Blackboard 9

Faculty Tutorial

Note: For your protection, please close all browser windows to log out of Blackboard completely. If you fail to do so, any subsequent users of the computer might be able to access your account.

You need the latest version of Java installed and it can be downloaded free from http://java.sun.com/javase/downloads/index.jsp.

How courses are entered into Blackboard:
Fed through CUNYfirst (Constance Tate (X5353), Instructional Staff Relations (x 5353) enters the faculty.

If you are not in CUNYfirst, contact ISR). Courses entered by Dean’s office or your Chair. Please contact Dean's department if you do not see your Courses under your Course List:

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<tr>
<th>Department</th>
<th>Contact Person</th>
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<tr>
<td>School of Arts &amp; Science</td>
<td>Denise Martin</td>
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Blackboard Course Interface

1) **Edit Mode** allows instructors to add or edit content of a course. Edit Mode must be turned **ON** to edit or add content, such as course documents. When Edit Mode is off, you see the student view.

2) **Course Menu** helps you to navigate through the course to find course documents, discussion forums, etc.

3) **Banner Area** is where the optional course banner appears.

4) **Control Panel** is the interface that allows instructors to manage the course’s content, grade center, features, and the appearance.

5) **Content Frame** is where Announcements, Tasks, and Reminders appear.

6) **Arrow** collapses the course menu so that content can cover the full screen. It allows the user to view the content of the course in the full screen area.
Content Area:

1. **Add Items to Course Menu Area (+ sign):** drop-down menu descriptions:
   a. **Create Content Area** contains links to navigate to different areas of the course.
   b. **Create Blank Page** allows you to create your own content area page that can be accessed through the course menu. Add text, links, or multimedia to the page.
   c. **Create Tool Link** creates links to functional areas of Blackboard (for example, Discussion Board, Groups, Announcements, or Blogs). Enter a name for the link (for example, *Private Journal*), in the **Type:** field’s drop-down menu, choose a tool from the list (for example, *Blogs*), and click **Available to Users**, then **Submit**.
   d. **Create Course Link** sets up a direct link from the course menu to any frequently used part of your site, such as the course syllabus. Click **Browse** to identify the target of the link.
   e. **Create External Link** allows you to link directly from the course menu to an external Web site that you might use as a primary reference for the course. For example, if you are teaching an English course, you might want to link to the CUNY WriteSite ([http://writesite.cuny.edu](http://writesite.cuny.edu)) to make it easily accessible.
   f. **Create Module Page** lets you create and link to pages in your site which can be customized to include a variety of resources and tools. (For example, Calculator, Dictionary, To Do list, Alerts.) You might find that the options here duplicate others already available.
g. **Create Subheader** allows instructors to create a description heading under course menu items for clarification.

h. **Create Divider** allows the instructor to separate menu items into sections with a dividing line that shows up on the course menu.

2. **View Options:**
   a. **List View:** displays the names of the file system
   b. **Folder View:** displays the tree structure of the file system. This view also provides the ability to expand and collapse folders.
   c. **Display course menu in a window:** It opens up menu in a new browser window

3. **Refresh Browser:** When clicked, it refreshes the browser.

4. **Reorder Menu Items:** Users can reorder menu items using keyboard

5. **Drag-and-Drop Menu Items:** The Drag and Drop Arrows enable you to use the mouse to reposition items directly on the course menu by clicking on the item, dragging it to the desired location on the menu, and releasing the mouse button. (Drag-and-drop works only within the course menu.)

**Content Area:**

- **Name of the Course:** Shows you the name of the Course you are in.

- **Home Page:** Contains Course Announcements, Notifications, such as what needs attention, etc.

- **Content:** Contains links to different areas of the Course. Content area links may not appear on student side if there are no items included.

- **Discussions:** Allow instructors to create a Discussion topic.

- **Group:** Create small sections of students within the Course.

- **Tools:** Allow instructor to create wiki, blog, contact info (staff info), etc.

- **Help:** Links to official Blackboard help sites for students.
**Control Panel:** is the interface that allows instructors to manage content, features, and the appearance of the course.

**Files:** Allow instructors to search a course for the files you uploaded. You can quickly search for a document.

**Course Tools:** Allow instructors to create a test, announcement, journal, emails, etc.

**Announcements:** Allow you to post important messages for your students to know about. For example, assignment reminder or class cancelled, etc.

**Blogs:** allows students to focus on a theme or topic while having others contribute.

**Collaboration:** a lightweight chat session.

**Contacts:** Formerly Staff Information on Blackboard 8. Instructors can provide students with their office location and hours.

**Course Calendar:** Instructors create important events for students.

**Glossary:** Instructors create terms that students should know for the course.

**Journals:** A Journal is a self-reflective tool for Students. Only the Student and the Instructor are able to add Comments to Journal Entries. Journals can be made Public by the Instructor, so all enrolled users can read all Entries made to the Journal topic.

**Link Checker:** This tool verifies that the links within the course are valid.

**Manage Campus Pack Podcast:** Synchronize users, enrollments, groups, & copied sites in a Campus Pack. See section How do I create a Campus Pack Podcast Episode?

**Messages:** Private and secure text-based communication that occurs within a Course and among Course members. Users must be logged into the Course to read and send Messages.

**Rubrics:** A tool that lists an evaluation criterion for an assignment.

**SafeAssign:** View SafeAssignments in a course.

**Send Email:** Instructors can send emails to all students or individual students. Students don’t need to be signed into Blackboard to check since the email goes to the student’s separate account (the City Tech account).

**Task:** Instructor creates a task, which will appear on the student’s course home page as a reminder.
Tests, Surveys, and Pools:

Tests: are sets of questions that are graded to measure a student’s performance. Once the test is created, it must be deployed within a content folder before students can take the test.

Surveys: are used for gathering data from students. Surveys are not graded.

Pools: are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

Wikis: a wiki is a website of one or more pages that allows people to add and edit content collectively.

iTunesU: gives instructor the option to upload audio, video or pdf files through Blackboard so students can download those from iTunes interface.

Evaluation: allows an instructor to see statistics of the course, create rules, view students’ last access to the course, etc.

Grade Center: allows an instructor to calculate the students’ grade, weighted total, drop lowest grade, etc.

Users and Groups: allows an instructor to view students and groups in a course.

Customization: allows an instructor to make a course available, change course appearance and enable usage of tools.

Packages and Utilities: allows an instructor to copy, export, archive, import a course, etc.

Help: Links to official Blackboard help sites for the instructor.
1. How do I logon to Blackboard?

You may bookmark this URL.
2. How do I make a “Course Available” to students?

Click the course you want to make it available for students. Make sure the **Edit Mode** is **ON**.

A) Click on **Customization** to open the drop down menu in the **Control Panel**, and then click **Properties**.

B) Under "**Option 3. Set Availability**", click **YES** to make the course available to the class.
3. How do I create Announcements?

A) Click on **Tools**, then on **Announcements**.

B) Click **Create Announcement**

C) Add a **Subject** and **Text** to the body with the necessary information.

D) Optional settings include **Select Date Restrictions** and **Course Link**. You can restrict this announcement by date by selecting **Display After and Display Until**. For Course Link you can link it to another content area location by clicking the **Browse** button.

E) Click on **Submit** to complete the process.

*Note that Announcements can be created from Control Panel area too.*
4. How do I upload documents?

A) Click Content in the Content Area, to open the Content Page.
B) Click Build Content to show the drop down menu.
C) Under Create, click Item.

D) Add Name and Instructions in the text box.

E) Attach a File from your computer/ removable device or from a Course.
F) Click Submit to save the page.

Note: 25 MB is the file size limit for a single file.
Watch video at http://ondemand.blackboard.com/r91/movies/bb91_course_files_attach_course_file_to_content_item.htm
5. How do I upload multiple files or folder?

A) Click Content in the Content Area, to open the Content Page.
B) Click Build Content to show the drop down menu.
C) Under Create, click Item
D) Add Name and Instructions in the text box.
E) Click Browse Course
F) Click Upload Files under Upload
G) Either click **Browse** or drag and drop files or folder you want to upload

H) Click **Submit**

I) Select the files or folders you want to upload and click **Submit**

**Note:** 25 MB is the file size limit for a single file.
Watch video at [http://ondemand.blackboard.com/r91/movies/bb91_content_collection_upload_files.htm](http://ondemand.blackboard.com/r91/movies/bb91_content_collection_upload_files.htm)
6. How do I create an External Link?

A) Click Content in the Content Area, to open the Content Page.
B) Click Build Content to show the drop-down menu.
C) Under Create, click URL.

D) Add Name, URL, and Instructions in the text box.
E) Change Options as needed.
F) Click Submit to complete the process.

Note: If you do not see a tool you are looking, you need to enable it from Tool Availability under Customization.
6. How do I create an Assignment?

A) Click Content in the Content Area, to open the Content Page.

B) Under the Create Assessment tab, select Assignment.

C) Add Name and Instructions in the text box.

D) Under Grading, add the amount for Points Possible.

E) Optional settings such as Adding Rubric, Number of Attempts, Limit Availability, Track Number of Views, Due Dates, and Recipients— you can make this assignment to an individual recipient or a group of recipients. Attaching an Assignment file is also optional.

F) Click Submit to complete the process.
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7. How do I use SafeAssignment?
   A) Click Content in the Content Area to open the Content Page.
   B) Under the Create Assessment tab select SafeAssignment.
   C) Add Name and Instructions in the text box.
   D) Add the amount for Points Possible.
   E) Optional settings such as Track Number of Views, Availability Dates, Draft, Urgent Checking, and Optional Announcement may be edited based on your assignment.
   F) Click Submit to complete the process.

"Due to the excessive load of papers being submitted to SafeAssign via Blackboard, it is very common that the processing time to get SAR is more than 24 hours, in some cases even longer. Blackboard has revised the estimated turnaround time for SafeAssign submissions up to 3 to 5 days."
8. How do I see a student's submission?

A) Click on **Course Tools** => **SafeAssign**.
B) Click the drop-down arrow under the **SafeAssign** name and click **View Submissions**.

C) Click on the **Text Icon** to view the **submitted paper**.

An example of a document being viewed in SafeAssign.
9. How do I create a Discussion Board forum?

A) Click on Discussion Board.

B) Click Create Forum.

C) Add a Name and Text to the body with the necessary information.

D) Change the Forum Availability and Settings as needed.

E) Click Submit to complete the process.
10. How do I create groups?
Blackboard 9 gives the option to design a group as a self-enroll group that allows students to add themselves; Manual enroll group--the instructor assigns students to a group; Random enroll -- Blackboard randomly enrolls for you after you indicate how many members will be in each group.

A) Click on **Users and Groups**, then on **Groups**.

B) Point to **Create Single Group** and select **Manual Enroll**.

C) Add a **Name** and **Text** to the body with the necessary info.

D) Select **Yes** to make the group available.

E) Select the tools that you want to make available to the group. Allowing members to add modules to the group page is optional (only the person who added the module can view it).

F) Select the members of the group by moving users from left to right.

G) Click **Submit** to complete the process.
11. How do I create Staff Information?
Staff Information is no longer in Bb9. Use Contacts instead

A) Click on Tools, then on Contacts.

B) Click on Create Contact.

C) Add the necessary Contact information. Email is the only required field.

D) Click Submit to complete the process. Students see staff information from Tools area.
12. How do I Send Email to all students?

A) Click on **Tools**, then on **Send Email**.

B) Click on **All Student Users**.

C) Add a **Subject** and **Message** to the body with the necessary information. Attaching a file is optional.

D) Click **Submit** to complete the process.
13. How do I create a Mashup?
The Mashup feature allows instructors to find content outside of Blackboard and bring it into a course. It provides a simple way to add multimedia to a course without having to create it ourselves. *(A mashup is the integration of two or more tools together.)* In this case, we will "mash" **YouTube Video** with **Blackboard**.

A) Click **Content** in the **Content Area**, to open the **Content Page**.

B) Under the **Build Content** tab, select **YouTube Video**. If YouTube Video is not under Built Content tab, enable it from Tool Availability under Customization.

C) Search for **Content**. List of videos will appear on the screen. Click Preview to watch before selecting the title or click **Select**.
D) Give a name in the Name field and a description is optional.

E) Editing Mashup Options, Attach or Link Content and Options are optional. Note: If selecting a YouTube video, you can embed the video so it plays on the page, and this will not add to your content quota. You should check the box to show the YouTube link for credit.

F) Click Submit to complete the process.
14. How do I get a Course Report?

A) Click on Evaluation, then on Course Reports.

B) Select the type of report you want by clicking on the drop down arrow next to the heading and then clicking on Run.

C) Change the Report Format, start and end dates, and user selections as needed.

D) Click on Submit to open report.

E) Click on Download Report to save the report.
15. How do I use Performance Dashboard?
Performance Dashboard gives you a quick view of user activity of a course.

A) Click on Evaluation.
B) Click on Performance Dashboard.

16. How to create an Early Warning System rule?
A) Click on Evaluation, then click on Early Warning System.
B) Move your mouse over Create Rule and select the type of rule you wish to create. In this case, we will create a Grade Rule.
C) Add a Name.
D) Select the Grade Center item, define the criteria, and enter the value as needed.
E) Click on Submit.
17. How do I change default Early Warning rule message?
A) Click on Evaluation, then click on Early Warning System.
B) Click on the arrow next to the name of the rule and then select Review Rule Status.
C) Click in the small box next to the last name to select it.
D) Move your mouse over Notify and select Student Only.
E) Change the default message and click Submit.
18. How do I send a message?

A) Click on Course Tools, then on Messages.

B) Click on Create Message.

C) Click on To and select the recipient(s) under the Select Recipients: To line box. Click on the right arrow to add the recipient(s).

D) Add the Subject and Body in the text box.

E) Click Submit.
19. How to copy a course?

A) Click on Packages and Utilities, then click on Course Copy.

B) Select Copy Course Materials into an Existing Course from the Select Copy Type drop down menu.

C) Type in the Destination Course ID or click Browse to search the course ID. Once the course is found, click on the radio button and then click on Submit.

D) Select and check the areas you want to include in the copy process.

*Do not include Enrollments in the Copy or you will copy all previous (old) students into your new course in addition to the new students.

E) Click on Submit. You’ll receive a verification email that process has been completed.
20. How do I Export my course (Export allows you to select files)?
A) Click on Packages and Utilities, then click on Export/Archive Course.

B) Click on Export.

C) If needed, click Calculate Size to check the file size of the course.
D) Select the course materials to export.
E) Click on Submit.

Note: 25 MB is the file size limit for a single file.
21. How do I Archive my course (an archive includes all files except Grade Center, which you must select)?

A) Click on Packages and Utilities, then click on Export/Archive Course.

B) Click on Archive.

C) Click on the small box to Include Grade Center History.

D) If needed, click Calculate Size to check the file size of the course.

E) Click on Submit.

F) Click on the Course Name, then it will save the exported zip file to your download folder.

Note: 25 MB is the file size limit for a single file.
22. How do I change my course name?
   A) Click on Customization, then click on Properties.
   B) Change the Course Name.
   C) Click on Submit.
23. How do I create a Campus Pack Blog?
A) Click a **Content Area**

B) Go to **Add Interactive Tool**, then select **Campus Pack Blog**

C) Give a **Title** and optional **Description**, and set options as needed. Be sure to set **Make the blog available** to **Yes**.
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D) Select Group Blog for the entire class with all course members (shown below) or specific groups you create with students assigned to each group by you OR select Private Journal for individual blog that only each student and instructor sees.

E) Select member viewing permissions (recommended -- do not allow members to delete entries) and time restrictions if desired.

F) Create a Grade Book Entry if you will grade the blog and assign points to it.

G) Click OK to create the blog. You must click OK.
24. How to create a Campus Pack Wiki?

A) Click a Content Area.

B) Go to Add Interactive Tool, then select Campus Pack Wiki

C) Give a Title and optional Description, and set options as needed.
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D) Select all course members for the entire class or specific groups you create with students assigned to each group by you

E) Select restrictions for editing the wiki and then viewing the wiki.

F) Create Gradebook Entry options, if you will be grading the wiki

G) Click Ok to save the wiki.
25. How do I create a Campus Pack Podcast Episode?

A) Click a **Content Area**.

B) Go to **Add Interactive Tool**, then select **Campus Pack Podcast Episode**
C) Give a Title and optional Description.
D) Upload Media: Locate your file on your drive by clicking Browse button.
E) Or Link to an External Media URL: Type in the URL (web address), and click CheckUrl for validity.
F) Set Make the episode available to Yes and click Submit.
1. **How do I add a Module to my Homepage?**
   - While on the homepage click “Add Course Module”→Click on “+Add” under the Module that you would like to add.

2. **How do I add a Page Banner?**
   - While on the homepage click on the Options Arrow next to Home→click on Page Banner→On the Page Banner Content click on the “Insert Image” icon→Select your image→Set Image Options→click Submit(Gives you a preview)→Click Submit Again to insert→Click Submit

3. **How do I create an Announcement?**
   - **A)** Click on Course Tools, then on Announcements.
     - **B)** Click Create Announcement
     - **C)** Add a Subject and Text to the body with the necessary information.
     - **D)** Optional settings include Select Date Restrictions and Course Link. You can restrict this announcement by date by selecting Display After and Display Until. Use Course Link to link to another content area location by clicking the Browse button.
     - **E)** Click on Submit to complete the process.

4. **How do I create a Task?**
   - Click on Tools→Click on Tasks (select more tasks link)→Click Create Course Task→Type the Task Name and Description→Select a Due Date and Priority→Click Submit

5. **How do I create a Calendar event?**
   - Click on Tools→Click on Calendar (then select more calendar events link)→Click Create Course Event→Type In Event Name and Description→Select Event Date and Time→Click Submit

6. **The “What’s New” Module:**
   - Every time you post an announcement, assignment, etc. within a content area a notification will appear.

7. **The “Needs Attention” Module:**
   - Shows a notification when a student submits an assignment that needs your attention for grading.
8. The “To Do” Module:
   - **What’s Past Due:**
     o Shows a notification to the students whenever an assignment is past due (Must have the Due Date set up in the assignment)
   - **What’s Due:**
     o Shows a notification to the students whenever an assignment is due within the week or by the due date. (Must have the Due Date set up in the assignment)

9. The Alerts Module:
   - **Past Due Alerts:**
     o Shows a notification when an assignment is past due. In order for this to work you will have to set up due dates on assignments.
   - **Early Warning System:**
     o Shows a notification when a student meets the criteria of the rule set within the Early Warning System.
   - **Activity Alerts:**
     o Shows when you have created “Last Access Rule” and the students meet the criteria of the rule set. See How to set up an Early Warning Rule section.

10. How do I set up an Early Warning Rule?
    - **Grade Rule**
      o **Control Panel** → Click on Evaluation → Click on **Early Warning System** → Mouse over **Create Rule** → Click on **Grade Rule** → Type in the name of the rule → Select the **Rule Criteria** → Click on **Submit**
      o Be sure to refresh the rule the first time you create it. You have the choice to notify the student after the rule has been activated
      o For more information, see Early Warning System in this handout. There are also rules for Past Due (you will need to set criteria) and Last Access to the course (you will need to select a number of days since last access).

11. How do I arrange the modules?
    - Drag and drop the module. You must have the latest version of Java installed.

12. How do I Create an Assignment?
    - Click on a **content area** → Mouse over **Create Assessment** → click **Assignment** → Type in the name and instructions → Type in the **Points Possible** → Select a **Rubric** if you have one → Select the **Number of Attempts** → Choose the assignment options → Click **Submit**

13. How do I Change the Theme of the modules?
    - While on the Home page click on “Personalize Page” → Select your theme → Click **Submit** (Within the course, select **Customize Page**).

14. How to Provide Guest Access to your course?
    - It is a two way process. First, you need to enable your course for guest users from **Customization** → **Guest and Observer Access** → click **Yes** for Allow Guests → click **Submit** button. Second, these steps are for the GUEST; you do not need to create a guest account! Advise the guest to create a **Visitor** account in CUNY Portal by going to CUNY website at www.cuny.edu → **LOG-IN** → **CUNY PORTAL** → Register for a New Account → **Visitor**. Once done with creating the account, logon to CUNY Portal and click on Blackboard → click on Preview as Guest; it will take the guest inside the Blackboard → search for a course in Course Search box.