

# Blackboard Learning System™ Release 6

## Quick Reference Guide - Getting Started

### Requesting a Course

Fill out the online form on the Library & Information Services On-Line Tutorial Page to request a course or click here:

<http://lis.dickinson.edu/Technology/Training/Workshops/creqform.cfm>

You'll receive e-mail when the course is ready.

### Entering Your Course Site

On the Faculty/Staff home page you can find links to Blackboard or here:

<http://blackboard.dickinson.edu>

On the **My Dickinson** tab under the **My Courses** section, locate your course under the **Courses you are teaching** list and click on its link. This will put you into the Student Course View. To begin populating the course with data, click the **Control Panel** link under the buttons.

### Enrolling Your Students

In the Control Panel, click **Enroll User**. Enter a student's last name and click **OK**.

When the search results list appears, click the check box to the left of the desired student's name, and then click **Submit**. Self-enrollment can be set up. Check the On-line Tutorials page for details here:

<http://lis.dickinson.edu/Technology/Training/Tutorials/index.html>

### Course Areas Explained

**Announcements** –timely information or notices for the students

**Course Information** –syllabus, attendance and grading policies

**Faculty Info** –background and contact information about the course instructor

**Course Documents** –lecture materials or class handouts

**Assignments** –descriptions and due dates of assignments

**Communication** – e-mail, discussion boards, student roster, web pages

**Discussion Board** – topic-driven discussions can be set up here

**External Links** – web links to outside resources that you update

**Student Tools** – digital drop box, home page, personal information, course calendar, grades, or student manual

**Digital Drop box** - used by student to add a file for the instructor

**Resources** – links to various websites, some are for free software readers

### Changing Your Password

From the **My Dickinson** tab, click **Personal Information** (in the box on the left).

Click **Change Password**. Enter new password in both text boxes and click **Submit**.

## **If You Forget Your Password**

1. At the Blackboard Login screen, underneath the Login text boxes, click the **Forgot your password?**
2. On the next screen, enter your **First Name, Last Name** and **User Name** in section 1, and then click **Submit**.
3. Click **OK** on the receipt screen.
4. Check your Dickinson e-mail. Open the message from the Blackboard Administrator, then click the link provided in the message and enter your new password in the boxes provided.

## **Adding Content Folders**

One of the first things you should do within the desired content areas is to create folders to organize your information or just add items and organize later.

1. In the Control Panel, click the link for the content area where you want add a folder (i.e., Course Information, Assignments, Course Documents).
2. On the “Add Content Bar,” click **Folder**. Type in a folder name here.
3. Click the **Pick** button to choose a font color, if desired. If desired, enter descriptive text explaining the folder contents in the **Text** box.
4. Scroll to the bottom and click **Submit**. The folder will immediately be visible to your students. (If you do not want the folder immediately visible, change options in section #2). Click **OK** on the receipt screen.

## **Adding Content Attachments**

1. In the Control Panel, select the content area you want to use.
2. To put content inside a folder, click the folder link, otherwise, on the “Add Content Bar” click **Item**.
3. Select a Name from the drop-down list, or provide your own.
4. Click the **Pick** button to choose a font color, if desired.
5. If desired, enter descriptive text explaining the folder contents in the **Text** box.
6. In section #2, click the **Browse** button and open the file on your computer that you want to upload into your course.
7. In the **Name of Link to File** box, enter the text you want the student to click on to activate the content.
8. Leave **Special Action** set to **Create a link to this file**.
9. If the document is a graphic (JPG or GIF), video (AVI, MPG, MOV or RAM) or sound (AIFF, MPE, RA, SWA or WAV) file, change this option to **Display media file within the page**.
10. Select any desired options in section #3, then click **Submit**.

## **Adding an External Link**

1. In the Control Panel, click **External Links**. (You can add an external link to any content area using this method.)
2. On the “Add Content Bar,” click **URL**; enter a name to identify the link.
3. Enter the web address in the “URL” text box.
4. Add an optional description, if desired.
5. Select any desired options in section #2 and click **Submit**.

## Using the Course Navigation Path

The course navigation path is located in the upper left corner of the Course or Control Panel window. It might look like this: COURSES\_> Name of Your Course > ASSIGNMENTS> CONTROL PANEL > To quickly return to a given place in the course site; simply click the appropriate link within the navigation path.

## Using the Course Map

Available from the Student View only, click **Course Map** to open up a quick navigation panel. Click the plus sign next to a content area to open that area and see what's listed inside. To jump to a specific content item or course area, just click the associated link in the map.

## Creating a Course Link

Course links can be used to direct students to a related or associated content item stored elsewhere within your course site.

1. In the Control Panel, select the content area.
2. On the "Add Content Bar," click **Course Link**.
3. Enter a name to identify the course link.
4. Add an optional description, if desired.
5. In section #2, click **Browse** to pull up the course map. Expand the content area to see items in the course. Click the round button to the left to select the item, then click **Submit**.
6. Select additional options, then click **Submit**.

## Adding an Announcement

1. In the Control Panel, click **Announcements**.
2. Click **Add Announcement**.
3. Enter the **Subject** of the announcement.
4. Enter the announcement **Message**.
5. In section #3, if you want to make the announcement permanent, select **Yes**.
6. If you want to create a course link, click **Browse**.
7. Click **Submit** to save your announcement.

## Adding Faculty Information

1. In the Control Panel, click **Staff Information**.
2. In the "Add Content Bar," click **Profile**.
3. In section #1, fill out as much information as you want your students to see.
4. In section #2, if you want to upload a photo of yourself, first make sure that it's no larger than 150x150 pixels. Click **Browse**, locate the image (JPG or GIF) and open it.
5. If desired, enter your personal web page address in the **Personal Link** box and Click **Submit**.

## Send E-mail to Your Students

Instructors must use the Control Panel to send e-mail to the students. This cannot be done from their Student View. E-mail is sent to the e-mail address stored in the student's user record.

1. In the Control Panel, click **Send E-mail**.
2. Click **All Users** to send the message to everyone enrolled in the course, or click **Single/Select Users** to email specific people in the course.
3. Enter the message **Subject** and **Message**.
4. Click the check box in the "**Message Options**" section if you want to send yourself a copy of the message.
5. Click **Add** if you want to attach a file to the message and click **Submit** to send the message.

## Adding Grades to the Grade book

Even if you don't use Blackboard's "Assessments" feature, you may manually add scores to the online Grade book.

1. In the Control Panel, click **Grade book**.
2. In the "Add Content Bar," click **Add Item** and enter the **Item Name**.
3. Select the item **Category** from the drop-down list and add a **Description**.
4. Enter the **Date** the item was administered.
5. Enter the number of **Points Possible**.
6. Select how you want the score to **Display As**.
7. In the "Options" section, make any other desired selections.
8. Click **Submit**, then click **OK** on the receipt screen. You'll now be in the Grade book view.
9. To enter individual student grades for this new item, locate the item's corresponding column, then click on the **dash** shown for a student's name.
10. In the **Grade** text box, enter the number of points the student received, and then click **Submit**.

## Accessing Files in the Digital Drop Box

In the Control Panel, click **Digital Drop Box**. If students have sent you electronic files, you will see them listed. To view the file, simply click its link. If the document is a Microsoft Office document, simply **Open** it when prompted. If you add comments to the document, you must save your own copy and then send that file to the specified student using the **Send File** button. It will show up in the students **Drop Box** which is found under the **Student Tools** button.

## Create a Discussion Board Forum

Before you can use Discussion Boards, you must set up at least one "Forum," or topic for discussion. You and your students can then begin posting messages to the appropriate Forum area.

1. In the Control Panel, click **Discussion Boards**.
2. Click the **Add Forum** button.
3. Enter a forum **Title** and a **Description** of the topic.
4. Check/uncheck the **Forum Settings** you desire and click **Submit**.

## Creating a Test (Graded)

1. In the Control Panel, select **Test Manager**.
2. Click **Add Test**. Fill out the basic test information (**Name, Description** and **Instructions**), then click Submit.
3. The “Test Canvas” screen appears. From the **Add Question** drop-down list, select the type of question you want to ask, then click **Go**.
4. In the “Question” section, type in the **Question Text** and enter a **Point Value** (required fields).
5. In the “Answers” section, select the **Number of Answers** you will accept using the drop-down box. Then, fill in each correct answer in the appropriate boxes below. If you want fewer answers than already shown, click the **Remove** button to reduce them.
6. In the “Feedback” section, enter text for correct and incorrect answers, if you would like to give students feedback and click Submit.
7. Repeat steps #4 through #8 until all questions have been added and Click **OK**
8. To add a link to the test within your course, in the Control Panel, go to the content area you want.
9. On the “Add Content Bar,” click **Test**.
10. Select the desired test from the list and click **Submit** then click **OK** on the next screen.
11. The “Modify Test” screen appears. Click **Modify the test options**.
12. Fill out the options in sections #2, #3 and #4, **Submit**.

## Creating a Survey (Ungraded)

1. In the Control Panel, select **Survey Manager**.
2. Click **Add Survey**.
3. Fill out the basic test information (**Name, Description** and **Instructions**), then click Submit.
4. The “Test Canvas” screen appears. From the **Add Question** drop-down list, select the type of question you want to ask, then click **Go**.
5. In the “**Question**” section, type in the **Question Text**.
6. In the “**Answers**” section (when needed), select the **Number of Answers** you will accept using the drop-down box. If you want fewer answers than already shown, click the **Remove** button to reduce them. (Note that some question types do not require answers, such as True/False and click **Submit**).
7. Repeat steps #4 through #7 until all questions have been added.
8. Click **OK**.
9. To add a link to the survey within your course, in the Control Panel, go to the content area you want.
10. To the far right on the “Add Content Bar,” drop down the menu and select **Survey** and click **Go**.
11. Select the desired survey from the list and click **Submit**, then click OK on the next screen.
12. The “Modify Survey” screen appears. Click **Modify the survey options**.
13. Fill out the options in sections #2, #3 and #4, then click **Submit**.

## Customizing your Course Site

Use the following Control Panel links to customize your course accordingly:

**Manage Course Menu** – determine which buttons appear on the left panel of the Student View, and whether these areas are available to guests.

**Manage Tools** – enable or disable course areas and tools, such as **Announcements**, **Discussion Board**, **Drop Box**, **E-mail**, **Student Home Page**, etc.

**Settings** – change the course title, description, guest access, enrollment options, like self-enrolling course entry point, making the course unavailable, (**Announcements** , by default), and course design (button design and course banner).

## Accessing the Online Instructor Manual

You can access an Instructor Manual directly from Blackboard. Just go to the Control Panel and click the **Manual** link in the lower right-hand corner of the option list. This manual is in PDF format and can be saved to your computer.

## Blackboard Roles in a course

**Instructor** - Instructors have access to all functions of a course's Control Panel. They can change the role of a user within an individual course.

**Teaching Assistant** - sometimes called Teacher's Assistant - has the same accessibility as an Instructor except the option to modify a user with the role of instructor. This role is best used for Graduate Assistants and Teaching Assistants who may assist you in creating and managing your course.

**Grader** - Graders have access to the gradebook section of the Control Panel. They can enter or delete grades, but cannot create or modify assessments or pools. From the "front end" of the course, they can access all the content areas, including the communications sections (email, discussion groups, etc.).

**Course Builder** - Course Builders have access to all Control Panel functions except the Assessment section (grade book, assessment manager, etc.). From the "front end" of the course, they can access all the content areas, including the communications sections (email, discussion groups, etc.).

**Student** – Can only access the buttons and content made available per each course they are enrolled in. Student Tools, such as email, digital drop folder, discussions are all set up per the Instructor of the course as to the availability of these tools.

Contact the helpdesk at 717-245-1000 or email [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu) if you should have any questions or need help with any software on campus.