QUICK GUIDE FOR USING BLACKBOARD LEARN 9.1

This quick reference guide will get you started using Blackboard Learn 9.1. The guide includes:
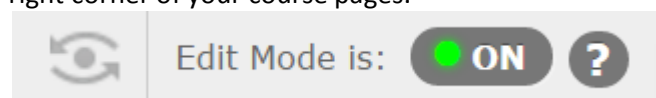
For additional assistance contact the Nestor Coordinator at 363.5197, or email nestor.letteren@rug.nl

GETTING STARTED

EDIT MODE
The **Edit Mode is ON/OFF** function appears in the top-right corner of your course pages.

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Click the **Edit Mode is ON/OFF** function to toggle.

When **Edit Mode** is **ON**, you see all the course content and the editing controls for each item. **Edit Mode OFF** hides the editing controls but still displays any content that would normally be hidden from a student. Also, it doesn't enable you to see student-only content, such as **My Grades**.

CONTEXTUAL MENU'S
Many components in Blackboard Learn have contextual menus, such as content items, course menu links, or Grade Center columns. The options in the contextual menu vary depending on the component.
Click the down arrow next to an item to access the contextual menu.

CONTEXT SENSITIVE HELP
The question mark icon next to the Edit Mode is: ON/OFF function provides you with direct access to the available in-context help: it shows only information for the Blackboard page you are working in. Click the icon to hide or show the context sensitive help.
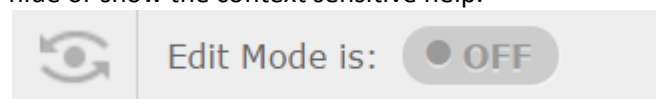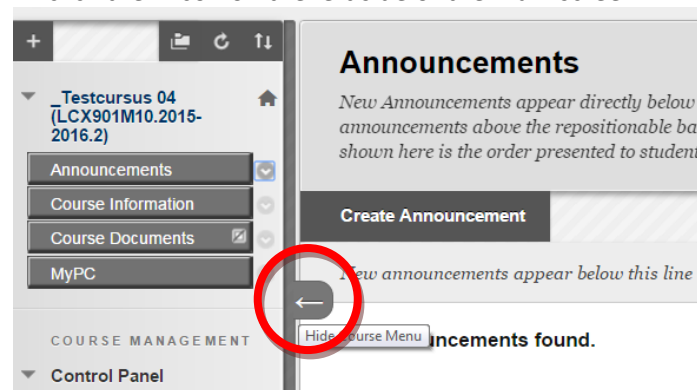

COLLAPSE / EXPAND COURSE MENU
Blackboard offers users the option to hide the Course Menu so that the area of the course you are viewing takes up the entire screen. While this is a helpful feature, it may cause confusion due to the fact that if you "accidentally" hide the Course Menu, by clicking on the arrow directly to the left of the main page, you will not be able to see your Course Menu. Users also have the ability to totally collapse the Course Menu by clicking on the arrows directly to the left of the course name at the top of the Course Menu.

Hide the Course Menu
1. Click the < icon on the left side of the main screen.
2. When you are ready to view the Course Menu again click the > icon on the left side of the main screen.

Collapse and Expand the Course Menu
1. To collapse the Course Menu, click the "down arrow" directly to the left of the course name at the top of the Course Menu.
2. When you are ready to expand the Course Menu, click the same arrow, which is now pointing right.

HIDE/SHOW THE COURSE MENU
To hide the Course Menu and Control Panel, click the Hide Course Menu [<] button.
To show the Course Menu, click the Show Course Menu [>] button.

EXPAND / COLLAPSE CONTROL PANEL
If the Control Panel menu is collapsed, click in the Control Panel title area to expand the menu.
To collapse the Control Panel, click "Control Panel" or the "down arrow" directly to the left of it.
When you are ready to expand the Control Panel, click "Control Panel" or the arrow to the left it, which is now pointing right.

STUDENT PREVIEW
The **Enter Student Preview** function appears in the top-right corner of your course pages, next to the **Edit Mode is ON/OFF** function.

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Click the Enter Student Preview function.

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Student preview creates a student account, called the preview user account, logs you in as that student and enrolls you in the current course.

Entering Student Preview

When you enter student preview mode, the student preview bar appears at the top of every page.

Student Preview mode is ON

The bar displays the text "Student Preview mode is ON" and has **Settings** and **Exit Preview** functions.

Settings Exit Preview

Student preview mode is active only in the courses where you enabled it. You are still an instructor in the rest of Blackboard Learn. However, the same preview user account will be used when you enter student preview mode in more than one course.

4. Click **Exit Preview** to exit the student preview.

When you exit the student preview, you are prompted to keep or delete the preview user and all its associated data.

5. In the Exit Student Preview dialog, select Delete the preview user and all data (Recommended).
6. If you want, select the **Do not ask me** check box. The course will automatically complete your choice each time you exit student preview.

MAKE THE COURSE (UN)AVAILABLE

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Select "**Customization**" from the Control Panel on the left side
4. Select "**Properties**"
5. Under "**Set Availability**", select "**Yes**" to make the course available. If you do not want to make the site available, select "**No**"

SET AVAILABILITY

Make this course available to users?

Make Course Available ⦿ Yes
                        ○ No

6. Under "**Set Course Duration**", select whether you would like the course to continuously appear or if you would like the course to only appear during select dates

SET COURSE DURATION

Duration   ⦿ Continuous
            ○ Select Dates
            ○ Days from the Date of Enrollment [-1]

7. Click the "**Submit**" button.

SELECTING THE LANGUAGE PACK

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Select "**Customization**" from the Control Panel on the left side
4. Select "**Properties**"
5. Under "**Select Language Pack**", select the language that will be used for buttons, titles, and other text supplied by the system.
6. Under "**Enforce Langiage Pack**", select whether you would like to override individual users' language choices.
7. Click the "**Submit**" button.

TEACHING STYLE: COURSE ENTRY POINT

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Select "**Customization**" from the Control Panel on the left side
4. Select "**Teaching Style**"
5. Move to "**Select Course Entry Point**" and click the drop-down arrow in the **Entry Point** field and choose the course area that will appear when a user enters the course.
6. Click the "**Submit**" button.

TEACHING STYLE: BUTTONS & COLORS

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Select "**Customization**" from the Control Panel on the left side
4. Select "**Teaching Style**"
5. Move to "**Select Menu Style**"
6. Click **Text** and choose background and text color, or click **Buttons** and expand the **Button Library** to choose **Type**, **Shape** and **Color**
7. Click the **"Submit"** button.

TEACHING STYLE: COURSE BANNER

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Select "**Customization**" from the Control Panel on the left side
4. Select "**Teaching Style**"
5. Move to "**Select Banner**"
6. Click **Browse My Computer** and choose an appropriate image (*approximately 480 by 80 pixels*)
7. Click the **"Submit"** button.

CREATING A CONTENT AREA IN THE COURSE MENU

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Point to the "**+**" sign in the menu on the left and then select "**Content Area**"
4. Type in a name for the menu item in the "**Name**" box.

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5. Select the "**Available to Users**"checkbox (if needed)
6. Click the "**Submit**" button.

CREATING A WEB LINK IN THE COURSE MENU
1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Point to the "+" sign in the menu on the left and then select "**Web Link**"
4. Type in a name for the menu item in the "**Name**" box.
5. Type in the url in the "**URL**"box
   (don't forget the http:// part!
6. Select the "**Available to Users**"checkbox (if needed)
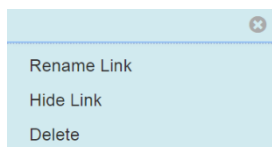7. Click the "**Submit**" button.

MOVING A MENU ITEM
1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Press and Drag the Item into the new location
4. Release the Item.

RENAMING A COURSE MENU ITEM
1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Access the item's contextual menu from the menu on the left and then click "**Rename Link**"
4. Rename the Menu Item and click the "**Save**" button.

HIDING A COURSE MENU ITEM
1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Access the item's contextual menu from the menu on the left and then click "Hide Link"
4. Click the "Submit" button.

SHOWING A MENU ITEM
1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Access the item's contextual menu from the menu on the left and then click "**Show Link**"
4. Click the "**Submit**" button.

DELETING A MENU ITEM
1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Access the item's contextual menu from the menu on the left and then click "**Delete**"
4. Click the "**Delete Content**" Link
5. Click the "**Delete**" Link once more
   Warning: This action is final!

CREATING CONTENT FOLDERS
1. Log into Blackboard
2. Click on the desired course from the Courses list

3. Click on a content area from the menu options on the left
4. Select the "**Build Content**" tab and then "**Content Folder**"
5. Type in a name for the folder in the "**Name**" box. If you would like to add a more detailed description of the folder, type this within the text box provided
6. Set user permissions within the "**Options**" window
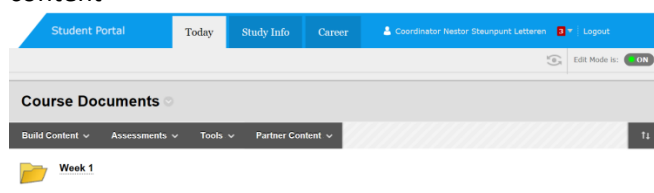7. Click the "**Submit**" button.

ADDING CONTENT TO A FOLDER
Log into Blackboard
Click on the desired course from the Courses list
Select a content area from the menu options on the left
Select the folder into which you would like to add content

Select the "**Build Content**" tab. The content types that available are listed under the "**Create**" column.Select the type of item that you would like to add. For example, a PowerPoint presentation (the type of item would be File) can be added to the Content Folder item titled "**Course Materials**"
Select the content type you would like to add
Click either "**Browse My Computer**" (to locate a file stored on your computer) or "**Browse Course**" to locate a file located within the course
Set user permissions within the "**Options**" panel
Click "**Submit**". The file will appear within the appropriate content folder.

CREATING AN ASSIGNMENT
1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. Click on a content area from the menu options on the left
4. Select the folder into which you would like to place the assignment
5. Select the "**Assessments**"tab and then "**Assignment**"
6. Enter a name and color for the assignment, as well as instructions
7. Enter the assignment information directly into the assignment section or click the "**Browse My Computer**" button to locate the assignment
8. Choose whether or not to enforce a due date on the assignment by selecting the checkbox next to "**Due Date**"
9. Enter the number of points possible for the assignment in the "**Points Possible**" text box
10. Click **Submission Details** and choose the recipients for the assignment

a. All Students Individually
b. Groups of Students
11. Set the Grading Options (click **Grading Options** to open dialog)
12. Set how Grades should be displayed (click **Display of Grades** to open dialog)
13. Set the availability options in the "**Availability**" box
    a. The "**Make the Assignment Available**" box will enable students to see the assignment immediately b. You can also limit the assignment availability by selecting the desired dates next to "**Limit Availability**"
14. Click "**Submit**"

USERS AND GROUPS

ADDING INDIVIDUAL USERS TO A COURSE

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Click on "**Control Panel**" from the menu on the left
4. Select "**Users and Groups**" and then "**Users**"
5. Click on the "**Enroll Users**" tab
6. Find and select the user.
7. Check the box of the user that you want to enroll
8. Select the role the user should get
9. Click "Enroll to Course".

REMOVING A USER FROM A COURSE

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Click on "**Control Panel**" from the menu on the left
4. Select "**Users and Groups**" and then "**Users**"
5. The users are categorized by roles. Check the boxes of the users that you want to remove.
6. Click "Remove from Course".

WARNING! This will permanently delete all Blackboard data specific to the selected users in this course site, particularly gradebook entries for students.

CREATING GROUPS

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Click on "**Control Panel**" from the menu on the left
4. Select "**Users and Groups**" and then "**Groups**"
5. Click "**Create Single Group**" at the top of the screen
6. Choose whether to Self-Enroll or Manually Enroll Individuals into the group
7. Add a name and description for the group
8. Set the "**Group Available**" option
9. Set the "**Tool Availability**". Please note: If you would like to have a group discussion board, verify that the "Discussion Board" box is selected
10. Select whether to allow group members to personalize the group space modules by checking the checkbox in the "Module Personalization Setting" section
11. Enter the name and instructions in the "Sign-up options." Check the box "Allow Students to sign-up from the Groups listing page"
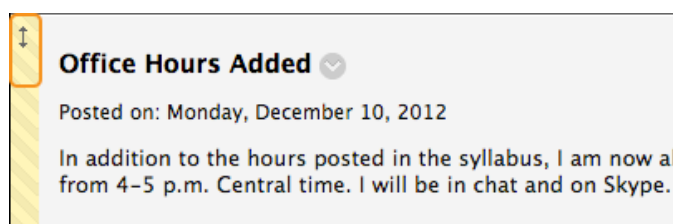12. Click "**Submit**".

COMMUNICATING WITH STUDENTS

MAKING AN ANNOUNCEMENT

1. On the Announcements page, click Create Announcement on the action bar.
2. On the Create Announcement page, type a Subject. This becomes the title of the announcement on the Announcements page.
3. Type your message.
4. In the Web Announcements Options section, click: Not Date Restricted to keep the announcement visible until you remove it.
   -OR-
   Date Restricted to limit the announcement's visibility by date and time.
5. Select the Display After and Display Until check boxes to enable the date and time selections.
6. Select the Email Announcement check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email. Your institution determines if this option is available.
7. Optionally, in the Course Link section, click Browse to link to a course area, tool, or item.
8. Click Submit.

REORDER ANNOUNCEMENTS

Announcements appear directly below the repositionable bar. Reorder by dragging the bar or announcements to new positions. 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 is the order presented to students. Students do not see the bar and cannot reorder announcements.

Office Hours Added
Posted on: Monday, December 10, 2012

In addition to the hours posted in the syllabus, I am now al from 4–5 p.m. Central time. I will be in chat and on Skype.
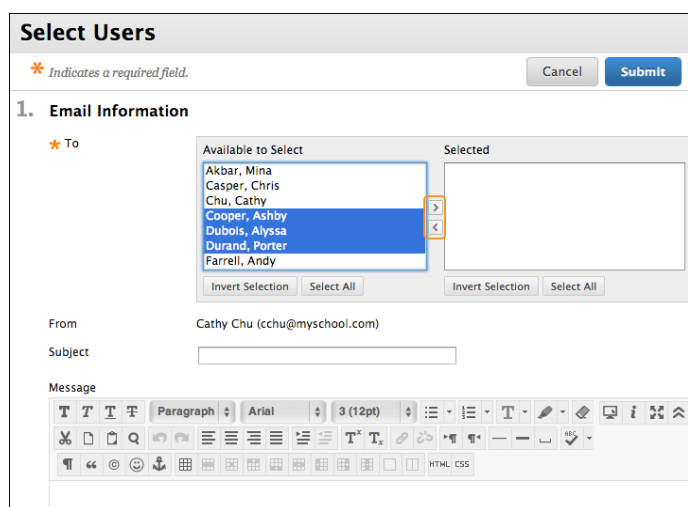
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EDIT AND DELETE ANNOUNCEMENTS
To edit or delete an announcement, access its contextual menu and click Edit or Delete. The deletion action is final and irreversible.

SENDING AN EMAIL TO USERS How to Send Email
1. On the Control Panel, expand the Course Tools section and click Send Email.
2. On the Send Email page, click a link, such as All Users.
3. For Select Users or Select Groups, select the recipients in the Available to Select box and click the right-pointing arrow to move them into the Selected box. A back arrow is available to move a user out of the recipient list. Click Invert Selection and selected users are no longer highlighted and those users that are not selected will be highlighted.

For Windows, to select multiple users in a list, press the Shift key and click the first and last users. To select users out of sequence, press the Ctrl key and click each user needed. For Mac systems, press the Command key instead of the Ctrl key. You can also use the Select All function to send an email to all users.

1. Type your Subject. Your message will not be delivered without a subject.
2. Type a Message.
3. Click Attach a file to browse for file from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
4. Click Submit.

After you send an email, a message appears at the top of the Send Email page listing all recipients. The message is not a confirmation that any users received the message. It only confirms that the message was sent.

How to Add an Email Link to the Course Menu
You can add an link to the course menu for one-click access to the email tool. You can also customize the name of the link.

1. Change Edit Mode to ON and point to the plus sign above the course menu. The Add Menu Item drop-down list appears.
2. Click Tool Link.
3. Type a Name for the link.
4. From the Type drop-down list, click Email.
5. Select the Available to Users check box.
6. Click Submit.

The new tool link appears last in the course menu list. Press and drag the arrows icon to move the link into a new position. Access the link's contextual menu to rename, delete, or hide the link from students.

VIRTUAL COLLABORATION BLOGS, WIKIS AND DISCUSSION BOARDS
SETTING UP A DISCUSSION BOARD: FORUMS
1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Click on "**Control Panel**" from the menu on the left
4. Click on "Course Tools" and then "Discussion Board"
5. Click on the name of the Discussion Board. By default, it will appear as the Site ID of your Blackboard site
6. Click the "**Create Forum**" button at the top of the screen
7. Enter the name for your forum as well as a description
8. Set the "Forum Availability"
9. Set the "Forum Settings"
10. Click "**Submit**"

THE DISCUSSION BOARD: THREADS
1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Click on "**Control Panel**" from the menu on the left
4. Click on "**Discussion Board**" under the "**Course Tools**" box
5. Click on the name of the Discussion Board. By default, it will appear as the Site ID of your Blackboard site
6. Click on the name of the Forum under which you wish to make a thread
7. Click the "**Create Thread**" button located at the top of the screen
8. Enter a subject and message for your thread
9. You may choose to attach a file to your thread
10. Click "**Submit**"

THE DISCUSSION BOARD: REPLIES
1. Log into Blackboard
2. Click on the desired course from the Courses list
3. From the "Control Panel" click on "Discussion Board" under the "Course Tools" box
4. Click on the name of the Discussion Board. By default, it will appear as the Site ID of your Blackboard site
5. Click on the name of the Forum under which you wish to make a thread

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6. Click on the name of the Thread under which you would like to leave your reply
7. Navigate to the post you wish to reply to, then click on the "**Reply**" button
8. Type your message. You may choose to attach a file
9. Click "**Submit**"

USING A GROUP DISCUSSION BOARD

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Create a Group (see the "Creating Groups" section), verifying that the Discussion Board box is selected in the "Tool Availability" section. If this box is NOT selected:
   a. Click the "Control Panel;" select "Users and Groups" and "Groups"
   b. Click on the double-chevron arrow to the right of the group and select "Edit"
   c. Ensure that the "Discussion Board" checkbox is selected under "Tool Availability"
   d. Click "Submit"
4. Click the "Control Panel"; select "Course Tools" and "Discussion Board"
5. Click on the discussion board that is named after the group that you created. From here, you can modify or manage the group discussion board, read posts or remove the forum

CREATING A BLOG

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Click on a content area from the menu on the left
4. Select the area into which the blog will be placed
5. Click the "Control Panel"; select "Course Tools" and "**Blogs**"
6. Click "Create Blog"
7. Enter a name and instructions for the blog
8. Set the blog availability
9. Set the date and time restrictions for the blog
10. Set the participation options
11. Select the desired blog settings. You can choose to create a Grade Center entry for posting within the blog
12. Click "**Submit**"

CREATING A WIKI

1. Log into Blackboard
2. Click on the desired course from the Courses list
3. Click on a content area from the menu on the left
4. Select the area into which the wiki will be placed
5. Click the "**Control Panel**"; select "**Course Tools**" and "**Wikis**"
6. Click "Create Wiki"
7. Enter a name for the wiki and instructions for its use
8. Set the Date and Time Restrictions for the wiki
9. Select Participation options for students

10. Set the grade settings
11. Click "**Submit**"

MISCELLANEOUS

DATE RESTRICTING ITEMS

Most items in Blackboard can be date-restricted. The date restriction makes an item unavailable except during a specified range of dates and times. In order to date-restrict an item, first locate it in your course site and open the item for editing. Then do the following.

1. Make certain that the item is marked Available. For a normal Blackboard item, answer Yes to Permit Users to View this Content.
2. Scroll down the page until you see Select Date and Time Restrictions
3. (Optional) To make an item available after a certain date and time:
   i. Click the check box next to Display After.
   ii. Click the corresponding Calendar icon, and select from the pop-up calendar the date after which your item should display.
   iii. Click the corresponding Clock icon, and select from the drop-down list the time of day after which your item should display.
4. (Optional) To make an item available until a certain date and time:
   i. Click the check box next to Display Until.
   ii. Click the corresponding Calendar icon, and select from the pop-up calendar the date after which your item should no longer be available.
   iii. Click the corresponding Clock icon, and select from the drop-down list the time of day after which your item should no longer be available.
5. Make any other desired changes to your item, and click Submit.

ADAPTIVE RELEASE SETTINGS

Adaptive Release is a tool available in Blackboard that allows an instructor to set multiple types of availability settings for folders, content items, tests and assignments to name a few.

Adaptive Release settings include:
- Date and Time release – reduces the availability of content to a specific time and date range.
- Membership – allows access to the content via choosing one or more specific people or by previously set up Groups.
- Grade – can be set up to require users to get a passing grade on a quiz before they can access the next set of content.
- Review Status – requires the user to mark the item as reviewed before they can access the next set of content.

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To set up Adaptive Release
1. Go to the area of your course where the item is located.
2. Click on the gray arrow and choose **Adaptive Release**
3. Choose the type of adaptive release you would like to use
   i.**Date and Time**: Input the dates and times that you would like the item to be available for users to access.
   ii.**Membership**: Type in or browse for the pawprints of users that you would like to be able to view the item. Or, select and use the arrow to move the desired Group into the Selected Items area.
   iii.**Grade**: Choose the grade center item that you want the users to recieve a particular grade on before they can access the current item. Then, input the score or percent that the user needs to achieve.
   iv.**Review Status**: Select the item that the students must check as reviewed before gaining access to the current item.

Copying an item to another Content Area or Folder
1. Navigate to the Content Area or folder containing the item you wish to move.
2. Click the double-down arrow next to the title of the item you wish to move. A pop-up menu will appear.
3. In the pop-up menu, click **Copy**. A new page will open.
4. On the new page, from the **Destination Course** drop-down list, choose the course to which you want the item copied. The source course is the default option (in case you want to copy the item to another content area or folder within the same course).
5. Next to the **Destination Folder** field, click **Browse**. A pop-up window will appear containing an outline of your Blackboard course site.
6. In the outline, click the destination folder to which you want your item copied. The pop-up window will close.
7. Click **Submit**.

Embedding a Youtube Video in Blackboard
1. Navigate to the Content Area where you want to embed your video.
2. Mouse-over the **Build Content** button in the upper-left corner of the screen. Several pop-up options will appear. From the options, choose **YouTube Video** (under *Mashups*). A new page will display.
3. On the **Search for a YouTube video** page, type a search query into the Search field. Modify the other search parameters as necessary (e.g., you may want to specify a preferred language).
4. Click **Go**. Search results will appear on the page.
5. Find the video you want to embed, and click the **Select** button below its thumbnail preview. The **Create Mashup** Item page will display.

6. Configure the item options how ever you want them.
7. Click **Submit**. Your YouTube video is now playable from the content area you chose.

COURSE COPY
Whether you're looking to copy your course materials from one semester to another or even just from one course to another section of the same course, you can use the Course Copy tool.
1. Access the section whose content you wish to copy.
2. Scroll down the Course Menu to the **Control Panel** area and click on **Packages and Utilities**.
3. Select **Course Copy**.
4. Make sure the Select Copy Type is set to **Copy Course Materials into an Existing Course**.
5. Click on **Browse**, select the course you want to copy the course material into and then click on **Submit**.
6. Scroll down to the section **Select Course Materials**. Choose **Select All** or check the box(es) associated with the specific course material to copy.
7. You need to click on **Submit** to complete the process.