



Blackboard Start-Up Version 9

What can Blackboard do for me?

- **Course Information**
Syllabus, Faculty Information, Calendar, Schedule
- **Learning Resources**
Documents, PowerPoint Presentations, Audio/Video links, Web sites
- **Collaboration**
Synchronous and Asynchronous communications, Announcements, Discussion Forums, Blogs, Journals, Real Time Chat and Virtual Classroom and Groups
- **Evaluation**
Tests, Surveys, Grade Center, Assessment tools

What do I have to do to get my courses on Blackboard?

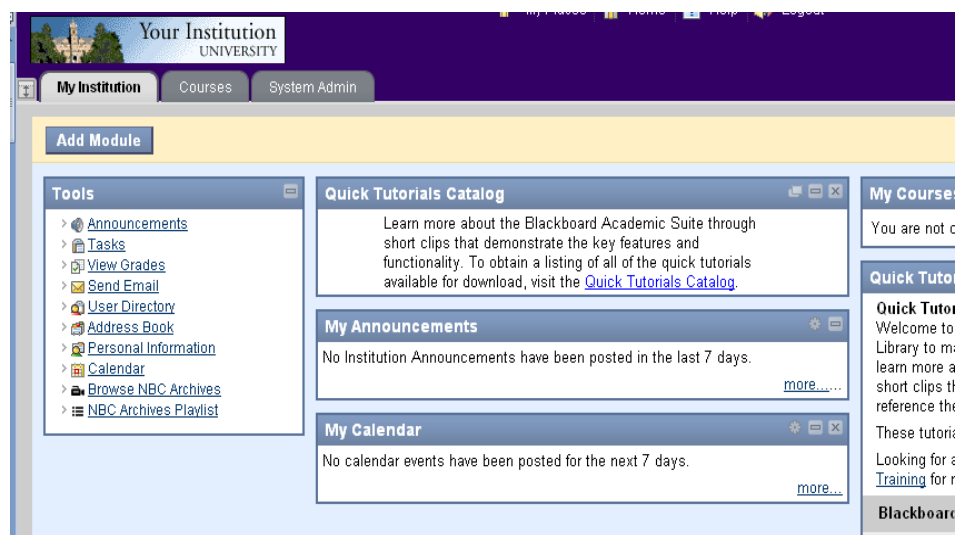
- Blackboard courses are automatically created each semester. You just have to go in, add content, then “turn on” class so student has access to it.

Login to Blackboard

- <http://learn.gonzaga.edu> (Available mid May)
- <http://Blackboard-td.gonzaga.edu> (test server)
- <http://www.gonzaga.edu/bb9> (BB 9 Resources/Training)

My Institution Tab

- Tools
 - Allows users to view



information from all courses

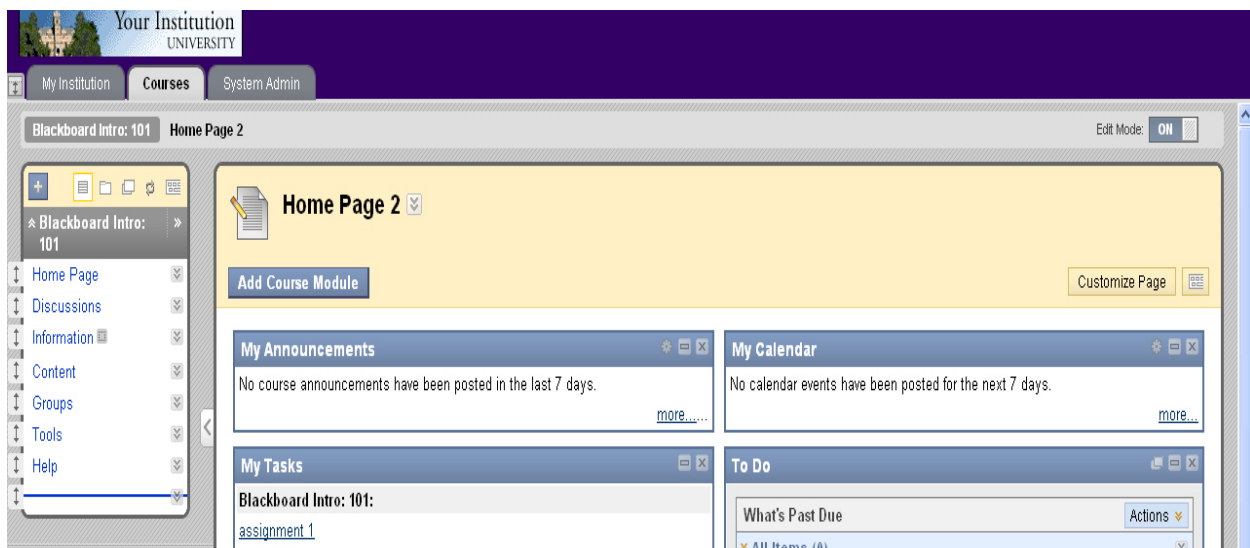
- Set Privacy Options

- Customizable
- My Courses
- My Organizations
- To add a new module, click **Add Module**, **Checkmark the Module** and click **Submit**.
- To change the theme, click **Personalize Page**, **Click on a Theme** and click **Submit**.

My Blackboard

- **Course List**
 - To personalize **Course List**, click on the **“Gear”** icon in the upper right hand corner of the Course List, make changes in the **Edit Course List** and click **Submit**.
- **My Organizations**

TIP: The Blackboard Faculty Forum contains information and resources for Blackboard and online teaching in general

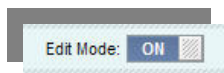


Course Site

In the Course List, click on a Course you are teaching. Each **new** course opens to a course home page that contains the modules that are designed to provide students with information on what has changed in the course since they last visited, what items require attention and what items are past due

or due in the near future. Instructors can modify the course home page to meet their needs.

Edit Mode



The most important detail instructors need to know about Blackboard 9 is where to find the Edit Mode button which allows instructors to manage their courses. This button is located in the upper-right corner of each Course area and in any subfolders. With **Edit Mode ON** you can easily manage course content. With Edit **Mode OFF** you see what your students see.



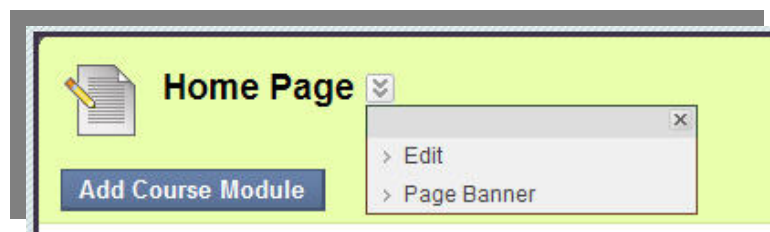
Control Panel Overview

Another important area in the course is the Control Panel. You can expand and collapse items in this area by clicking on any of the Control Panel Buttons. The Control Panel provides access to all the course-building tools.

Setting up your Course Framework

Customizing the Home Page

- Make sure your Edit button is in the ON position
- **Adding a Title and a Banner**
 1. Select **Edit** from the drop down menu next to the **Home Page** and edit the Module Page and click **Submit**.
 2. To add a Banner
Select **Page Banner** from the drop down menu next to the **Home Page**.
 3. To add or remove course modules select **Add Course Module** and **Select** the modules you want to appear on the Home Page and click **Submit**. You also may remove modules on the Home Page by clicking the "x" in the upper right hand corner of each module.
- **Customize the Home Page Theme**
 1. Select **Customize Page** in the right-hand corner of the Home Page.
 2. Select the Theme from the **Color Palette Library** and click **Submit**.



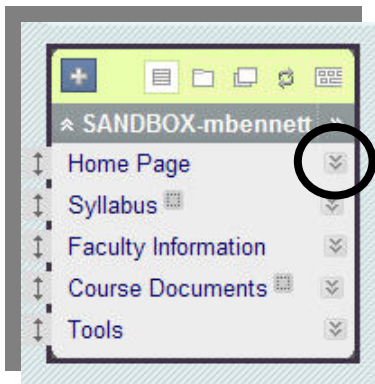
You may also create a **Banner** very easily in PowerPoint.

4. Open a new PowerPoint presentation and select a Blank Content Layout.
5. Resize the slide 7 to 8 inches in width and 1.5 inches in height.
6. Design your banner using WordArt, Text boxes, ClipArt or digital Photos.
7. Save the Banner as a JPEG file.
8. To upload the Banner into Blackboard, select **Customization** in the Control Panel area.
9. Click on **Style** and scroll down to **Select Banner**, click **Browse** and Select the JPEG file of the Banner you created in PowerPoint and click **Submit**.

Changing the Course Entry Point

For those instructors who prefer to have the Announcement as the course entry point they may do this easily by changing the entry point.

1. Click the "+" on the Course Menu and click **Create Tool Link**.
2. Type a Tool Link name
3. Select **Announcements** as the Type and make it **Available to Users**, click **Submit**.
4. In the **Control Panel**, select **Customization** and **Style**.
5. Go to the **Select Course Entry Point** and change the **Entry Point** to **Announcements**, click **Submit**.
6. Go back to the **Course Menu** and **Hide or Delete** the link for the **Home Page** by clicking the down arrow next to it and select the appropriate action.

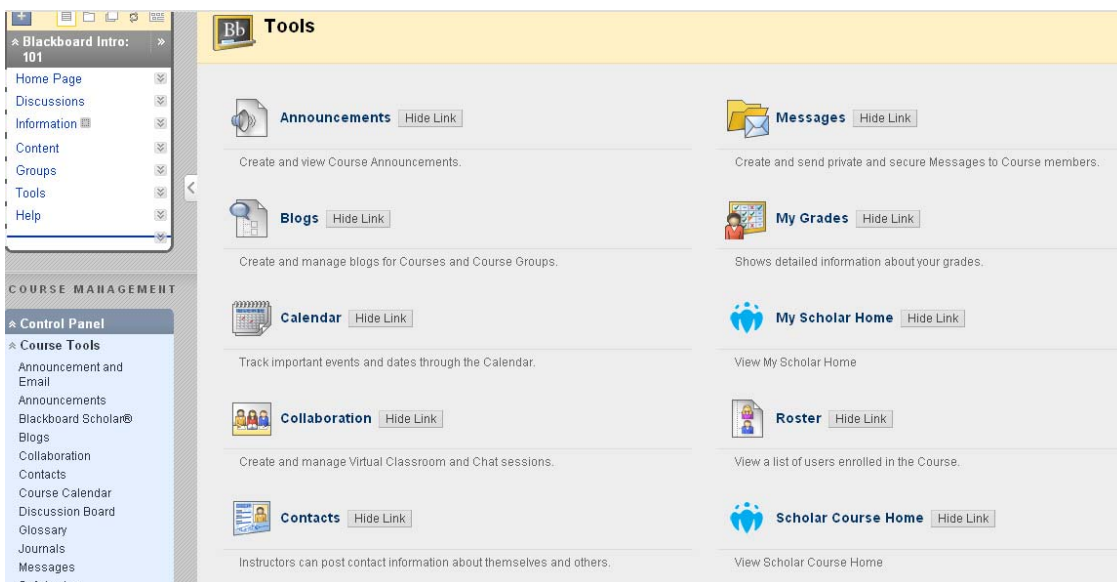


Check the Course Menu

Confirm that the Course Menu consists of the buttons or links that you wish to use. If necessary, rename or modify the list of buttons. Make sure and check the Course Menu with **Edit Mode ON**. Instructors have direct access to edit and organize the Course Menu and may use the drag and drop feature to change the order of menu items. Course Menu items that do not contain any content are automatically hidden from student view but are visible to the instructor while in Edit Mode.

1. In the upper right-hand corner, select **Edit Mode ON**.
2. To add a new link to the Course Menu, click the "+" and select the area you want to add.

3. **Rename, Hide** or **Delete** links as necessary using the pull-down menu next to each link. **Note:** If you remove a menu item, all information within that area is removed permanently.
4. Organize your course menu using the drag and drop feature. For longer course menus you may want to consider creating Sub headers and Dividers by clicking on the "+" icon and selecting these features.



Turn off all unnecessary Tools

To simplify your class you will want to hide the links of all the tools you will not be using. If you decide to use a tool later in the semester you may make it available at that time. Both course and communication tools are combined into a single Tools area in the Course Menu.

1. In the upper right-hand corner, select **Edit Mode ON**.
2. Select **Tools** on the **Course Menu**.
3. Click **Hide Link** next to the tools that you are not using.

Customize your Course Design

You may select a color and style for your **Course Menu**.

1. Select **Customization** in the **Control Panel** area.
2. Click on **Style** and select **Buttons** or **Text**, choose the **Default Menu View**, and the **Default Content View**. You also have the option to change the **Entry Point** and **Upload a Banner**. Click **Submit** when finished.

Change the Course Name to reflect the current semester

1. Select **Customization** and **Properties** in the **Control Panel** area.

2. In the **Name and Description** area, change the **Course Name** to reflect the current semester and click **Submit**.

Update your Contact Information

1. Select **Faculty Information** on the **Course Menu**.
2. Select **Create Contact**, complete the template and click **Submit**.

Uploading Files into Blackboard

Naming Files

When you save a file that you will be uploading into Blackboard it is very important that you and your students follow specific naming conventions. Do not use any special characters (#, !, &, etc). The filename of any file you submit must include only letters, numbers, hyphens, and underscores and it must end with a file extension.

Creating PDF Files

Saving documents in PDF may make it easier for users to download and access files. Users will need the free Adobe Reader to access and read the files <http://get.adobe.com/reader/>.

If you do not have Adobe Acrobat there are several options for creating PDF files for free:

Cute PDF

<http://www.cutepdf.com/>

Zamzar – file conversion tool

<http://get.adobe.com/reader/>

2007 Microsoft Add-in: Microsoft Save as PDF

<http://www.microsoft.com/downloads/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&displaylang=en>

This download allows you to export and save to the PDF versions of Office and send as an email attachment seamlessly.

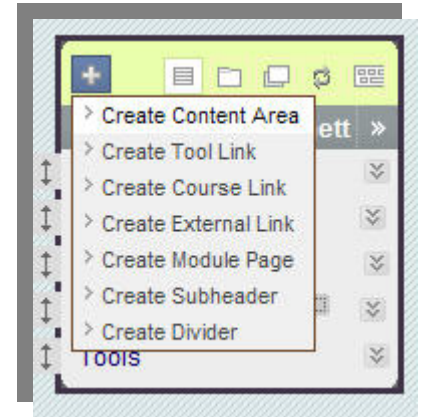
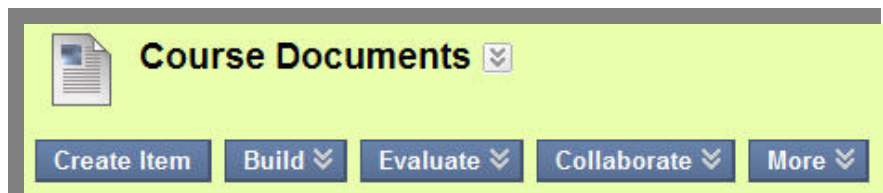
Upload your Syllabus

1. Select **Syllabus** on the **Course Menu**.
2. Click on **Create Item** and type in the name of your Syllabus. Include the file type and relative information in the Description text area.
3. Browse for the file on your computer, Name the Link, select the Options and click **Submit**.

Adding a Content Area

The Course Documents area is the Content Area added to the Course Menu by default. You may add other Content Areas that are appropriate for your course.

1. Click the “+” sign from the **Course Menu**.
2. Select **Create Content Area**
3. Name the Content Area
4. Select “**Available to Users**” and click **Submit**.



Action Bar in the Content Area

- **Create item** - May be text or an attached document such as a PDF file or a PowerPoint presentation.
- **Build** – The build menu allows you to create folders to organize your course where you may place items, external links, course tools, etc.
- **Evaluate** – Test, Surveys, and Assignments that link to the Grade Center are found in the Evaluate menu.
- **Collaborate** – Communication and Collaboration tools are added to the course through the Collaborate menu.
- **More** – The More menu contains the building blocks added to Blackboard (Turnitin and Elluminate).

Adding Content to the Course Documents

Create Item

1. Select **Create Item** on the Action Bar.
2. Type in the Name of the File and a description in the Text box.
3. Attach or Link Content is desired. Make sure and add the Name of Link to File and select a Special Action Option.

Special Action Options

- Create a link to this file – use this to add a link directly to a word document, Excel file, etc.
 - Display media within the page – use this when adding audio, video, or graphics.
 - Unpack this file – use this when uploading a compressed/zipped file.
4. Select the appropriate Options.

Upload Options

- Permit Users to View the Content Item – Yes or No
 - Track Number of Views – allows you to see who has accessed the item
 - Select Date and Time Restrictions – set the day and times the content will be available to students
5. Click **Submit** when finished.

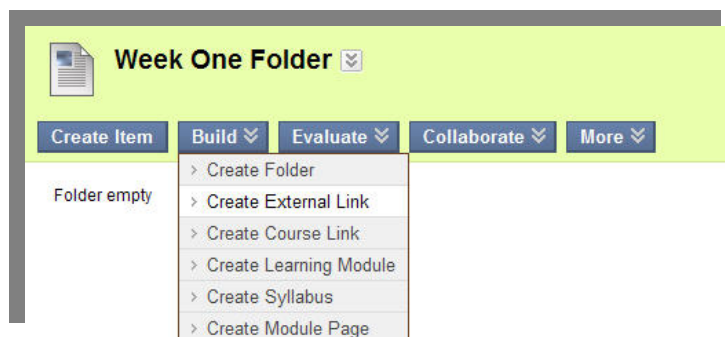
Creating Folders and Organizing Files

Folders provide the instructor with a way to add multiple files to a course in an organized manner.

1. From the Course Documents area, select **Build** and **Create Folder**.
2. Type in the Name of the folder and a description of what the folder contains in the Text box.
3. Select the Options.
4. Click Submit.

Adding Content to Folders

1. Click on the title of the Folder to open it.
2. Add the desired content, evaluation or collaboration tool inside the folder by using the **Build** drop down menu.



Post an Announcement

Consider posting a Welcome Announcement. In this message you may want to include the date/time of class, a brief course overview, instructor's name and contact information, any textbook information, as well as how you intend to use Blackboard.

There are several ways to post Announcements in your course. From the **Control Panel** area:

1. Select **Course Tools**.
2. Click the **Announcements** link
3. Click **Create Announcement**.
4. Fill in the **Subject** and **Message** fields and select the appropriate **Options**.
5. If you would like to send a broadcast email to all users in the course select **Override User Notification Settings**.
6. Click **Submit**.

If your course opens to a **Home Page** and your Announcements are located within the Announcements module:

1. Select **Tools** on the **Course Menu**.
2. Follow Step 2 of "From the Control Panel Area" above.

If your course opens to an Announcements page:

1. Click **Edit Mode ON**.
2. Follow Step 3 of "From the Control Panel Area" above.

Make Your Course Available

All courses are set to unavailable by default. As soon as the course is ready it is the instructor's responsibility to make the course available.

1. Select **Customization** and **Properties** in the **Control Panel** area.
2. In the **Set Availability, Make Course Available** area select **Yes** and click **Submit**.

Send an Email

Send the Welcome Announcement as an introductory email to the class. Select **Override User Notification Settings**, when you create your Announcement. You also may send email through Blackboard at any time.

1. Go to the **Course Tools** area in the **Control Panel**.
3. Click **Send Email**.
4. Select the **Users**.
5. Type in a **Subject** and a **Message** and click **Submit**.

Copy Course

Once official course shells are created, you may copy content from your developmental course shell into your official course shell.

1. Select **Packages and Utilities** in the **Control Panel** area of your developmental course.
2. Select **Course Copy**.
3. In the **Select Copy Type** area, select **Copy Course Materials into an Existing Course**.
4. Click **Browse** to **locate the Destination Course ID**.

5. **Search** by Course ID, Instructor or Name/Description to access your course list.
6. **Select** the button next to the **Destination Course ID**.
7. Select the items you would like to copy and click **Submit**. *You may need to scroll to the bottom right hand side of the screen to see the **Submit** button.

An email will be sent once the Course Copy task is complete. Once this email is received in your email account, check the destination course to verify that the selected materials were copied successfully from the original course.

Combining Course Sections

To request that course sections are combined into one course, contact Client Support Services to put in a work order to have this done at x5550

Blackboard 9 Support

Help Desk x5550

Erik Blackerby, blackerby@its.gonzaga.edu x3865

Bill Kostelec, kostelec@its.gonzaga.edu x3816

Kim Madsen, madsenk@gonzaga.edu