

# Intermediate Blackboard

## Contact Information

Blackboard System Administrator:  
**Paul Edminster**, Webmaster Developer x3842 or  
[Edminster@its.gonzaga.edu](mailto:Edminster@its.gonzaga.edu)

Blackboard Training and Support:  
**Erik Blackerby**, x3865 or  
[blackerby@its.gonzaga.edu](mailto:blackerby@its.gonzaga.edu)

All around helpful people:  
Help Desk: x5550 or [helpdesk@gonzaga.edu](mailto:helpdesk@gonzaga.edu)

Course Tools	
<a href="#">Announcements</a>	<a href="#">Discussion Board</a>
<a href="#">Course Calendar</a>	<a href="#">Collaboration</a>
<a href="#">Staff Information</a>	<a href="#">Digital Dropbox</a>
<a href="#">Tasks</a>	<a href="#">Turnitin Assignments</a>
<a href="#">Send Email</a>	

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>
<a href="#">Course Copy</a>	

## Course Tools

Course Tools are communication and collaboration tools that enhance interaction between users. These tools are set up and designed by Blackboard for you to make unique to your class. Each course tool, along with its description, and brief instructions on using the tool are listed below.



**Shortcut:** When you see the mouse icon, instructions on how to use the tool will follow.

**Announcements:** This tool allows instructors to post important information about the course, such as assignment due dates, content changes or guest speakers.



From the Control Panel, click on **Announcements**. Click **Add Announcement**.



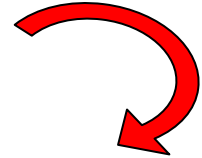
After you choose to add an announcement, specify the following options and **submit** your announcement.

- **Announcement Information:** Subject and message of your announcement. Your announcement will automatically include the date, time and the person's name who posted it.
- **Options:** Choose to permanently display your announcement (I advice against it) or choose to specify the period of time the announcement displays. By leaving these fields blank, your announcement will default to the Blackboard tabbed dates (last 7 days, last 30 days, etc.)
- **Course link:** Add a course link to your announcement. A course link will take the user directly to another area *within your course*.

**Course Calendar:** Instructors can use the Calendar to indicate important course related events. The dates and events that appear on the Calendar are for all users in the course.



From the Control Panel, click **Course Calendar**. Click **Add Event**.



Calendar: View by Day	
	Add Event
	Quick Jump
VIEW DAY	VIEW WEEK
VIEW MONTH	VIEW YEAR
◀ Monday, February 28, 2005 ▶	
AM	6:00
	6:30
	7:00
	7:30

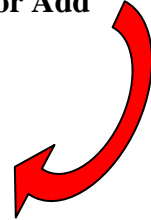
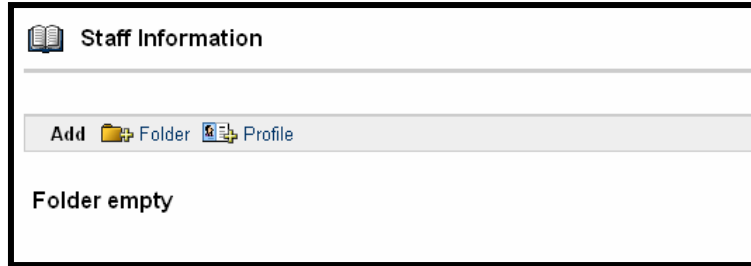
Once you've chosen to add an event, specify the following and **submit** your event.

- **Event Information:** List your event's name and description. Remember that the event name will be the first thing the end user sees about the event.
- **Event Time:** Give the specifics for the event – choose the date, start time and end time.

**Staff Information:** Staff Information provides background and contact information on Instructors and Teaching Assistants.



From the Control Panel, click **Staff Information**. Click **Add Folder** or **Add Profile**.



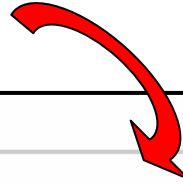
Adding a folder allows you to create an organizational area for storing profiles. Adding a profile will allow you to specify the following options for a single person.

- **Profile Information:** Title (this title will precede the first and last name, for example, Miss, Mr., Dr.), first name, last name, email, work phone, office location, office hours, and Notes.
- **Options:** Make the profile available (visible), attach an image (Blackboard recommends 150x150 pixels, however, whatever you submit will automatically shrink down to size), and include a personal website link.

**Tasks:** This tool allows the instructor to organize course projects, priorities, and details. By creating tasks, you set up an area for students to track their progress for each task.



From the Control Panel, click **Tasks**. Click **Add Task**.



**Tasks**

[Add Task](#)

▲ - High Priority    ▼ - Low Priority

[Priority](#)   [Subject](#)   [Due Date](#)

There are no tasks in this course.

Before you **submit** a task, you must first specify the following options:

- **Task Information:** Specify the task name, description and due date.
- **Task Options:** Set a priority level of normal, high, or low.

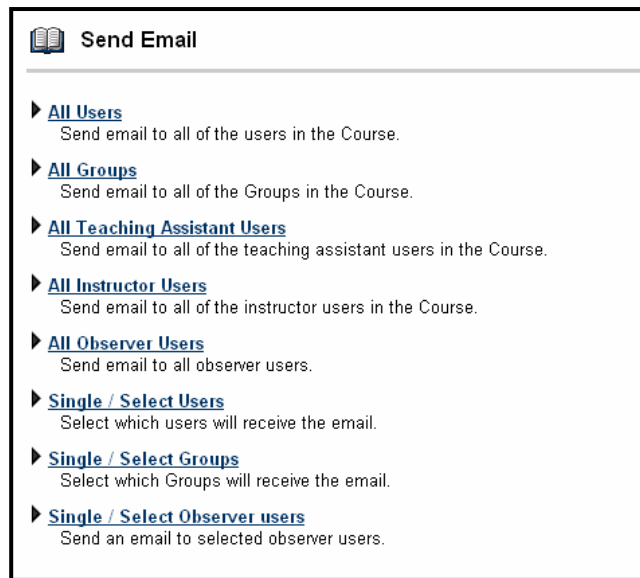
**To View Student Progress on Tasks:**

From the Control Panel, click **Tasks**. Click on the name of the task to view student's progress.

**Send Email:** Send Email provides options for sending email to other participants or groups of participants within a course.



From the Control Panel, click Send Email. Depending on whom you want to send email to, select one of the following options.



### **Important Notes about Sending Email:**

- By choosing to send email to ALL USERS you will be sending that message to everyone, including instructors, and yourself; you will always receive a copy of your email automatically.
- One thing to remember: Blackboard is NOT an email client. What that means is that you cannot pick up email from Blackboard and neither can your students. When you send email from Blackboard, it will send the message to the email account that is listed for the students – that is where they will pick up their messages. When students reply to you they will be sending email to the account that you have listed in Blackboard (your Gonzaga email).
- Blackboard will not track the messages you send. Once you send it, it is gone.

**Discussion Board:** The Discussion Board is a communication medium for posting and responding to messages. Conversations are grouped as threads that contain a main posting and all related replies. An advantage of the Discussion Board is that threads are logged and organized.

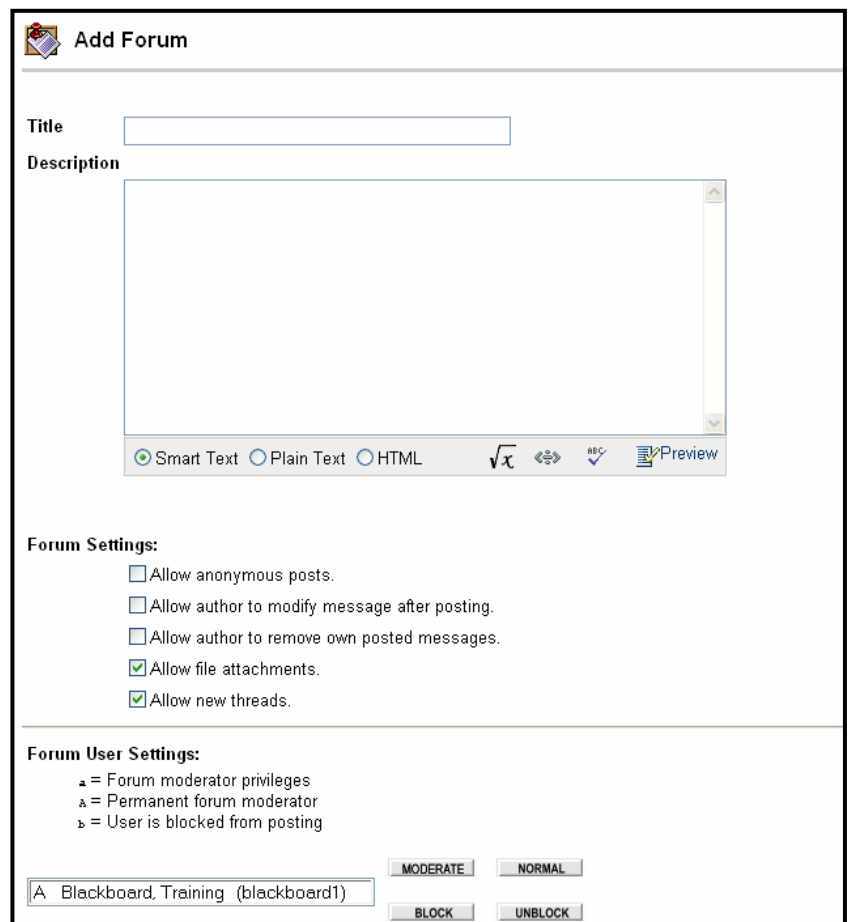


From the Control Panel, click **Discussion Board**, Click **Add Forum**.



Before you **submit** a new Forum:

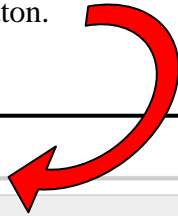
- Give the Forum a meaningful **Title**.
- **Describe** what you want the students or users to discuss or use the Forum for.
- Choose **your Forum Settings**:
  - **Allow anonymous posts** – I discourage letting users post anonymously as it can encourage irresponsible posts without accountability.
  - **Allow author to modify message after posting** – I discourage this as well, for the same reasons listed above.
  - **Allow author to remove own posted messages** – see above.
  - **Allow file attachments** – allow file attachments if you want your students to be able to share documents in the forum
  - **Allow new threads** – this is a given if you want your users to be able to add posts to the forum. However, if you want to lock out a forum from future posts, you can not allow new threads.



**Collaboration:** The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question and answer forums. Archives of previous sessions are also available for review. Guest speakers can also lead sessions using the Collaboration Tools. Users can search for and join Collaboration Sessions and view session archives.



From the Control Panel, click **Collaboration**. You can modify an existing collaboration session by clicking on the **Manage** button. You can create a new collaboration session by clicking the **Collaboration Session** button.



**Collaboration Sessions**

Collaboration Session

Filter: Show All [GO] Search by:  Session Name  Start Date  End Date (MM/DD/YY) [Search]

Session Name	Tool	Start Date	End Date			
Lecture Hall	Virtual Classroom			Join	Manage	Remove
Office Hours	Chat			Join	Manage	Remove

[OK]

Once you've chosen to add or modify a session, specify the following and **submit** the collaboration session.

- **Session name:** Name the session.
- **Schedule availability:** You can create limits on your collaboration sessions by setting starting and ending dates for the session.
- **Available:** Choose to make the session available (visible) to users.
- **Collaboration tool:** Choose which tool you want to use: Live chat or Virtual classroom.

**Modify Collaboration Session**

**1 Session Name**  
Session Name: Lecture Hall

**2 Schedule Availability**  
Select Dates of Availability  
Start After: Mar 21 2005 02:50 PM  
End After: Mar 21 2005 02:50 PM  
Available:  Yes  No

**3 Collaboration Tool**  
Choose tool for this Session: Virtual Classroom

**4 Session Name**  
Click **Submit** to finish. Click **Cancel** to quit.

**Digital Dropbox:** This tool provides information for exchanging files between the Instructor and course participants.



From the Control Panel, click **Digital Dropbox**. You can add and send files in the Digital Dropbox by clicking **Add File** or **Send File**.



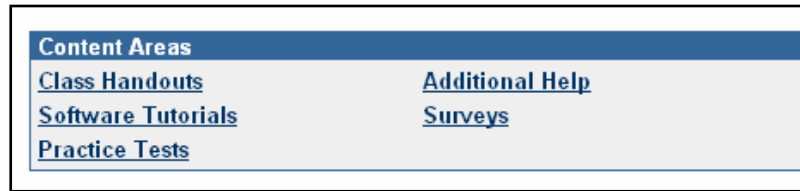
### **Important notes about the Digital Dropbox:**

- The Digital Dropbox is a communication tool between instructors and students. Instructors can send files to all of the users in a course; however, students can **ONLY** send files to the instructor.
- **Adding a file** will only store the file in the Digital Dropbox. The file will not be sent to users until the **Send File** button is used.
- The **Send File** button can be used to both add and send a file.
- Instructors access the Digital Dropbox through the Control Panel.
- Students access the Digital Dropbox from the Communications area in Blackboard.

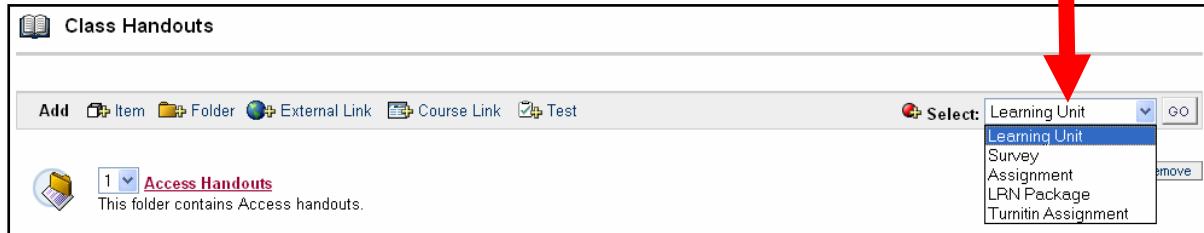
**Assignments:** Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments to an Assignment. Students complete the assignment in a separate file and send it back to the Instructor.



From the Control Panel, click on the **Content Area** you want to add an assignment to.



From the Content Area, choose **Assignment** from the Add Content Dropdown Box. Click the **GO** button.



Before **submitting** the Assignment, specify the following options:

**1 Assignment Information**

Name:

Choose Color of Name:

Points Possible:

Instructions:

Smart Text  Plain Text  HTML

**2 Options**

Make the assignment available:  Yes  No

Track number of views:  Yes  No

Choose date restrictions

Display After: Apr 14 2005   
01 15 PM

Display Until:  Apr 14 2005   
01 15 PM

**3 Assignment Files**

File To Attach:

Name of Link to File:

Currently Attached Files:

- **Name:** Name the Assignment something meaningful to you. This name will appear in the Gradebook.
- **Points possible:** Assignments are automatically entered in the Gradebook. You can specify the number of points possible for the Assignment in this section.
- **Instructions:** List the instructions the student will need to complete the assignment.
- **Make the assignment available:** make the assignment available (viewable) to the students.
- **Track number of views:** views are not tracked uniquely per student. This option will track ALL views of the Assignment.
- **Choose date restrictions:** You can choose date limits for the availability of the Assignment.
- **File to Attach:** You can attach a document to the Assignment.
- **Name of Link to File:** Name the link to the file to hide the file path of the Assignment.

**Important Notes about Assignments:**

- Assignments must be created and added through a **Content Area**.
- Once a Student completes and submits an Assignment, the Instructor may access this file in the Gradebook.
- The Assignment feature is similar to the Digital Dropbox feature. Assignments add more organization and the Gradebook option to the Digital Dropbox framework.