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## Content Items Topics

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## Graded Items Topics

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Cuyahoga Community College

ONLINE LEARNING AND ACADEMIC TECHNOLOGY

Revised: 4/19
What is Blackboard

Blackboard is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

Blackboard enables instructors to provide students with course materials, discussion boards, online quizzes, an academic resource center, and more. The degree to which Blackboard is used in a course varies. For example, instructors may supplement an on-campus class by putting their syllabus and handouts on their course sites. In contrast, other courses may be conducted entirely through Blackboard, without any on-campus sessions. Blackboard's secure online course development system is accessible 24 hours a day, 7 days a week via an Internet connection and web browser.

Cuyahoga Community College is currently running Blackboard version 9.1.
Additional Resources for Blackboard

After training, assistance with Blackboard is available from Tri-C and Blackboard if you are having any issues.

Centers for Learning Excellence (CLE)
The CLEs at Tri-C are campus-based hubs to support full-time and adjunct faculty. The CLEs are conveniently located on each campus to provide streamlined access for faculty to instructional support. The CLE team includes Sr. Instructional Designers, Instructional Technologists, and Instructional Support Specialists, whose expertise provide a wide-range of support to teaching in any modality.

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Tri-C Help Desk
24/7 Support: 216-987-4357; Live Online Chat
Local Support: 8:30am-5pm M-F 216-987-4257; Bbfacultysupport@tri-c.edu

Faculty Resources Tab of Blackboard
When in Blackboard, Resources tab near the top of the screen, Faculty resources & Tools or Instructor Support (https://help.blackboard.com/Learn/Instructor)
Logging into Blackboard

Logging into Blackboard begins at My Tri-C Space. You can access it from the home page or from the Faculty tab.

1. Go to My Tri-C Space (https://my.tri-c.edu)
2. Enter your S number and network password
3. Click on Sign in
4. Click on the Blackboard icon on the Home page or Faculty page

Entering Your Course

1. Locate the My Courses area (on the right hand side of your screen)
2. Click on the Name of the course Blackboard Boot Camp Training Course
Start Here Contents
The Start Here folder is part of the default course template included in every Blackboard course at Tri-C. This folder contains course elements based on best practices that will orient students to the course and the resources available at Tri-C. There are 3 folders, course specific, online learning and a link to Smarthinking online tutoring.

Within each of the folders, all elements can be edited and/or deleted if desired. To edit or delete, click on the options button to the right of the item.

Course Specific Items
1. **Meet Your Instructor** - This area is especially important for blended and online courses. It provides instructors the opportunity to introduce themselves to students.

2. **Syllabus** - This is a location where the course syllabus should be uploaded since it is the first folder students will visit.
3. **Course Outline and Calendar** - As a best practice, it is helpful for students to see a course outline and calendar detailing their assignments for the entire semester. If this information is contained in the syllabus, it doesn’t hurt to have it posted again in this location. Having it as a separate document will make it easier for the student to print it.

4. **How to Navigate This Course** - By default there is only one sentence of instructions for faculty in this area. However, this location could be used for a short navigational video orienting students to the various parts of the course they will be using on a regular basis.

5. **Course and Tri-C Policies** - This item does not contain any additional information, but can be modified to include any unique policies for the course, or to reinforce Tri-C policies such as academic integrity.
Online Learning Items

1. **Orientation to eLearning**: This area has a video which offers success advice and tips for using Blackboard and a link for Blackboard help for students.

2. **Online Accessibility Statement**: Students requiring accommodations are expected to contact their instructors with the necessary information at the start of the term. This item reminds them and provides contact information for Access offices.

3. **Netiquette Statement**: Of great importance in the online environment is the way in which students communicate with each other and their instructor.

4. **Technical Requirements and Computer Skills needed**: Students should be aware at the outset of the course what hardware and software they will need to participate in the course. They should also know what computer skills, (such as email, Microsoft Office, etc.) they will need to have in order to successfully complete the course.
5. **Customer Care Technology Support**: Students can access technical support for issues related to Blackboard, Internet Explorer, Login & passwords for My Tri-C Space, Microsoft Office (Word, Excel, PowerPoint), My Tri-C Space navigation, and Tri-C Wi-Fi issues. They can reach Customer Care Technical Support 24/7 at 216-987-HELP (4357).

6. **Student Support Services Resources**: Students can link to a clickable PDF with contact information for a myriad of resources available to them as Tri-C students, including but not limited to the following: Access Office (for students with disabilities), Enrollment Center, Assessment Center, Bookstore, Campus Police, Counseling, Financial Aid, Library, Learning Center (tutoring), Career Center, Students Life, and the Technology Learning Center.
Creating Announcements in Blackboard

Announcements can be used to provide students with course reminders and updates. They can include text, images, and various types of multimedia content. To create an announcement, follow the instructions below:

1. In the Course Tools on the left select Announcements and Create Announcement

2. Enter the Subject and Message

3. Decide if you want to date restrict the announcement. If not date restricted and posted immediately, you can send a copy of the announcement via email if the box is checked. Blackboard cannot send an email for an announcement set to appear in the future.
4. To link the announcement to a location in the course, such as an assignment or discussion forum, click **Browse** to choose your location.

![COURSE LINK](image)

5. When finished, click **Submit**
Adding a Content Folder

Content folders are used for organizing course materials within content areas of Blackboard. A best practice is to create one folder for each lesson in your course that contains all necessary materials students will need for that lesson. This will help make materials easier to find and reduces the amount of scrolling in the Course area.

1. **Navigate to a Content area**, such as **Course Content**, by using the Course Menu Area on the left.

   ![Course Content Menu]

2. At the top of the next page, hover over **Build Content** until a new menu appears.

   ![Build Content Menu]

3. Click on **Content Folder**

   ![Content Folder Options]
4. Type a **Name** for the folder. Next, type instructions for students in the **text box**.

5. Keep the default setting of **Yes** to allow students to see the folder and its contents. You can also track the number of views if desired.

6. Folders can be set to start displaying to students on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** checkboxes to enable these settings.

7. Click **Submit**
Adding an Item

Items are used to add materials and information to a content area. An item is any type of file, text, image, or link that displays to users on a Content Area page. Items are often used to share documents or files with students and provide short text information with the content frame, such as “To-Do” lists or learning objectives.

As a best practice, instructors should create **Items** as opposed to **Files**. Items allow for additional descriptive information to be added to an attachment. Creating a File does not allow the instructor to add additional description to the Item.

1. Navigate to the desired content area and folder, such as Lessons. Hover over **Build Content**.

2. Click on **Item**.

3. Enter a name for your Item.
4. Type your instructions, information, or descriptions about any attachments.

5. Attach any files students may need by either clicking **Browse My Computer** or by dragging and dropping the content from your desktop into the box surrounded by the dotted lines.

6. Select **Yes** to allow students to view the item.

7. Set any Date and Time restrictions by selecting the **Display After and Display Until** checkboxes and calendar.

8. Click the **Submit** button.
Creating Web Links

Web links can be created to link students to websites outside of the Blackboard environment.

1. From a content area, hover over **Build Content** and select **Web Link**

![Web Link](image)

2. Enter the **Name** and **URL** under Web Link Information. Start the URL with ‘http://’

![Web Link Information](image)

3. A **Description** is optional, but can be helpful for students to understand the purpose of visiting the website provided.

4. Select **Browse My Computer** to add Attachments

5. Select the desired options for availability, tracking and display dates and click **Submit**.
Creating Mashups

Mashups are a way to integrate content that is housed on an external website. Currently Tri-C permits Flickr, SlideShare, YouTube, and ShareStream mashups.

1. To add a Mashup as a standalone piece of content, locate the content area where the mashup will be placed. Hover over Build Content to view the Mashup options. Select the type of Mashup you wish to create.

2. Type in the search terms for your Mashup and click Go.

3. Click Select to add the Mashup to your course.
4. The Create Mashup Item page appears next. The name of the Mashup can be changed if desired.

5. This page allows for a number of options to be set, depending on what type of Mashup is being created. The options below are unique to YouTube videos. For YouTube Mashups, select **Thumbnail** and check the box to **show the URL**. Students will be able to view the video in full screen without being able to access the URL.

6. **Click Submit** to create the Mashup.
Creating a Course Link

Course Links are links that connect students to other areas of a Blackboard course. When placed in one part of a Blackboard course and clicked by a student, they will immediately be taken to the specified part of the course. These links are useful to direct students to complementary course components. For example, a course link next to a video could take students to a discussion forum and ask them to reflect on some aspect of the video.

1. In a content area hover over Build Content and select Course Link

2. On the Create Course Link page, select Browse. In the next window you will see a list of the content in the course. Select the item to be linked.
3. Once an item is selected, the name and location will be filled in automatically.

4. **Select the desired options** for availability, tracking, and display dates. Click **Submit** to finish. The course link will appear in the content list.
How to Move Content

Moving a folder or item will change the item’s location and it will no longer be housed in its original place in the course. Copying a folder or item will duplicate the item’s location so it will be housed in its original place and the new location.

1. Navigate to the file or folder you wish to move. Click on the options icon next to its name and select Move.

![Image of a file with options to move, copy, and delete]

2. The next page will ask for the destination course and folder to where the content should be moved. Click on the dropdown menu next to Destination Course to choose a course. Then click Browse to locate a folder. Moving content deletes the content from the original location.

![Image of a form with destination course and folder fields]

3. Click Submit.
How to Copy Content

Copying a folder or item will duplicate the item’s location so it will be housed in its original place and the new location. Ideally, this is used when you are copying content from one course site to another.

1. **Navigate to the file or folder** you wish to copy. Click on the options icon next to its name and select **Copy**.

2. The next page will ask for the destination course and folder to where the content should be moved. **Click on the dropdown menu** next to Destination Course to choose a course. Then click **Browse** to locate a folder. Copying content makes a copy of the content so that it exists in the original location as well as the newly chosen one.

3. Under files links, **keep the default option** of “Include links and make copies of attached and embedded files.”

4. Click **Submit**.
### Creating an Assignment

Assignments are a type of course content, which creates a link for students to view instructions and submit assignments in the same location. When an Assignment is created, Blackboard automatically creates a column in the Grade Center and instructors can then view and grade the assignments from one central local location. Blackboard Assignments streamline the assignment submission process for both students and instructors.

1. Navigate to the desired content area and folder. Hover over **Assignments**.

2. Click on **Assignment**

3. The Create Assignment page appears
4. **Type a name** for the Assignment

   ![Assignment Information]

5. Type the **assignment instructions** and include explanations about any attachments.

   ![Instructions]

6. Attach any files students may need for the Assignment by clicking **Browse My Computer** or **dragging the file**. The attachment could include detailed assignment instructions, a detailed grading rubric, or materials students might need to complete an assignment.

   ![ATTACHMENTS]

7. A due date for the assignment can be entered. If a date is entered in this section, your assignment will show up in students’ Blackboard calendar. Please be aware that students will be able to submit their work after the Due Date unless you made the assignment unavailable in the Availability settings or the Date and Time Restriction. Any work submitted after the due date will always be marked as late by Blackboard.

   ![DUE DATES]
8. Enter the points possible

9. Click on Submission Details to expand the options for this section. Specify whether this is an Individual or Group Submission. Next, specify the Number of Attempts your students will have to submit their work. Selecting Multiple Attempts can allow for students to submit drafts. Finally, decide if you would like to use SafeAssign for this assignment. SafeAssign is a tool used to prevent and detect plagiarism. For more detailed information, please go to Blackboard Help on SafeAssign. [https://help.blackboard.com/Learn_Instructor_Assignments_SafeAssign](https://help.blackboard.com/Learn_Instructor_Assignments_SafeAssign).

10. Enable any desired Grading Options (optional). Anonymous Grading will remove identifying information from student submissions. Delegated Grading allows the instructor to permit others enrolled in the course (such as a second instructor) the ability to grade student submissions.

11. The Display of Grades area allows instructors to control what grade information for this assignment appears for students in the Grade Center. By default, score is set as the Primary display. Secondary Displays are only visible to instructors.
12. They can be helpful if setting a letter grade as the Primary Display for students and a score as the Secondary Display.

```
Display of Grades

Display grade as: Primary Score and Secondary None

- Include in Grade Center grading calculations
- Show to students in My Grades
- Show Statistics (average and median) for this item to Students in My Grades
```

13. Keep the default setting of Make the Assignment Available for your students to view it.

```
Availability

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

14. **Select date and time restrictions** for the assignment availability, if desired.

```
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.
```

15. Click **Submit** to finish.
Creating a Discussion Board Forum

A Discussion Board Forum is a space where you can create student-to-student interaction, which parallels classroom discussion in the online environment. It’s usually used as a space for the instructor to post prompts, and for the students to reflect and comment on a certain class topic.

1. Navigate to the **Discussion Board button**.

2. Click **Create Forum**

3. Enter the forum name in the **Name** field.
4. **Enter a description**, which can be your discussion board prompt.

```
[Image: Description box with text]
```

Discuss the topics covered in the assigned chapters for this week.

5. Ensure the forum is set as available. Choose Date and Time Restrictions. Select the **Display After** and **Display Until** checkboxes to set display dates for the forum.

```
[Image: Forum Availability with date and time fields]
```

6. Choose **Standard View** or require participants to create a first thread in order to view other forum threads. Or if you want the participants to create their thread before viewing other posts in the forum.

```
[Image: Viewing Threads/Replies with options]
```

7. Grading can be enabled at both the Forum level and the Thread level. For ease of use, it is recommended to grade at the Forum level. To select to grade the Forum, **click the button next to Grade Discussion Forum and assign a point value**. This will create a Grade Center column for the forum.

```
[Image: Grade with options]
```

- No Grading in Forum
- Grade Discussion Forum: Points possible: 5
- Grade Threads
8. Indicate when you want to indicate the needs grading status after how many posts and due date, if applicable. If you are grading the original post and replies, you may want to increase the number to 2 or 3 depending on how many replies you require.

![Image showing grading settings]

9. **Subscribe** gives the option to receive email notifications when additional posts are added to the Forum or to individual threads.

![Image showing subscribe options]

10. Select desired **Forum settings**.

![Image showing forum settings]

11. Click **Submit** to finish the setup process.
Creating a Test from a Content Area

Blackboard tests are used to create quizzes, exams, or self-check activities within a Blackboard course site. Tests can be automatically graded, timed, and have various display options.

1. **Navigate to where you would like the test to appear.** This could be an area such as Lessons and click into the applicable folder.

2. Hover over Assessments and select **Test**

3. Click the **Create** button.

4. Enter a **Name** and a **Description** for the test.
5. Enter **Instructions** for students, for example such as time limits, number of questions, or exam open/close dates.

6. Click **Submit**

7. **Choose the type of question** you wish to have from the drop down menu shown when you hover over the Create Question area. (for directions on how to create a test question refer to the next section)

8. **Enter your question** and answer and possible detractors. If the next question is of the same **type** click either submit and create another or submit if the next question is of a different type.

9. **Change the point value** of the questions, if necessary.

10. When test creation is completed, **click OK** in the lower right hand corner.

11. In the add an existing test section, **choose your test and submit**.

12. The Test Options page appears next. The **Description** can be changed, if desired.
13. In Test Availability, click **Yes** to make the link available to students. Keeping it as **No** will prevent students from seeing the test even if the date restrictions permit it.

![Test Availability](image)

14. Instructors can allow **Multiple Attempts** on the test. If this option is unchecked, students will only have one attempt.

![Multiple Attempts](image)

15. If multiple attempts is chosen, **indicate how you want the score calculated**.

16. The **Force Completion** option requires students to complete the test in one sitting. If the students experience technical difficulties and leave the test, they will not be able to return. It is recommended that this is **not** checked.

![Force Completion](image)

17. Many instructors prefer to **limit the time** students have to complete tests. The time starts when the test is opened and continues to run even if the student navigates away from the test. The **Auto-Submit** feature will automatically submit the test when the time limit has been reached.

![Set Timer](image)

18. Select date/time restrictions to make the test available or unavailable to students within a specific timeframe. Use **Display After** and/or **Display Until** to set these dates.

![Date/Time Restrictions](image)
19. In Test Availability Exceptions area, instructors can **add special date/time exceptions** for certain students. This is helpful if a student misses a test window or requires extended time on tests.

20. **Choose the student(s) and then set the number of attempts, and availability.**

21. **Setting a due date** will make the test appear in students’ Blackboard calendars. Instructors can also prevent students from taking the test if the due date has passed.

22. In Self Assessment Options, include this test in Grade Center score calculations, if it counts towards their grade.

23. In **Show Test Results and Feedback** to Students, instructors can decide if they are going to allow students to see their tests, along with the type of access they will have.
24. In Test Presentation, instructors have the option of presenting students with all test questions at once, or one question at a time.

25. Check the box for **Randomize Questions** if desired. This will ensure that each test will have the questions presented in a different order.

26. Click **Submit**.
Creating Multiple Choice Questions

1. From the Test Canvas page, hover over **Create Question** and select **Multiple Choice**.

2. Enter the **Question Text**.

3. Under **Options**, select whether the answers will be numbered or lettered, and if they will appear vertically or horizontally for students.

4. Also under **Options**, instructors can choose to award partial credit for answers and/or show the answers randomly for each student.

5. The default number of answers is four, but that can be modified by selecting the **Number of Answers** from the menu.
6. Answer choices can be deleted by clicking **Remove** to the right of the answer.

7. Type an answer into each box and indicate the correct answer by clicking the button to the left of the answer.

8. Optionally, feedback can be entered to display for incorrect and correct responses after the student submits the exam. This feedback will be specific to the question, not the test.

9. Click **Submit and Create** to add another multiple choice question. To finish or to create a different question type, choose **Submit**. Multiple Choice questions will be automatically graded.
Creating Essay Questions

1. From the Test Canvas page, hover over Create Question and select Essay.

2. Enter the Question Text.

3. Click Submit and Create to add another essay question. To finish or to create a different question type, choose Submit. Essay questions need to be graded by faculty.
Using the Grade Center

1. **Access the Grade Center** from the Control Panel.

2. Expand the Grade Center to access links to the Needs Grading and Full Grade Center areas.

3. The Needs Grading area can help instructors prioritize items to be graded. Full Grade Center will show several columns (grade items) and rows (students).

4. Grade columns can be arranged by clicking on Manage and Column Organization.
5. Click and drag on the crosshairs to the left of one of the grade item names to rearrange. Click **Submit** to save changes.

![Image of grade item names]

6. To add an additional grade column, click on **Create Column**. Faculty may choose to create a column for participation or for other assessments collected outside of the Blackboard environment.

![Create Column button]

7. Enter the **Name** of the grade item and the **Points Possible**. Click **Submit**.

![Image of column information]

Grading an Assignment

1. Access assignments that need grading by navigating to the Needs Grading area of the Grade Center.

![Grade Center]

2. Instructors can sort through assignments by using the drop down links towards the top of the page.

![Category sorting]

3. Clicking on Grade All or an individual user attempt will take you to the inline grading screen.

![Grading screen]

4. If you wish to draw, click on the drawing tool to circle or strikethrough. If you wish to annotate, you can add a comment(s) to the document by clicking on the Point Annotation Tool.

![Annotation tools]

5. A box will appear where you click for you to type your comments. Once completed click post.

![Comment box]
6. The submission will then have an icon near the insert point.

7. You will also be able to highlight. After clicking and dragging the area you wish to highlight, click on the highlight control.

   **What is Lorem Ipsum?**

   Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the

   8. After highlighting, **click on the comment control** to comment on the highlighted text.

   9. As before, the student will see their submission and your comments by clicking on the name of the paper from the My Grades area or by clicking on the assignment title again. They will then be able to click on the comment box or highlighted text to review your comments.

10. Enter the number of points for the attempt, leave any additional feedback, and click **Submit**.
Grading a Discussion Board

1. Navigate to the discussion board you wish to grade by clicking **Discussion Board** from the Course Menu.

2. Click the options menu and select **Grade**

3. A list of students who have posted to the discussion forum will appear. Click the **Grade** button next to their name.
4. Every post by the selected user will appear on the next page. Instructors can reply directly to the post without leaving the page.

5. The **Forum Statistics** area contains information about the selected student in this forum.

6. Enter the points earned and any desired feedback, click **Submit**. The grade is now visible in the Forum Grade area. It will also appear in the Grade Center.
Global Navigation-Overview

Global Navigation can be used by both instructors and students. The term refers to the set of links that appears at the top right of the Blackboard environment after clicking on one’s name. It serves as a direct access point to important academic information in a single location and provides a consistent quick and easy way to find information.

1. The User Menu provides access to your courses. Click on a course to navigate to that course site.

2. The My Blackboard tools show course communication, due dates, and more. A number indicates how many new items are available.
3. The **My Blackboard** tools are described here:

<table>
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<th>Tools</th>
<th>Description</th>
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<tr>
<td>![Bb Home icon]</td>
<td><strong>Bb Home:</strong> Gives an overview of the items that are due and recently graded. Bb Home displays the five most recent activities relevant to you.</td>
</tr>
<tr>
<td>![Posts icon]</td>
<td><strong>Posts:</strong> Displays the latest discussion board, blog, journal, or wiki posts in courses.</td>
</tr>
<tr>
<td>![Updates icon]</td>
<td><strong>Updates:</strong> Review a list of notifications for important events and information.</td>
</tr>
<tr>
<td>![My Grades icon]</td>
<td><strong>My Grades:</strong> (Students) View grades for each assignment, test, or activity in all of their courses. Sort the grades by date or course.</td>
</tr>
<tr>
<td>![Retention Center icon]</td>
<td><strong>Retention Center:</strong> (Instructors) Provides an easy way to discover and notify students that may be at risk.</td>
</tr>
<tr>
<td>![Calendar icon]</td>
<td><strong>Calendar:</strong> Review and be reminded of anything assigned a due date. Instructors can add calendar events to student’s calendars.</td>
</tr>
</tbody>
</table>

4. Clicking on **Settings** at the bottom of the user menu will allow changes to personal Blackboard settings.
Global Navigation - Calendar

The calendar allows faculty and students to keep track of the schedule for course activities, add and edit additional events onto the calendar, and import the Blackboard Learn calendar into external calendars.

1. Access the calendar by clicking on the Global Navigation menu in the upper right-hand corner of the screen (where the user’s name is located). Then click the Calendar icon.

(Refer to the next page for the key to these items)

A. Calendar View Options-View the calendar in day, week, or month mode.
B. Month View-Select a date or month.
C. Calendar List-All courses have a unique calendar that displays to students. There is also a personal calendar viewable only by the user. The institution calendar is not in use.
D. Month Navigation-Use the arrow keys to move forward or backward, or select the ‘Today’ button to go straight to the current date.
E. Add Event-The plus sign opens the ‘Create New Event’ window.
F. The calendar view shows all events you have added by using due dates in your course or via the ‘Create New Event’ button.
By default all calendars are visible. Click the Checkboxes to show/hide calendars.
2. To change the color of each calendar click on the pop icon (triangle) located on the right side of the calendar you wish to change.

3. To create a new event, click a date on the calendar, or click the ‘+’ sign in the right hand corner. Enter an **Event Name** and choose the **Calendar** where you would like your event to display from the drop down menu.
4. Click on the **Starts/Ends** fields to select dates and times for your event to display. Click **Done** to finish.
Course Menu

The course menu helps faculty and students navigate a Blackboard course site. Each of the buttons plays a vital role in assisting faculty and students successfully.

To hide a button, click the downward arrow to the right of the button and select Hide Link.
Tool Availability

Making tools available enables you and/or your students to see them in your Blackboard course site.

1. **Navigate to the Control Panel** of your course.

   ![Control Panel Diagram]

2. Click on the **Customization** area.

   ![Customization Highlighted]
3. Click on **Tool Availability**

![Tool Availability](image)

4. **Check or uncheck** the areas you want available or not available.

![Tool Availability](image)

5. When finished, click **Submit**.
Administrative Tasks

Edit/Student Preview Modes

By default, **Edit Mode** will be on for instructors to manage and make changes to their course content. Turning off Edit Mode will allow instructors to see what their students see in the course.

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**Student Preview** mode allows instructors to review and interact with course content in the same manner as a student. This enables them to ensure that course components behave in the desired manner for students.

1. To enter the course in **Student Preview**, select the option located in the upper right-hand corner next to **Edit Mode**.

2. The **Student Preview** bar will appear at the top of every page.

In **Student Preview** it is possible to test the following activities as a student:

- View My Grades (as a preview user)
- Submit assignments
- Create journal entries
- Create discussion posts
- Take tests
3. Once preview mode is entered, the preview user account will appear on the roster. All data associated with the preview attempt will exist in Blackboard until you log out. At that time you will be prompted to either keep or delete the preview user data. Clicking on remember this choice will inhibit this box from appearing again in this course.

Keeping the preview user data will put a row in the Grade Center for the student preview user. This may prove to be useful for some, unnecessary for others. Remembering your choice will eliminate this box from showing up each time you exit the preview user mode. You can always reverse your selection by clicking on the settings button in the student preview bar.
Blackboard Incompletes Tool

1. Navigate to the Faculty Resources area on the My Blackboard page and click on Blackboard Incompletes Tool.

2. You will be asked to login to the incompletes tool.

Blackboard incompletes Tool

Use this application to grant incompletes to students in your Blackboard course sites.

Enter your User ID and Password to sign in.

3. Select the course where you are granting the incomplete.
4. Identify the student receiving the incomplete and click **Grant Incomplete** in the row with their name.

<table>
<thead>
<tr>
<th>User ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Enrollment Date</th>
<th>Last Access Date</th>
<th>Course Access Ends</th>
<th>Grant Incomplete</th>
<th>Revoke Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>John</td>
<td>Smith</td>
<td>08/27/2016 12:47 PM</td>
<td>09/21/2016 09:28 PM</td>
<td>12/28/2016 12:00 AM</td>
<td>Grant Incomplete</td>
<td></td>
</tr>
<tr>
<td>67890</td>
<td>Jane</td>
<td>Doe</td>
<td>08/27/2016 12:47 PM</td>
<td>09/23/2016 08:38 PM</td>
<td>12/28/2016 12:00 AM</td>
<td>Grant Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

5. **Revoke** the incomplete through the same process.

<table>
<thead>
<tr>
<th>User ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Enrollment Date</th>
<th>Last Access Date</th>
<th>Course Access Ends</th>
<th>Grant Incomplete</th>
<th>Revoke Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>abc</td>
<td>Alice</td>
<td>Brown</td>
<td>08/27/2016 12:47 PM</td>
<td>12/18/2016 11:16 PM</td>
<td>12/28/2016 12:00 AM</td>
<td>Grant Incomplete</td>
<td>Revoke Incomplete</td>
</tr>
</tbody>
</table>

*Please Note:* Once students(s) are granted an incomplete, they will have access to the course for six weeks into the next term.
Aligning an Assignment with Essential Learning Outcomes

1. Once in Blackboard, **Click on the course** from the My Courses area that was selected for artifact collection.

![My Courses View]

2. Navigate to the area of your course that contains the assignment that needs to be aligned (i.e. Lessons or Assignments).

3. **Click on the down arrow** next to the name of the assignment. (edit mode must be on to see the arrow).

![Assignment Edit Mode]

4. **Click Add Alignments.**
5. Under Goal Set Type on the left, **click in the box next to Essential Learning Outcome.**

6. **Select your Essential Learning Outcome for the Assignment** (i.e. Information Literacy, Written Communication, etc.) by clicking the box preceding it.

7. Click **Submit.**
Exporting a Blackboard Course

In the effort to optimize Blackboard performance, while saving instructor content, the exporting of course content offers a good option. When one exports course content it creates a zip file which can be stored offline. When and if the content is needed, for example to resurrect a course that has not been taught by you in several years, it is easy to import the course. If you need to create the course in another LMS, this is the process you would follow.

1. Go into the course site you wish to export, then access the Packages and Utilities menu in the Control Panel.
2. Choose Export/Archive Course. An export creates a package of course content for reuse. Archive course creates a copy of the course including student records. Archives are routinely done by ITS at the end of a semester for any grade dispute issues. These archives are saved on a different server for safekeeping for a period of 3 years.
3. Chose Export Package from the menu bar.
4. Stick with the default settings

5. Select the course materials you want exported.

6. Click Submit. The system will generate an email when the zip package is complete. Once that email is received, open the Export/Archive Manager and download the export package to the local computer or thumb drive. **Do not unzip an export package or remove files.** If you do so the package will not import correctly. You can rename the zip file with the course name, number, and term and save in a location easily identified, i.e. in a folder entitled “zipped course content” on your H drive or thumb drive.
Importing a Blackboard Course

Occasionally you may want to import the course content of one course into another. It might be a course that you haven’t taught for a while that you have exported for safe keeping. When you export course content, you create a zip file which can be stored offline. When the content is needed, you can easily import the zip file.

1. Create a site from the template or enter the course site you want to import into.
2. Go to the Packages and Utilities section of the Control Panel and choose Import Package/View Logs.

![Packages and Utilities](image)

3. Choose Import Package.

![Import Package](image)

4. Browse your computer to locate the zip file you previously exported.
5. Click open. The name of the export file will appear in the Select A Package section.
6. Select the Course Materials you wish to import. You can Select All or choose specific areas to import.

7. Click Submit when your selection has been made. When completed you will receive an email letting you know the operation has completed and the course is ready to access.
Requesting a Blackboard Course Site

Blackboard course sites are not automatically created, but rather must be requested by the individual instructor upon completion of the required training or an exemption has been granted after a request was made by the dean.

1. **Navigate to the My Blackboard page** by going to [My Tri-C Space](#).
2. **Enter your network credentials** (S number and network login, click on the Blackboard Learn title then click **Sign In**).
3. You will be on the My Blackboard page. Locate the Faculty Resources module and **click on the Course Site Request link**. (Note: The Course Site Request link is also available on the Faculty Tab of My Tri-C Space under the Bb icon.)

![Faculty Resources](#)

4. **Log into the Course Site Request application** using your S# and Tri-C network password and click **sign in**.

![Blackboard Course Site Request](#)
5. Next **select the type of course to be created**. In order to request a CRN site, you MUST be assigned to the course as the primary instructor in Banner. Click next.

![Select Course Type]

6. If you are creating a CRN-Based site, a list of courses to which you are assigned in Banner will appear on the page. **Select one course to create**—only one course site can be created at a time.

![Select Current Assignment]

7. A Sandbox (Development or Dev) site can be created at any time. Sandbox (Dev) sites are used to build out content. Students are never enrolled in these sites. Enter the name for your Sandbox site and click Next.

![Sandbox Course Name]

8. The next page will ask you what source type you wish to use. The types of sources are described on the page. The source for the course can be a new course site template, (pre-populated with links to student resources, helpdesk information and more for your students). It is recommended that you always use the New Course Site Template as your source. That way you will begin with an ADA accessible site and the newest Start Here information and resources. The existing course site option will copy an existing course and its content into your new site. Make your selection and click Next.

![Select Source Site]
9. Only **enter special requests if necessary**. Otherwise leave the box blank. Any special requests will delay the creation of your site. **Click Next.**

10. **Review the information** you entered for accuracy before clicking Finish, (i.e. Source site, destination site).

11. You will receive an email confirming the receipt of your request, and a second email once your course has been created. It can take up to 72 hours for a site to be created, but is usually less time.
Copying Course Content from a Existing Source Site

If you have used the New Course Site Template as your source and your site has been created and you wish to populate the new site with existing content, go to the source site to copy the content.

1. In the Source site, go to the **Packages and Utilities option** in the Control Panel

   ![Course Management Panel]

   - **Control Panel**
     - Content Collection
     - Course Tools
     - Evaluation
     - Grade Center
     - Users and Groups
     - Customization
     - Packages and Utilities
     - Help

2. Choose **Course Copy** from either the Control Panel or Content Frame

   ![Packages and Utilities Panel]

   - **Bulk Delete**
     - Recycle the course by selectively removing areas
   - **Course Copy**
     - Copy information from selected course.
   - **Export/Archive Course**
     - Create a backup package of the Course. Archive
3. Choose the Destination Course site ID by clicking on **Browse**. Remember you might have more than one page of course ID’s presented. Either page through or click on Show All at the bottom of the first page.

**SELECT COPY OPTIONS**

* Destination Course ID

4. **Choose the source site components** that you want copied into the site by clicking in the box that precedes it. i.e. Content Areas, Lessons, or Course Content

Select Course Materials

- Select All
- Unselect All

- [ ] Content Areas
- [ ] Start Here
- [ ] Lessons

5. If you want to copy your Discussion Boards, click in the box that precedes it, but choose to include only the forums, with no starter posts if you do not want previous student posts to be copied.

- [ ] Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - **Include only the forums, with no starter posts**

6. Choose **Grade Center Columns and Settings** if you want the graded assignments or test columns to exist in the new site.

- [ ] Glossary
- [ ] Grade Center Columns and Settings
- [ ] Group Settings
7. Choose Tests, Surveys, and Pools if you want your assignments and tests, surveys or pools to copy over.

- Tasks
- ☑ Tests, Surveys, and Pools
- Wikis

8. Keep the default setting of Copy links and copies of the content under the File Attachments area.

9. Click Submit.

10. You will receive an email when the copy process is complete.