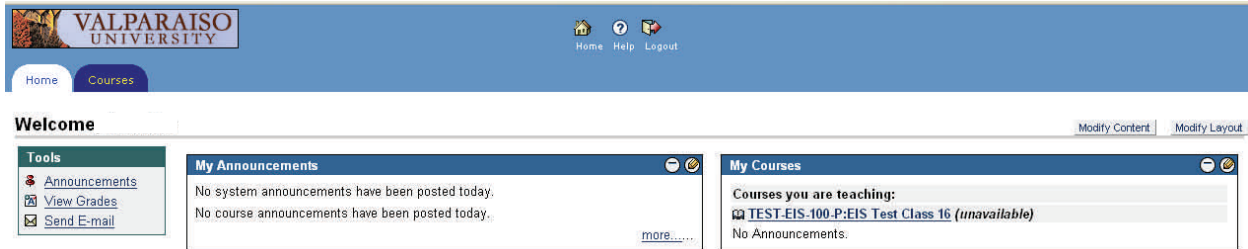


Blackboard Basics

Blackboard Academic Suite™ (6.3.1.424)

Welcome Page



Upon logging into Blackboard, you will see the Welcome page. This gives users a quick overview of Announcements and Courses.



If you have recently posted announcements, you and your students will see them on the Welcome page in both the My Announcements box and associated with your course in the My Courses box.

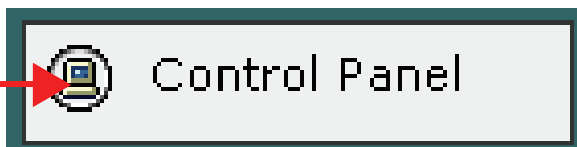


To enter your course, click on the blue link (name of your course) in the My Courses box.

Course View

The screenshot shows the Blackboard interface for Valparaiso University. At the top left is the university logo. The navigation bar includes 'Home' and 'Courses'. The left sidebar menu lists: Announcements, Course Information, Instructor Information, Course Documents, Assignments, Communication, Discussion Board, External Links, and Course Tools. Below this is a 'Tools' section with icons for Communication, Course Tools, and Course Map. Further down are buttons for 'Control Panel', 'Refresh', and 'Detail View'. The main content area shows a breadcrumb trail: COURSES > TEST-EIS-100-P-EIS TEST CLASS 10 > ANNOUNCEMENTS. There are buttons for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range is 'October 12, 2005 - October 19, 2005'. The message 'No announcements found.' is displayed. At the bottom center is the Blackboard logo and copyright text: 'Blackboard Academic Suite™ (6.2.1.424) Blackboard Learning System™ Copyright © 1997-2003 Blackboard Inc. Patents Pending. All rights reserved. Accessibility information can be found at <http://access.blackboard.com>.'

Upon entering the course, the first thing that you and your students will see is the Announcement Page. Along the left side of the screen is your Course Menu.



Only instructors have the Control Panel button. The Control Panel is where the instructors will find links to build, manage and customize their course.

Control Panel

Content Areas	
Course Information	Assignments
Course Documents	External Links
Course Tools	
Announcements	Digital Dropbox
Staff Information	Glossary Manager
Send Email	Messages
Discussion Board	Course Health Check
Collaboration	
Course Options	
Manage Course Menu	Import Course Cartridge
Course Design	Import Package
Manage Tools	Export Course
Settings	

User Management	
List / Modify Users	
Manage Groups	
Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	
Help	
Support	
Manual	
Contact System Administrator	


The Control Panel can appear intimidating at first with all of its links, but very soon you will begin to feel at home in the Control Panel.


Content Areas


Content Areas	
Course Information	Assignments
Course Documents	External Links


Although the content you would put into Course Information, Course Documents, Assignments and External Links may be very different, these four are grouped together because they can all be constructed in the same way.




 **Item** An Item can be text that you type into a box or it can also be any one document that you can upload from your computer.

 **Folder** Folders are simply places where you can store items that are alike in some way.

 **External Link** External Links are URLs to which you want your students to have access.

 **Course Link** A Course Link will send your students from one spot in your course to another (eg. From Announcements to Assignments)

 **Test** Once you have created an assessment you will have to put it into a content area for students to access.

Course Tools

Course Tools	
<u>Announcements</u>	<u>Digital Dropbox</u>
<u>Staff Information</u>	<u>Glossary Manager</u>
<u>Send Email</u>	<u>Messages</u>
<u>Discussion Board</u>	<u>Course Health Check</u>
<u>Collaboration</u>	

Announcements will appear first when students log into Bb and your course.

Staff Information is a place where you can put your contact information.

Send Email will allow you to send email to all students, instructors, groups or individual students. These messages are sent to the email address listed for your student in the roster.

Discussion Board is a link for the instructor to create discussion forums.

Collaboration is where the instructor can access the whiteboard, chat room, or create more chats or whiteboards for other uses.

Digital Dropbox is a file exchange tool which allows instructors and students to send files to one another outside of using external email accounts.

Glossary Manager allows instructors to create their own glossary of terms pertaining to their course or subject matter. The glossary can be created within Bb or saved in a comma separated value file and uploaded into Bb.

Messages is an internal messaging system. Students can only send and receive these messages from within Blackboard.

Course Health Check contains links for an External Link Check and an Invalid Character Check in the Announcements, Content areas, Discussion Board and Staff Information sections of your course.

Course Options

Course Options	
<u>Manage Course Menu</u>	<u>Import Course Cartridge</u>
<u>Course Design</u>	<u>Import Package</u>
<u>Manage Tools</u>	<u>Export Course</u>
<u>Settings</u>	

Manage Course Menu allows you to add, modify or remove any of the items on your course menu. For example, if you do not plan to use the discussion board, you can remove the link from your course menu. Or, if you currently use all of the content areas but need an additional area for Lab Documents, you can add a content area and give it whatever name works for your course. This area allows you to customize Blackboard's features to fit your unique needs.

Course Design gives instructors several options to customize the colors and design of their course. You can also upload a Course Banner which will appear just above the announcements. This helps your students identify which course they have entered.

Manage Tools will let instructors disable a variety of tools available to students. The default is to have all of the tools available, but instructors may go in on a per class basis and turn tools off.

Settings is a very important area for instructors as it contains the Course Availability setting. This is the master on / off switch for your course.

Import Course Cartridge is an option for instructors whose textbook publisher offers online content designed for Blackboard. Instructors will receive a key code from their publisher and can enter that information here. Content is then imported into the course from the publisher's website.

Import Package is used to import course content from a previous semester into a current course.

Export Course is used to export your course content for future use.

User Management

User Management

List / Modify Users

Manage Groups

List / Modify Users is where instructors can view their roster. You will also see the email address and user name of your students.

Manage Groups allows instructors to separate your students into groups for projects or activities. Within the group structure your students will have access to a separate email, discussion board, chat room and file exchange. These are only available to the group members and the instructor.

Assessment

Assessment

Test Manager

Survey Manager

Pool Manager

Course Statistics

Gradebook

Gradebook Views

Performance Dashboard

Test Manager is the tool that allows instructors to create assessments. You will be able to create your assessments one question at a time with many different question types and various options for each question.

Survey Manager is similar to the Test Manager in look and feel, however it creates anonymous surveys that you can administer to your class.

Pool Manager allows you to create banks of questions to be used for quizzes or tests. Quizzes and tests can be build by pulling random questions from the Pool Manager.

Course Statistics give instructors some basic information about the use of their course site.

Assessment continued

Assessment	
<u>Test Manager</u>	<u>Gradebook</u>
<u>Survey Manager</u>	<u>Gradebook Views</u>
<u>Pool Manager</u>	<u>Performance Dashboard</u>
<u>Course Statistics</u>	

Gradebook will give instructors a spreadsheet view of their students and their current gradebook entries. Gradebook entries are also created from this view.

Gradebook Views allows instructors to either see grades by item or grades by user. This gives a more direct view if you are looking at just one gradebook entry or just one person.

Performance Dashboard is another alternative for a quick view of student status. The Performance Dashboard shows the instructor the name, roll, date of last login, number of days since last login and some grade information for the students in the class.

Help

Help
<u>Support</u>
<u>Manual</u>
<u>Contact System Administrator</u>

Support is a link to the Blackboard Company support website. For support issues, it is recommended that you first contact the Coordinator of Instructional Support in Electronic Information Services.

Manual is a link to the Blackboard company website where they have a searchable copy of the Blackboard manual.

Contact System Administrator will send an email to the EIS Help Desk.