

Blackboard 9.1**Blackboard Basics***Last Update August 14, 2013*











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Blackboard 9.1

Guide to Blackboard Icons

Last Update August 14, 2013

Assignment		<ul style="list-style-type: none"> • Can include explanatory text • Multiple attachments allowed • Can be set to allow single or multiple student submissions (attempts)
Content Folder		<ul style="list-style-type: none"> • A way of organizing content items including sub-folders • Can track number of views • Can set date and time restrictions
Discussion Board		<ul style="list-style-type: none"> • Forums organize discussions • Threads identify particular subjects and are followed by successive responses • Threads can be collected and printed
Empty Menu Link		<ul style="list-style-type: none"> • Identifies Menu Link which has no content (empty links are invisible to students)
File		<ul style="list-style-type: none"> • Explanatory text in title • Only 1 attachment allowed • Must manually set to open in new window
Grade Center		<ul style="list-style-type: none"> • A Grade Center column is automatically created when an assignment is created • Area where assignments can be downloaded
Hidden Menu Link		<ul style="list-style-type: none"> • Identifies Menu Link that is hidden from student view
Item		<ul style="list-style-type: none"> • Can be a file, image or text • Can include explanatory text • More than 1 attachment allowed • Automatically opens attachments in a new window
Needs Grading		<ul style="list-style-type: none"> • Grade Center icon that indicates a student has submitted an assignment
Web Link		<ul style="list-style-type: none"> • Main function is to link to web content (webpage or a video) • Can include explanatory text • Automatically opens is a new window • Can attach multiple files

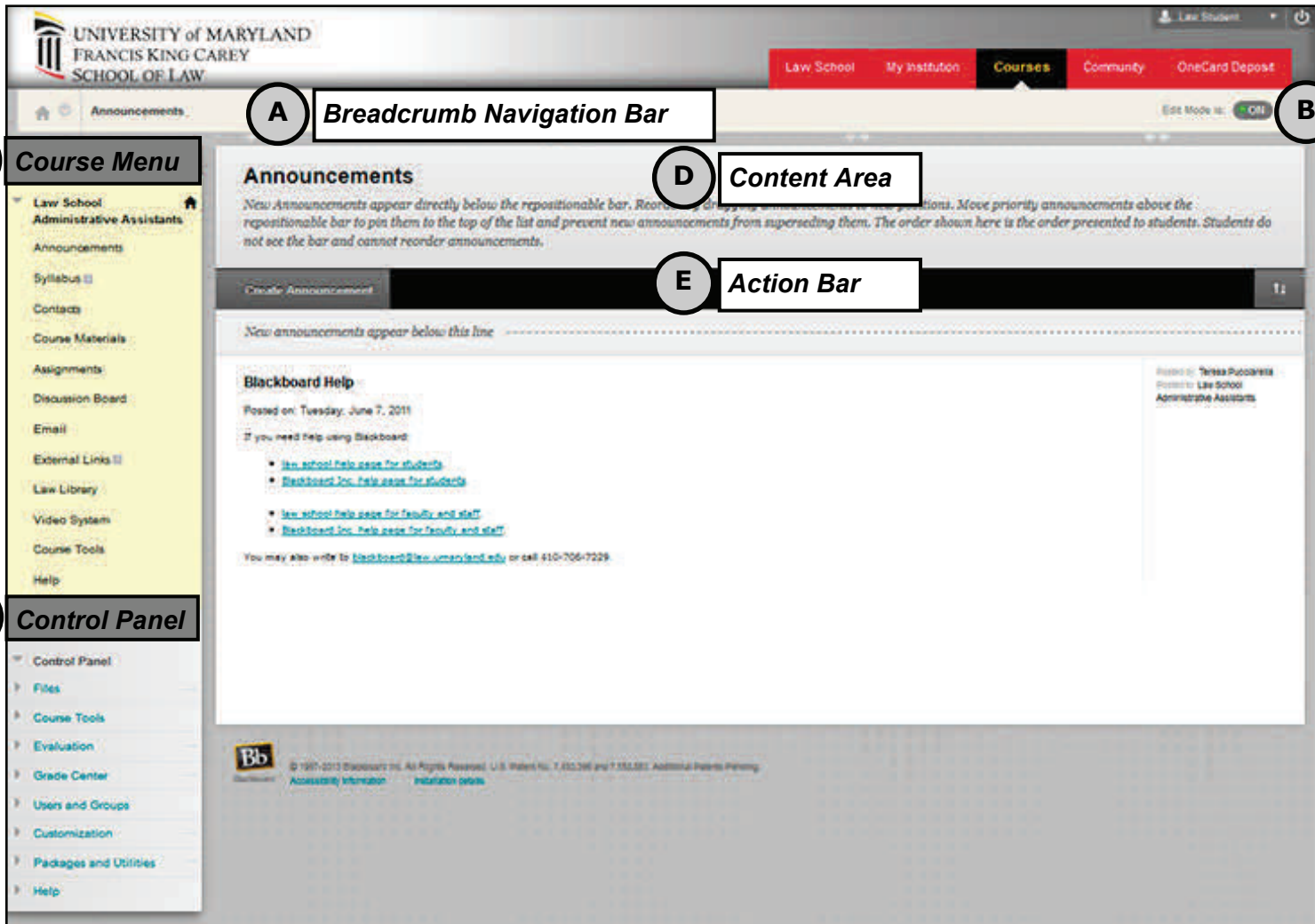
If you would like personal training at your desk please write to blackboard@law.umaryland.edu.

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Overview of the Course Entry Page

Last Update August 14, 2013

Course Layout



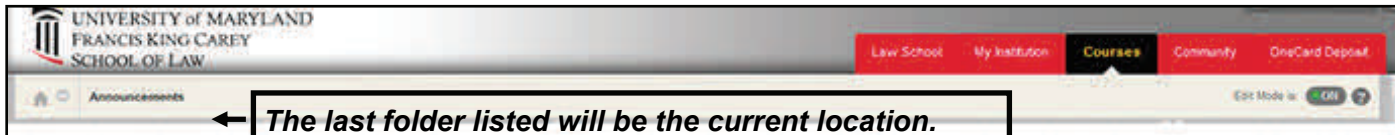
The screenshot displays the Blackboard Course Entry Page for the University of Maryland Francis King Carey School of Law. The page is annotated with callouts A through F:

- A Breadcrumb Navigation Bar:** Located at the top of the page, showing navigation links for Law School, My Institution, Courses, Community, and OneCard Deposit.
- B Edit Mode is On or Off:** A toggle switch labeled 'Edit Mode is On' is located in the top right corner.
- C Course Menu:** A vertical sidebar menu on the left side of the page, listing various course-related items such as Administrative Assistants, Announcements, Syllabus, and Course Materials.
- D Content Area:** The main area of the page, currently displaying an 'Announcements' section with a text-based announcement.
- E Action Bar:** A horizontal bar below the content area, containing a 'Create Announcement' button.
- F Control Panel:** A vertical sidebar menu at the bottom of the page, listing various system-wide options like Control Panel, Files, Course Tools, and Evaluation.

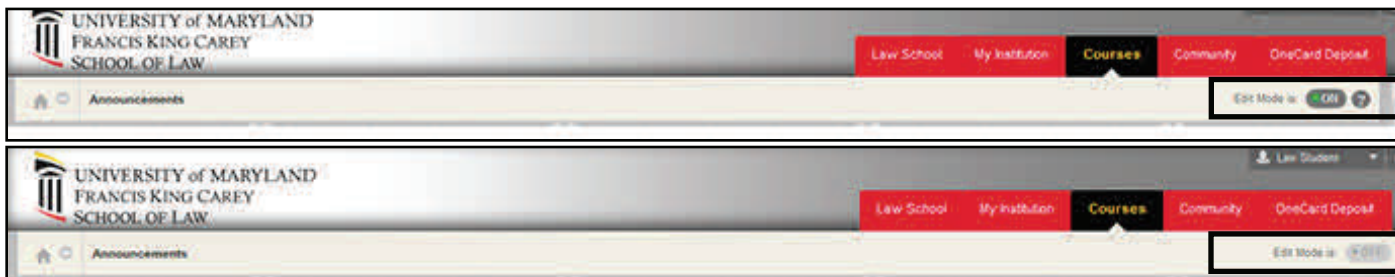
The main content area shows an announcement titled 'Announcements' with the following text: 'New Announcements appear directly below the repositionable bar. Reorder by clicking on the repositionable bar. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.'

Below the announcement is a 'Blackboard Help' section, posted on Tuesday, June 7, 2011, providing links to help pages for students and faculty/staff. The footer of the page includes the Blackboard logo and copyright information: '© 1997-2013 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,452,248 and 7,553,822. Additional Patents Pending. Accessibility Information Installation Details'.

A *Breadcrumb Navigation Bar*



B *Edit Mode is ON or OFF*



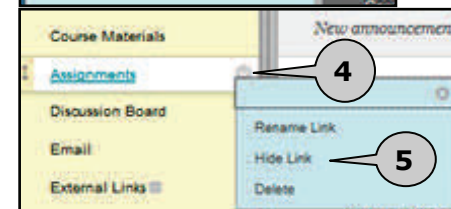
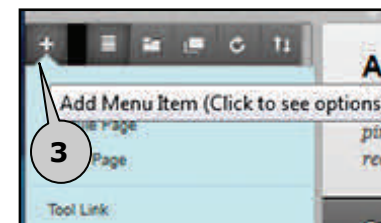
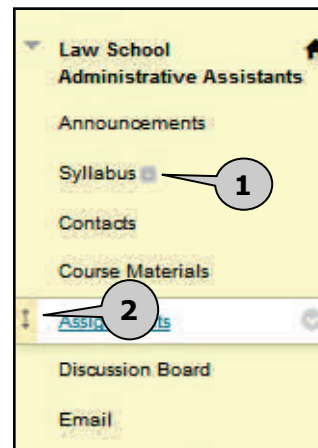
If you are unsure what students can and cannot see, you can change Edit mode to **OFF** and you will see the page the way the students see it.

NOTE: The Course Management Control Panel will be visible to you when the Edit Mode is OFF but never visible to your Students.

C *Course Menu*

The course menu is visible to anyone who has access to the class.

1. If there is a gray box next to a menu item, that Item is a Content Folder which is empty, and the link will be invisible to students.
2. When you hover your mouse over a menu link title you will see navigational arrows to the left of the title. You may rearrange menu items by dragging the arrows up or down.
3. You may add a new Menu Item by using the **+ button** above the course title. The available options will be listed. Select an option to name and add.
4. Clicking on a down-pointing arrow open a submenu. On the Course Menu you may Rename and Hide Menu Items.
5. **Do not Delete a Menu Item - Hide the Item.** If the Menu Item is a Content Folder and you delete the Menu Item, you'll also delete the Content Folder and all of its content.



D Content Area - Announcements - Create Announcement

When you enter a course the Default page will show any Course Announcements in the Content Area.

1. To create an Announcement click the **Create Announcement** action button.
2. **In Section 1**, you compose an announcement just as you would an e-mail, with a subject and message.
3. **In Section 2 you can:**
Make the announcement visible immediately, have the announcement visible on one date and disappear on another, or have the announcement appear and stay visible for the duration of the class.
4. You can also send a copy of the announcement via e-mail.
5. Click **Browse in Section 3** to:
Provide a Course Link to an area within the same course.
6. **In section 4**, click **Submit** to finish.

E Action Bar

The **Action Bar** is the row at the top of the Content Area and contains page-level actions such as **Build Content** and **Assessments**.

The functions on the action bar change depending on where you are in your course. The action bar can contain multiple rows of functions such as on the main Grade Center page.

F Course Management - Control Panel

The course **Control Panel** offers many tools. One of the most important is **Files**. When you upload a file to your course it is stored in **Files**. Course Files is a central file storage area for a single course.

You have probably noticed when you upload a file you have two choices on where to find the file;

Browse My Computer, Browse Course.

If you are looking for a file that you think you uploaded to a course you can use the search function in the **Files** section type a keyword or text string in the text box and click **Go**.

You may also select files or folders of files to compress into a ZIP package that you can save to your computer.

Some other valuable portions of the **Control Panel** are:

- **Evaluation -**
 - **Course Reports** - You can run an **Overall Summary of User Activity** report which will show how many times a course menu link has been clicked. If you want to see the activity of items or folders within a **Menu Folder** you must first turn tracking on for those files or folders.
 - **Performance Dashboard** - Allows you to see the last time a student logged into your course.
- **Grade Center - Full Grade Center -**
 - Will display in columns the assignments or surveys you have created.
- **Users and Groups -**
 - **Users** - You may add a participant to your course. If you have Instructor access you can add control the role of the person you add. Without Instructor access you can only add a user with the role of student.
 - You may list all currently enrolled students and support staff. This listing will **not** show students who have dropped the course.
 - **Groups** - You may create groups available to everyone of the course roster.
- **Customization - Properties**
 - When courses are created they are made available by default. You may change the availability to **No** to hide the course from your students during the build process.
 - You may change the name of your course if needed. This will **not** effect the nightly automatic enrollment process.

The screenshot shows the Blackboard Course Management interface. The 'Control Panel' section is expanded, showing a search box for files with the text 'cont.law.adassist' entered and a 'Go' button. Below this are links for 'Basic Search' and 'Advanced Search'. The 'Course Tools' section is also expanded, showing a list of tools: 'Evaluation', 'Grade Center', 'Users and Groups', and 'Customization'. Red boxes highlight the following items: 'Course Reports' under Evaluation; 'Performance Dashboard' under Evaluation; 'Full Grade Center' under Grade Center; 'Groups' under Users and Groups; and 'Properties' under Customization.

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Working with Folders

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Create a Folder

You may add a folder to any Content Area. Content Folders and sub-folders can be used to set up a hierarchy of related material based on theme, such as placing all media clips in one folder. Or by schedule, for example placing all items for "week 1" together. Using folders to organize content items can make materials easier to find and reduce the length of a Content Area page.

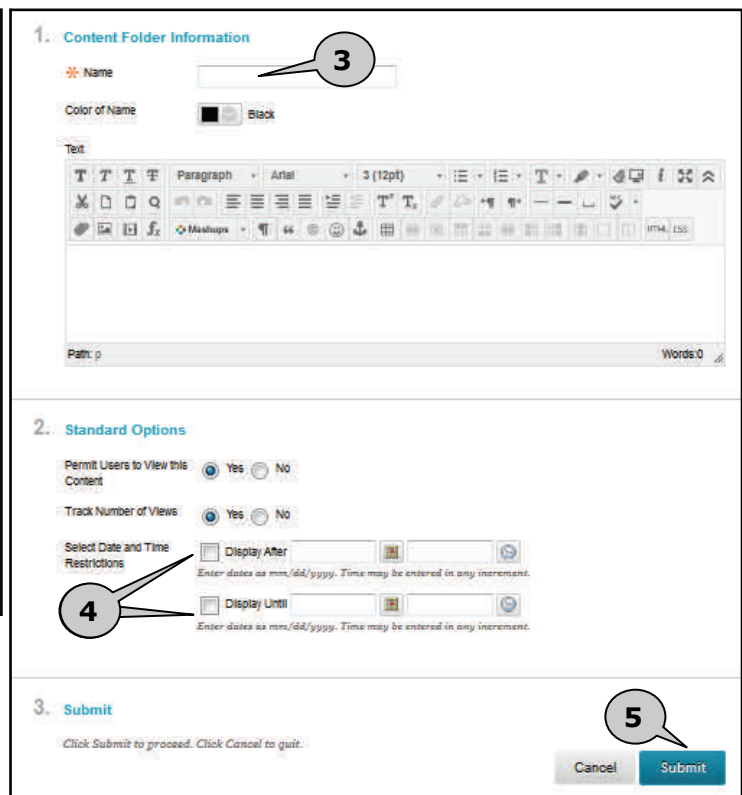
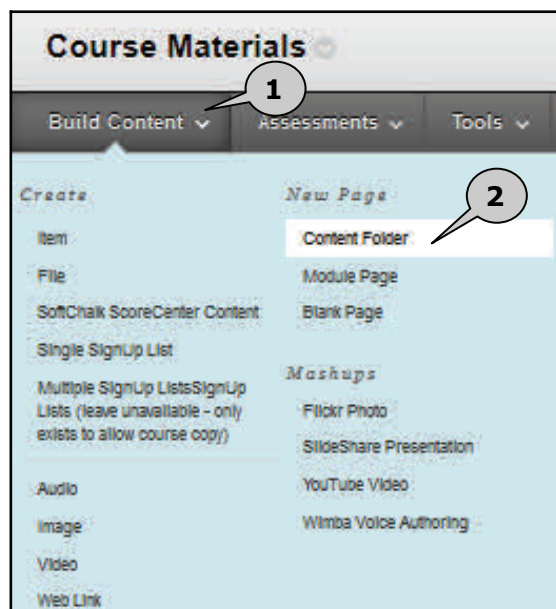
1. From the **Action Bar** hover your mouse over the **Build Content** button.
2. Select **Content Folder**.

The **Create Content Folder** form opens. Naming the folder is the only required item.

3. **In section 1**, give the Folder a unique **Name**.
It is best not to use dates so you can easily re-use the folder in a future course. You may also provide textual information by typing in the Text Editor box.
4. **In section 2**, you can set options to restrict the Item's availability - if you have several assignment modules to be organized in Folders well in advance, you can schedule their availability using the **Select Date and Time Restrictions** function (if you do not check **Display Until**, the Folder will be available until the course is no longer available).

If you want to track the number of views by users in the course you must select Yes for track number of views.

5. **In section 3**, be sure to click **Submit** to complete this task.



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Adding Documents With or Without Descriptive Text

Last Update
August 14, 2013

Create Item vs. File

To upload a document or documents to Blackboard you can either use create an **Item** to attach multiple documents, or you can create a **File** to attach one document.

Item:

- More than 1 attachment
- Can include explanatory text
- Automatically opens attachments in new window
- Icon looks like this:



File:

- Only 1 attachment
- Explanatory text in title only
- **Need to set file to open in new window**
- Icon looks like this:

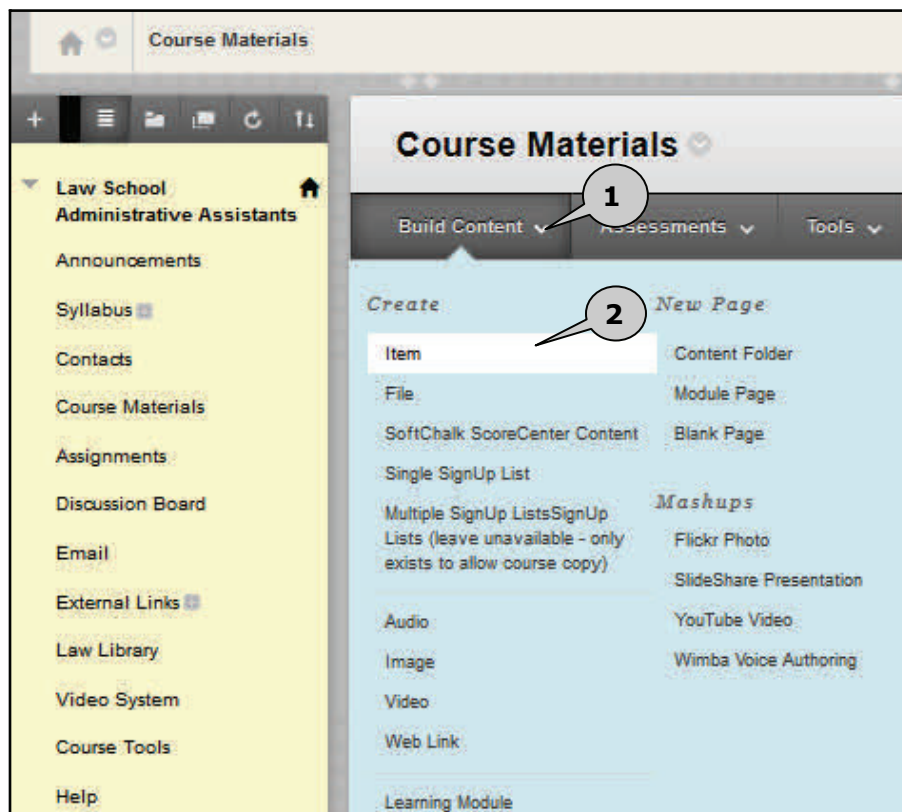
VS.



The preferred option is to use **Create Item**.

1. Hover your mouse over the **Build Content** button.
2. Select **Item**.

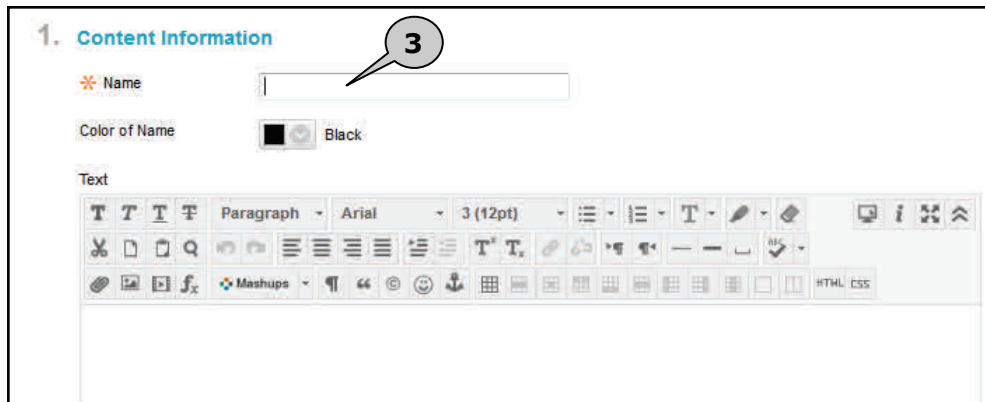
Continued on next page



Build Content - Create Item

The **Create Item** form opens.

- In section 1**, you must give the **Item** a name (it is helpful to give Items unique names to avoid confusion - for instance, naming all reading assignment postings **Reading** is not helpful since it will not be possible to distinguish one Item from another by the name). You may add descriptive text in the **Text** box and make use of the toolbar to format what you type. Hover your mouse over an icon to see its description.

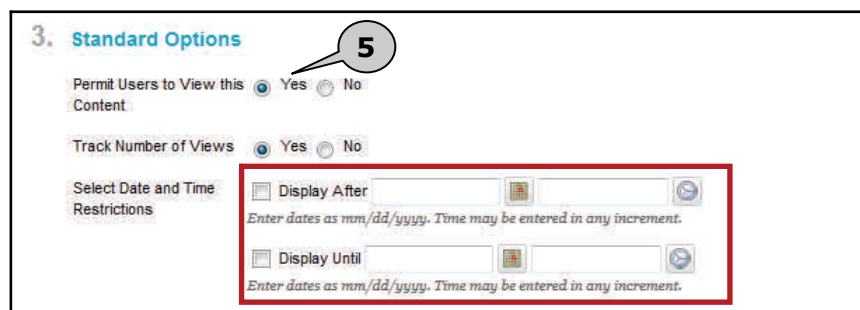


- In section 2**, you upload the attachment or attachments by using the **Browse My Computer** button.



- In section 3**, you can permit users (students) to view the content, track views, and restrict the **Item's** availability. If you post several assignments in advance, you may schedule their availability using the **Select Date and Time Restrictions** section.

If you leave **Display Until unchecked**, the Item will be available until the course is no longer available to student view. If you want to track the number of views by users in the course you must select **Yes for track number of views**.



- Finally, be sure to click **Submit** to complete this process.



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Using Blackboard to Send Email

Last Update August 14, 2013

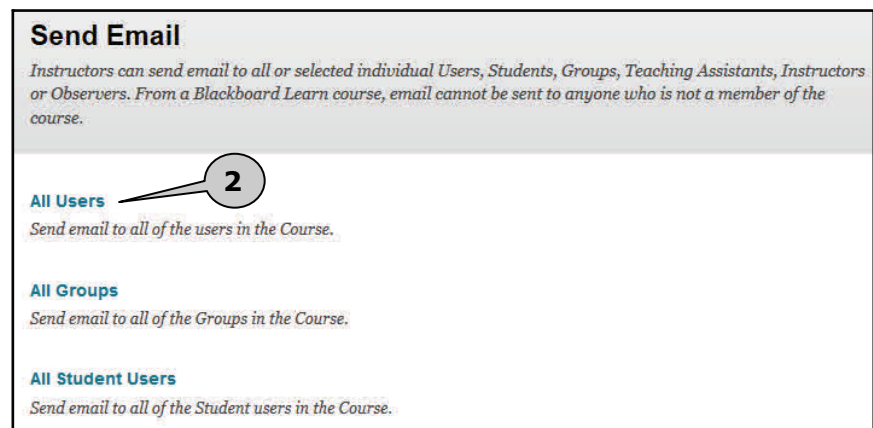
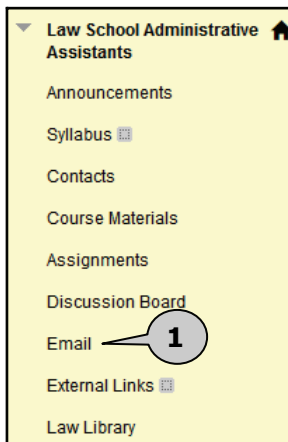
Introduction

You can use Blackboard to send emails to individual users or to groups of users. **Blackboard Learn does not keep a record of sent or received email.** When you receive or send an email, the email appears in the Inbox of your external email program. Keep a copy of important messages.

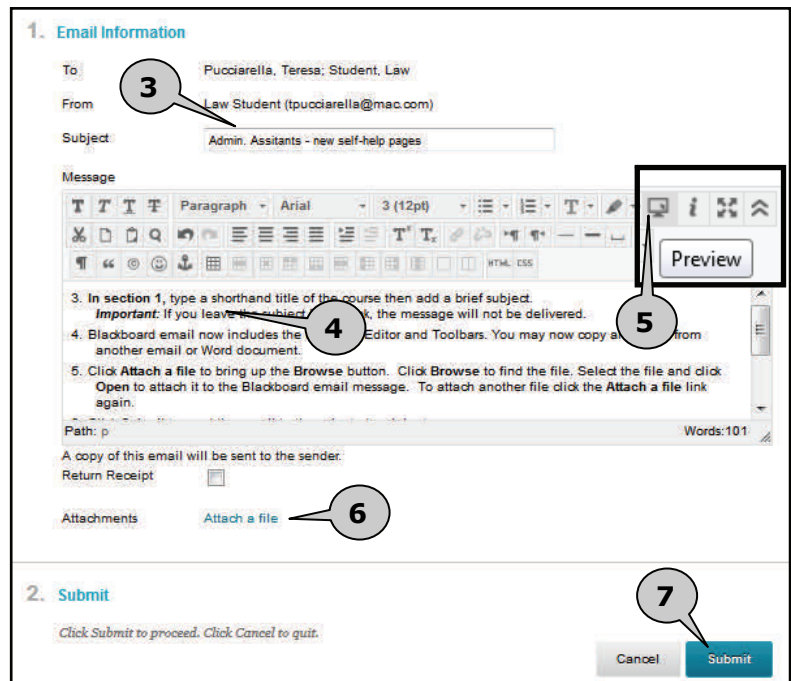
Note: Recipients of each email will not see the email addresses of other recipients, addresses are **BCC**.

Send Email

1. Click on the **Email** link on the Course Menu.
2. You have a number of options on the **Send Email** page. **All Users** will include every person on the Blackboard roster; students and support staff. Sending to **All Student Users** will reach only the Students on the class roster. If the course roster is greater than 30, the names will not be shown, only the phrase **All Users**.



3. **In section 1**, type a shorthand title of the course and add a brief subject. *If you leave the subject line blank, the message will not be delivered.*
4. You may copy and paste from another email or Word document. Depending on the Browser you use you may need to use the keyboard command **Ctrl-V** to paste.
5. Make sure to **Preview** the contents of the Content Editor before sending.
6. Click **Attach a file** to bring up the **Browse** button. Click **Browse** to find the file. Select the file and click **Open** to attach. To attach another file click the **Attach a file** link again.
7. **In section 2**, click **Submit** to send the email to the selected recipients.



Blackboard 9.1

Adding Web Links

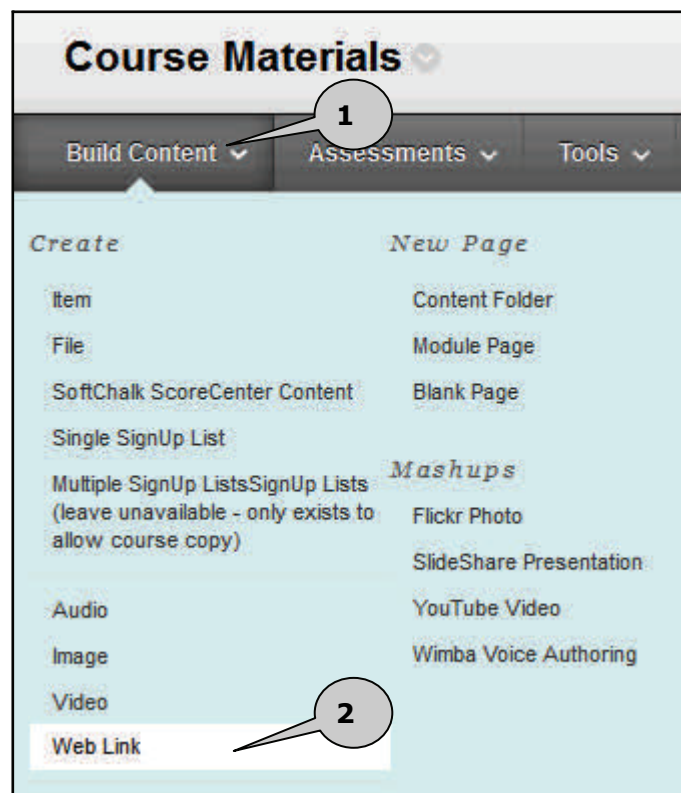
Last Update August 14, 2013

Build Content - Create Web Link

You may create a hyperlink to a webpage in any **Content Area** of a course.

Open a new Browser Tab or Window and locate the webpage you wish to use. At the top of the Browser window copy the web address (**URL**) from the **HTTP** address section.

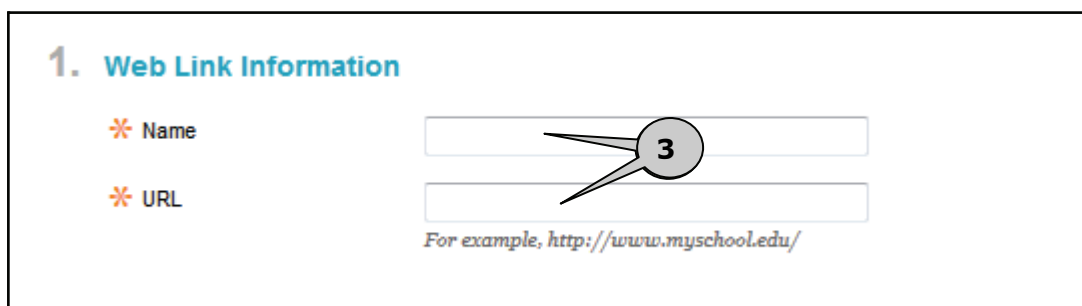
1. From the **Action Bar**, hover your mouse over the **Build Content** button.
2. Select **Web Link** from the **Create** column.



The **Create Web Link** form opens.

3. **In section 1** you must enter a **Name** (such as "Reading due September 15" or "Memo") and a working **URL**.

Continued on next page



The screenshot shows the '1. Web Link Information' form. It has two input fields: 'Name' and 'URL'. Both fields are preceded by an asterisk icon. A callout bubble with the number '3' points to the 'Name' input field. Below the input fields, there is a note: 'For example, <http://www.myschool.edu/>'.

4. In **section 2**, you may enter any explanatory text.

2. Description

Text

Paragraph Arial 3 (12pt)

4

5. In **section 3**, you may attach files by using the **Browse My Computer** button. This feature allows you to add multiple attachments. After finding the first attachment click the **Browse My Computer** button again to find another file.
6. In **section 4**, the setting to **Open in a New Window** is the default and will provide the best view.

3. Attachments

If you select a file you do not want, click **5 Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File

4. Web Link Options

Open in New Window Yes No

6

7. In **section 5**, you can set various options such as restricting the availability to a specific date and time. If you want to track the number of views by users in the course you must select **Yes for track number of views**.

5. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

7

8. Finally, be sure to click **Submit** to complete the process.

6. Submit

Click Submit to proceed. Click Cancel to quit.

8

For more information on using Blackboard please see the self-help page on the school's Website.
<http://www.law.umaryland.edu/facultystaff/instruction/blackboard/>

Blackboard 9.1

Discussion Boards

Last Update August 14, 2013

Introduction

Discussion Boards are divided into Forums which allow you to group related message threads. Before anyone can start you need to create one or more forums. Forums are searchable individually or as a group. You may search for words or by date and time. Discussions can be collected for viewing or printing.

Create Discussion Forum

1. Click the **Create Forum** button.
2. **In section 1**, enter a **Name** for the Forum. The **Name** becomes the link that users click to access the Forum to read and post Threads. Making the name simple is also usually better.
3. Enter a **Description** of the Forum in the text box. The description can contain formatted text, links, images, and attachments.
4. **In section 2**, you can set options to restrict the Item's availability. By Default a **Forum is Available**. You can schedule a Forum's availability by using the **Select Date and Time Restrictions** function, while leaving the Forum **Available**. If you do not check **Display Until**, the Forum will be available until the course is no longer available.
5. **In section 3**, you can set options to restrict a type of participation; anonymous posts, the deletion of posts, allow members to subscribe to Threads or to Forums, allow members to rate posts, etc.. The Default settings are the standard which allow a great deal of student participation. If you do not allow students to create Threads you must create the first Thread.
6. **In section 4**, be sure to click **Submit** to complete this task.

Continued on next page.

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search

1. Forum Information

Name:

Description:

Paragraph - Arial - 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, etc.

Path: p Words: 0

2. Forum Availability

Available: Yes No

Enter Date and Time Restrictions:

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New Threads

Subscribe:

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Allow Members to Rate Posts

Force Moderation of Posts

Grade:

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

4. Submit

Click Submit to proceed. Click Cancel to quit.

Collect Discussion Posts by Thread

You can gather Threads onto one page where you can sort, filter, and print them. Collections are a good way to organize posts for quick reading.

[For more information please watch this 2 minute 15 second video.](#)

1. After opening a **Forum** you will have the option to **Collect** all or some of the **Thread** posts.
2. Click the checkbox for all or select individual **Threads** to collect.
3. Click the **Collect** button.

It may take a few seconds for the collection to display.

4. Select the **Threads** you wish to print. Threads print in the order they are displayed on the screen.
5. Change the order of the selected **Threads** by sorting them using the drop-down list.
6. Once selected and sorted, click **Print Preview**.

A separate browser window opens displaying the pages to be printed.

7. From the Print dialog window select your printer or PDF (to save the collection as a PDF file) from the drop-down menu.
8. Click on the **OK** button to send the collection to a printer or to a saved PDF file.
If you selected to save the collection as a file a **Save As** dialog window will open so you can select where to save the file.

Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search

Forum	Description	Total Posts	Unread Posts	Total Participants
Sample forum	Created to test forum collection and printing	5	4	0

Collection
Users can Collect posts into a printable, sortable format. Collections are a good way to organize posts for reading. A Collection must be created to tag posts. [More Help](#)

Print Preview

Sort by Thread Order Order Descending

Mark Select All None

Thread	Author	Status	Unread Posts	Total Posts
8/3/12 2:47 PM First thread	Anonymous	Published	4	5

Thread: First thread
Post: First thread
Author: Anonymous

Posted Date: August 3, 2012 2:47 PM
Status: Published

Collection
Users can Collect posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. A Collection must be created to tag posts. [More Help](#)

Print

Printer Name: \\waw-dc3\4401e.2200 Properties...

Status: Offline; 0 documents waiting
Type: HP Universal Printing PCL 5
Where: Room 4401e
Comment: Laserjet 4401e, Toner ??? Print to file

Print range
 All
 Pages from: 1 to: 1
 Selection

Copies
Number of copies: 1
 Collate

OK Cancel

For more information on using Blackboard please see the self-help page on the school's Website.
<http://www.law.umaryland.edu/facultystaff/instruction/blackboard/>

Blackboard 9.1

Creating Assignments

Last Update August 14, 2013

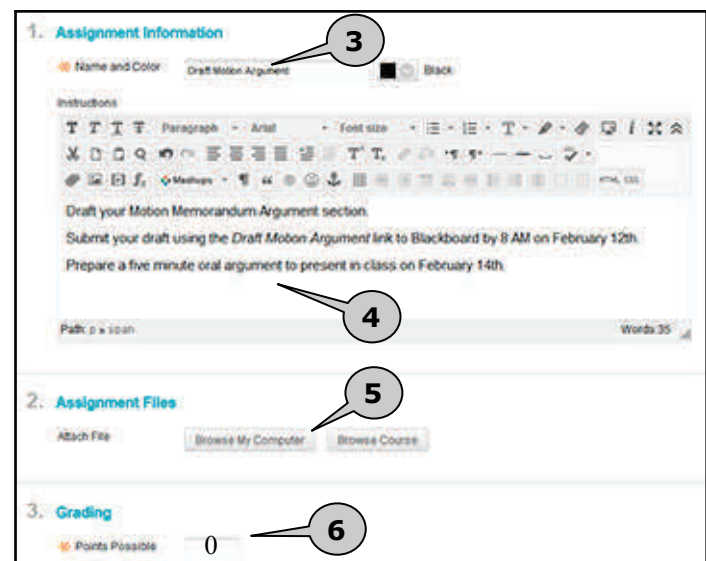
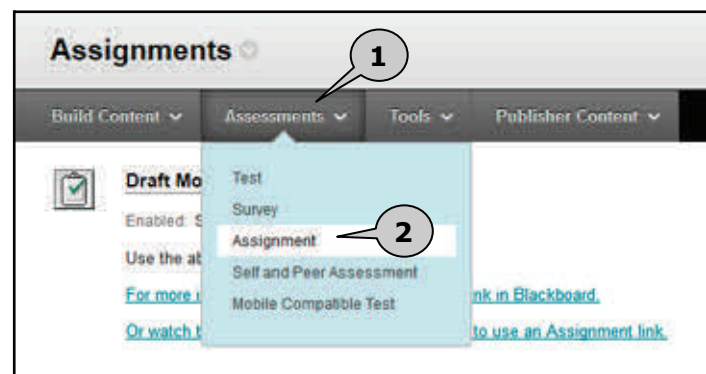
Introduction

Unlike **Files** and **Items**, which are one-way communications from a professor to students, **Assignments** enable a professor to establish an interactive link where instructions and files can be issued and students can upload assignment materials.

The **Assignment** creation tool is found on the **Action Bar** under **Assessments** in every **Content Folder**.

Create Assignment

1. Hover your mouse over the **Assessments** menu to access the drop-down list.
2. Select **Assignment**.
3. **In section 1, Name** the assignment. Students click on this name to access the assignment. Give assignments short unique names so it is easy to distinguish one assignment from another on sight. If you use a long name for the assignment and a student also names their upload file with a long name the Blackboard generated name may become too long to be downloaded in a zipped file.
4. In the **Assignment Information** box, type instructions for the assignment. The content editor provides functions to format text, and include images, web links, multimedia, and Mashups. You can attach files using the Content Editor tools but you must remember to manually set the file to open in a new window.
5. **In section 2,** you may attach one or more files by using the **Browse My Computer** button. Files attached here will automatically open in a new window.
6. **In section 3,** you must enter a **Point** value. The point value 0 may be used.



Continued on next page

7. In section 4, the assignment will be available to students by Default. As with most other Blackboard functions, you can also limit the assignment's availability and track student views. If you want to hide the Assignment until a certain date and time, use the **Limit Availability** section.

You can also determine whether or not a student can make only one attempt or multiple attempts to upload their assignments. Academic Technology advises you limit their attempts to one, to cut down on the confusion that can be created by allowing multiple attempts.

4. Availability 7

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

Allow single attempt
 Allow unlimited attempts
 Number of attempts:

Limit Availability

Display After 02/08/2013 12:00 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 02/14/2013 08:00 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

8. Entering a Due Date in section 5 is helpful to determine at a glance what submissions are late.

5. Due Dates

*Submissions are accepted after this date, but are marked **Late**.*

Due Date 8 02/12/2013 08:00 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

9. Most assignments will not need to use **section 6** - if you believe this section may be useful to your situation, please contact Blackboard for assistance.

6. Recipients 9

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients

All Students Individually
 Groups of Students

10. As always, be sure to click **Submit** to save the Assignment.

7. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

If you would like personal training at your desk please write to blackboard@law.umaryland.edu.

Blackboard 9.1

Download, Save and Print Assignment Files from the Grade Center

Introduction

You may download individual, some, or all assignment file submissions as a single zipped file. You may filter the submissions by date of submission or by which files need grading. After downloading the zipped file, Unzip (extract) the files to review or print.

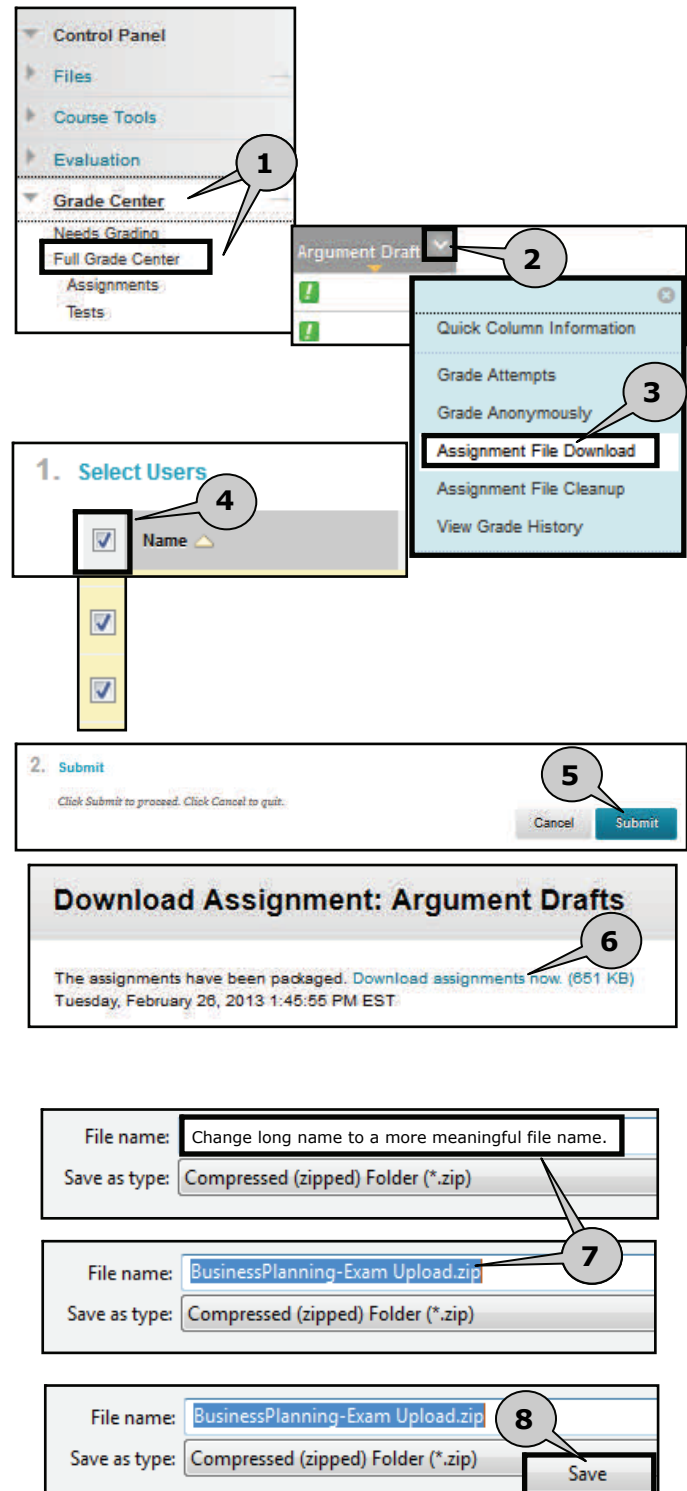
Download Files

1. Go to the Control Panel and click the title **Grade Center**, then select to open the **Full Grade Center**.
2. Find the column for the assignment you want to download and click on the **down-pointing arrows** to open the Context Menu for the assignment link.
3. From the assignment link Context Menu select the option for **Assignment File Download**.
4. By default the student names will be sorted in last name, first name order but you may also sort by Date or Grade.
In section 1, select individual student submissions or click the **check box** in the header bar to choose all available submissions.
5. **In section 2**, click the **Submit** button when you are ready to create the zipped file.
6. All of the student submissions along with each log file will be zipped together into a downloadable file for you to save.
Select the link: **Download assignments now**.

Save Files

7. Blackboard presents the zipped file with a very long file name which is a composed of the following words and characters; gradebook, the term, course record number, law, the course number, and the name of the assignment link. The zipped file will ultimately be extracted as a folder of files so it's best to give the file a more meaningful name.
8. Click the **Save** button to save the zipped file to your network drive or computer.

Continued on next page.



The screenshots show the following steps:

1. In the Control Panel, click on **Grade Center** and then **Full Grade Center**.
2. In the assignment column, click the down-pointing arrow to open the context menu.
3. From the context menu, select **Assignment File Download**.
4. In the 'Select Users' dialog, check the **Name** header box to select all submissions.
5. Click the **Submit** button in the dialog.
6. Click the **Download assignments now** link in the confirmation message.
7. In the 'Save As' dialog, change the file name to a more meaningful name (e.g., **BusinessPlanning-Exam Upload.zip**).
8. Click the **Save** button to save the file.

Locate and Setup a Networked Copy Machine as Your Default Printer

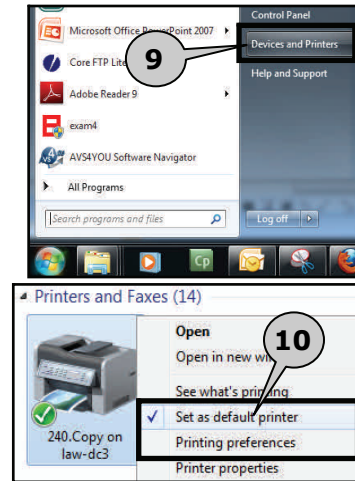
Before sending the files to a networked copy machine set the printing preferences to print double-sided and stapled, and make it your default printer.

- To find a networked copy machine click the **Start** button and select **Devices and Printers**. All of the devices which you already have access to will be listed.

- Find a networked copy machine in your area, set the **Printing preferences** to double-sided and stapled then select the **Set as default printer** option.

To reset your **Default Printer** back to the original repeat step 9 to find your normal printer and set it as the default.

If no networked printer is found contact IT at 410-706-5771 or infoserv@law.umaryland.edu.



Extract Files

- Locate the saved zip file, right-click on the file name and select **Extract All** from the Context Menu.

- Check the box to - **Show extracted files when complete**.

- When ready click the **Extract** button. The new folder will be created and will include all of the selected student submissions plus each log file.

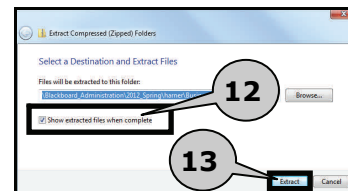
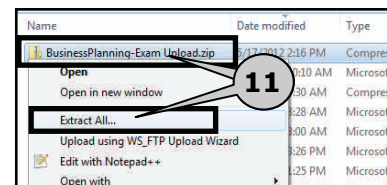
- The files will in Date Modified order displaying the log file first then the Word or PDF file. All files will have the date of download from Blackboard.

- To separate the Word and PDF files from the log files sort by **Type**.

Print Files

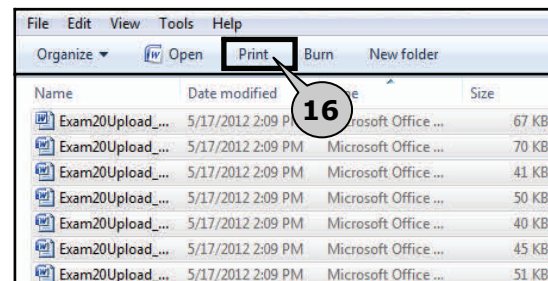
- You should be able to highlight at least ten files and still see the **Print** button. You could try selecting more and if the **Print** button disappears just deselect files until the button reappears. When ready click **Print**.

If you would like personal training at your desk please write to blackboard@law.umaryland.edu.



Name	Date modified	Type	Size
Exam20Upload...	5/17/2012 2:09 PM	Microsoft Office ...	1 KB
Exam20Upload...	5/17/2012 2:09 PM	Office ...	41 KB
Exam20Upload...	5/17/2012 2:09 PM	Microsoft Office ...	1 KB
Exam20Upload...	5/17/2012 2:09 PM	Microsoft Office ...	50 KB
Exam20Upload...	5/17/2012 2:09 PM	TXT File	1 KB
Exam20Upload...	5/17/2012 2:09 PM	Microsoft Office ...	45 KB

Name	Date modified	Type	Size
Exam20Upload...	5/17/2012 2:09 PM	Adobe Acrobat D...	428 KB
Exam20Upload...	5/17/2012 2:09 PM	Adobe Acrobat D...	178 KB
Exam20Upload...	5/17/2012 2:09 PM	Adobe Acrobat D...	228 KB
Exam20Upload...	5/17/2012 2:09 PM	Microsoft Office ...	67 KB
Exam20Upload...	5/17/2012 2:09 PM	Microsoft Office ...	70 KB



For more information on using Blackboard please see the self-help page on the school's Website. <http://www.law.umaryland.edu/facultystaff/instruction/blackboard/>

Blackboard 9.1

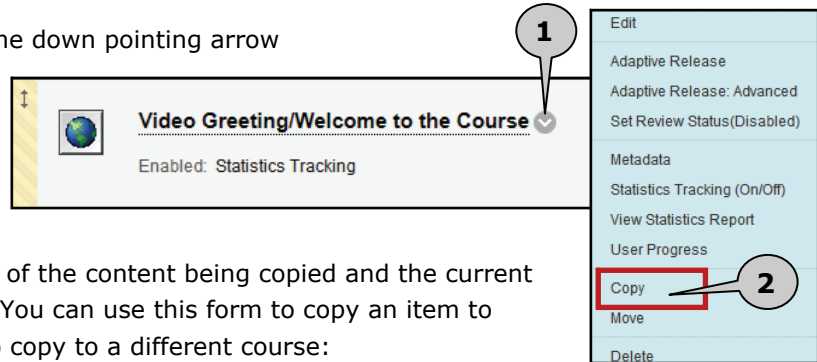
Copy Individual Items or Folders Between Courses Last Update August 14, 2013

Introduction

Course Content including Items, Files, Web Links, and Folders can be copied within or between Courses. Copying content does not delete the content from the original location. You must be enrolled in both courses and have the role of **Instructor or Teaching Assistant** to copy content between folders or courses.

Copy an Individual Item, File, or Web Link to Another Course

1. Locate the individual item and click the down pointing arrow to open the **Options Menu**.
2. Select **Copy** from the menu.



The **Copy** page opens showing the name of the content being copied and the current course listed as the Destination Course. You can use this form to copy an item to another area within the same course. To copy to a different course:

3. Click on the **title of the Destination Course** to open a listing of your courses. **Select the course** you wish to copy to from the pop-up listing.
4. Click on the **Browse** button to show the Course Menu of the Destination Course.
5. Select the **Course Menu Folder or sub-folder** you wish to copy to.
6. Click on the **Submit** button to process the Copy.

Copy
Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offline Content and Tools can be copied between Courses and Folders. Copying content does not delete the content from the original location. [More Help](#)

1. **Content Information**
Name: Video Greeting/Welcome to the Course

2. **Destination**
Destination Course: Law School Administrative Assistants
Destination Folder: /Course Materials

3. **Submit**
Click Submit to proceed. Click Cancel to quit.

Destination Course: Blackboard Training and Testing Course
Destination Folder: Wimba Training, Maryland Public Interest Law Project, Educational Technology Training and Resources, APPELLATE AND POST-CONVICTION ADVOCACY CLINIC, Law School Administrative Assistants, Spring 2013 Written and Oral Advocacy - Adjunct Faculty

Select Location: Law School Administrative Assistants
Syllabus, Course Materials, Assignments, Assignment Number Two, Jill's folder, Assignments, External Links, Course Tools, Help

Success: Item copied.
Course Materials

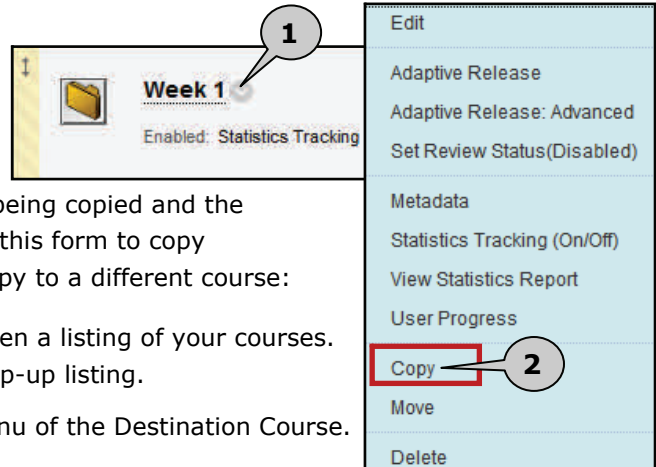
A processing message will display above the name of the content area.

Continued on next page.

Copy a Folder to Another Course

Content Folders can be copied within or between Courses. Copying content does not delete the content from the original location. You must be enrolled in both courses and have the role of **Instructor or Teaching Assistant** to copy content between Folders or Courses.

1. Locate the Folder you wish to copy and click the down pointing arrow to open the **Options Menu**.
2. Select **Copy** from the options menu.



The **Copy** page opens showing the name of the Folder being copied and the current course as the Destination Course. You can use this form to copy a Folder to another area within the same course. To copy to a different course:

3. Click on the **title of the Destination Course** to open a listing of your courses. **Select the course** you wish to copy to from the pop-up listing.
4. Click on the **Browse** button to show the Course Menu of the Destination Course.
5. Select the **Course Menu Folder or sub-folder** you wish to copy to.
6. Click on the **Submit** button to process the Copy.

Copy

Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offline Content and Tools can be copied between Courses and Folders. Copying content does not delete the content from the original location. [More Help](#)

1. Content Information

Name: Week 1

2. Destination

Destination Course: Law School Administrative Assistants

Destination Folder: 2012 SBA Election - 3D

Create links for items which cannot be copied:

3. Submit

Click Submit to proceed.

2. Destination

Destination Course: Blackboard Training and Testing Course

Destination Folder: /Course Materials

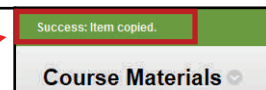
Create links for items which cannot be copied: Yes No

[Browse...](#)

3. Submit

Click Submit to proceed. Click Cancel to quit.

A processing message will display above the name of the content area.



Blackboard 9.1

Copy Menu Folders Between Courses

Last Update August 14, 2013

Introduction

The **Course Copy** tool allows you to reuse course content.

It is possible to copy the entire contents of a **Content Folder** on the Course Menu to another course.

All Blackboard courses are created with four Content Folders; Syllabus, Course Materials, Assignments, and External Links. A **Content Folder** can contain; Items, Files, URLs, Blackboard tools, and sub-folders.

Copying course materials into an existing course adds content to a course, but it does not remove existing content. If you already have content in the Course Materials folder of the Destination Course, the contents of the Course Materials folder being copied will append to the end of the listing in the Course Materials folder of the of the Destination Course.

For this to work perfectly the destination course must not be open during this process!

If the Destination Course is open during the process the copied Course Materials folder will be placed at the bottom of the course menu. If the Course Materials folder listed towards the top of the course menu is empty you can delete that folder and move the copied folder up the menu structure. If there is content in the destination folder you will have to manually move those items into the copied folder.

Copy Course

1. Go to the **Control Panel** and click the down pointing arrow to open **Packages and Utilities**.
2. Select **Course Copy**.

The Copy Course form opens. You are only allowed to copy course content into an Existing Course. If the content you need is no longer online please write to blackboard@law.umaryland.edu to request that an archived course be brought back online.

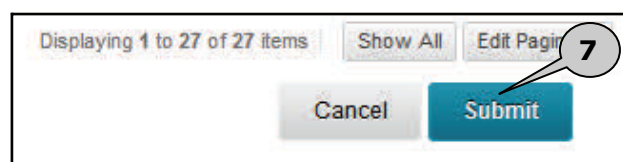
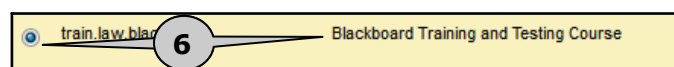
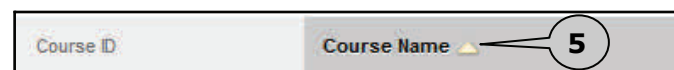
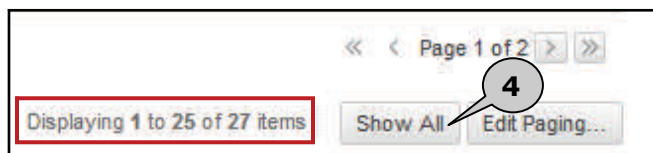
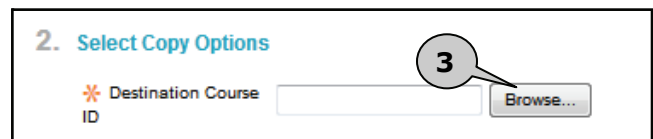
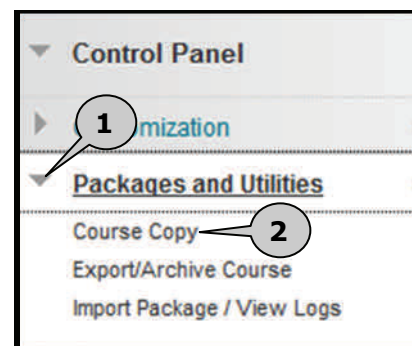
3. **In section 2**, click the **Browse** button to locate the **Destination Course**.

A pop-up window will open listing your courses in Course ID order. Only the first 25 will be listed but you can change that by clicking the **Show All** button at the bottom right corner of the page.

4. If you have more than 25 courses click the **Show All** button.
5. Since you know courses by their Course Name click on the column title **Course Name** to sort your listing of courses in ascending order.

6. Locate and click on the **Course Title**.
The radio button on the left-side of the Course ID will be automatically filled.

7. To complete the selection click **Submit**.



Continued on next page.

Copy Course (continued)

After selecting the Destination Course the **Copy Course** form will display your selection.

8. Select the **Content Area** folder you wish to copy. It can be the Course Materials folder or any other Content Area folder.
9. To process the copy you may click the **Submit** button at the top of the form. You do not need to select anything else.
10. In a few seconds the **Packages and Utilities** page will appear with a message banner at the top telling you that an email will be sent when the process is complete.
11. The email will be sent to the address on record in Blackboard.

After receiving the email it is best to wait at least 5 minutes before opening the Destination Course to make sure the process is really complete. Blackboard tends to send the message out a bit prematurely.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

Cancel
Submit

1. Select Copy Type

Select Copy Type Copy Course Materials into an Existing Course

2. Select Copy Options

* Destination Course train.law.blackboard Browse...

ID

Select Course Materials

Select All Unselect All

Content Areas

- Syllabus
- Course Materials
- Assignments

Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

10

From: "help@umaryland.edu" <mailto:help@umaryland.edu>
 <help@umaryland.edu<mailto:help@umaryland.edu>>
 Date: Thursday, February 28, 2013 9:50 AM
 To: Teresa Pucciarella
 <tpucciarella@law.umaryland.edu<mailto:tpucciarella@law.umaryland.edu>>
 Subject: Course Copy process complete. [blackboard.umaryland.edu]

11

The following Course Copy process has completed: Source cont.law.adassist | Destination train.law.blackboard

The results of the process are shown below.

Operation successful.

If you would like personal training at your desk please write to blackboard@law.umaryland.edu.