

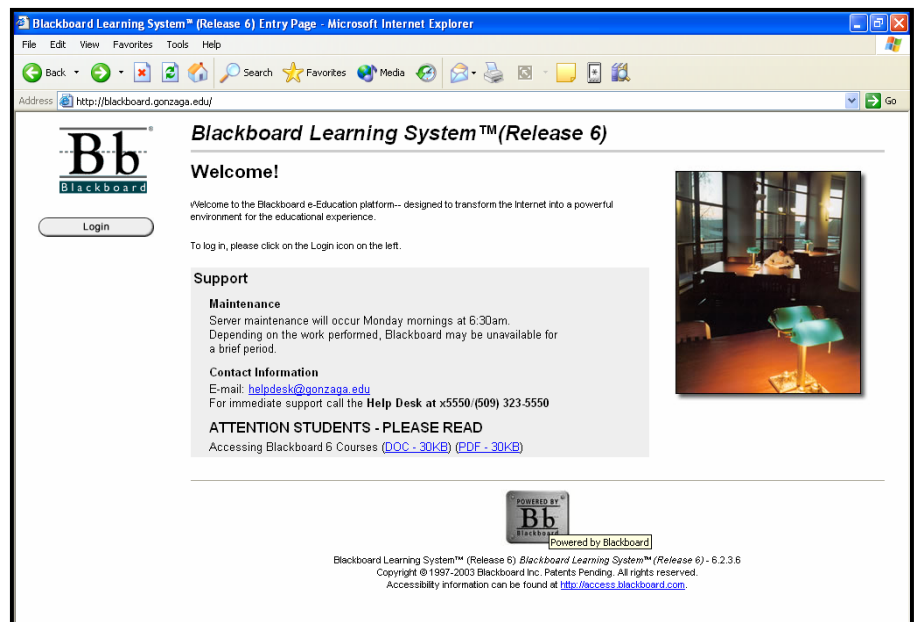
Beginning Blackboard

Contact Information

Blackboard System Administrator:
Paul Edminster, Webmaster Developer x3842
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Blackboard Training and Support:
Erik Blackerby x3856 or
blackerby@its.gonzaga.edu

All around helpful people:
Help Desk: x5550 or helpdesk@gonzaga.edu



Getting Started

1. **Accessing Blackboard:** <http://blackboard.gonzaga.edu>
2. **Logging in:** Your Blackboard username and password is your Gonzaga username and password (the same one that you use to access email, campus computers, etc). If you do not have, or know, your username and password, call the Help Desk at x5550.
3. **Course Creation:**
 - **Gonzaga University Courses:** These courses are automatically created for you.
 - **Organizational Courses:** These are courses that are not listed in the course catalog; these may be courses specific to organizations or groups. Contact Paul Edminster to create this type of course.

The Control Panel

As an instructor, the Control Panel is the area that allows you to access and control the different areas of your course. The Control Panel contains six modules broken into the separate areas that you will use in Blackboard.

The Control Panel contains the following modules:

- **Content Areas:** This module allows you to add, delete and modify information in the content areas of your course.
- **Course Tools:** The Course Tools module provides access to the many tools that Blackboard has created for you. You can create, delete and modify Blackboard Tools from this area.
- **Course Options:** This module contains the setting controls for the overall look and feel of your course. If you want to change settings or options in Blackboard, this module will help you do it.
- **User Management:** The User Management module allows you to add and delete users in your course. You can also create groups of users within your course from this module.
- **Assessment:** This module contains different means for assessing your students (tests, surveys, and the grade book) and your course (statistics).
- **Help:** Just like it sounds, this module provides help. You can access the Blackboard manual from this section as well as contact Blackboard Support and Gonzaga's Blackboard System Administrator.

Content Areas

A **Content Area** in Blackboard is an area, which you create, to store content. Content includes:

- Word documents
- PowerPoint presentations
- Music files
- Video clips
- Excel spreadsheets
- Pictures
- ANYTHING YOU CAN THINK OF!

By default, there are five content areas set up for you. You can use all five of these areas the way they are set up or you can modify them to fit your needs (change the name, etc.). You can also add or delete content areas. You can modify, add, or delete content areas through the Course Options module (see the Course Options section of this handout).

Adding Content to Content Areas

To add content to one of the existing content areas, go to the Control Panel and click on the area you want to add content to (under the Content Area Module).

The screenshot shows the Blackboard Control Panel interface. At the top, the breadcrumb trail is 'COURSES > BLACKBOARD TRAINING COURSE > CONTROL PANEL'. Below this, the course title is 'GORG145_ITS_TRN_001: BLACKBOARD TRAINING COURSE - Training Blackboard (Instructor)'. The main content area is divided into several sections:

- Content Areas:** Contains links for Syllabus, Course Documents (highlighted with a red arrow), Assignments, Tests & Quizzes, and External Links.
- Course Tools:** Contains links for Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, and Digital Dropbox.
- Course Options:** Contains links for Manage Course Menu, Manage Tools, Settings, Recycle Course, Course Copy, Import Course Cartridge, Import Package, Export Course, and Archive Course.
- User Management:** Contains links for List / Modify Users, Enroll User, Remove Users from Course, and Manage Groups.
- Assessment:** Contains links for Test Manager, Survey Manager, Pool Manager, Gradebook, Gradebook Views, and Course Statistics.
- Help:** Contains links for Support, Manual, and Contact System Administrator.

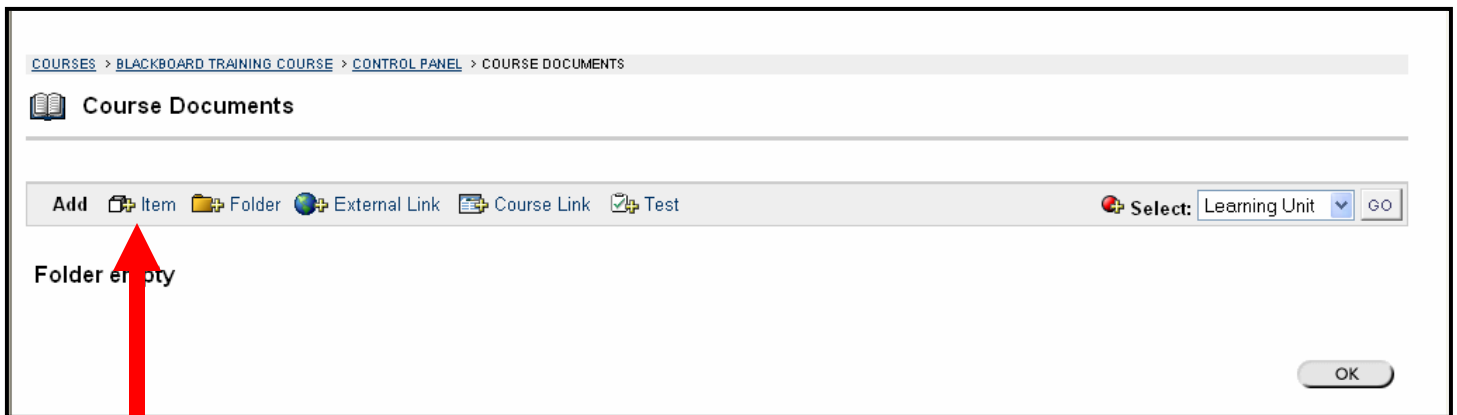
The Content Area window will open and you can choose what type of content you wish to add. All Content Area tools are available by default. The different content area tools are listed and defined below:

- **Item:** An item is any electronic file including Word documents, PowerPoint presentations, pictures, music and video clips, etc.
- **Folder:** A folder allows you to organize your items. You can add a folder and later add items to the folder.
- **External Link:** An external link is a clickable hyperlink that accesses internet sites.
- **Course Link:** A course link is a clickable hyperlink that accesses different areas within your Blackboard course.
- **Test:** By adding a test, you allow students to access a test you have created in Blackboard (this tool applies to Blackboard created tests only).
- **Learning Unit:** Blackboard Learning Units enable the Instructor to set a structured path for progressing through the content within a course. Students can access content in a sequential order.

- **Survey:** By adding a survey, you allow students to access a survey you have created in Blackboard (this tool applies to Blackboard created surveys only).
- **Assignment:** Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments to an Assignment. Students complete the assignment in a separate file and send it back to the Instructor. Once a Student completes and submits an Assignment the Instructor may access this file in the Gradebook.
- **LRN Package:** Microsoft LRN content enables Instructors to create course content presentations that have a hierarchical structure and sequential navigation. The LRN Toolkit can be found at <http://www.microsoft.com/elearn/resources.asp>.



From the Control Panel, click on a **Content Areas**, for example, the Course Documents area. Click on the type of Content you wish to add: Item, Folder, External Link, Course Link, Test, or any one of the options from the dropdown box.



After you choose which content you wish to add specify the following options:

- **Content Information:** Name and description of the content.
- **Content:** Browse to add your content and rename the link (optional).
- **Options:** Set the options for your content. Do you want it to be immediately available (viewable), do you want to keep statistics on the item or set date restrictions?
- **Submit:** When you are finished specifying your content information submit it. You will receive a receipt for this item. ALWAYS check your receipt!

Course Options

The course options module contains the setting controls for the overall look and feel of your course. This module contains the following sections: Manage Course Menu, Manage Tools, Settings, Recycle Course, Course Copy, Import Course Cartridge, Import Package, Export Course, and Archive Course. For this Beginning Blackboard course, we will discuss the following:

- **Manage Course Menu:** Add and modify course areas (button on the navigation bar) from the Manage Course Menu page. For example, choose areas for Staff Information, specific content, and Course Links.
- **Manage Tools:** Instructors can control the availability of Tools through the Manage Tools section. Instructors can enable tools for use during a course and decide which tools Guests and Observers may access.
- **Settings:** Manage the availability and accessibility of a course.

Manage Course Menu

From the Manage Course Menu section, you can add, modify and remove buttons from the navigation menu. You can also sort the order of the buttons from this section.

Note: The Manage Course Menu section is the **only** place where you can add a new Content Area to Blackboard.



From the Control Panel, Click **Manage Course Menu**. To add new content to the menu, choose to add a **Content Area**, **Tool Link**, **Course Link** or **External Link** from the buttons at the top of the page. You can modify or remove the menu options by clicking the **Modify** or **Remove** button next to the option.

COURSES > GONZAGA SOFTWARE TRAINING RESOURCE > CONTROL PANEL > MANAGE COURSE MENU

Manage Course Menu

Add Content Area Tool Link Course Link External Link

1	Announcements <i>Announcements</i>	Modify Remove
2	ITSS Staff <i>Staff Information</i>	Modify Remove
3	Training Website <i>External Link to http://www.gonzaga.edu/guttraining</i>	Modify Remove
4		Modify Remove
<i>Announcements</i>		
5	Class Calendar <i>Calendar</i>	Modify Remove
6	Class Handouts	Modify Remove



Change the order of the menu by using the sorting numbers to the left of the menu options.

Manage Tools

From the Manage Tools section, Instructors can decide which Blackboard tools, Building Block tools and Content Type tools they would like displayed in their course. Each option allows the instructor to specify the availability of each tool type, and in some cases, permit guest and observer access to tools. The three tool options are described below.

- **Tool Availability**

This option allows the instructor to select the Blackboard Tools that will be available (viewable) in the course. Blackboard Tools include the Discussion Board, Gradebook, Collaboration Sessions, etc.

- **Building Block Tool Availability**

Gonzaga University currently has two Building Block Tools, TurnItIn Assignments and the Announcement & Email tool. You can manage the availability of these tools from this section.

- **Content Type Availability**

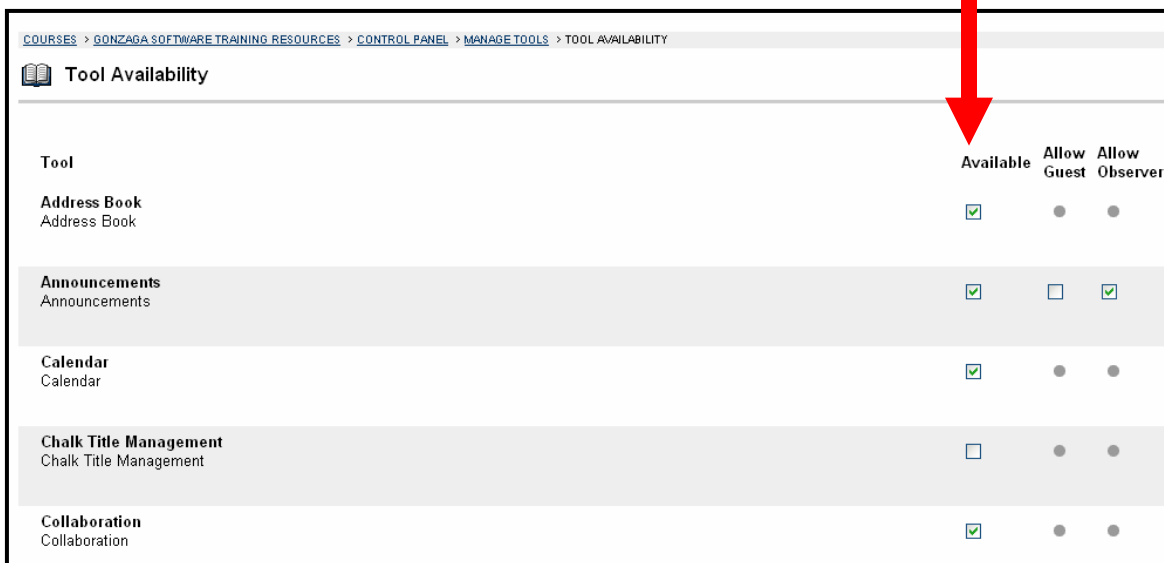
Instructors can select the type of content they want displayed in their Content Areas from this section. This will enable or disable the types of content instructors can add to their course.



From the Control Panel, click **Manage Tools**. Click on the tool section you wish to manage, for example **Tool Availability**.

Check or uncheck the box corresponding to the tool you wish to make available or unavailable.

Check the box underneath **Allow Guest** or **Allow Observer** to modify the tool's availability for Guest or Observers.



Tool	Available	Allow Guest	Allow Observer
Address Book Address Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calendar Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chalk Title Management Chalk Title Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration Collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If the **Allow Guest** or **Allow Observer** check box is grayed out, the tool is automatically disabled for Guest or Observer viewing.

Settings

The Settings section of Blackboard is where the instructor can control the design, availability and access rights to their course. There are only six options in the Settings area that apply to our use at Gonzaga University. These six areas are described below:

- **Course Name and Description**

This option allows you to modify the Name and Description of your course.

- **Course Availability**

Set the availability of your course. This is **essential** if you want your course to be available (viewable) by your students.

- **Guest Access**

Set the Guest access for your course. Do you want guest to be able to view your course? Choose yes or no.

- **Set Course Entry Point**

The default Course Entry Point for Blackboard is the Announcements tool. If you want to change the initial page the student sees when they open your course, this is the section to modify.

- **Course Design**

You can make your course unique by changing the color and style of the menu bar. Choose buttons or text and pick your favorite color and style. Course Design also allows you to add a **Banner** (a picture or text string) to your course entry page. Use an existing picture or logo or create your own banners at www.flamingtext.com or www.3dtextmaker.com.

- **Observer Access**

Set the Observer access for your course. Do you want observers to be able to view your course? Choose yes or no.



From the Control Panel, click **Settings**.
Choose the Setting you want to modify.



COURSES > GONZAGA SOFTWARE TRAINING RESOURCES > CONTROL PANEL > SETTINGS

Settings

- ▶ **Course Name and Description**
Set the name and description of the course.
- ▶ **Course Availability**
Set the availability of the course.
- ▶ **Guest Access**
Set guest access for the course.
- ▶ **Course Duration**
Set the duration of the course.
- ▶ **Enrollment Options**
Set the enrollment options in the course.
- ▶ **Categorize Course**
Categorize the course in the course Catalog.
- ▶ **Set Course Entry Point**
Select the entry point for the course.
- ▶ **Course Design**
Set course banner and design.
- ▶ **Observer Access**
Set observer access for the course.