Blackboard Training Guide

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.
Learning the Basics: The Welcome Screen

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

Open a course by clicking the link to 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.

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.

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

Turn Edit Mode ON to work on your course.
Navigate your Course

Click a menu item to navigate to that area.

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.

Navigate the Control Panel

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

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.

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.

**Best Practice**
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.**

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!

**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.

**Best Practice**
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

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

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

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.”

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.

Click to enter course

Click Customization

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](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](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](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