
BLACKBOARD INTRODUCTORY TRAINING MANUAL

The materials in this manual are to assist instructors using Blackboard. The manual will cover topics such as adding, updating and deleting content. This manual does not cover all aspects of the Blackboard system, but it will provide a foundation for successfully managing your Blackboard-enhanced courses.

Questions about Blackboard should be directed to James Fogt (fogtj@hssu.edu or 340-3574).

CONTENTS

About the Control Panel - 2
Adding Announcements - 3
The Calendar- 4
Adding Personal Information - 5
Adding Tasks - 6
Adding Discussion Boards - 7
Emailing Options - 8
Collaboration Tools - 9
Digital Drop Boxes - 10-11
Adding Course Information - 12-13
Adding Course Documents - 14
Creating External Links - 14
Managing Course Menus - 15
Managing Course Settings - 15
Contact Information - 16

THE CONTROL PANEL

The Control Panel is your main link for modifying your course materials. The Control Panel is only available to instructors, and students will not see this option on their course page.

All of the course options may be adjusted from within the Control Panel.

Clicking on any of the links will take you to a page to modify your course materials.

For example, if you click on the Announcements link, you will be taken to a page where you can edit your course announcements.

ADDING ANNOUNCEMENTS

To add an announcement, click on the Add Announcement button.

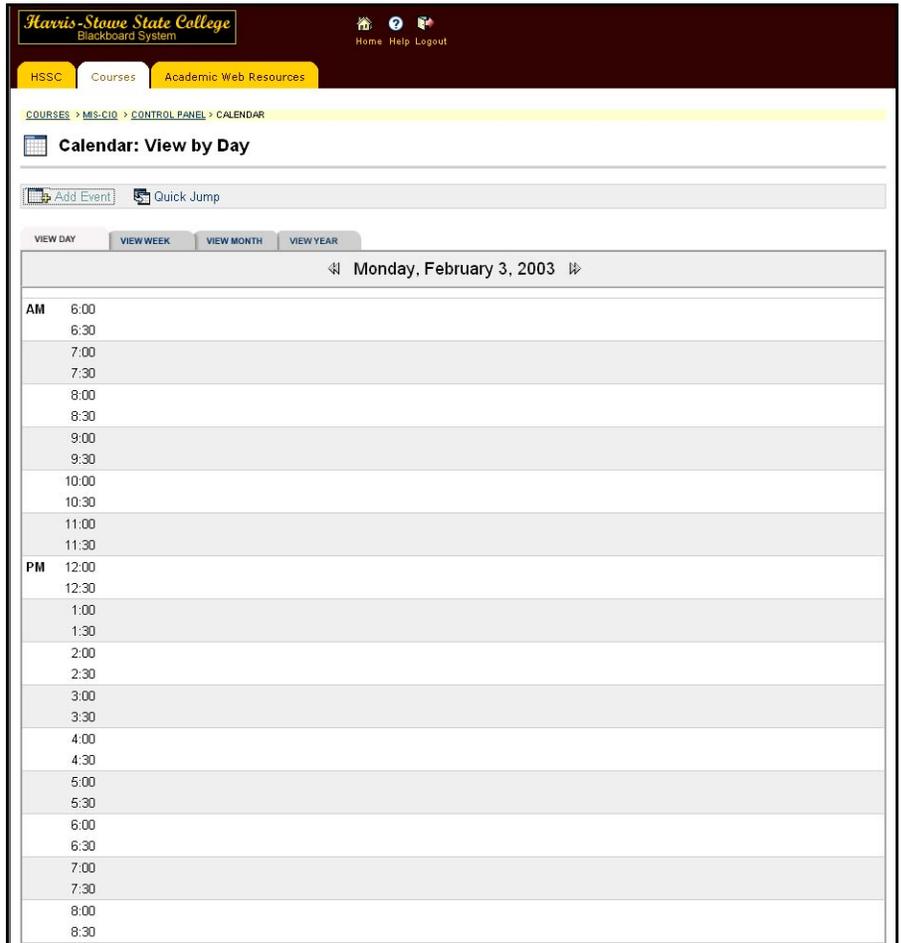
Type in the announcement subject and the full announcement message (or you can cut and paste from another document, such as Word).

Choose the date and times you want the announcement to appear.

If you like, you can link the announcement to another area in Blackboard. For example, if your announcement is related to an assignment you have posted, you can link that announcement to the assignment so students don't have to go searching for it.

THE CALENDAR

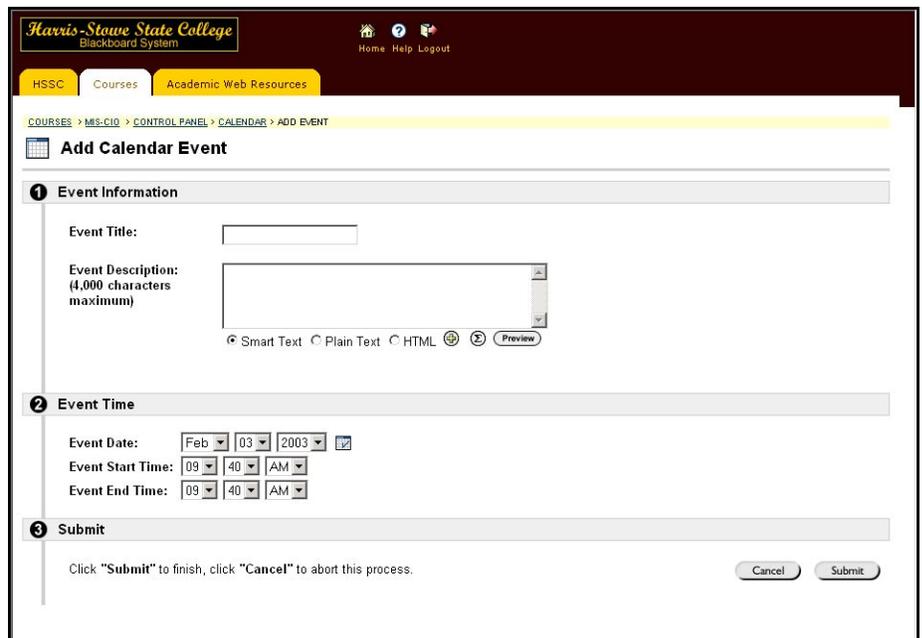
In the Control Panel, click on the Calendar link. When the calendar comes up, click on the Add Event button.



Add the event title and the full text explanation of the event.

Choose the date and time of the event.

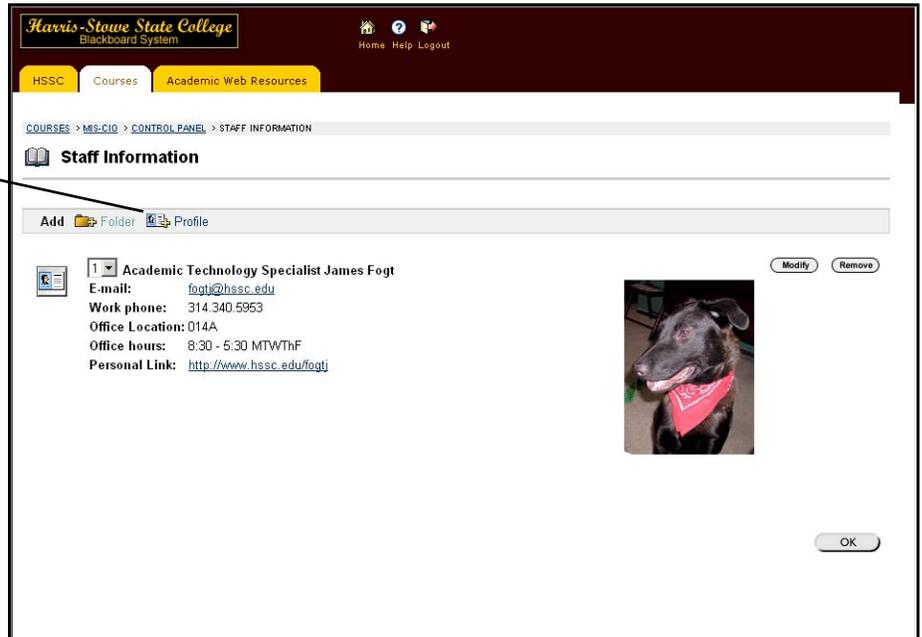
After you submit the event, it will appear in your calendar and in the calendars of all the students enrolled in your course.



ADDING STAFF INFORMATION

In the Control Panel, click on the Staff Information link.

When the Staff Information page opens, click on the Profile button.

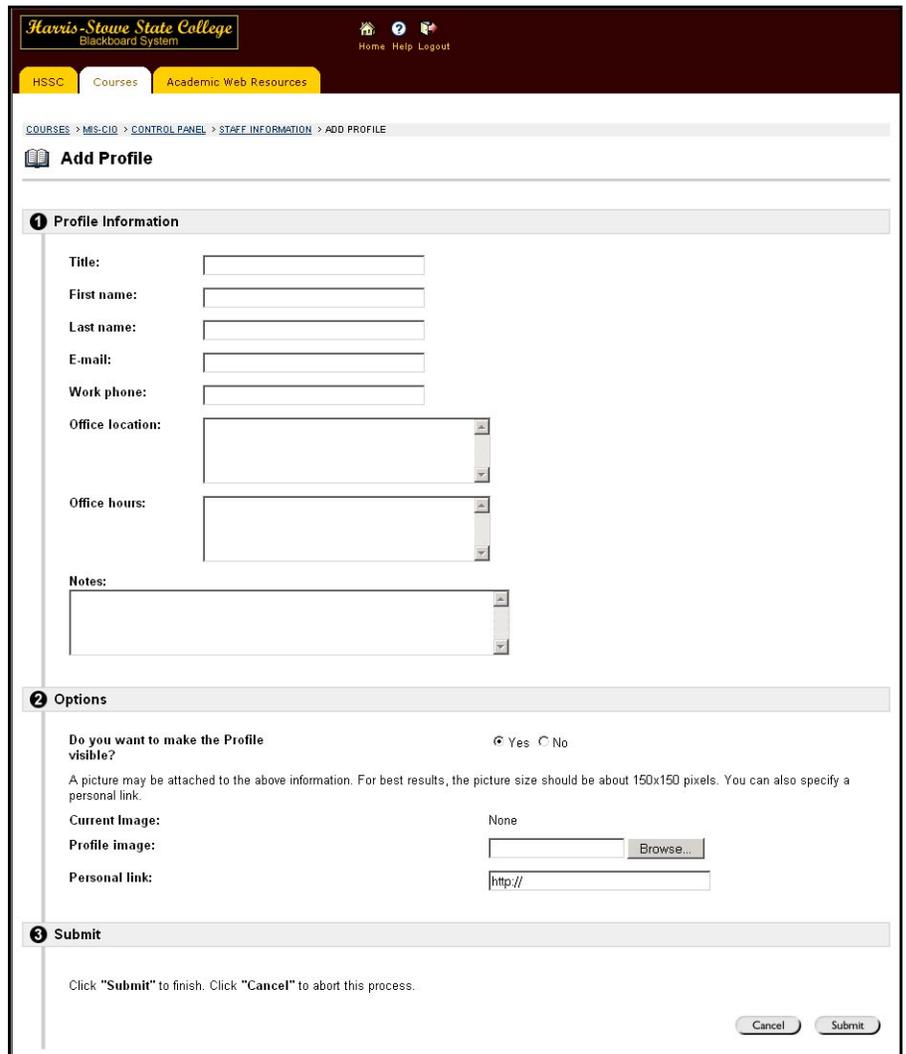


Enter information that you want students to have access to.

You can determine whether or not you want to make the information visible.

Browse your computer for an image of yourself, if you would like to post one.

Click on the submit button to make the information available.



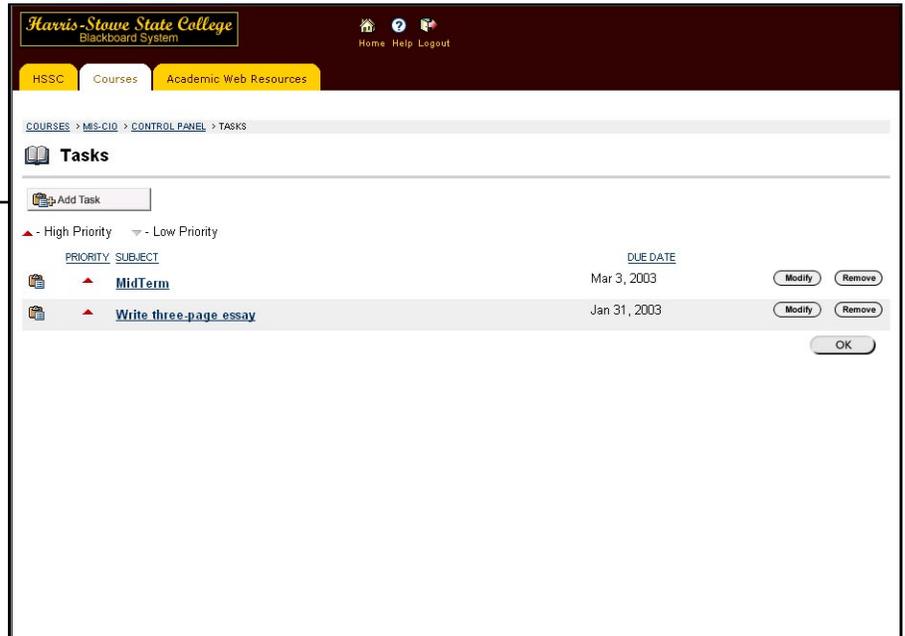
ADDING TASKS

Tasks can be set up to remind students of course assignments or tests.

Any task you set up will appear in the student's personal task list when he/she logs onto Blackboard

To add a task, click on the Tasks link in the Control Panel.

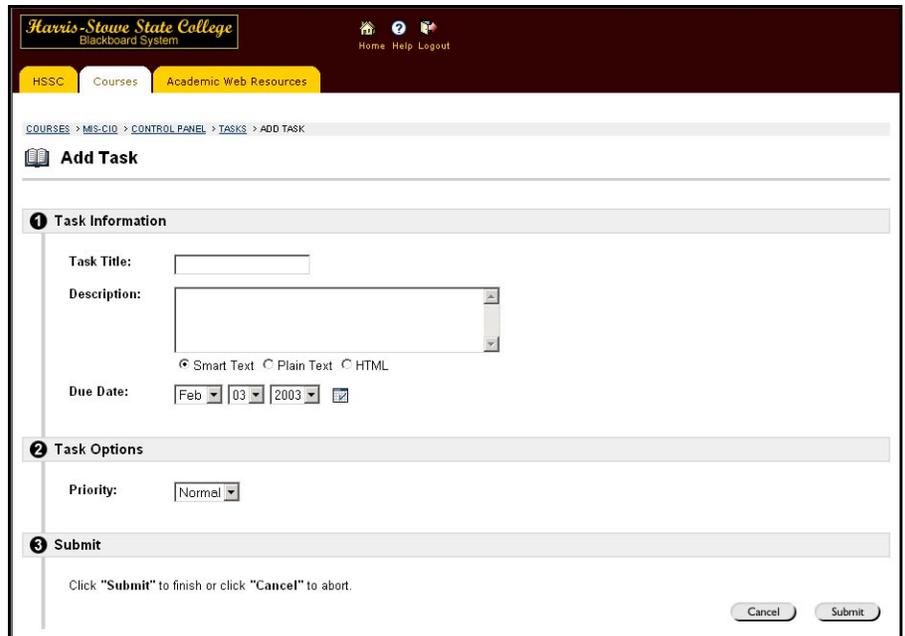
When the Tasks page opens, click on the Add Task button.



Enter the task title and description.

Enter a due date and a priority level.

Submit the task so that it appears in your students' task list.



ADDING DISCUSSION BOARDS

Discussion boards are a good way to get students to collaborate in the learning process by posing and replying to questions related to the course. For a discussion board to be of value, the instructor should monitor the discussions that are going on in this area.

To create a discussion board, click on the Discussion Board link in the Control Panel, then click on the Add Forum button.

The screenshot shows the Blackboard interface for adding discussion boards. At the top, there are navigation tabs for 'HSSC', 'Courses', and 'Academic Web Resources'. Below that, a breadcrumb trail reads 'COURSES > MIS-CIO > CONTROL PANEL > DISCUSSION BOARDS'. The main heading is 'Discussion Boards'. There is an 'Add Forum' button. Below it, two forums are listed: '1 Questions About Blackboard' with a description 'Ask your Blackboard questions here.' and '2 O'Connor' with a description 'Questions and answers about O'Connor.' Each forum has 'Modify' and 'Remove' buttons. At the bottom right, there is an 'OK' button.

Enter a title and description for your discussion board. Select the forum settings appropriate to your needs.

Forum User Settings allow you to set limits on how some or all students use the discussion board. If a student is using the discussion board inappropriately, you may block them for posting, while they will still be able to read the board and access all other course content.

When you submit the discussion board setup information, the board will be automatically generated. You may create as many boards as you like. They are great tools for creating content for individual instructional units.

The screenshot shows the 'Add Forum' page in Blackboard. It has a breadcrumb trail 'COURSES > MIS-CIO > CONTROL PANEL > DISCUSSION BOARDS > ADD FORUM'. The main heading is 'Add Forum'. There are input fields for 'Title' and 'Description'. Below the description field are radio buttons for 'Smart Text', 'Plain Text', and 'HTML'. The 'Forum Settings' section includes checkboxes for 'Allow anonymous posts', 'Allow author to edit message after posting', 'Allow author to remove own posted messages', 'Allow file attachments', and 'Allow new threads'. The 'Forum User Settings' section includes a legend: '▲ = Forum Administrator privileges', '▲ = Permanent Forum Administrator', and '▲ = User is blocked from posting'. Below this is a list of user names with corresponding 'ADMIN', 'NORMAL', 'BLOCK', and 'UNBLOCK' buttons. At the bottom right, there are 'Cancel' and 'Submit' buttons.

EMAIL OPTIONS

Right away, you want to have students update their email information in Blackboard. All student Blackboard accounts contain a default email address, which is “changeme@yourdomain.com.”

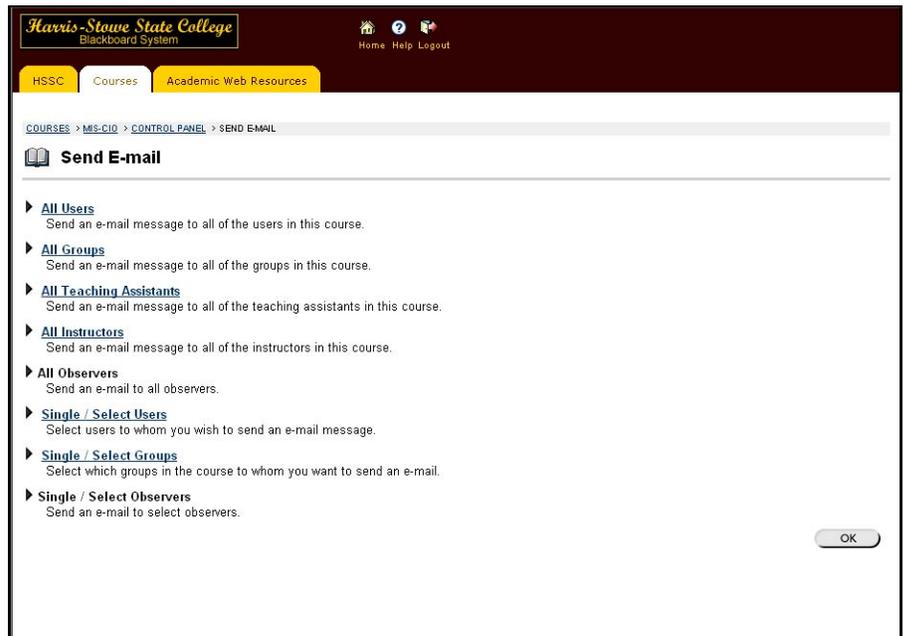
When students change the default email to their correct email, you will be able to email them directly from Blackboard. Students are responsible for keeping their email information up to date.

In Blackboard, you have a number of email options for contacting course participants. Select the email option that suits your needs and click on OK.

For example, if you select the Email All Users option, the email will be automatically addressed to all users in the course.

Type in the subject and the message, add an attachment if desired, and submit the email.

Students will also have access to email lists so they will be able to send information to both you and other students.



COLLABORATION

The Collaboration Option allows you to create tools for students to interact with each other in real-time. The collaboration area contains both a chat room and a virtual classroom. The virtual classroom is a self-contained area that contains a chat room, a white board, and all of the course tools in Blackboard. It is fairly comprehensive.

To set up your collaboration area, click on the Collaboration link in the Control Panel. Then click on the Create Collaboration button.

Collaboration Sessions

Create Collaboration Session

Filter: Search by: Session Name Start Date End Date (MM-DD-YY)

Show All

Displaying sessions 1-2 of 2

Session Name	Tool	Start Date	End Date		
Course Chat Area	Lightweight Chat			<input type="button" value="Join"/>	<input type="button" value="Manage"/> <input type="button" value="Remove"/>
Lecture Hall	Virtual Classroom			<input type="button" value="Join"/>	<input type="button" value="Manage"/> <input type="button" value="Remove"/>

2 Sessions
Displaying sessions 1-2

Choose a descriptive session name so that students can identify the collaboration session.

Schedule the time when the collaboration are will be available.

Finally, choose a collaboration tool: either the Lightweight Chat or the Virtual Classroom.

Students will be able to access the collaboration area, which can be made available during class times, all the time, or when you are off-site and wish to conduct your course from a distance.

Create Collaboration Session

1 Name Your Session
Session Name: 0089 02/03/03 11:36:36

2 Schedule Availability
Select Date(s) of Availability: Start After
Feb 03 2003 11:00 AM
End After
Feb 03 2003 11:00 AM
Available: Yes No

3 Collaboration Tool
Choose a collaboration tool for this session: Lightweight Chat

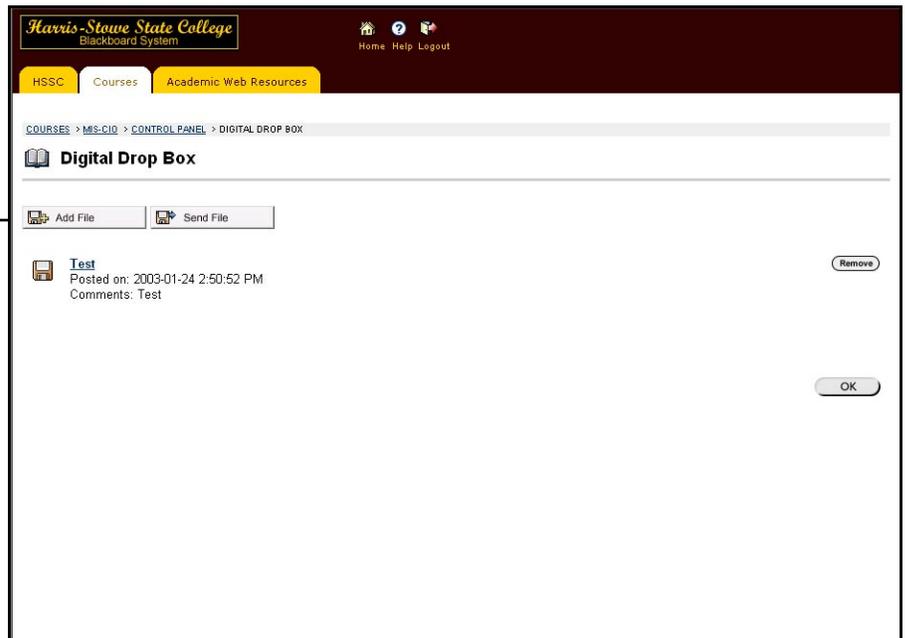
4 Submit
Click "Submit" to finish. Click "Cancel" to abort this process.

DIGITAL DROP BOX

The digital drop box allows you to place files on the server and give students access to course downloads, such as PowerPoint presentations, sample databases, or other electronic documents.

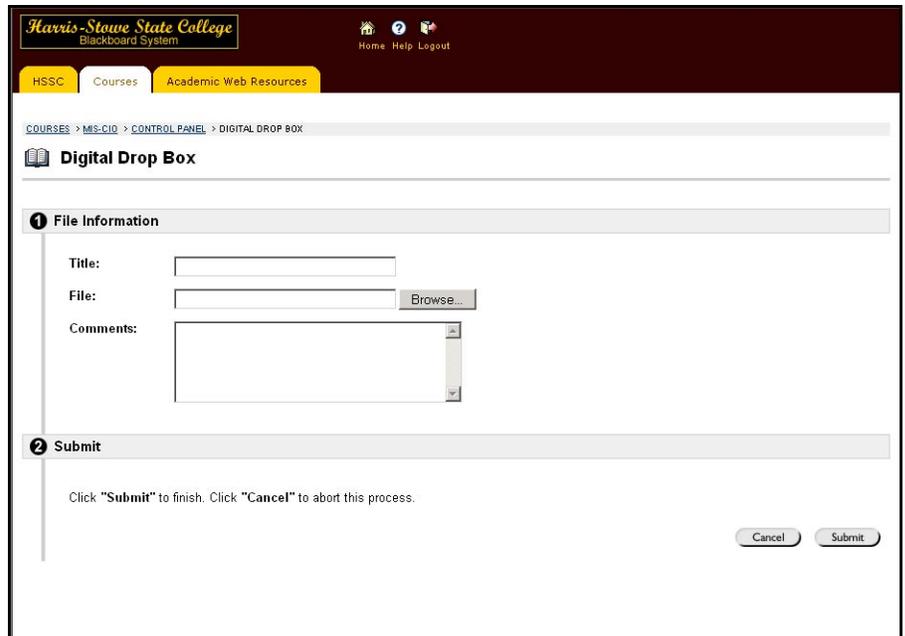
Students may also send materials to your digital drop box, such as homework assignments or presentations.

In the Control Panel, click on the Digital Drop box link, then click on the Add File button.



Enter a title for the file you wish to put in the digital drop box, browse for the file on your hard drive or floppy disk.

Add any comments or instructions associated with the file, then submit the file.



DIGITAL DROP BOX

You can also send a file to a specific student's account by clicking on the Send File button.

The screenshot shows the Blackboard interface for the Digital Drop Box. At the top, there is a navigation bar with 'HSSC', 'Courses', and 'Academic Web Resources'. Below this, the breadcrumb trail reads 'COURSES > MIS-CIO > CONTROL PANEL > DIGITAL DROP BOX'. The main heading is 'Digital Drop Box'. There are two buttons: 'Add File' and 'Send File'. Below these, a file entry is shown: 'Test' with a document icon, posted on '2003-01-24 2:50:52 PM' and with the comment 'Test'. To the right of the file entry are 'Remove' and 'OK' buttons.

Select the individuals to whom you wish to send the file, select or upload the file you wish to send, add a title and instructions, then click the Submit button.

The file will appear in the selected student's digital drop box area.

The screenshot shows the Blackboard interface for the Digital Drop Box, specifically the 'Send File' process. The breadcrumb trail is 'COURSES > MIS-CIO > CONTROL PANEL > DIGITAL DROP BOX'. The main heading is 'Digital Drop Box'. The interface is divided into three sections:

- Select Users:** A 'To:' field with a dropdown menu containing a list of users: Abbott, Mark (abbotm); Adelani, Lateef (adelani); Ahmed, Minhaj (ahmedm); Akca, Zeynep (akcaz); Baker, Barbara (bakerb); Balakrishna, Jayashree (balakrj); Bauer, Drew (bauerd).
- File Information:** A 'Select file:' dropdown menu, followed by the text 'OR upload new file:'. Below this are fields for 'Title:', 'File:' (with a 'Browse...' button), and 'Comments:' (with a text area).
- Submit:** A section with the instruction 'Click "Submit" to finish. Click "Cancel" to abort this process.' and 'Cancel' and 'Submit' buttons.

COURSE INFORMATION

Adding course information is a tool to provide students with information about your class. With course-information options, you can add items of interest, link to other areas in the course, or link to external URLs.

In the Control Panel, click on the Course Information link and then choose a category to add: Items, Folder, URL, Course Links, or Test.

The screenshot shows the Blackboard interface for Harris-Stowe State College. At the top, there are navigation tabs for 'HSSC', 'Courses', and 'Academic Web Resources'. Below this, a breadcrumb trail reads 'COURSES > MIS-CIO > CONTROL PANEL > COURSE INFORMATION'. The main heading is 'Course Information'. A toolbar at the top of the content area includes 'Add', 'Item', 'Folder', 'URL', 'Course Link', and 'Test', along with a 'Learning Unit' dropdown and a 'Go' button. The content area displays a list of six items, each with a number in a dropdown menu, a title, a description, and action buttons (Modify, Copy, Remove, Tracking). Item 1 is 'Overview', item 2 is 'Questions?', item 3 is 'Meeting Times', item 4 is 'Meeting Times', item 5 is 'Course Goals', and item 6 is 'Attendance Policies'. All items have a grayed-out icon and a message: 'This content item is not currently available to students.' An 'OK' button is located at the bottom right of the panel.

The numbers next to each item indicate the order in which the item will appear. Old items should be given high numbers, while new items are given low numbers. This will prevent students from having to do a lot of searching for course information.

Items that are grayed out still exist in the system but are invisible to students. It is better to make content invisible to students rather than deleting it. This way, you can re-open the content for students or another course when you want to. This will cut down on redundant work for the course instructor.

Each item can be changed by clicking on the Modify button next to it. Items can also be removed by clicking on the Remove button. Once an item is removed, there is no way to retrieve it, so you will want to carefully consider whether you want to remove an item or simply make it invisible to students.

COURSE INFORMATION

Adding course information allows you to choose from many options, such as the name of the content and a descriptive explanation. You will be able to upload and link to files from your computer or link to other documents you have already placed in Blackboard.

With Blackboard, you will be able to choose when the materials are available to course participants. You can also track whether or not students have accessed the materials by clicking the Track Views option. With particularly important assignments, you may want to track views to make sure that students are accessing the materials.

You will be able to make content available only after certain times, such as a two-day window before a test. The content will automatically be made invisible to students at the end of the time that you set.

Once you have set your preferences, click the submit button. The material will become available on the dates and times you have selected.

Harris-Stowe State College
Blackboard System

Home Help Logout

HSSC Courses Academic Web Resources

COURSES > MIS-CIO > CONTROL PANEL > COURSE INFORMATION > ADD CONTENT

Add Content

1 Content Information

Name:

or specify your own name:

Choose Color of Name:

Text:

Smart Text Plain Text HTML

2 Content Attachments

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

File to Attach:

Name of Link to File:

Special Action:

Currently Attached Files:

3 Options

Do you want to make the content visible? Yes No

Do you want to add offline content? Yes No

Do you want to track number of views? Yes No

Do you want to add metadata? Yes No

Choose date restrictions

Display After

Feb 03 2003 12 25 PM

Display Until

Feb 03 2003 12 25 PM

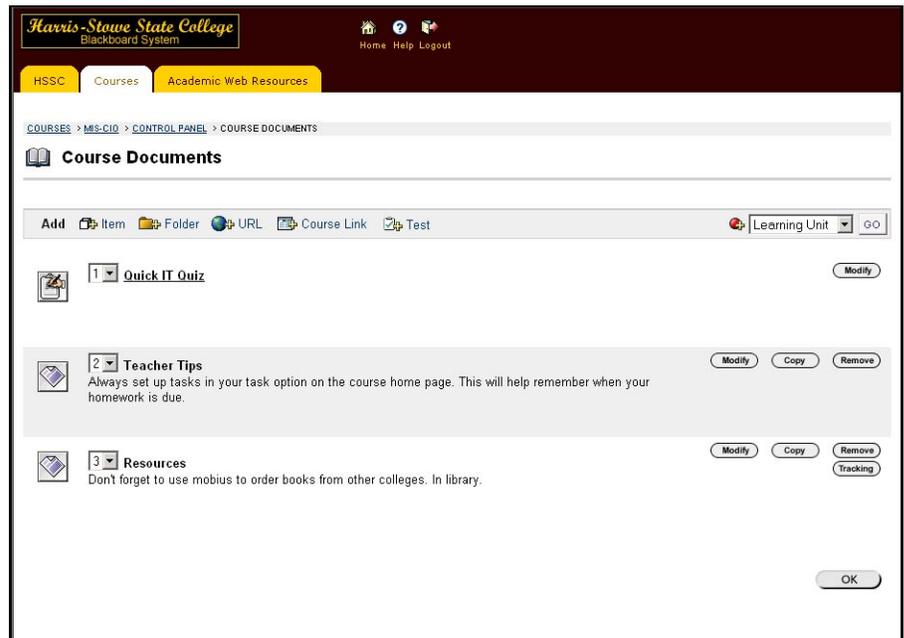
4 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

COURSE DOCUMENTS

Course documents can be added in the same fashion as you added course information.

In the Control Panel, click on the Course Documents link and select items, folders, urls, course links, or tests to add.

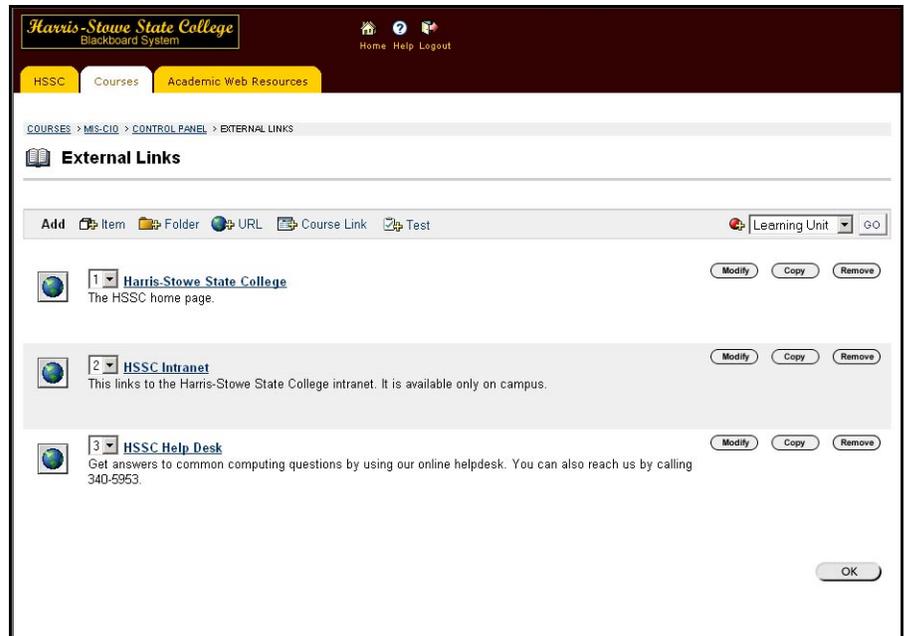


EXTERNAL LINKS

External Links can be added in the same fashion as you added course information.

In the Control Panel, click on the External Links link and select items, folders, urls, course links, or tests to add.

With External Links, it is better to just add URLs of outside web sites so that students don't get confused when looking for information.



MANAGE COURSE MENU

You will be able to add and delete buttons from your course menu. It is best to remove non-used items from the course menu. This limits the number of locations students will look for relevant information. Menu items can always be put back when content becomes available by clicking on the Add Content button.

To manage your course menu, Click on the Manage Course Menu link in the Control panel. Add or remove the options appropriate to your course.

The screenshot shows the 'Manage Course Menu' page in the Blackboard system. At the top, there are navigation tabs for 'HSSC', 'Courses', and 'Academic Web Resources'. Below the navigation, the breadcrumb trail reads 'COURSES > MIS-CIO > CONTROL PANEL > MANAGE COURSE MENU'. The main heading is 'Manage Course Menu'. There is an 'Add' button with icons for 'Content Area', 'Tool Area', 'Course Link', and 'External Link'. A list of menu items is displayed, each with a numbered dropdown arrow, a title, a subtitle, and 'Modify' and 'Remove' buttons:

- 1 Announcements (Announcements)
- 2 Course Information (Content Area)
- 3 Staff Information (Staff Information)
- 4 Course Documents (Content Area)
- 5 Assignments (Content Area)
- 6 Communication (Communications Area)
- 7 Discussion Board (Discussion Board)
- 8 External Links (Content Area)
- 9 Tools (Tools Area)

An 'OK' button is located at the bottom right of the page.

COURSE SETTINGS

You also have access to course settings in the Control Panel. By clicking on the settings button, you will be able to make changes to various aspects of your course. Typically, you may want to consult with the help desk (340-5953) prior to making changes to your course settings.

The screenshot shows the 'Settings' page in the Blackboard system. At the top, there are navigation tabs for 'HSSC', 'Courses', and 'Academic Web Resources'. Below the navigation, the breadcrumb trail reads 'COURSES > MIS-CIO > CONTROL PANEL > SETTINGS'. The main heading is 'Settings'. A list of settings categories is displayed, each with a right-pointing arrow and a brief description:

- Course Name and Description**: Set the title, description and category for your course.
- Course Availability**: Set user availability for this course.
- Guest Access**: Set guest access for this course.
- Course Duration**: Set duration of the course.
- Enrollment Options**: Control the enrollment options in the course.
- Categorize Course**: Categorize this course in the course catalog.
- Set Course Entry Point**: Select the entry point for this course.
- Course Design**: Set course banner and design.
- Observer Access**: Set observer access for this course.

An 'OK' button is located at the bottom right of the page.

ADDITIONAL INFORMATION WILL BE ADDED TO THIS MANUAL OR OTHER MANUALS IN THE NEAR FUTURE. FOR IMMEDIATE QUESTIONS, THE FOLLOWING CONTACTS ARE AVAILABLE:

James Fogt
Academic Technology Specialist, HSSC
fogtj@hssu.edu
340-3574

Help Desk
helpdesk@hssu.edu
340-5953
