

Faculty Training

Blackboard I Workshop

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Introduction

blackboard.allegany.edu

Overview of Features:

Announcements – Information you want to draw to the students’ attention.

Course Information – Important information about the course. This is where the course syllabus and calendar normally are.

Staff Information – Your contact information.

Course Documents – Normally contains documents for the course such as handouts, letters, study guides, etc. This is normally a good place to put a link to the “Blackboard Information for Students” help page. This area is sometimes divided into folders for each week, with each folder containing course content, assignments and tests.

Assignments – Contains assignments and tests.

Communication – Contains tools to communicate with both faculty and students in the course. Includes email, the discussion board and a chat room. Also includes roster and group pages.

Discussion board – Another entry point for the discussion board.

External links – A place to put links to web sites that may be useful for students.
(Optional)

Tools – Contains the digital drop box function , the Blackboard help manual (“Student manual”) and the “check grade” function. Also contains other less often used functions of: Home page, personal information, calendar, tasks, electric blackboard and address book.

Note: These are only guidelines. The instructor may modify the organization and content of their course as they wish.

Always log out when you are finished! The logout icon is on the very top of your screen in the center of the black area.

Using Blackboard

Changing Your Password

Both instructors and students should change their password the first time they log on to Blackboard, and also periodically. Instructors should stress this to students, and should also stress the importance of keeping their password confidential. No one, not even the Blackboard Administrator, can view a student's password. The only way for someone to find out your password is if you tell them.

There are 2 ways to change your password:

1. Click on the "Personal information" on the top left of the screen when you first log onto Blackboard (before choosing your course), OR
2. Once you are in your course, click on "Tools" and then the "Personal Information" link.

Choose "Change password", enter your old password, then enter your new password twice.

How to Post Announcements

From the Control Panel click on **Announcements**.

Click **Add Announcement** or **Modify**.

Field	Description
Announcement Information	
Subject:	Enter a subject for the announcement. This is what will appear as the title of the announcement on the Announcement page.
Message:	Enter the announcement by either typing directly into the field or copy and paste text from another word processing document. Select a text type from the following options: <ul style="list-style-type: none">• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.• Plain Text: Displays text as written.• HTML: Displays text as coded using HTML tags.
Options	

Always show this announcement on the course's main page	Select Yes and the announcement will <u>always</u> appear at the top of the Announcements area. Select No and the announcement will scroll down the page as other newer announcements are added later.
Restrict dates to show this announcement	Select the range of dates that you want the announcement to appear. Select dates using the drop-down lists or click on the icon for a calendar interface. To display an announcement from a date forward, select a date in the first date field but do not select the Display Until option. To display an announcement for a specific amount of time select a date in the first date field, check Display Until , and select a date below.

How to modify staff information

The Staff Information page allows Instructors to post information about themselves. The page gives students a way to look up names, email addresses, office hours, and photographs.

From the Control Panel Click **Staff Information**.

How to send email to users in the course

Click **Send Email** in Course Tools on the Course Control Panel

The following functions are available from the Send email page:

Function	Description
All Users	Sends email to all users in a specified course.
All Groups	Sends email to all of the groups in a specified course.
All Instructors	Sends email to all of the Instructors in the course.
Single / Select Users	Sends email to a single user or select users in the course.
Single / Select Groups	Send email to a single group or select groups in the course.

Blackboard does not receive emails. Any incoming emails will come to your Outlook Inbox, not to Blackboard.

How to upload a file to a content area

(For example, post your syllabus in the course information area)

Portions of this document were excerpted from "Blackboard Learning System Instructor Manual" Release 9
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From the Control Panel select a Content Area (example, Course Information).

Click **Add Item**.

The table below details the fields on the Add Content and Modify Content pages.

Field	Description
Item Information	
Name:	Select a name from the drop down list that best describes the content that is being added.
Or, specify your own name:	Enter a name to override names in the drop down list.
Choose Color of Name:	Click Pick to select an alternate test color for the name of the item. The default color is black.
Text:	<p>Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type from the following options:</p> <ul style="list-style-type: none"> • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • $\epsilon\epsilon\epsilon\Sigma$: Opens the MathML Equation Editor. • $\epsilon\epsilon\epsilon\epsilon+$: Opens the WebEQ Equation Editor. <p>Click Preview to view the text as it will appear.</p>
Content Attachments	
File to Attach:	click Browse to locate the file you want to upload.
Name of Link to File:	Optional - Enter the name of the link that Students click to access the attached file.
Currently Attached Files:	The attached files are listed here.
Options	
Do you want to add offline content?	Select no .
Do you want to track number of views?	Select Yes to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report. Select No to indicate that the number of times this page is accessed will not be tracked.
Do you want to add metadata?	Select No

Choose date restrictions	IF desired, select the range of dates that you want the content to appear.
Do you want to make content visible?	Select Yes unless you want to hide this content from students for now.

How to create a folder in a content area

(for example, create a folder in the course documents area)

From the Control Panel select a Content Area (example, Course Documents).

Click **Add Folder**.

The table below details the fields on the Add/Modify Folder page.

Field	Description
Item Information	
Name:	Select a name from the drop down list that best describes the content that is being added.
Or, specify your own name:	Enter a name to override the drop down list name above.
Choose Color of Name:	Click Pick to select an alternate test color for the name of the item. The default color is black.
Text:	<p>Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type for the description from the following options:</p> <ul style="list-style-type: none"> • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • Σ: Opens the MathML Equation Editor. • \pm: Opens the WebEQ Equation Editor. <p>Click Preview to view the text as it will appear.</p>
Options	

Choose date restrictions	If desired, select the range of dates that the folder will appear using the drop-down lists or click on the icon for a calendar interface. If a folder is not available those files located inside the folder will also be unavailable. Unavailable folders will not appear in the Course Map.
Do you want to make the folder visible?	Select Yes unless you want to hide the folder from students for now.

How to add a link to a web page outside of your Blackboard course

(Add external link)

You can add links either in the course content areas (example, course documents) or in the External Link area.

From the Control Panel select a Content Area (example, Course Documents). Click **Add URL** or **Modify** next to an existing course link.

The table below details the fields on the Add URL or Modify URL page.

Field	Description
External Link Information	
Name:	Select a folder name from the drop-down list.
URL:	Enter the Web address to the link. When adding a URL, do so as http://www.blackboard.com , not www.blackboard.com or blackboard.com
Description:	Enter a description. Select a text type for the description from the following options: <ul style="list-style-type: none"> • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Options	
**Launch item in external window?	Select Yes or No to indicate if this item should open in a separate browser window. (Opening in a separate browser window allows students to browse the web site and then easily return to Blackboard. However, students must have pop-up blockers disabled on their computer)

Do you want to track the number of views?	Select Yes to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report. Select No to indicate that the number of times this page is accessed will not be tracked.
Do you want to add metadata?	Select No
Do you want to make External Link visible?	Select Yes unless you want to hide the link from the students view for now.

How to view the grade book

(also how to check for student assignments submitted using the assignment link)

From the Control Panel click **Gradebook**.

You will be presented with a list of student names and items in the gradebook.

You can click on the individual student name to see information about that individual student.

You can click on the item name (column header) in the gradebook to see information about that item.

You can click on an individual student grade to see the students detailed results for a particular item. (Click on view in the next screen to see the details).

If you have made assignments available to students using the steps described below in "How to Post an Assignment" you can also view/download files the students have submitted for assignments from within the grade book by clicking on the exclamation point in the gradebook. You can also give feedback to the students and make confidential notes to yourself.

How to add an item to the grade book

without making the test an online test (to let students check their grades online but not take the test online):

From the Control Panel click on Grade Book.

Click on "Add Item"

Enter the item name and information.

Click on "submit"

The table below details the fields on the Add/Modify Gradebook Item page.

Field	Description
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Item Information	
Item Name: [r]	Enter a title for the new Gradebook item – BE BRIEF
Category:	Select a category, such as Homework or Quiz, from the drop-down list.
Description:	Optional
Date:	Select a date for the Gradebook Item from the drop-down list, or click the Calendar icon and choose a date.
Points Possible:	Enter the maximum number of points possible for this item.
Display As:	Select how the grade should be displayed from the drop-down list. ("Score" type recommended)
Options	
Make item visible to Students:	Select Yes to enable Student to view the item. Select No and Students will be unable to view the item.

How to enter grades for an item in the grade book

(not an automatically graded test):

From the Control Panel click on Grade Book.

You will see a list of the students and the items in the grade book in spreadsheet view.

Click on the column heading of the item you want to enter grades for.

Choose "Item Grade List"

A list of all students will appear, with boxes for you to enter their grades. Enter grades for each student and click on "Submit".

Using the Digital Drop Box

Students may submit an electronic file to you using either the Digital Drop Box or using the "Assignment Link" (covered in Blackboard II training). Students use the below steps to send a file to you using the digital drop box. Note: Instructors need to let students know whether to use the digital drop box or the assignment link to submit files to them.

How students send a file to you using the digital drop box

1. Click on "Tools"..
2. Click on Digital Drop Box.
3. Click on the "Send File" button.
4. Note: The Send File button saves the file in the drop box AND sends a copy of it to the instructor. The Add File button saves the file in the drop box, but does NOT send it to the instructor.
5. Enter "title" in the title box

6. Click on Browse to locate the appropriate file.
7. Enter any comments to the instructor.
8. Click on Submit.
9. Student gets a "receipt" saying the file was successfully sent. **
If they did not get this receipt, the file was not sent.

You will see the file in your digital drop box, along with the date and time the file was sent.

You can send a file back to the student using your digital drop box. The only difference from the above instructions is that you get a list of students in your class to send the file to and you select from the list the appropriate student.

Administering Your Blackboard Course

How to enroll users in a course

From the control panel Click **Enroll User**.

The Enroll User page contains a search function. The Instructor can search for users. Enter your search criteria.

A list of users matching the search criteria appears along with check boxes to the left.

Select the check box next to the name(s) of the user(s) to be enrolled and click **Submit**.

A Receipt: Success page will appear to indicate that the user was enrolled.

Users are automatically enrolled with the role of "student".

One week before the beginning of each semester, the automated account creation process will be run to create accounts for all students registered in the student registration system. This process will be followed by the automated batch enrollment process, which will enroll students in the appropriate Blackboard courses. Please note that this batch enrollment process identifies students by username, not by student id, so it is possible for students with similar initials/last names to be improperly enrolled in classes.

Username Format

fmlast

Where:

f = first initial

m = middle initial

last = last name

There is a chance that more than one student may have the same first and middle initials and last name. In this case, a number will be added to the end of the username (2,3,4 etc.) to

differentiate the users. For example, if your name is Mary Jane Smith and you have tried mjsmith with no success, try mjsmith1. Usernames are case sensitive and should be entered in lower case letters

Verification of Enrolled Students.

It is the responsibility of each faculty member to verify the students enrolled in their Blackboard courses each semester against their official class roster to be sure that the enrollment is correct. This is especially important when there is a possibility that a student may have a “duplicate” name, thus causing them to have a username that ends with a number (see “Username Format” section). The instructor should verify the identity of the student enrolled in their course by going to the students’ personal information area and checking the “Student ID” field against the students social security number on the official class roster. Instructors should not change the students personal information if these 2 fields do not match. If the 2 fields do not match it means that the wrong student has been enrolled in the course. The instructor should instead remove the incorrect student from the Blackboard course, search the system for the correct student, and enroll the correct student in the class.

How to list/modify users in a class

From the Control Panel Select **List/Modify Users.**

The List/Modify Users page contains a search function. The Instructor can search for users. Enter search criteria or choose “list all” twice to see a list of all students enrolled in the class.

Click on the “properties” button to see/modify user properties.

How to make a backup copy of your Blackboard course

(Should be done at least twice a semester)

Making a backup copy of your course includes 2 steps:

1 – Backing up the course content

2 – Backing up the grade book content

To back up the course content: (does not back up any student information, including student grades)

- Click on “Archive course” from the Control Panel
- Click the submit button.
- There will be a delay as Blackboard condenses the course and saves it to a file on the server. When it is completed, click on “Click here to download exported course site”.

- A dialogue window will appear. In this window you need to indicate where you want the backup file to be saved on your local computer. I recommend that you create a special folder on your computers hard drive and save all backup files in it. (I have one named Blackboard backups and keep copies of all of my courses in it).
- Note that the “export” and “archive” functions do *not* export the grade book or the assessment results. It only exports course content information. Therefore, instructors should also make a backup copy of their online grade book by using the “Download Grades” function (see below).

To back up the grade book:

This exports a copy of the grade book items in the format of an excel spreadsheet (comma delimited format). It only copies the grade book item final grades. It does not copy individual questions and answers.

- From the grade book, click on “Download Grades”
- There may be a short delay as Blackboard gathers the grade book information and prepares it
- A message appears saying that the grade book has been saved to a file. The file has not yet been saved on your computer. Click on the “Download” button to proceed.
- A dialogue window will appear. In this window you need to indicate where you want the backup file to be saved on your local computer. I recommend that you create a special folder on your computers hard drive and save all backup files in it. (I have one named Blackboard backups and keep copies of all of my courses in it.)
- Be sure to remember the name of the folder and file that you save.

How to get a course (and username) created on the Blackboard server

- 1) To get a course created on the ACM Blackboard server (and get a Blackboard username), complete the Blackboard Course Request form. This form can be located online by going to blackboard.allegany.edu, clicking on “Course Request Form”.
- 2) You will receive an email from Kass Lashbaugh once the course and username has been created.

ACM Faculty Resources Course – Resources for Faculty

There are multiple help resources available for faculty. Please review the “ACM Faculty Resources” course in Blackboard. Every instructor who is teaching an online class or web enhancing a class should have access to this course. This is where instructors can get Blackboard handouts for

students, Blackboard instructions and animated tutorials, and handouts from faculty training sessions. This is also where faculty can access online training.

Blackboard Help for Students

Information for students using Blackboard is located on the Blackboard login page. Encourage students to choose the “Student Help” link to view instructions on how to use the most common Blackboard functions. Instructions are provided on changing passwords, using the digital drop box, using the discussion board, looking up grades, etc. It is also helpful to provide a link to this web site inside your Blackboard course (useful to put in your first week assignments or in the course documents area.)

Copyright Compliance

All faculty using Blackboard are required to comply with copyright law as it relates to supplying materials over the Internet. These laws are different from materials supplied to students on paper. Failure to comply with copyright law may result in personal liability to the faculty member. *All faculty using Blackboard are strongly encouraged to attend the Copyright training sessions offered by the Office of Distance Learning.* There are also several excellent web sites on this topic.

Links to the below excellent web sites are provided on the Blackboard login page and can be accessed by clicking on the “Instructor Resources” link.

1) TEACH Act Best Practices using Blackboard - From the American Library Association.

<http://www.ala.org/ala/washoff/woissues/copyrightb/distanceed/teachactbest.htm>

2) Copyright, Fair Use, and Educational Multimedia FAQ (by Blackboard, Inc.)

http://www.allegany.edu/dl/copyright/Copyright_Fair_Use_in_Bb.pdf

3) The TEACH Act Finally Becomes Law – From the University of Texas

<http://www.utsystem.edu/ogc/intellectualproperty/teachact.htm>