

Blackboard Training Guide

The image shows the Blackboard Learn login interface. At the top, the text "Blackboard learn" is displayed in a large, dark font, with a green plus sign to the right of "learn" and a small "TM" trademark symbol. Below the logo, there are two input fields: the first is labeled "USERNAME:" and the second is labeled "PASSWORD:". To the left of the password field, there is a link that says "Forgot Your Password?". To the right of the password field, there is a blue button with the text "Login". The background of the form is a light beige color with a subtle pattern of small dots.

**To access Blackboard visit:
<http://class.ccsj.edu/>**

PLEASE NOTE:

When you visit the link above, you will be prompted to enter your username and password. If this is the first time you are logging in, you will need to follow this procedure:

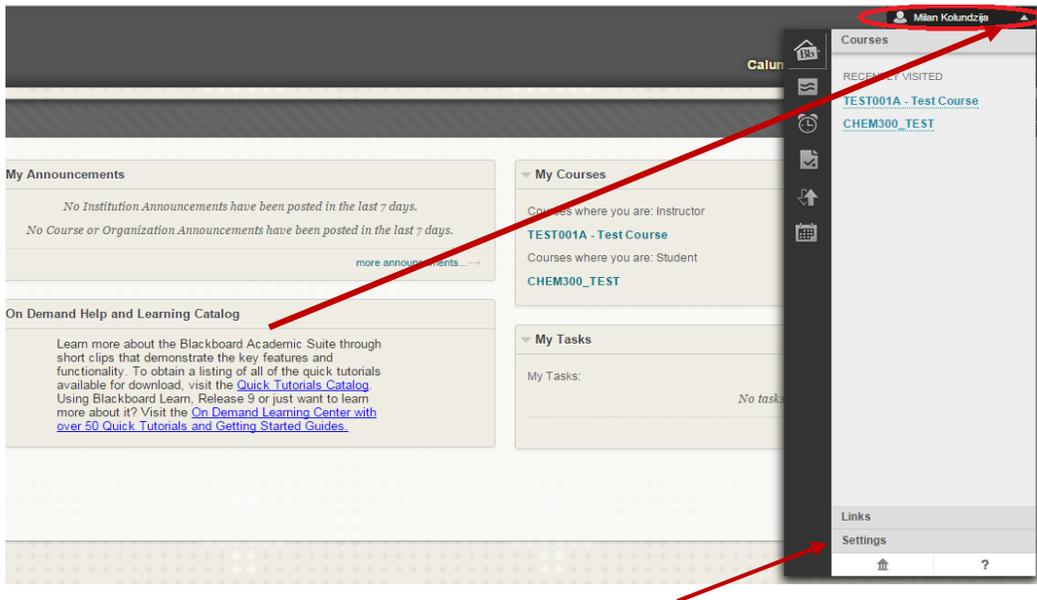
Username: Enter the first initial of your first name + last name

Password: ccsj12\$

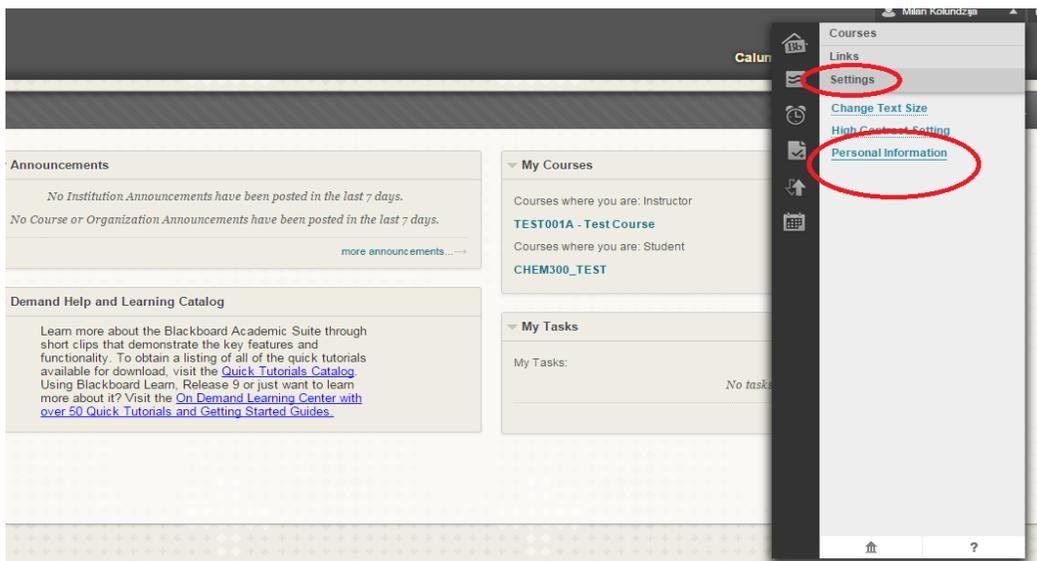
Changing Your Default Password

We strongly urge faculty and staff to change their password upon logging in. To change your password, follow these simple steps.

#1 – On the main screen, scroll all the way to the top right hand corner and click the drop down arrow.



#2 – Click on the “Settings” tab at the bottom and select “Personal Information.”



#3 – Click “Change Password” on the next screen and follow the instructions.

Personal Information

[Edit Personal Information](#)

Edit your Personal Information. Personal Information is your contact information, name

[Change Password](#)

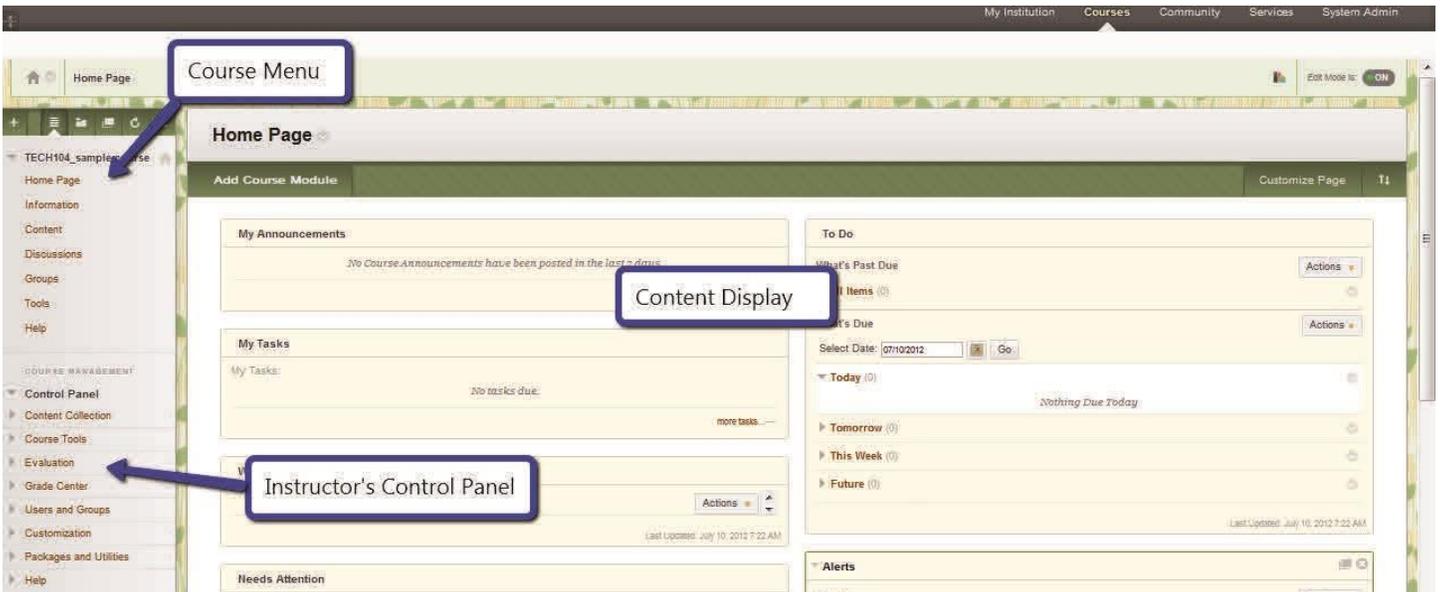
Choose a new password.

Learning the Basics: The Welcome Screen

From the My Courses Module, click the course name to open it.



The Basic Course Shell

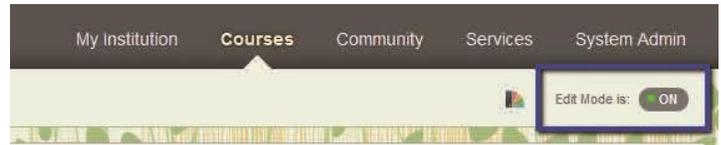


Your course will open to the *Home Page* (shown above). You DO NOT need to change or modify anything on this page. As you add announcements, content, Bb tests or Bb assignments, the content on the Home Page will automatically update. Your students will use the Home Page to get a quick view of course activity and due dates.

Basic Navigation

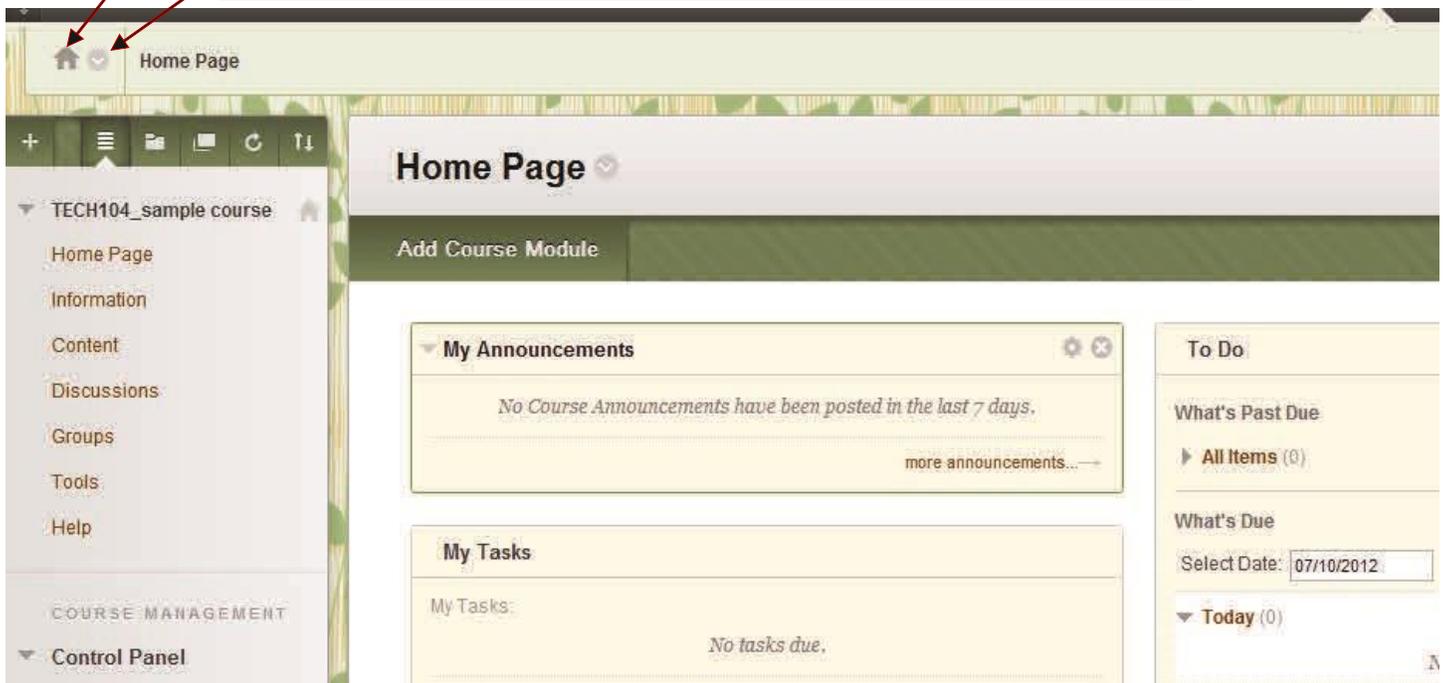
Edit Mode:

When Edit Mode is OFF, you are viewing the course as your students will see it. When the Edit Mode is ON you can modify your course (add material, change settings etc.). Click the Edit Mode button to turn it either on or off.



Return to the **Home Page**

Task Based Navigation: Navigate to the same spot in another course

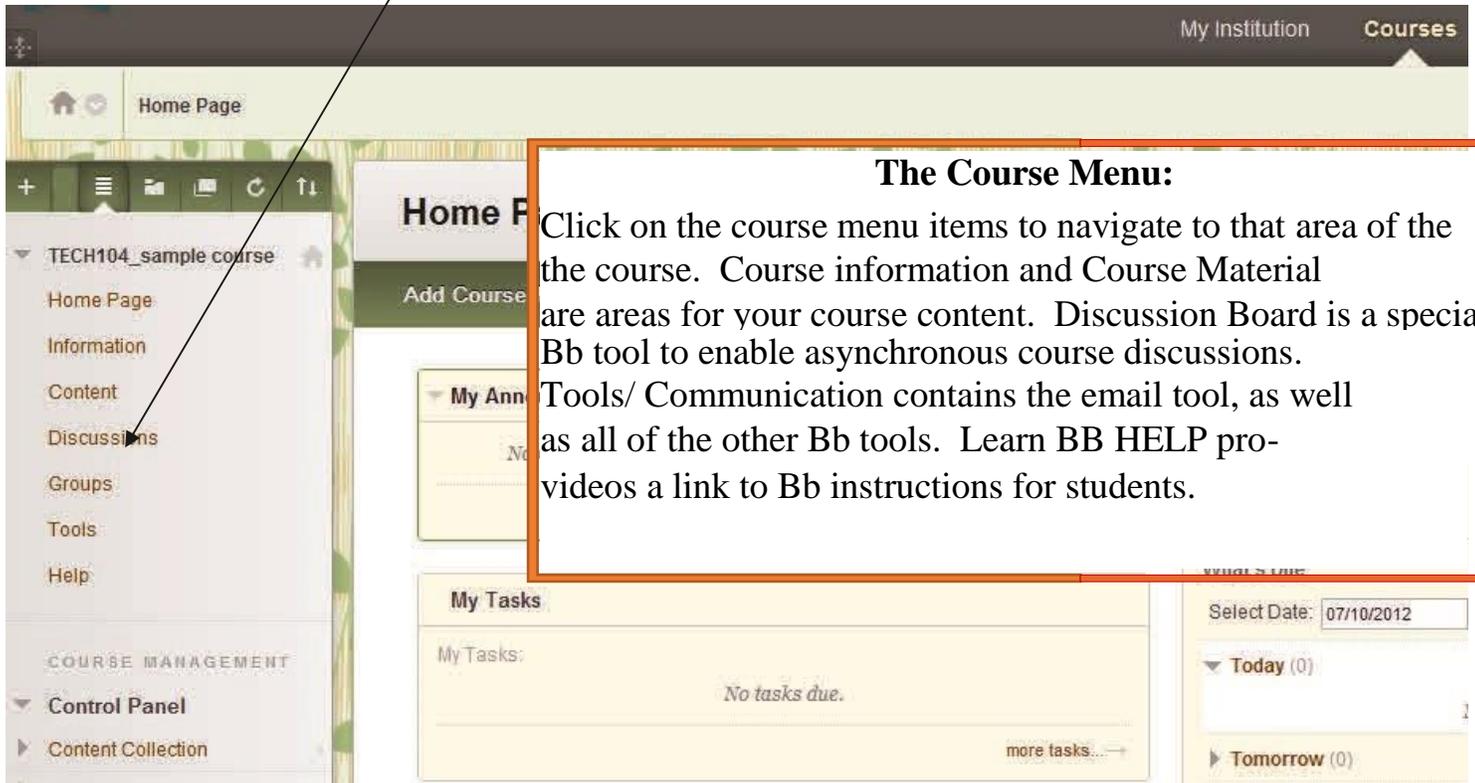


The course Home Page. Your new Bb course will open with the Home Page. This page provides a bird's-eye-view of the course for students. They can see a link to the course announcements, what's new, and what's due. You do not have to update this page. When you use Bb assignments or tests, or any item with a due date, the Home Page will automatically update.

Turn Edit Mode ON to
work on your course

Navigate your Course

Click a menu item to navigate to that area.



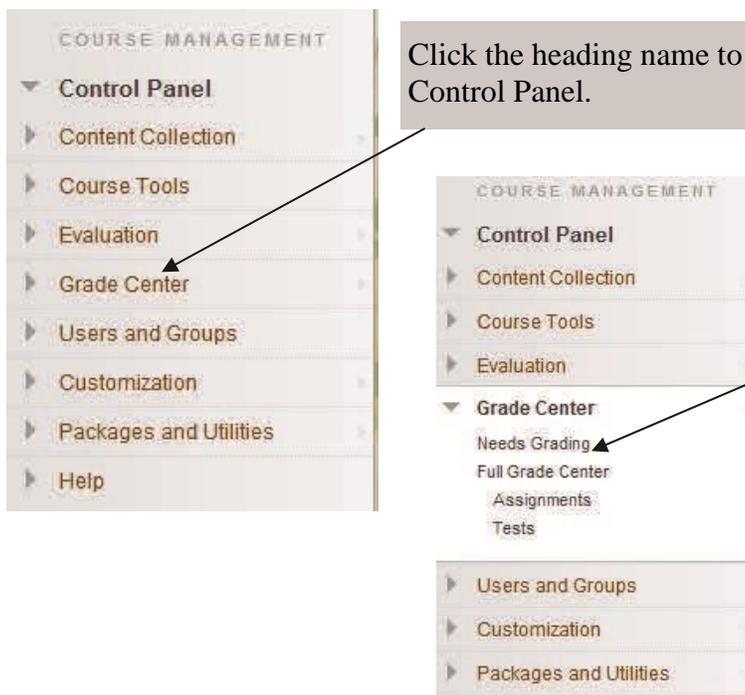
The screenshot shows a course navigation interface. At the top right, there are links for "My Institution" and "Courses". Below this is a "Home Page" section with a home icon and a "Home Page" label. A main navigation menu is visible on the left, listing items such as "TECH104_sample course", "Home Page", "Information", "Content", "Discussions", "Groups", "Tools", and "Help". A callout box with an orange border is overlaid on the right side of the menu, containing the following text:

The Course Menu:
Click on the course menu items to navigate to that area of the course. Course information and Course Material are areas for your course content. Discussion Board is a special Bb tool to enable asynchronous course discussions. Tools/ Communication contains the email tool, as well as all of the other Bb tools. Learn BB HELP provides a link to Bb instructions for students.

Below the menu, there are sections for "My Announcements", "My Tasks" (showing "No tasks due."), and a date selector for "07/10/2012" with options for "Today (0)" and "Tomorrow (0)".

Navigate the Control Panel

Click the heading name to expand that section of the Control Panel.



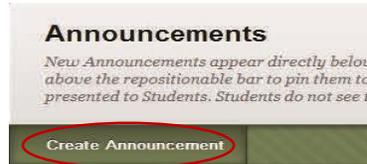
The screenshot shows the "COURSE MANAGEMENT" section of the interface. The "Control Panel" is expanded, showing a list of options: "Content Collection", "Course Tools", "Evaluation", "Grade Center", "Users and Groups", "Customization", "Packages and Utilities", and "Help". A callout box points to the "Grade Center" option, which is expanded to show sub-options: "Needs Grading", "Full Grade Center", "Assignments", and "Tests". Another callout box points to the "Needs Grading" sub-option.

Select your choice from the menu options.

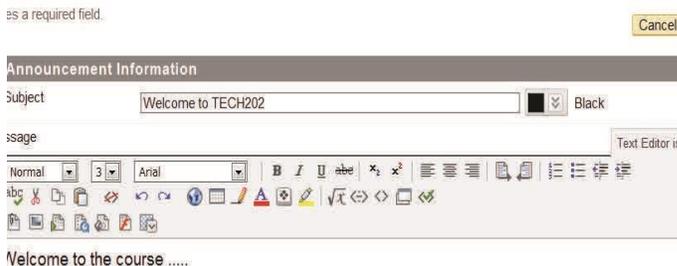
Add Announcements

Turn Edit Mode ON

- Click Announcements on the course menu, or click “more announcements” from the Home Page.
- Click the *Create Announcement* button
- Add a Subject
- Add Message
- Complete the Web Announcement Options.
- Click *Submit* when finished.



A **Non Date Restricted** announcement will stay available indefinitely. A **‘date restricted’** announcement will appear and disappear from the students’ view as specified by the dates. Click the Check boxes to use this option. Or do not use the dates (leave the check boxes open), and the announcement will remain on-screen for the duration of the course. **Select Send a Copy of this announcement immediately to email this announcement to students.**



Edit/Delete Announcements

To Edit or Delete an Announcement:

- Hover your mouse over the title of the announcement. Click the drop arrow, select Edit or Delete.

To Reorder the Announcements:

- Hover/hold left mouse button over arrows at left of an announcement, then drag to reorder the announcements list.

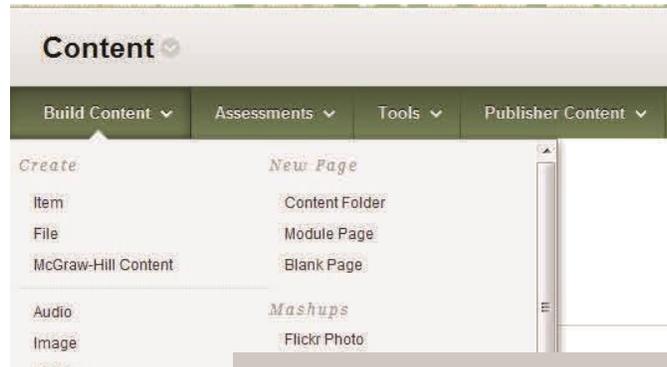


Why use Announcements?

- Provide important reminders about assignments and exams.
- Provide general feedback to students.
- Direct students to specific course sections.
- Use the Notifications Option so announcement is emailed to all students in the course.

Building your Course: Add Content (files)

- ❑ Make sure Edit Mode is **ON**.
- ❑ Select a Content area from the menu (such as Course Information or Course Material)



- ❑ Hover your mouse over **Build Content**.
- ❑ Click **ITEM** to add a file, such as a .doc, ppt, .pdf etc. Or Select Audio, Video or **Web Site** as needed.

1. Content Information

Name

Color of Name

Text

Normal 3 Arial **B** *I* U *ab* *abc* *xz* *xz* Direction left to right

2. Attachments

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files.

Attach File

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

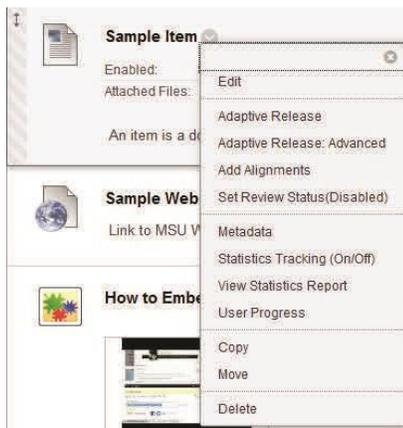
Select Date and Time Restrictions Display After

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.

- ❑ Name the item (this is what students will see on their screen).
- ❑ Use the text field to describe the item, or to add short bits of content.
- ❑ Click *Browse My Computer*.
- ❑ Find your File, click *Open*.
- ❑ Set your Options (such as dates and availability).
- ❑ Click the Submit button.



- Edit an Item**
- Hover your mouse over the item title, click the drop arrow to:
- ❑ **Edit:** modify the item's settings (correct any text you have entered in the text box) or change the file attached.
 - ❑ **Adaptive Release:** set viewing parameters based on specific rules for the item.
 - ❑ **Tracking:** Turn tracking on or off.
 - ❑ **View Statistics:** Determine who has viewed the item/when. Make sure Tracking is enabled to use this feature.
 - ❑ **Copy:** the item to another location in this course, or any of your other Bb courses.
 - ❑ **Move** item to a new location or **Delete** the item.

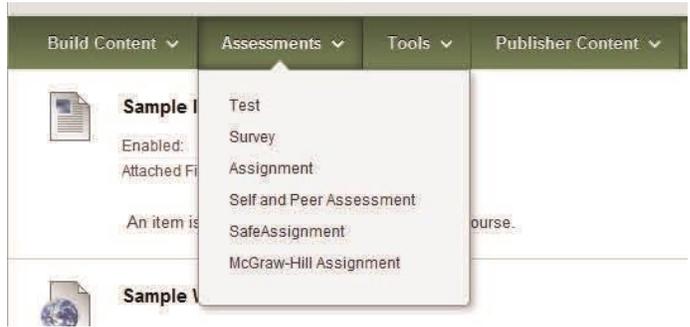


Convert your Word or PPT files to PDF so all students can easily open them; otherwise, students will need MS Office on their computer to view your files.

Building your Course: Create an Assignment

Assignments allow students to turn in work to you directly.

1. Make sure Edit Mode is ON.
2. Select a content area from the menu
3. Hover mouse over Assessments
4. Click Assignment.



5. **Name** the Assignment
6. Use the **Instructions** box to add instructions OR
7. Use the “Browse for Local File” button to add instructions, or other documents needed for students to complete the assignment itself.
8. Enter the **Points Possible**.

A screenshot of the 'Assignment Information' form. The form is divided into several sections. The first section is 'Name and Color', with a text input field and a color selection dropdown set to 'Black'. Below this is the 'Instructions' section, which includes a rich text editor with a toolbar and a large text area. The next section is 'Assignment Files', which has an 'Attach File' button and a 'Browse for Local File' button. Below that is a table for 'Attached files' with columns for 'File Name' and 'Unit Title'. The final section is 'Grading', which has a 'Points Possible' field with the value '10'.

What is SafeAssign?

Safe Assign is similar to a regular assignment, but it will check students' work for plagiarism. See our Training Web site for full details on using SafeAssign.

A screenshot of the 'Availability', 'Due Dates', and 'Recipients' sections of the assignment form. The 'Availability' section has a checkbox for 'Make the Assignment Available' which is checked. Below it are options for 'Number of Attempts' (radio buttons for 'Allow single attempt', 'Allow unlimited attempts', and a text field for 'Number of attempts:'). There are also 'Limit Availability' options for 'Display After' and 'Display Until' with date pickers. The 'Due Dates' section has a 'Due Date' field with a date picker. The 'Recipients' section has radio buttons for 'All Students Individually' (selected) and 'Groups of Students'.

9. Set Options:

- Make the Assignment Available to students
- Number of Attempts
- Date Limits: Use the check boxes, and select dates/times. Leave boxes open if you are not using this option.
- Tracking
- Due Date: This information is then reflected in the grade column
- Recipients:
 - Individuals
 - Groups: Assignment is listed in the group's page.

10. Click Submit when finished!



When you create an assignment or SafeAssignment, a column in the grade center will appear automatically

Access the **Grade Center** to view/grade the submitted assignments.

Basic Grade Center Information



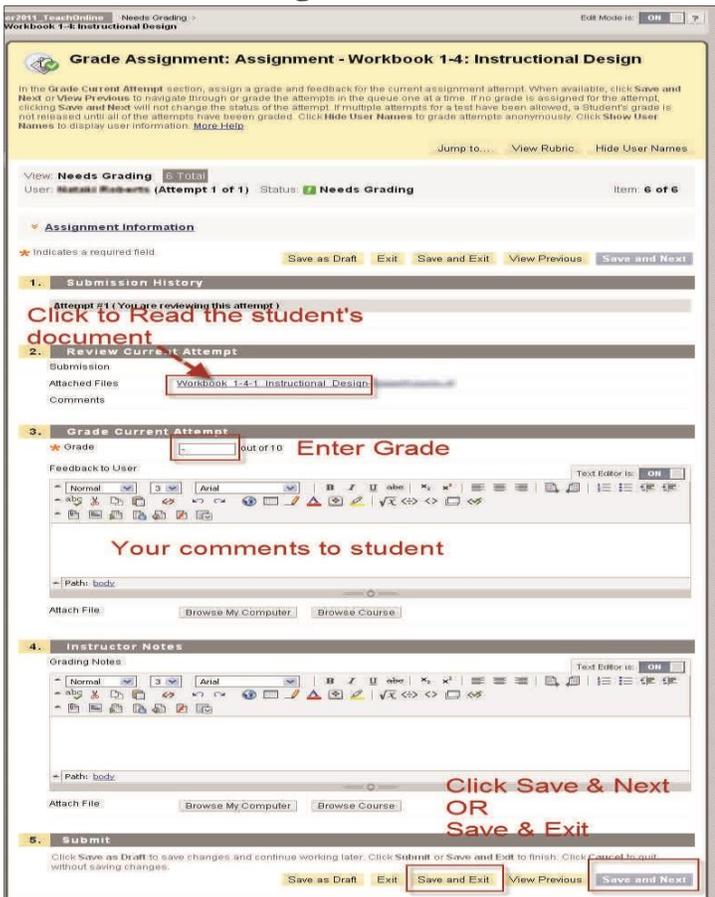
Use the **Full Grade Center** link to view the entire spreadsheet, manually add columns and download the spreadsheet

Grade a Bb Assignment or Test

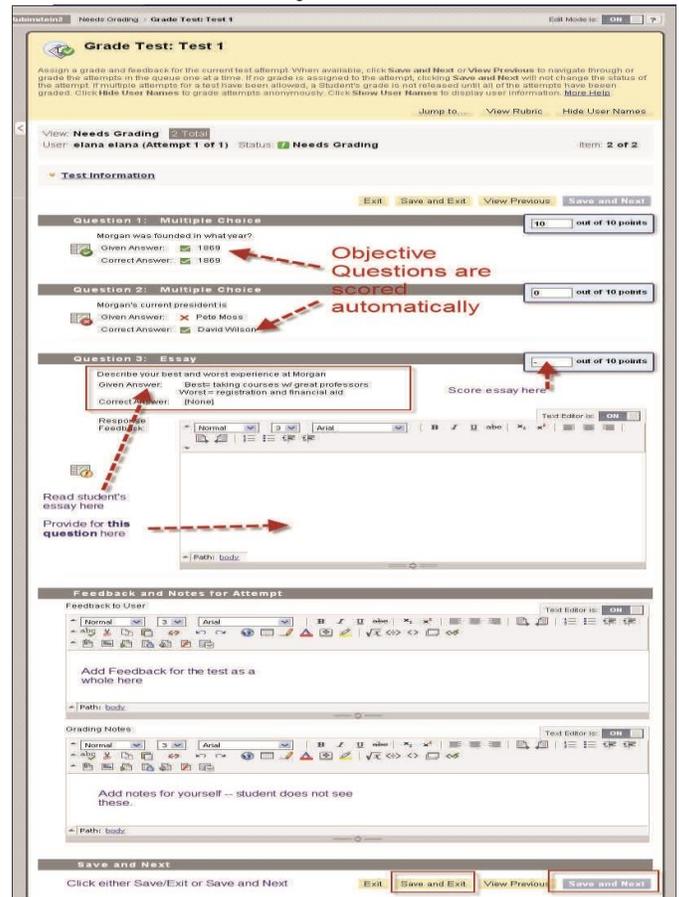
1. Expand the Grade Center area of the Control Panel
2. Click **Needs Grading**
3. List of all tests and assignments that need grading will appear



For an Assignment:



For a Test w/ Essay or Short Answer items



Manage Students: List, Enroll & Remove Students

List Students

Expand the User and Groups area of the Control Panel.

Click Users.

Enrolled students will appear.

Remove Students

Click boxes to check off students, click **“Remove Users from the Course.”**



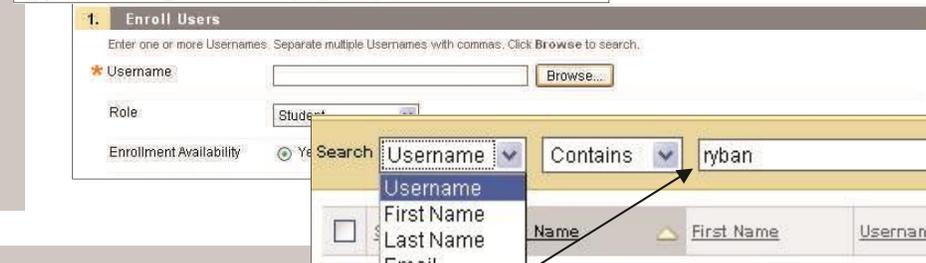
<input type="checkbox"/>	Username	First Name	Last Name	Email
<input type="checkbox"/>	administrator	Blackboard	Administrator	karen.rubinstein@morg
<input checked="" type="checkbox"/>	sabah.karam	Sabah	Karam	sabah.karam@morgan
<input type="checkbox"/>	karen.rubinstein	Karen	Rubinstein	Karen.rubinstein@morg
<input checked="" type="checkbox"/>	s1	one	student	student1@morgan.edu
<input type="checkbox"/>	s2	two	student	student1@morgan.edu
<input checked="" type="checkbox"/>	s3	three	student	student1@morgan.edu

Enroll Students

1. Click “Find Users to Enroll”

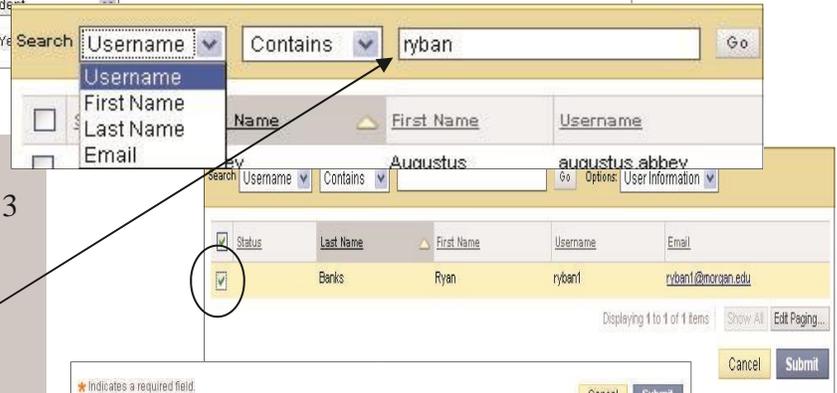


2. Enter student’s user name, or click **browse** to search for student. Click Submit if you entered student’s user name.



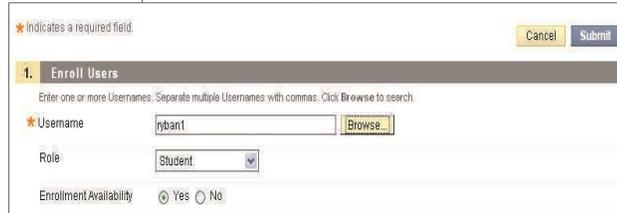
3. Search by any of the following criteria:
User Name: first 2 letters first name, first 3 letter last name
First Name
Last Name
Morgan Email

Enter the criteria into the criteria field. Click GO.

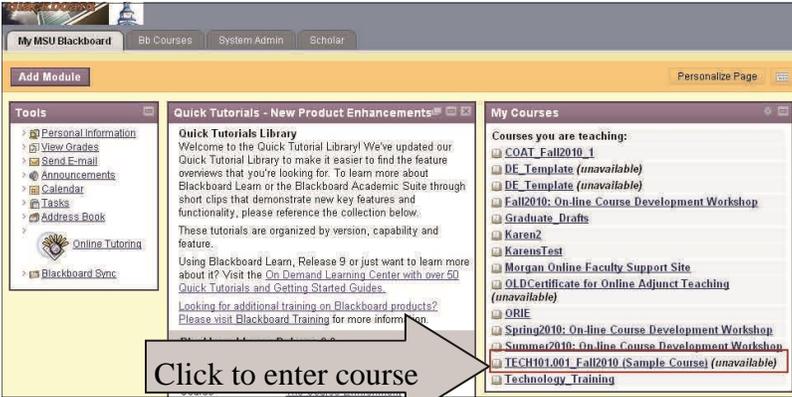


4. Check Student, Click Submit.

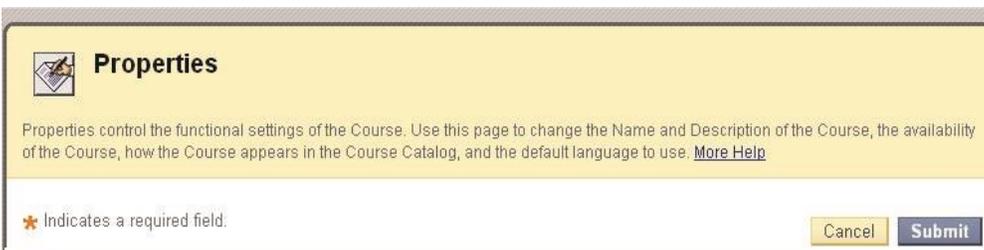
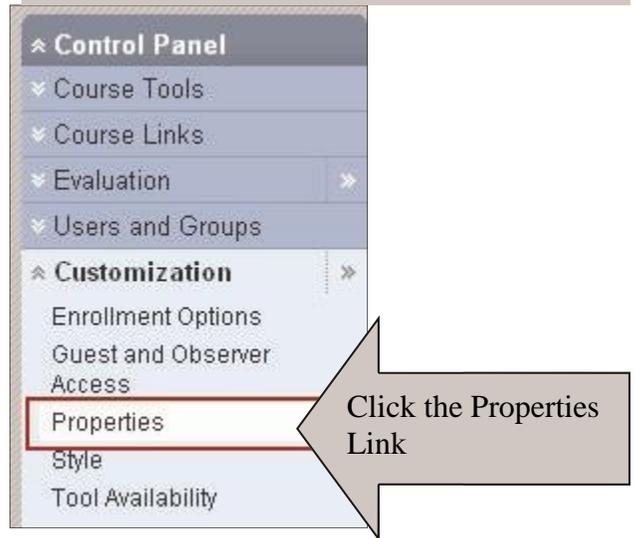
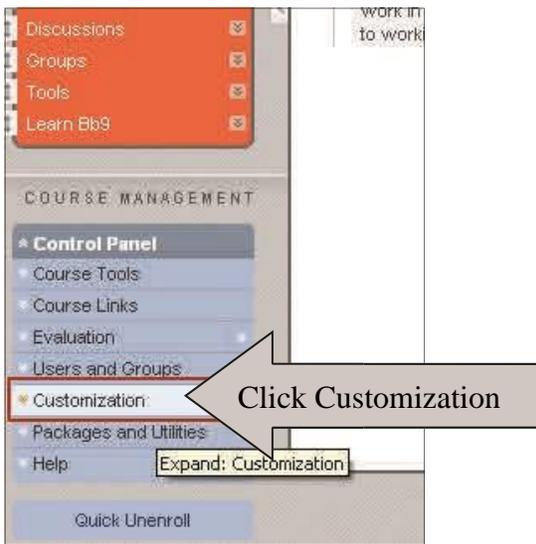
5. Click Submit one more time to enroll them.



Make Your Courses Unavailable to Students at the end of the Semester



- The Bb Admin add all courses to Blackboard before each semester. They are set to be available to students.
- **You should make your courses unavailable at the end of the semester.**
- You can still edit and work on your courses when they are unavailable.



2. Classification

Subject Area

Discipline

3. Set Availability

Make this course available to users?

Make Course Available Yes No

From the Properties Screen, set the Course Availability to NO. Click the Submit button at the top or bottom of the screen.

Additional Resources

This page lists additional resources to consult for information on how to use the different tools and features in Blackboard.

Calumet College of Saint Joseph - Blackboard for Instructors

This page has a few additional tutorials to consult, including a tutorial on how to copy content or components from an existing course to a new course.

URL: <http://www.ccsj.edu/blackboard/Instructors.php>

Blackboard Help for Instructors

Blackboard Help is an in-depth documentation portal from the makers of Blackboard. The portal provides step-by-step instructions on all the different Blackboard tools and features.

URL: <https://goo.gl/kwjUke>

Blackboard Learn: Instructors (Video Tutorials)

This YouTube channel from Blackboard, Inc. provides a collection of video tutorials designed specifically for instructors.

URL: <https://goo.gl/Fw9wAJ>

NEED HELP OR HAVE QUESTIONS?

Technical Support

If you are unable to login and need to reset your password, please contact the Help Desk at 219-473-4366. For all other technical-related questions, email blackboardsupport@ccsj.edu.

Instruction

If you are unsure of how to use a particular feature or would like to setup a one-to-one session on Blackboard, please contact our Reference/Electronic Resources Librarian Milan Kolundzija at 219-473-4376 or send an email to mkolundzija@ccsj.edu