New York City College of Technology

Blackboard Handout for Faculty

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NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, 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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<th>Department</th>
<th>Contact Person</th>
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<td>School of Arts &amp; Science</td>
<td>Denise Martin</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:dmartin@citytech.cuny.edu">dmartin@citytech.cuny.edu</a></td>
</tr>
<tr>
<td></td>
<td>Phone: 718-260-5008</td>
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<tr>
<td>School of Professional Studies</td>
<td>Contact Department Chair</td>
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<td>School of Technology and Design</td>
<td>Hope Reiser</td>
</tr>
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<td></td>
<td>Email: <a href="mailto:hreiser@citytech.cuny.edu">hreiser@citytech.cuny.edu</a></td>
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<td>Phone: 718-260-5526</td>
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How do I logon to Blackboard?

You may bookmark this URL.
Global Navigation menu:
The new Notification area combines notices, alerts, messages, and other items from all of your courses in one place. Now you can find alerts in one place and even respond to discussion board posts from all your courses from the same area. Click on the arrow next to your name in the upper right-hand corner to get to Notification area. You can easily access another course through the Notification area instead of going back out to the Home page.

- To log off Blackboard click on the power button in the upper right-hand corner.
- Bb Home - displays recent notifications, such as items that are due and announcements.
- Posts - shows new posts from areas such as discussion board, blogs and wikis.
- Updates - shows courses that have updates, such as items that needs grading, new assignments, announcements, and tests that have been completed by students.
- My Grades - for students, shows students their grades.
- Retention Center - shows how many students are at risk for such things as lack of course participation (for example, shows last access by a student to the course.) You can send out a notification to student to log into the course and participate.
- Calendar - shows anything that is due shortly. You must set a due date for events to appear in the Calendar.

Edit options, chevrons and handles are now hidden. You must mouse over to reveal options.

My Courses module (box) image shown below before mouse over:

My Courses module image after mouse over:
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.
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:**

<table>
<thead>
<tr>
<th>Faculty Blackboard Test Course for Winter 2014</th>
<th>Announcement</th>
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<td>Home Page</td>
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<tr>
<td>Information</td>
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<tr>
<td>Content</td>
<td></td>
</tr>
<tr>
<td>Discussions</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td></td>
</tr>
<tr>
<td>Tools</td>
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<tr>
<td>Help</td>
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- **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.

Content Collection: 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.

Achievements: It is an indicator of an accomplishment, skill, competency, or interest students complete and achieve.

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
NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial
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.

**How do I create an Announcement?**

A) Click on Announcements, then on Create Announcement.
B) Click **Create Announcement**

![Create Announcement](image)

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.

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Note that Announcements can be created from Control Panel area too.

**Content Text Editor:**
Several new features have been included in the Text Editor Tool bar, such as Record from Webcam, Mashup, enhanced Math Editors, multi-language spell check, Emoticons, etc. When using Math Editor, click on LaTex for support.
How do I access Student Preview?

Blackboard’s Student Preview gives the instructor the chance to see exactly what students see in a course. In Student Preview, the instructor can get into a course as a regular student, interact with a course, i.e. take a test, participate in the Discussion Board, submit assignments, etc. When the instructor exits Student Preview, the instructor can save the student data as a test student or not save the data if you are just viewing. This feature gives the instructor student access in a course without Blackboard Admin’s involvement, yet gets all the dummy user’s advantages. Until this feature, the instructor had to rely on Blackboard Admin to add a dummy user into the course.

Click on a course from Blackboard Home page.

Click on Student Preview icon located on the upper right hand corner next to Edit Mode.

An orange color Student Preview mode indicator bar will appear across the top of the screen.

A dummy user account is added to the course and will appear in Users and Groups and in Grade Center when an instructor enters the Student Preview mode. This user can also interact with other students in the course.
All course activities are saved and can be viewed as long as the course is active; however, the instructor has option to delete the preview user and all data at Exit Preview.

The Exit Student Preview prompt can be disabled from the Settings button by checking *Do not ask me*...
If *Keep the preview user and all data* are selected, there will be a green dot in the Student Preview icon.

**How do I upload a document?**

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_filesAttach_course_file_to_content_item.htm

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 in the text box.
E) Click Browse Content Collection
F) Click Upload Multiple Files under Upload.
G) Either click **Browse** or drag and drop files or folder you want to upload.  
H) Click to **Submit**.

I) Select the files or folders you want to upload.  
J) Click **Submit**.

*Note: 25 MB is the file size limit for a single file.*

Watch video at  

**How do I create a Web Link (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 **Web Link**.
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**.

**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
NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial 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.
How do I create an Assignment?
A) From a content area, hover over Assessments tab and select Assignment.
B) In the **Create Assignment** page, enter the info required under **Assignment Information**. If there is an attachment associated with this assignment, attach it under **Assignment Files**. If you wish to put a due date for this assignment enter that under **Due Dates**.

C) Under **Grading** type in Points Possible.
D) Click **Submission Details** to expand it. Change optional Assignment Type and Number of Attempts if necessary. Expend **Grading Option** and **Display of Grades** as well if desired.

E) Chose optional assignment availability and **Track Number of Views**.

F) Click **Submit** to complete the process.

**How do I create a SafeAssign?**

SafeAssign is now integrated with Blackboard Assignments. A SafeAssign assignment is created directly under Assignments instead of a separate button.

A) From a content area, hover over **Assessments** tab and select **Assignment**.
B) In the **Create Assignment** page, enter the info required under **Assignment Information**. If there is an attachment associated with this assignment, attach it under **Assignment Files**. If you wish to put a due date for this assignment enter that under **Due Dates**.

C) Under **Grading** type in **Points Possible**. Click **Submission Details** to expand it.
D) With Submission Details expanded, select **Check submissions for plagiarism using SafeAssign**. If you want student to be able to see the SafeAssign report, select **Allow students to view SafeAssign originality report for their attempts**. If this is a draft assignment select **Exclude submissions from the Institutional and Global References Database**.

E) Expand **Grade Options** and **Display of Grades**, fill in any info pertaining to your SafeAssign assignment.
F) Chose optional assignment availability and Track Number of Views and hit Submit button.

How do I see a student's submission?
A) Click on Course Tools, select SafeAssign and click SafeAssign Items.
Click on the name of the assignment located under **Item Name**.

Another way of viewing the submission through Grade Center. Please see **Inline Grading** section.

To download all students’ submissions:

A) Click on **Course Tools**, select **SafeAssign** and click **SafeAssign Items**.

B) Click on the name of the assignment located under **Item Name**.
C) Click on **Download All Submissions** to download.

To view the report click on the icon under SA Report of the student you wish to see. Reading the SafeAssign report. The citations are highlighted in different colors. You can uncheck a citation and resubmit the document.

D) To resubmit the document, click on **Select Sources & Resubmit**.

E) Uncheck the citations you want to remove from the report and click **Resubmit**.
How do I create a Campus Pack Blog?
A) Click a Content Area
B) Go to Tools, 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.
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.

How do I create a Campus Pack Wiki?

A) Click a Content Area.

B) Go to Tools, then select Campus Pack Wiki.
C) Give a Title and optional Description, and set options as needed.
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.
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.

How do I create a Discussion Board forum?
You need to hover over the post/thread to get Search or Refresh options. Also, the Unread Posts are now highlighted. There is a new option that instructors can select: students must create a thread in order to view other threads in the forum. If you select this option, students must post their own answer and thoughts to the discussion board before they can read what other students wrote before them.
A) Click on Discussion Board.
How do I create a group?
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 Groups.
B) Point to Create and select Manual Enroll under Single Group.
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 clicking users from the **Add Users** pop-up window.
G) Click **Submit** to complete the process.

**Tools:** It is a very important area where an instructor can go to communicate with students and perform many things with few clicks.

**How do I create a Contacts (Staff Information)?**

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.
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.

How do I create a Task?

A) Click on Tools and then on Tasks (select more tasks link)

B) Click Create Course Task

C) Type the Task Name and Description.
D) Select a Due Date and Priority.
E) Click Submit.

How do I create a Calendar event?
A) Click on Tools, then click on Calendar (then select more calendar events link)
B) Click Create Course Event.
C) Type in the Event Name and Description.
D) Select Event Date and Time.
E) Click Save.
**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**.
What is an Achievement?
Blackboard Achievement, found under Course Tools, is an indicator of an accomplishment, skill, competency, or interest students complete and achieve. Create achievements for course completion.

Evaluation: It provides the tools an instructor needs to view and get data of the course.

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 start and end dates as needed.
D) Click on Submit to open report.
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.

What is a Retention Center?
Retention Center shows the instructors which students are at risk. It is the upgraded version of the previous Early Warning System. From Control Panel, click Evaluation then select retention Center. The retention center will show a chart of the students at risk and the problem areas.
Click on an area to see more information

Alternatively, Retention Center can be viewed from the Blackboard Home page.

**How to create a Retention Center Rule?**

A) Click on **Evaluation** to expand the menu and select **Retention Center**.

B) Click on **Customize** located on the right hand side.

C) Hover mouse over **Create Rule** then select the type of the rule you want to create. For this demo click on **Grade Rule**.

D) Under **Rule Information**, enter a name for the rule and click Yes to **Include in Risk Table**.
D) Under Rule Criteria, select a grade item either final grade or a specific item; and define the grade criteria to specify a threshold or use an average. Once done, hit **Submit** button.

**How can I use Inline Grading?**

Comments can be added to the student’s documents without having to download the document, and students will see all the comments in a PDF. Students can upload their assignments as Microsoft Word, PDFs and PowerPoint Presentation files.

**A)** From Full Grade Center, locate the assignment and click a student’s Attempt.

To add text and comments, click on the Comment button. There are 3 comment tools: Point, Area and Text. Click on Comment then select one of the three.

Point – click to place the pointer, then type in the comment.

Area – drag the mouse over an area to create a box, then type in the comment.
To download the original, click on the download button next to the document name on the right-hand side under Submission.

Draw tool – Click on the Draw icon, select a color and start drawing. Click complete when done with drawing.

Text tool – Click on text, select a color and font size, then click on an area and type in text

Strikeout tool – Click on Strikeout, then drag the mouse over the words to strikeout on the document

Highlight tool – Click on Highlight, select a color then drag the mouse over the words to highlight them on the document.

Deleting an annotation:
To delete a comment, hover over the comment, and click Delete and confirm.
To delete drawings, text, strikeouts and highlights, right click on it, click Remove and confirm.

C) After all grading is done on the document, enter a grade on the right-hand side, click Submit to save.

Customization: It is one of the most important but least visited areas of Blackboard. This is the place an instructor needs to visit to make a course available to students.

How do I make my 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.

How do I change my course name?
A) Click on Customization, then click Properties.
B) Change the Course Name.
C) Click on Submit.

How do I add a Course Banner?
A) Click on Customization then select Teaching Style.
B) Click on Browse My Computer to locate a banner
C) Click Submit button after selecting your image.

Packages and Utilities: It is a very useful area that includes many tools to save time for the instructors.

How do I copy my 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.
NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial

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.

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**What is Date Management?**

This tool changes dates of any item that is date restricted or has a due date in it. Use it for Course Copy.

Click Course Tools from the Course Control Panel then click Date Management.
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Select List All Dates for Review and click Start. If you do not see Select Date Adjustment Option, click Run Date Management Again button.

Click Next when date management progress is done.

Any item that has a date restriction or due date will be listed

To edit the dates, click on the Edit Dates button next to the item. Edit the date(s) and click on green check mark (Submit button) to save.

After changes have been made, you will see the new dates and under the name it will say Updated.
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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 Package.

C) If needed, click Calculate Size to check the file size of the course. Select the Course Materials to export.

D) Click on Submit.

Note: 25 MB is the file size limit for a single file.

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 Course.

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. A notice will appear on the screen saying “This action has been..”

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.
How do I add a Module to my Homepage?

A) While on the homepage click “Add Course Module”→

B) Click on “+Add” under the Module that you would like to add.
C) Click OK to submit.

What’s in my Modules?

A) The My Announcements”: All announcements from the past seven days will here.
B) The “My Task”: All upcoming task will appear here.
C) The “What’s New” Module: Every time you post an announcement, assignment, etc. within a content area a notification will appear.
D) The “Needs Attention” Module: Shows a notification when a student submits an assignment that needs your attention for grading.
E) 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)

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

How do I change the Theme of the modules?
A) While on the Home page click on “Personalize Page”.
B) Select your theme
C) Click Submit (Within the course, select Customize Page).

How do I provide Guest Access to my course?
A) It is a two way process. First, you need to enable your course for guest users from Customization.
B) 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.
Blackboard Collaborate:
Automatically each course has a course room already created, as well as a room for the course instructor. The course and instructor's rooms by default are available as long as the course is available. Students will enter as participants, instructors will enter as moderators. To change the settings, click Edit Room. To invite outside guests, click Allow Guests. You will send Guests an emails with the link to the room.

A new session can be created by clicking on Create Session. Defaults can be preset for these sessions by clicking on Set Defaults before creating the rooms. Visit the CUNY website at http://cuny.edu/about/administration/offices/CIS/functions/bb/userguides/faculty.html for additional help, or email itec@citytech.cuny.edu.