

Blackboard 9 Overview

By Terence Peak

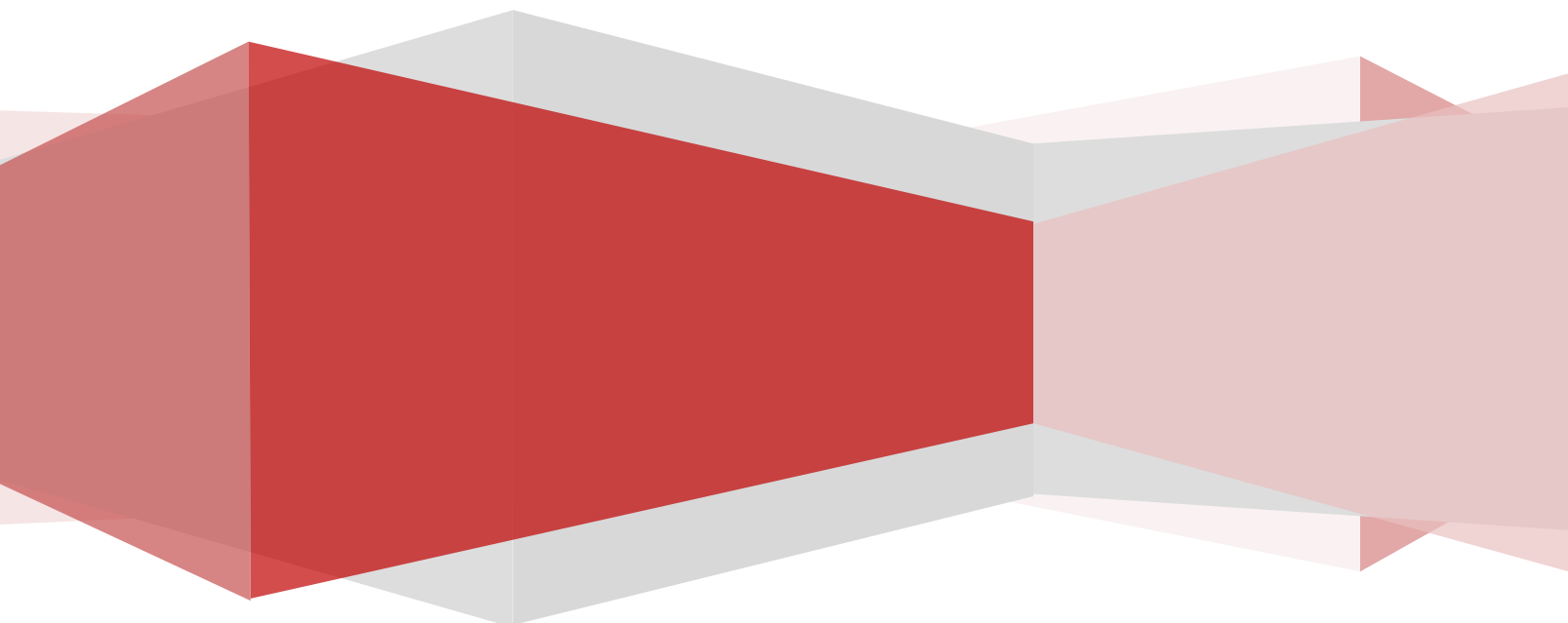


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Login

Have an account?

Please enter your credentials and click the Login button below.

3	Username:	Afacmem
4	Password:
5	Login	

1. Click the **Blackboard** link (<http://blackboard.uiwtx.edu/>) on the UIW Homepage.
2. The Blackboard Login page opens.
3. Type your **Username**. Your username is the name that precedes “@uiwtx.edu” in your email address. The username is case sensitive
4. Type your Password in the space provided. The first time you login to Blackboard, your password is your **PIDM** number.
5. Click **Login**.
6. If you make a mistake, repeat steps 3 and 4. If you cannot log in, contact the *System Administrator, Kenneth Rogers at 832-2197.*

The Blackboard Homepage

Once you have logged in to Blackboard, the Blackboard Homepage opens. There are four parts to the homepage: **Quick Reference Menus**, **Notifications Dashboard**, and **Tools**.

Quick Reference Menus

Quick Reference Menus include a **Course List**, student **Report Card**, a link to **iTunes U**, **Announcements**, and more.

The screenshot shows the Blackboard homepage for the University of the Incarnate Word. The top navigation bar includes 'My UIW', 'Courses', 'Organizations', 'UIW Web', and 'SkillPort'. The right side has links for 'Cardinal Mail', 'TSS', 'Banner', 'Library', 'Rave Alert', and 'Plug-Ins'. The main content area is divided into several sections:

- Tools**: A sidebar on the left with links to 'Announcements', 'Calendar', 'Tasks', 'View Grade', 'UIW Email', 'User Directory', 'Address Book', 'Personal Information', and 'Blackboard Support'.
- Notifications Dashboard**: A central section with 'No Institution Announcements have been posted in the last 7 days.' and 'No course announcements have been posted in the last 7 days.' It also includes 'Campus Events' with links to 'Ping Pong Tournament', 'Cardinal Overnighter', and 'Deadline for Submissions to Quirk'.
- My Calendar**: A section stating 'No calendar events have been posted for the next 7 days.'
- iTunes U**: A link to 'Click here to go to iTunes U.'
- My Organizations**: A section stating 'You are not currently participating in any organizations.'
- Course List**: A section on the right showing 'Courses you are teaching' (Bb9 Training Course) and 'Courses in which you are enrolled' (Restore-NURS4551.70043.200970).
- Report Card**: A section at the bottom right showing a table with 'Course' and 'Grade' columns.

Annotations with arrows point to the 'Tabs' (top navigation bar), 'Notifications Dashboard', 'Tools', 'Quick Reference Menus' (bottom section), and 'Course List'.

Tabs

Across the top of the window is a string of tabs that access different areas of Blackboard. Click on each tab as you read the explanation.

My UIW	Link to the Blackboard homepage.
Courses	Links to Blackboard courses.
Organizations	Link to all Blackboard organizations.
UIW Web-	The UIW Homepage opens within Blackboard.

Notifications Dashboard

The **Notifications Dashboard** displays links to course items or course information that have been created, revised, or have impending due dates.

To-Do list	Content items created as an assignment content type can be assigned a due date. The item will appear on the To Do list with information as to when it is due (i.e. today, tomorrow, this week, in the future, or past due).
Needs Attention	Items that have been submitted by users and require review or grading.
What's New	Items added, updated, submitted, or changed by a user.

Tools

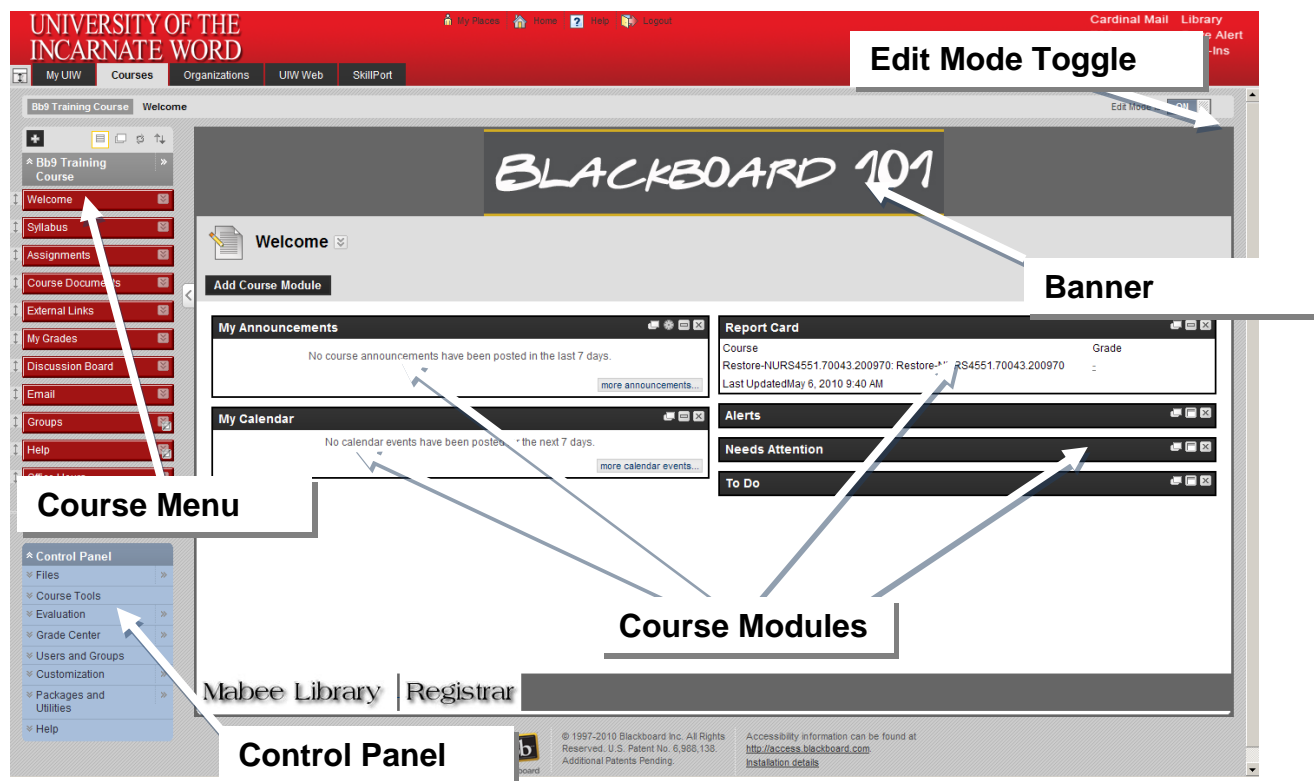
The box labeled **Tools** contains useful links to some helpful Blackboard assets.

Announcements	Messages regarding courses and organizations, as well and bulletins from the Blackboard Administrator.
Calendar:	The Blackboard calendar is separate from your Cardinal Mail calendar.
Tasks	This is a "To Do list" set up in conjunction with the calendar.
View Grades	Student access to their grades in all courses.
UIW Email	Link to Cardinal Mail.
User Directory	Directory of registered Blackboard users.
Address Book	The address book is set up by the user.
Personal Information	Access point to update personal information.
User Manual	Systematic guide for Blackboard users.
Rave Alert	Register for approved UIW emergency communications, course announcements and other important course information via text message and email Messaging charges apply depending upon your wireless carrier plan.
Blackboard Sync	Synchronizes Blackboard with your iPhone.

The Course Entry Page

The **Course Entry Page** is the welcome mat for the course, by warehousing course content. From the Course Entry Page, the instructor can use the **Edit Mode** to toggle between the Edit View and Student View, access and edit the **Course Menu**, **Control Panel**, **Course Modules** and **Banner**, as well as navigate the course using the **Breadcrumb Links**. Students may also

access course content using the same tools. Students do not have a Control Panel or an Edit option.



Edit Mode

The **Edit Mode** allows the instructor to change their view of the content on screen.

Edit Mode: <input type="checkbox"/> OFF	OFF shows the Student View of the course.	Edit Mode: <input checked="" type="checkbox"/> ON	ON shows the Edit View . Instructors may edit the course.
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Control Panel

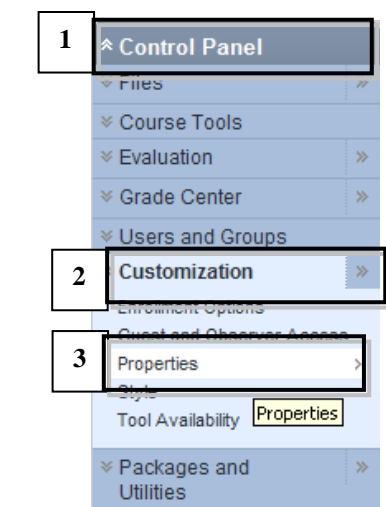
Course Management is administered through the **Control Panel**, located below the menu bar:


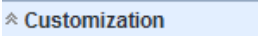
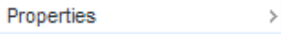
Control Panel Files Course Tools Evaluation Grade Center Users and Groups Customization Packages and Utilities Help	Files Blackboard File Storage. This feature allows instructors to upload, download store and manage folders or documents into one central location in their course.
	Course Tools Announcements, Email, and Discussion Boards that can be added to a course.
	Course Links Links to course tools and content within a course.
	Evaluation Tools for creating tests, recording grades, and tracking performance.
	Users and Groups Options to create and administer (enroll, edit or remove) course users and groups.

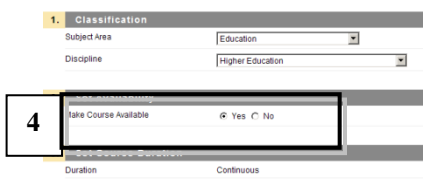
	Customization	Change the properties of the course such as, availability, Guest/Observer status, tool availability, and appearance.
	Packages and Utilities	Options to import, export, copy, and archive the course.
	Help	Support and online documentation



Make Course Available

Once the course is made available, the course will appear on the student's course list



1. Open your course. On the **Control Panel**,  locate Customization.
2. Click **Customization**  to expand the Customization menu.
3. Click **Properties**. 



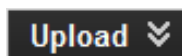
4. The Properties page opens. Locate *Option 2, Set Availability*, and click **Yes** .
5. Click **Submit**. 

Blackboard File Manager

The Blackboard File Manager feature allows instructors to upload, download store and manage folders or documents into one central location within their Blackboard course. Documents (i.e. PowerPoint sideshows, Word documents, or Multimedia files) can be uploaded to a Blackboard course with a single upload, instead of uploading documents one document at a time.

The instructor will choose the Browse from Course option in the Content Area, to upload content. All files added to the course can be copied to another course using the course copy feature in Blackboard. These files may also be archived for use in future courses.

Open the Course Homepage and locate the Control Panel. Click the Action Button to open the Files Page. The Files page opens with a series of buttons.



Upload: Allows the instructor to upload a single document, a folder containing multiple files, or upload a pre-packaged set of documents prepared for Blackboard by a textbook company.

Create HTML Object

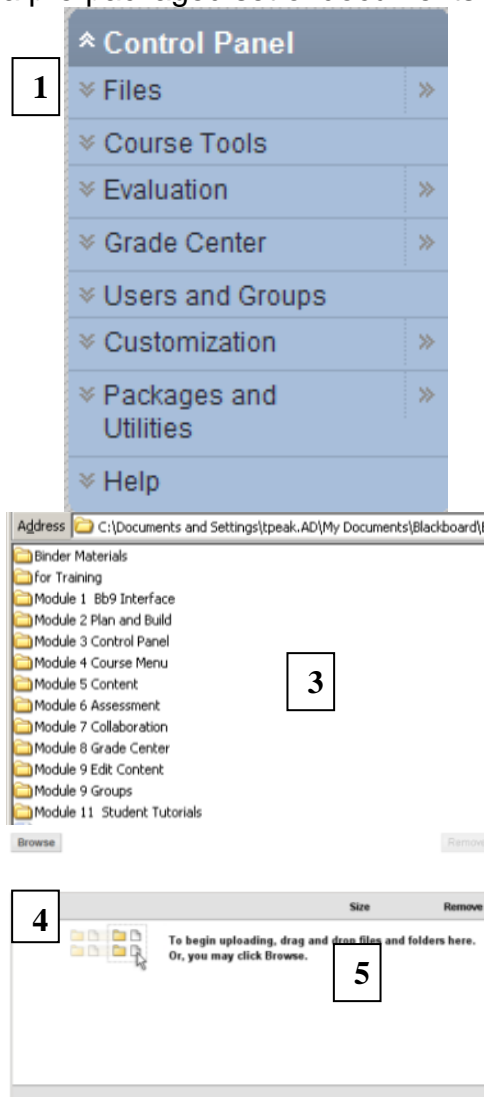
Create Folder

Create an HTML Object: Allows the instructor to create a Reusable document with text and multimedia content in HTML format that is then stored in the File Manager. This document may be uploaded to any Content Area. The student can open and read the information in the same manner as course content. This option works best for any items that are not time or date sensitive, but are reused frequently.

Create Folder: The instructor can create a folder to house a single document, a folder or HTML Objects, or a pre-packaged set of documents.

Upload Files

The instructor can upload a single document, a folder containing multiple files, or upload a pre-packaged set of documents prepared for Blackboard by a textbook company.



1. Open the course homepage and locate the Control Panel, and click the **Action Button** to open **Files**.

2. Click **Upload** and choose **Upload Files**.

3. On your computer, open the file or folder that contains the items that will be uploaded.

4. The **Upload Multiple Files and Folders** page opens.

5. Click and Drag the files into the area marked **"To begin uploading. drag and Drop files and folders here"**

6. When all of the folders have loaded, click **Submit.**
7. To remove files click **Remove All.**
8. Alternatively, Click **Browse** to locate and download files or folders.
9. It will take a few minutes upload large files.
10. Click **Submit** again, and you will be returned to the **Files:** page.






Announcements

Post an Announcement

1. In the upper right corner, turn the **Edit Mode ON.**
2. On the Welcome Page, click **More Announcements** to open the Announcements Page.

3. Click **Create Announcement.**

4. The **Create Announcement** page opens. Type a **Subject**. Note the **Asterisk (*)** *You are required to fill out this field.*
5. Type the message in the **Message** window.

6. **Options** Choose an announcement type by clicking the button  for
 - **Permanent** – Announcement will always be displayed.
 - **Date restricted** – Announcements can be given **Display After** and **Display Until** dates to determine when the announcement will be available to Students. Click the **checkbox**,  and click the **clock**  and **calendar**  icons to set date and time.
7. Users are automatically notified by email when an announcement is submitted. Check the **Override box**  if you **DO NOT** want the announcement emailed.

3. Course Link


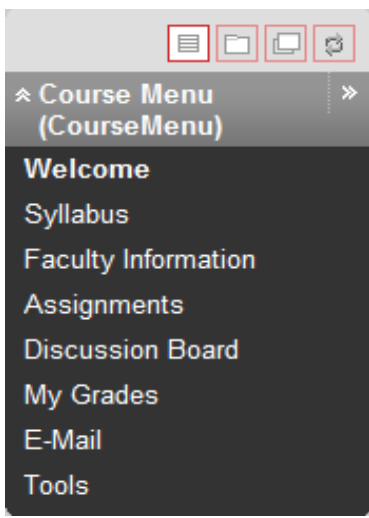
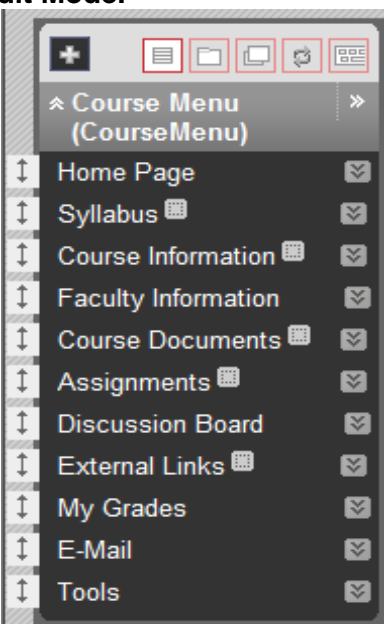
Click **Browse** to choose an item.

8 Location

8. The **Course Link** will allow you to link the announcement to a specific content area of the course, such as an assessment or the syllabus.
 - Click **Browse**.
 - Select the **Course Link**, and the link will appear in the **Location** window.
9. Click **Submit** to complete the announcement.

The Course Menu

Turning the Edit Mode ON or OFF changes the instructor's view of the Course Menu. In the **OFF** position, the instructor sees the **Student View**, in the **ON** position, the instructor sees the **Edit View**. The Edit View allows the instructor to change menu content. Notice that the Edit View contains more content links than the Student View. This is because the links are pointed at empty folders, which are not visible in the Student View.

Student View	Edit View
<p>Click the List View Icon  to see the menu as a list.</p> 	<p>The Course Menu is edited through the use of the Edit Mode.</p> 

Course Menu Links

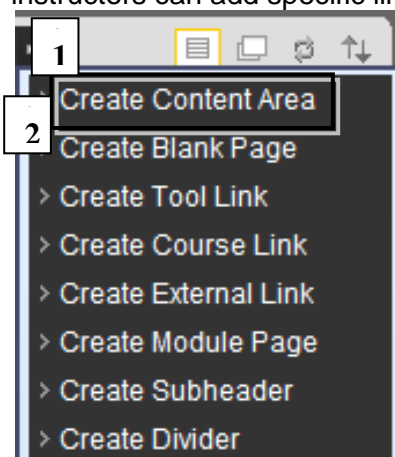
Assignments, quizzes, tests, syllabi, and course documents are called course content. These content items are accessed in by clicking the **Content Links** on the **Course Menu**. These links allow for course navigation. Instructors may add, delete, rename or reorder links. By default, the course menu will contain the following links:

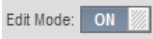

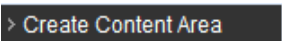
Homepage	AKA called the Course Entry Page.
Syllabus	It is possible to post the syllabus in a downloadable format such as Microsoft Word.
Course Information	Information about the course such as a course outline.
Faculty Information	Student access to contact information of instructors. This information is generated through Personal Information in the Tools section of the Blackboard homepage.
Course Documents	Documents such as PowerPoint presentations that the student is expected to download and review.
Assignments	Any gradable or non-gradable course content that is used to assess a student's knowledge.
Discussion Board	The Discussion Boards are a tool for collaborative learning. Users participate in class discussions asynchronously.
External Links	External links are links to websites outside of Blackboard that you would like your students to visit.
My Grades	Link to an individual student's course grades – aka the Report Card .
Email	Email to anyone enrolled in the .course via Cardinal Mail.
Tools	Links to Blackboard assets including Email, Rave, and iTunes U.

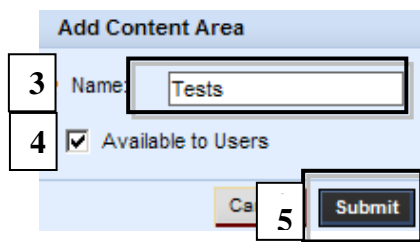
Edit the Course Menu

Create a Content Area

Use **Content Areas** to organize course materials. There are several Content Area Links including Assignments, Course Documents, and Syllabus already on the menu. However, instructors can add specific links to suit their needs, such as Tests.



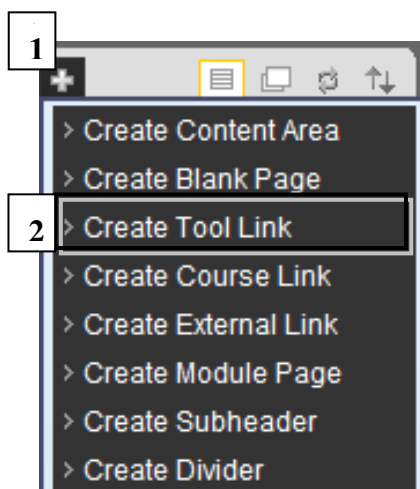
1. With the **Edit Mode ON**,  click the **Create Button**  on the Course Menu.
2. Click **Create Content Area**. 



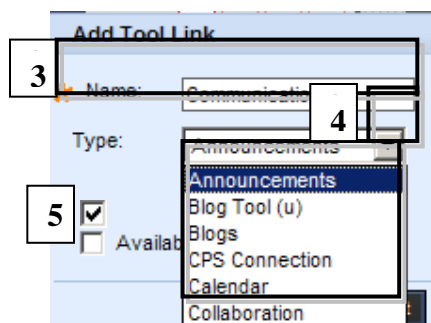
3. The **Add Content Area Window** opens. Name the **Content Area**.
4. Click the **Available to Users checkbox**. ☐ The content will appear on the content menu. This box can be left unchecked until the Content Area is ready for activation. For example, an instructor can create a Content Area for Tests, and make it available on the day the test is administered.
5. Click **Submit**.

Create a Tool Link

Tool Links allow communication, interaction, and collaboration between users. Tools include Announcements, Discussion Boards, Chat, Calendars, and Tasks. Any tool can be accessed from the Course Menu, once a link to the course tool is created in the Course Menu.



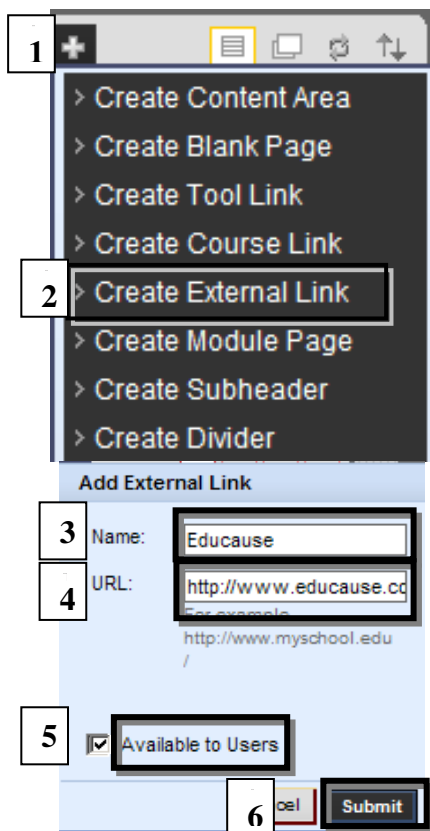
1. With the **Edit Mode ON**, click the **Create Button** on the Course Menu.
2. Click **Create Tool Link**.



3. The Add Tool Link Window opens. **Name the Tool Link**.
4. Click the **dropdown menu** and choose a **Tool Link**.
5. Click the **Available to Users checkbox**. ☒.
6. Click **Submit**.

Create an External Link

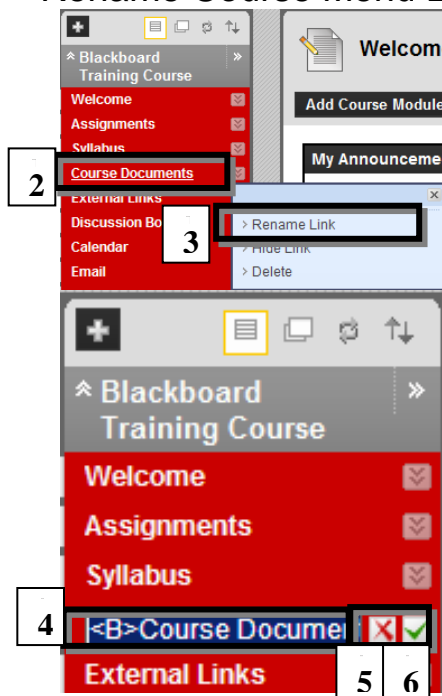
External Links access internet links directly from the course menu. The link can open within the Blackboard page, or in a new window.



1. With the **Edit Mode ON**, click the **Create Button** on the Course Menu.
2. Click **Create External Link**.
3. The **Add External Link Window** opens. Name the **External Link**.
4. Type the **URL**. You **MUST** include **http://** in the URL.
5. Click the **Available to Users checkbox**.
6. Click **Submit**.

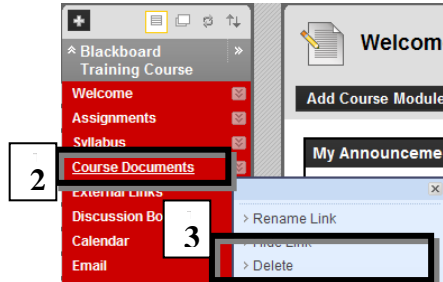
Edit Menu Links

Rename Course Menu Links



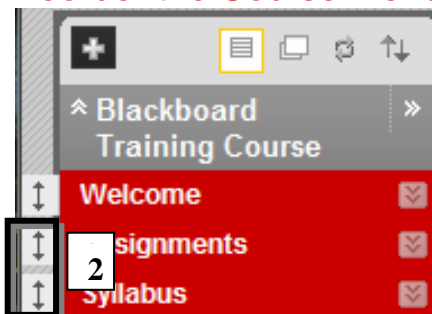
1. Turn the **Edit Mode ON**.
2. Choose a link, and click the **Action Button** to show the **Edit Menu**.
3. Choose **Rename Link**.
4. The **link name** is highlighted in blue. Overtyping to change the link name.
 - Type **** before the link name for **Bold** text
 - Type **<I>** before the link name for *Italic* text
5. Click the **green checkmark** to save.
6. Click the **red X** to cancel.

Delete Course Menu Links



1. Turn the **Edit Mode ON**.
2. Choose a link, and click the **Action Button** to show the **Edit Menu**.
3. Choose **Delete**.
4. The link will be deleted. *Delete only if you want to permanently remove the link.*

Reorder the Course Menu



1. Turn the Edit Mode **ON**.
2. Choose a Course Menu item by clicking the **Drag and Drop icon**.
3. Drag the item to the desired location, and release.

Blackboard Software Requirements

Browser and Operating System Requirements

Browser	Operating System			
	Windows XP	Windows Vista	Windows 7	OS X 10.5, 10.6
Microsoft Internet Explorer	7.0 and 8.0	7.0 and 8.0	7.0 and 8.0	N/A
Mozilla Firefox	3.x	3.x	3.x	3.x
Apple Safari	N/A	N/A	N/A	3.x and above

Required Software (Click link to download)

- [Latest version of Java](#)
- [Adobe Flash Player](#)
- [Adobe Shockwave Player](#)
- [Adobe Media Player](#)
- [Adobe Acrobat Reader](#)
- [Windows Media Player 11](#)
- [Apple Quicktime Media Player](#)
- [Apple iTunes Media Player](#)
- [Real Player](#)

Tips and Tricks

- Turn off ALL Popup Blockers, including those in toolbars, before using Blackboard.
- Periodically Delete Browser Cache
- Enable Cookies
- Enable Java Script

Periodically Delete Browser Cache

Internet Explorer 7 & 8:	1. Click Tools .
	2. Click Delete Browsing History .
	3. Click Delete all .
Safari	1. From the Safari menu, select Empty Cache .

Enable Cookies

Internet Explorer 7 & 8:	1. Open Netscape .
	2. Click Edit .
	3. Click Preferences .
	4. From Category, click Privacy & Security .
	5. Click Cookies .
	6. Click Enable all cookies .
	7. Click OK .
Safari	1. Click on the Safari -menu in Safari.
	2. Click on the Preferences .
	3. Click on the Security icon near the top of the window.
	4. Under Accept Cookies select Always or Only from sites .
	5. Save changes by clicking OK .

Enable Java Script

Internet Explorer	1. Open Internet Explorer .
	2. Click Tools .
	3. Select Internet options .
	4. Select Security tab.
	5. Click Custom level button.
	6. Scroll down and enable all 3 Scripting options.
	7. Click OK .
	8. Close down Internet Explorer to save changes.
Safari	1. Click Edit .
	2. Select Preferences .
	3. Select Web Content under Web Browser section.
	4. Click next to Enable Scripting and click OK .
