>ε1</sub> | 19602   |

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.

⊗ Assignment2

◯ 🗄 🍣 External Links

4.

# How do I make my course available?

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

| Course Options     |                         |
|--------------------|-------------------------|
| Manage Course Menu | Import Course Cartridge |
| Archive Course     | Import Package          |
| Recycle Course     | Resources               |
| Manage Tools       | <u>Course Copy</u>      |
| <u>Settings</u>    | Export Course           |

3. Click on **Course Availability**.

| COURSES > ETS602 > CONTROL PANEL > SE                                       | Note:<br>You can change your course name by |
|---|---|
| • <u>Course Name and Description</u><br>Set the title, description and cate | gory for your course.                       |
| • <u>Course Availa Flity</u><br>Set user availability for this cours        | e.  |
| • <u>Guest Access</u><br>Set guest access for this course.                  |   |
| Course Duration<br>Set duration of the course.                              |   |
| elect Yes to make your o  | course available. Then <b>Submit</b> .      |

| Set Course Availability   |          |
|---|----------|
| Do you want this course available to users?                     |          |
| Make Course Available: 💿 Yes 🔿 No                               |          |
| Submit  |          |
| Click "Submit" to finish. Click "Cancel" to abort this process. | <b>\</b> |
|   | X        |

Now you have set your course available. Students will be able to see your course when they login to Blackboard.

4.

# How do I rename my course?

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

| ation     |            |                    | Plack             | ho       |
|-----------|------------|--------------------|-------------------|----------|
| ents<br>k |            | Ινιγ               | DIACK             |          |
| s         | VIEW TODAY | VIEW LAST 7 DAYS   | VIEW LAST 30 DAYS | VIEW ALL |
| ard       |            |                    | January 1 - 8, 3  | 2004     |
| ion -     | Fri, Aug 0 | 1, 2003 Welcon     | ne                |          |
|           | vveicome e | everyone to blackt | Juardi            |          |
| iel –     |            |                    |                   |          |
| iel -     |            |                    |                   |          |

2. Click Settings under Course Options.

| $\sim$ | lick Settings under Oou |                         | Datch Create Usi    |
|--------|-------------------------|-------------------------|---------------------|
|        | Course Tools            |                         |                     |
|        | Announcements           | Discussion Boards       | Assessment          |
|        | Course Calendar         | Send E-mail             | <u>Test Manager</u> |
|        | Staff Information       | Collaboration           | Survey Manager      |
|        | <u>Tasks</u>            | <u>Digital Drop Box</u> | Pool Manager        |
|        |                         |                         |                     |
|        | Course Options          |                         | Support             |
|        | Manage Course Menu      | Import Course Cartridge | Support             |
|        | Archive Course          | Import Package          | <u>Manual</u>       |
|        | Recycle Course          | Resources               | Contact System      |
|        | anage Tools             | <u>Course Copy</u>      |                     |
|        | Settings                | Export Course           |                     |
|        |                         |                         |                     |

3. Go to Course Name and Description.

| Settings   |
|--|
| • <u>Course Name and Description</u><br>Set the title, description and category for your course. |
| ▶ <u>Course Availability</u><br>Set user availability for this course.                           |
| You can change the course name there. Then <b>Submit</b> .                                       |
| Course Name and Description  |

| Course Title / Descr | iption                             |   |
|----------------------|------------------------------------|---|
| Course Name:         | Blackboard Training - Spring 2004  |   |
| Description:         | This is my second course with BB6. | ~ |

## **Disable a tool in Blackboard**

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

| Course Tools        |                         |
|---------------------|-------------------------|
| Announcements       | Collaboration           |
| Course Calendar     | Digital Dropbox         |
| Staff Information   | Glossary Manager        |
| Tasks               | Messages                |
| Send Email          | Discussion Grader       |
| Discussion Board    |                         |
|                     |                         |
| Course Options      |                         |
| Manage Course Meriu | Course Copy             |
| Course Design       | Import Course Cartridge |
| Manage Tools        | Import Package          |
| Settings            | Export Course           |
| Recycle Course      | Archive Course          |

4. Click on **Tool Availability**.

|  | •                              |                      |
|--|--------------------------------|----------------------|
| My Saint Rose Courses  | Community Neil Hellman         | Library System Admin |
| COURSES > INTERNET & WWW IN EDUC   | ATION - FALL 05 > CONTROL PANE | > MANAGE TOOLS       |
| 🛄 Manage Tools   |                                |                      |
| • <u>Tool Availability</u><br>Manage the availability of too                       | ls.                            |                      |
| <ul> <li>Building Block Tool Availab<br/>Manage the availability of Bui</li> </ul> | ility<br>ilding Block tools.   |                      |
| Content Type Availability<br>Manage the availability of Cor                        | ntent Types.                   |                      |

- Scroll down to find the tool you'd like to disable.
   Check off the tool you'd like to disable.

| Manual<br>Manuai                 | Ø |   |   |
|----------------------------------|---|---|---|
| Messages<br>Messages             |   | • | • |
| My Grades<br>My Grades           | Z | ٠ | • |
| Observer Tools<br>Diserver Tools |   |   |   |

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.