# **Blackboard – Getting Started – Quick Guide**

This handout provides a basic overview of Blackboard and its features. Depending on the Blackboard setup at your college, some of the features may or may not be available or could appear differently. Throughout the guide there are links to GVTC handouts and/or Blackboard Help that will provide additional information.

## System Navigation

Upon logging into Blackboard, the homepage will appear. The homepage consists of the Global Navigation menu, tabs, and several modules. The Global Navigation menu and tabs always remain at the top of the screen.

Training & Resou			1 & Erica Roberson_inst v U 2 Home Resources
Qwickly	<b>a</b> 0	Course List 3	Blackboard Maintenance Window
Post Announcement     Send Email		Courses where you are: Instructor ERoberson JLP_Playground Instructor: Erica Roberson; Erica Roberson_inst;	Regular Blackboard Maintenance Window: Friday Morning 2:00 - 6:00 AM Eastern Standard Time Blackboard performs weekly maintenance and generally continues to be available for users. Since a shut-down and restart of the system may be required, users should not plan on completiong any.
+ Post Content		ERoberson_Test Course Instructor: Erica Roberson; Erica Roberson_inst;	assessments or assignments during this time.
Post Link     Create Assignment		Playground Course 2 ERoberson Instructor: Demo Inst-Account; Erica Roberson; Erica Roberson_inst;	Course Self Enroll Catalog
+ Create Calendar Event		Playground_eroberson Instructor: Erica Roberson_inst;	AUA     BB Essentials Online Training     Online Faculty Development Training

- 1. The <u>Global Navigation menu</u> is in the top-right corner of the screen and consists of the users' course and personal settings. Users can select their name to open the menu.
- 2. Underneath the Global Navigation menu are tabs. If you have a <u>Notifications</u> tab (not pictured), it will consist of modules that alert users of important items that need to be reviewed. The notifications are for all courses that users are enrolled in.
- 3. The <u>Course List</u> module displays all courses in which the user is enrolled.

## **Course Navigation**

The Course Home Page consists of modules that provide details about the course. The course menu is available on the left of the screen. The menu is collapsible to increase the viewing area and will automatically collapse in certain scenarios such as monitors set to a lower resolution, using magnification, or mobile devices with smaller screens. The course menu contains links that create the top-level navigation for the course. The Control Panel underneath the course menu, is where instructors access course tools and settings. There are also <u>shortcuts</u> available to help users navigate the course.

🔒 💿 Home Page	Course Menu	🖶 🕥 🕨 Edit Mode is: 💷
+ 🖻 C ti	Home Page ♡	dules
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Announcements	Announcements	Alerts
My Grades	No Course or Organization Announcements have been posted in the last 7 days.	Letit Notification Settings
Calendar	note amountements	Past Due No Notifications
COURSE MANAGEMENT	What's New Edit Notification Settings Actions *	Retention Center Alerts  Playground Course 2_ERoberson (4)
Content Collection     Course Tools     Evaluation	Last Updated: August 9, 2018 12:28 PM	Activity Alerts No Notifications
Grade Center >	Needs Attention	Last Updated: August 9, 2018 12:28 PM
Users and Groups Customization Packages and Utilities	Edit Notification Settings Actions *	
▶ Help	Last Updated: August 9, 2018 12:28 PM	

Instructors can add links to the course menu to provide organization and navigation for the course. The links give users access to course materials and tools.

**NOTE:** Before making changes to any template or blank course provided by the college verify the college policy regarding adding to, removing from, or modifying the courses menu.

### How to add a Content Area link to the Course Menu

- 1. Select the Add Menu Item button (+) above the course menu.
- 2. Select **Content Area** from the list.
- 3. The Add Content Area window will appear. Enter a name for the content area in the Name field.
- 4. Select the checkbox **Available to Users** to make the content area available to students.
- 5. Select Submit.

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Content Area 2	
Module Page	Add Content Area
Blank Page	* Name: 3
Tool Link	Lessons
Web Link	Available to Users 4
Course Link	Cancel Submit
Subheader	

#### How to add a Tool link to the Course Menu

- 1. Select the Add Menu Item button (+) and select Tool Link from the list.
- 2. The *Add Tool Link* window will appear. Enter a name for the tool link in the *Name* field.

- 3. For *Type*, click the drop-down arrow and select the tool link.
- 4. Select the checkbox Available to Users to make the link available to users (students).
- 5. Select Submit.

Add Tool Link		
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-X Name:	My Grades	
Available to	Users	- 3
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	Cano	el Submit
	Add Tool Link * Name: Type: Available to	Add Tool Link Name: My Grades Type: My Grades Available to Users Cancelocation

### **Communication Tools**

Blackboard provides several ways to communicate with students. Some of which include Announcements, the Calendar, Email, and Discussions.

#### Announcements

Announcements are a great way to quickly update students on important course information.

Announcements					
New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.					
Create Announcement 1					
New announcements appear below this line					
Welcome to the Course! 🛇	Posted by: Erica Roberson_inst Posted to: Playground Course				
Posted on: Thursday, July 12, 2018 1:39:35 PM EDT	2_ERODEISON				
Welcome to Blackboard Faculty Training. I have the pleasure of being the instructor for this course and I look forward to getting to know each of you. I hope you have a great semester.					

- 1. Add the Announcements tool link to the course menu.
- 2. Select Announcements from the course menu. The Announcements page will appear.
- 3. Select **Create Announcement**. The Create Announcement page will appear.
- 4. Enter a title in the *Subject* field.
- 5. Type the announcement in the *Message* content editor.
- 6. In the *Web Announcement Options* section, there is an option to send the announcement as an email by selecting the **Email Announcement checkbox**.
- 7. Select **Submit**. The announcement should appear on the *Announcements* page.

## Calendar

The <u>calendar</u> can be used to remind students about important dates such as future tests and assignment due dates. Course items with applied due dates in the settings automatically appear in the calendar; however, instructors can create events as well.

- 1. Add the *Calendar* tool link to the course menu.
- 2. Select the **Calendar** link from the course menu.
- 3. Select the **Create New Event** button (+) in the upper-right corner.
- 4. The *Create Event* window will appear. In the *New Event Name...* field, enter a name for the calendar event.
- 5. Verify the correct course is selected in the *Calendar* field.
- 6. Choose a Start and End Date and time. If the event will last all day, select the date, and then select the checkbox "All Day".
- 7. Select **Save**. The event should appear on the calendar.



### Email

Blackboard's <u>email</u> tool allows instructors to send email to anyone in the course. Blackboard is not a selfcontained email system, it only allows for a message to be sent from inside the system. That message is received by the user's email provider and any replies return to the sender's email provider – replies are not visible inside Blackboard.

- 1. On the *Control Panel*, select **Course Tools**.
- 2. Select Send Email. The Send Email page will appear.
- 3. Select a link to specify the recipient(s) of the email.
- 4. The *Email Information* page will appear. Enter a subject in the *Subject* field.
- 5. Type a message in the *Message* field.
- 6. Select **Attach a file** to upload a file from the computer.

#### 7. Select Submit.

Send Email 2 Send emails to others in your course without having to switch to your email provider. More Help	EMAIL INFORMATIO	N
	То	Roberson_inst, Erica; Roberson, Erica; Roberson_inst_PreviewUser, Erica
All Users	Invalid Email	Inst-Account, Demo
Send email to all of the users in the Course.	From	Erica Roberson_inst - eroberson@tcsg edu (eroberson@tcsg edu)
	Subject	Welcome to the Course!
All Groups		
Send email to all of the Groups in the Course.	For the toolbar, press A	LT+F10 (PC) or ALT+FN+F10 (Mac).
All Teaching Assistant Users	TTTTPara	agraph - Arial - 3(12pt) - Ξ - Ε - Τ - 𝗨 - 𝔄 😡 i ½ 🛠
Send email to all of the Teaching Assistant users in the Course.	800900	N 동동동동 영양 제11, 이라 H H 니 향·
	T " © @ 2	
All Student Users	Chapter 2 Test due dat	e has been extended to August 30, 2018.
Send email to all of the Student users in the Course.	Unaprer a rest ove use	e nas seen exerners is regain se, zo is.
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All Instructor Users		
Send email to all of the Instructor users in the Course.		
	Path: p	Words 12
Single / Select Users		
Select which users will receive the email.	A copy of this email will Detuge Descript	be sent to the sender.
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Select which Groups will reason the small	Attachments	Attach a file
Select which or oups will receive the email.		

**NOTE**: The email tool can also be added to the course menu for easy access.

#### Discussions

Discussions are a great way to encourage student engagement, especially in online courses. When using discussions, make sure that the instructions and guidelines are clearly defined. The instructor has the option to moderate the discussions to ensure that everyone is following the guidelines of the discussion board. Instructors can also participate in discussions. To access the discussion board, the instructor can add a link to the course menu or a link can be added to a content area (either to the board or a forum). The discussion board can also be accessed via Course Tools (if access to this feature is provided to the students).

Discussion Board Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your course in general. <u>More Help</u>						
Create Forum						
Delete	Description 2	Total Posts	3 Unread Posts	Total Participants		
B.B. World 2018 Discussion	Write a summary of Chapter 1, then write a paragraph of your thoughts on the chapter. Reply to at least two of your peers. Your replies must be detailed in at least one paragraph.	1	1	1		
Delete	Displa	ying 1 to 1 of 1 i	tems Show A	UI Edit Paging		

- Forums are where topics are discussed. The instructor creates the forum topic, and students create threads within the forum to discuss the topic. The forum must be created before students can begin creating threads. To create a forum, select the <u>Create Forum</u> button. Select the forum title to view the threads within the forum.
- 2. The description describes the instructions/requirements for the forum.
- 3. This area summarizes the contents of the forum. It shows the number of posts, the number of unread posts, and the number of participants.

After selecting the **Create Forum** button, the discussion forum page will appear.

Forum: B.B. World 2018 Discussion Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. <u>More Help</u>						
Create Thread Grade Discussion Forum	Subscribe 1		Alignments Search <b>Display ~</b>			
→ Thread Actions      Collect Delete     ▼ Date      2 Thread 3	Author 4	5 Status 6 U	Jnread Posts <b>7</b> Total Posts			
8/13/18 10:07 AM Discussion 1	Erica Roberson_inst_PreviewUser	Published	1			
→ Thread Actions 😻 Collect Delete						
			Displaying 1 to 1 of 1 items Edit Paging			

- Within the forum, create threads, grade threads within the forum, and/or subscribe to the forum. NOTE: Some of these are only available if the forum is marked as gradable. Forums where students must post first can also change the display options.
- 2. The date shows when the thread was posted to the forum.
- 3. Thread title.
- 4. The author of the thread.
- 5. Shows the status of the thread.
- 6. The number of unread posts within the thread.
- 7. The number of posts within the thread.

### Instructional Content

There are several types of content that can be used in a Blackboard course, such as a folder, item, blank page, file, web link, mashups, and learning modules. Each of these are described in the <u>Introduction to Basic Content</u> <u>Types</u> handout.

Content types can be added to a content area, learning module, or a folder. Select the content type from the menus available within the content area. The menus are *Build Content, Assessments*, and *Tools*.



#### Edit Mode and Student Preview Mode

Blackboard has two modes that allows instructors to view the course as a student. When <u>Edit Mode</u> is enabled, instructors have the ability to make edits to course content. When Edit Mode is disabled, instructors can preview the course content without editing options while still maintaining their use of Course Management tools. The instructor also has access to the control panel. The <u>Student Preview Mode</u> will create a student account for the instructor. The account will include the instructor's name (e.g. Doe\_PreviewUser). Student Preview Mode will show the course exactly as a student would see it.

Both the Edit Mode and Student Preview Mode can be accessed in the upper-right corner of the screen underneath the tabs (see screenshot below).



## The Content Editor

The <u>content editor</u> appears when working in content areas such as assignments, tests, and discussions. It's also available in many other areas. Within the content editor, there are options to add text, images, videos, tables, links, and attachments.



## The Content Collection

The <u>Content Collection</u> is a space within Blackboard that stores files and folders for the course. The instructor can manage and organize the files from within the Content Collection. Files that are uploaded to the course in an area outside of the content collection are automatically saved to the content collection.

Course	Content: Eroberson_SANDBOX				
The Content Co change an iten courses you tee	vllection provides central file storage for all content. When creating contu i in the Content Collection, all links to the item reflect those changes. Usin ich, in all of your organizations, or in all of the courses in the institution.	ent for your course, you can link to items anyu 1g the links in the <b>Control Panel</b> , you can acc More Help	where in the Co tess the conter	ontent Collection at in your presen	n. When you nt course, in all
Upload 🐱	Create HTML Object Create Folder				
-> Downloa	d Package Copy Move Recycle				Refresh
🔄 File Type	Name	Edited	Size	Accessibility	Permissions
E 🚞	Lesson 4 Files	Oct 27, 2017 2 28 44 PM	1.03 MB		,
E 💼	Recycle Bm	Oct 27, 2017 2:28:44 PM	0		-
<b>B B</b>	4A1_planning_course_tools_roberson.docx	Oct 26, 2017 9:44:00 AM	23.9 KB	0	<u></u>
	basketweaving(1) jpg	Feb 16, 2018 10:05:20 AM	393.5 KB	0	
	basketweaving jpg	Feb 16, 2018 9 17 10 AM	393.5 KB		

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# Assignments

Assignments can be created in a content area, folder, or learning module.

- 1. Select the **Assessments** menu.
- 2. Select Assignment.



Review the Creating Assignments handout for instructions on how to create an assignment.

### Tests

Instructors can create tests to evaluate students' knowledge on a specific topic(s).

- 1. From the Control Panel, select **Course Tools**.
- 2. Select Tests, Surveys, and Pools.
- 3. The *Tests, Surveys, and Pools* page will appear. Select **Tests**.

Tests, Surveys, and Pools
Tests Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.
Surveys
Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

## The Grade Center

The Grade Center can be used to calculate grades and monitor student progress. Not only can instructors manage grades for assessments, but also items that do not have to be submitted through Blackboard, such as presentations or class demonstrations. It is important that the Grade Center is set up correctly so that the students' final grade is accurate. For additional instructions, see <u>Six Steps to Setting Up the Grade Center</u>.

To access the Grade Center:

- 1. From the Control Panel, select **Evaluation**.
- 2. Select Grade Center.

3. Select Full Grade Center. This is the default view of the Grade Center.



The Full Grade Center displays all students in the course, along with their grades. Instructors can hide/show columns in the Grade Center. The first column cannot be hidden. To hide columns, go to the <u>Column</u> Organization page.

Grade Center : Full Grade Center S The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help							
Create Column	Create Calculated	Column 🗸 🛛 🛛	lanage → Re	eports ~		Filter	Work Offline 🗸
Current View: Full Gra	de Center(Default) 📎	Category:	All Categories 😸 S	tatus: All Statuses	Show attemp	ots that don't contri	bute to user's grade 🛛 💿
Move To Top	Move To Top Email Sort Columns By: Layout Position Order: Ascending					Ascending Sanata	
🗖 Last Name 🤇	🛛 First Name 🛛 🕥	Username 💿	External ID	Last Access	Availability 💿	🗸 Weighted To	Introductions
Roberson_inst_P	re <sup>,</sup> Erica	inst_eroberson_pre		July 11, 2018	Available	97.50%	5.00
Roberson_Preview	vl Erica	eroberson_preview		June 8, 2018	Available	89.50%	5.00
Roberson_ta	Erica	ta_eroberson	ta_eroberson	August 14, 2018	Available	100.00%	5.00
Roberson_ta_Pre	vie Erica	ta_eroberson_previ	i	July 3, 2018	Available	90.50%	5.00
Selected Rows: 0		•	III				4
Move To Top	Email 📎						Icon Legend
							Edit Rows Displayed

- 1. Create Column Add items to the Grade Center for manual grading (create a new column).
- 2. Create Calculated Column Create averages, min/max, total, and weighted columns.
- 3. Manage Manage Grade Center settings such as grading periods, grading schemas, categories, and more.
- 4. Reports Create reports and view the grade history for students.

# **Grading Submissions**

Grades can be assigned in the Grade Center either automatically or manually. Tests and surveys that do not contain questions, such as essay, short answer, etc., can be graded automatically without the instructor reviewing the submission first. Other assessments will require the instructor to review the student's submission and assign a grade. There are multiple ways to <u>grade submissions</u>:

• Option 1 – Access the items that need to be graded from the Needs Grading page. From the *Control Panel*, select **Grade Center**, and then **Needs Grading**.



• Option 2 – From the Grade Center, identify the items that need to be graded by selecting the **Needs** Grading icon.

Introductions	Current Events 💿	UBW and the Ec 💿
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5.00	10.00	90.00%
5.00	•	Θ
5.00		

• Option 3 – Enter a grade for an item done outside of Blackboard directly into the gradebook cell. When the cell is selected, a textbox will appear allowing the instructor to manually type in the student's grade.

Introductions	Current Events 📎
5.00	18.00
5.00	10.00
5.00	•
5.00	

# Accessibility

Blackboard encourages the creation of accessible content. <u>Ally</u> is a Blackboard tool that automatically scans files uploaded and deployed into Blackboard courses and provides an accessibility score and feedback for the instructor to help make the file(s) more accessible. Ally also generates alternative formats available for users to download.

