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Navigating in Blackboard

Upon logging in, a user is welcomed to the My Institution Screen (below). This screen includes a quick link to Tools, such as the gradebook, the calendar, and the personal information area where passwords can be updated, etc. On the right side of the screen, a My Courses panel lists the courses in which the student is enrolled.

Students switch between the My Institution view and the Courses view using the tabs located above the Tools box.

In the Courses screen below, the student can search for classes available in IVCC’s Blackboard. Based on entry options selected by instructors, the student may also use the Courses area to gain initial entry into their course. This will be discussed later in the Course options section.
Once in a course, a navigation menu is always present on the left side of the screen. This menu is customizable by the instructor. The My Institution tab is always available for the student to switch back to that view. And breadcrumbs tell you and the student where you are. Content is displayed on the right side of the screen.

**Accessing the Control Panel**

Only instructors have access privileges to the course Control Panel. The control panel is your way of adding, deleting and maintaining information that you store in Blackboard.

The control panel access is located below the navigation bar.
This is what the control panel looks like when you open it.

Establishing Your Course and Selecting Options

How to get a course shell created in Blackboard

1. If you, the instructor, would like a course shell created send an e-mail to Bob_Hunter@ivcc.edu or 555@ivcc.edu with the following information:

   - course prefix
   - course number
   - section number
   - semester the class will be taught
Standard class names and class IDs in Blackboard will be 'course prefix'-course-number'-section number'-semester' or 'instructor name'-course prefix'-course-number'-section number'-semester'

Standard example: ENG-1000-300-FA07 or Smith-ENG-1000-300-FA07

Using the standard example minimizes confusion for the students.

2. Indicate if you would like another course copied. It is recommended to have a template course. A template course is an unavailable course in which you do not enroll users. It is a course in which you can make design modifications based on student input throughout the semester, and which can be copied at the start of each semester for a fresh beginning. If copying a course, indicate

   a. Course to copy exactly as named in course catalog.
   b. Copy in its entirety or indicate portions to copy.

3. You will receive an e-mail when the course has been created.

   Before you go further! If you intend to use a course cartridge from the textbook publisher, you must import the cartridge before going any further. If you create course content and add users to your Blackboard class and then import a course cartridge, your content and users will be deleted.

   Course cartridge selection should begin early. Verify that the cartridge is compatible with the version of Blackboard running at IVCC.

4. Check your course settings.

   During development: Make course unavailable.
   When ready to deploy: Establish enrollment option, categorize course, and make available.

   **When are Blackboard user/student accounts created?**

   Blackboard student accounts are created daily starting 10 days prior to the semester and until the registration period ends. Accounts are also created at mid-term.

   Instructors cannot create accounts.

   **Mock Student Accounts**

   Instructors can have one student account of their own so that they can view their classes as a student. If you would like a student account please e-mail Bob_Hunter@ivcc.edu or 555@ivcc.edu. Mock accounts have a username of ‘FirstInitialLastName Student.’ Example: ‘MSmith Student’
When are user/student accounts deleted?

The process for deleting student accounts is under development. When student accounts are deleted all information connected with students who are deleted will be erased, so as an instructor we advise that you export your gradebook at the end of the semester. See export gradebook.

What to do with the Class at the End of the Semester

These processes are explained in detail later in the guide.
See sections: Import Package – Export Course – Archive Course

Make Course Unavailable

This prevents students from accessing the course and removes it from the student’s course list. In Blackboard, Control Panel/Course Options/Settings/Availability > Set to unavailable (No).

Export Gradebook

In Blackboard, Control Panel/Online Gradebook/Download Gradebook
Download the Gradebook with a comma delimiter
Save the gradebook
use the Save option
Save to your U: drive using an established naming convention.

Select an end of semester course option

1. Copy a class - Copy content from one course to a new course. If selecting this option, stop here until copy class is complete, then carry on with archiving of course.

2. Recycle a class - Removes all users enrolled in a class so that the class can be taught to a new group of users. Archive course before recycling. Do not delete the course after recycling.

3. Delete/Remove a class - The entire class and everything in it is deleted. Archive course before deleting.

4. Reuse the same class - You can use the same class as-is if you wish. You can un-enroll users and modify the content that is there. This option is not recommended since students appear to be looking for semester designations on courses and it is not possible to modify the name of a course as it appears in the course catalog.

Archive Course

In Blackboard, Control Panel/Course Options/Archive
Select all areas to archive
Save to your U: drive using an established naming convention.

Delete Courses from Blackboard

Log a request with 555@ivcc.edu to have courses deleted from Blackboard.
Course Options

4. Click on the Control Panel.

4. Under Course Options click on Course Options.

Settings

You can set the availability of the course, allow guest access, set the duration of the course, set enrollment options, categorize the course, set the entry point, and set the course design (change navigation buttons, etc).

You must make your course available before students can access it.

Categorizing the course facilitates finding the course and helps us to track the number of courses using blackboard.
Blackboard Self Enrollment Setup for Faculty

1. Click on Enrollment Options.

2. As you can see below, there are several options for you to choose from. For self enrollment you need to set:
   a. a start date that students can begin to enroll themselves,
   b. an end date, after which students can no longer enroll themselves.
   c. And a third option is an access code. This is a good idea to use. You give this access code to the students in your class and they will be asked to enter it when enrolling for the course. This way, students not in your course will not accidentally get into the course. Students should not share this code with others.

   The access code is case sensitive. Which means 'SecretCode' is not the same as Secretcode.

3. When you are done with your options, click the Submit button and you are done.
Manage Course Menu

Click on Manage Course Menu.

This is where you can enable and/or disable navigation buttons. Once you decide which buttons you want to be visible, hit OK.

Manage Tools

Tool Availability allows you to enable/disable tools of the course (address book, announcements, etc.)

Content Type Availability allows you to enable/disable content types of the course (item, external link, etc.)
**Import Course Cartridge**

You have the option of downloading a course cartridge to your Blackboard site. This is a supplement to your textbook. Check with your publisher to see if a Blackboard Course Cartridge is available.

A course cartridge catalog is available online at [http://cartridgecatalog.blackboard.com/catalog/](http://cartridgecatalog.blackboard.com/catalog/)

Click on Import Course Cartridge. You will be provided a download key when you receive your cartridge. Simply input the key and hit Submit.

### Add Course Cartridge Content

Enter a Course Cartridge Instructor download key:

Visit the [Course Cartridge Catalog](http://cartridgecatalog.blackboard.com/catalog/) to locate a Course Cartridge and obtain the instructor download key.

**Submit**

Click Submit to Finish. Click Cancel to quit.

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**Import Package**

**Overview**

Instructors may use the Import Package page to upload course materials from another course. For example, if they have exported a course they may import the whole course package, or selected parts of the course through Import Package.

Never upload an Exported Course package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Course package will result in unstable and unpredictable behavior when the course is imported.

Content Imports course materials, including the following, from the package:

- Uploaded files
- Learning Units
- Links
- Course Information
- Course Documents
- Assignments
- External Links
- Building Block content

Also Imported:

- Announcements -- All Announcements are imported.
- If Assessment links appear in Course areas, then this option must be selected, or the link to the Assessment will be broken.
- Tests, Surveys, and Pools All Assessments and Surveys, including questions and options for deploying them.
- All Pools.
- All Calendar items.
- Some Course Settings such as button types, etc.
• Discussion Board forums, including the initial message in the Discussion Board.
• Gradebook Items and Settings Items in the Gradebook, and their settings, such as type, categories, and display options.
• Group Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
• All Staff Information. *(Source: Blackboard 6 Instructor Guide)*

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Browse for your course and decide which course materials you want to import. Click Submit.

**Export Course**

Export Course saves the course content so it can be imported later and re-used. It does not save user (student) interaction.

Click Export Course.

Decide which course materials you want to save from the course. Hit Submit.

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**Archive Course**

This option enables you to save all of the course information, including student interactions.
Click Archive Course. Hit Submit

**User Management**

The User Management area allows you to add, delete and modify users. Use the **List/Modify Users** to change a student password. **User Remove** Users to delete students who drop your course. Create small groups using the **Mange Groups** function. **Groups** may have discussion boards, virtual spaces, group email options, and file exchange options. Once a group is established, you must add the individual users to the group. Users access their group area in the Communications tab of the navigation menu.

Instructors may choose to **Enroll Users** or to have them Self-Enroll, as described earlier.

**Enrolling individual user**

1. You can enroll users by going into your class and clicking on the Control Panel.


3. Type in the Last Name of the student and click Search. Click to the left of the name of the student you wish to Enroll and click Submit. The student is now enrolled in your class.

If the student name does not appear, verify that they are not already enrolled in your course by using the List/Modify user option. If the name does not appear, and the user is not already enrolled, contact 555@ivcc.edu. See also: *When are Blackboard accounts created.*
Course Tools in Blackboard

**Announcements:**
Click on Announcements

Go to Add Announcement

Make sure you put in a subject line AND a message.

You may also select a course location to link to – by going to the Browse button and then hitting Submit. Hit SUBMIT when finished.

**Course Calendar**
Click on Course Calendar

Go to Add Event
Type in Event Name, Date of the Event and Time – then hit SUBMIT.

**Staff Information**
Click on Staff Information

Go to Add Profile.

Add your information. You can also insert an image and your web site address. Hit SUBMIT.
**Tasks**

Click on Tasks

Click on Add Task, and then hit OK.

Name the Task, add a description (if desired). Add a Due Date and Priority - hit SUBMIT.

**Send Email**

Click on Send Email

You can choose who you want to send an email to.

Add a Subject line then enter your message. You can add an attachment by clicking on the Add button. Hit SUBMIT.
**Discussion Board**

Click on Discussion Board

Create a Forum for your discussion boards. Forums are broad areas of a course, like a course unit or major content area. Common Forums may be Unit One, Unit Two, Daily Questions, Student Lounge, or Technical Emergencies.

The order of the Forums may be changed using the numeric drop-down box to the left of each forum title. It is common to have the most current forum at the top of the display.

Select whether you want anonymous posts, etc. within the forum. Since you will be grading students on their contributions to the discussion, it is not recommended to have anonymous posts.

The forum description should briefly explain the forum’s purpose.

Once the forum is created, you can create a Discussion Thread by clicking on Add New Thread. Enter a Subject, then text into the message box, hit SUBMIT. Documents can be attached to threads.
You may archive a Discussion Board by going to the forum and selecting the Click Here For Archives link.

**Collaboration**

Allows you to hold create and participate in real time discussions and lessons through the Blackboard system. There are two kinds of discussion areas: the Virtual Classroom, which allows you to browse the web, chat with students and hold question and answer sessions. The other type, the Chat (or lightweight chat), contains only the chat feature.

Click on Collaboration.

Go to the Collaboration Session.

Name the session, set dates of availability.

Choose which collaboration tool you want to use (Virtual Classroom or Chat). Hit SUBMIT.
**Digital Dropbox**

The digital dropbox allows you to exchange files with students.

Click on Digital Dropbox.

You can either choose to Add a File, which will hold the file for you to send later, or Send a File, which will send a file for you immediately.

Direct students to Send the file. There are few instances where they will want to add a file and hold it.

When a student sends a file, it appears in your digital drop box.

Name your file and then Browse for it (just like an attachment in an email). Hit SUBMIT.

*Note: If you Add a File you will have to Send it as well. This is good for holding documents before you send them to students. Vice Versa, if a student sends you a document through the Digital Dropbox, you as the instructor can then send it to other students for peer reviews, etc.*
Content Areas

You determine what content areas you wish to display for the students. The options displaying in the Content Areas box will be based on the Navigation Menu Buttons you established in the Course Settings/Manage Course Menu area.

Course content can be added to the course at any time and can be set to automatically be released on a specific date.

Course Information

This is where you would place your meeting schedule, outline, and attendance policies, and FAQs. To add this information, select Course Information >> Add Information. Select the description of the item you are adding from the pull down menu or add a new description in the text box. One of the great new features of Blackboard 6.x is that you can easily alter the text style, font and color.

You will have the option to select the file as you scroll down the page. You may select to make the content available, add offline content, add metadata, or add date restrictions. Click the Submit button at the bottom of the dialogue box when options have been selected.
Course Documents

Documents, folders, external links, course links, and tests may be added to the Course Documents area. Select the icon for the type of information you intend to add.

Select the description of the object you will be adding from the pull down menu, or type in your own description.

You will then set the dates of availability, add offline content, and meta data. Click submit when the options have been selected.

Once you have added a course document you may remove, copy or modify it by selecting the appropriate button at the right of the item.
Assignments
Assignments may be added as items, folders, external links, course links, or tests. Select the appropriate icon, browse for your document, or folder for the item or folder option. To add an external link, type a name for the link and then the URL of the link in the designated box. You have the option to type a description in the text box below the URL. To add a test, simply select the test from the list of existing tests, or surveys.

External Links
This is a good place to post links to reference articles, or publisher sites. The tool bar is identical to that used in the course documents, books, and assignments areas.

When adding an external link select the external link option. Type in the name, the URL, and the description in the designated boxes.
External files can be added, and availability should be set in the options area. Select submit when these options have been selected.

Assessments (Tests, Quizzes, and Surveys)

This area has expanded since the 5.5 version. Two new functions, (Survey Manager and Test Manager) have been added. Instructors may create tests which may incorporate multimedia, or other attachments, provide password protected tests and surveys, and easily create surveys which will not be graded. Three types of assessments may be created tests, survey, and pools. The definition of each type is listed in the table below. Please note that while assessments are created in this area the instructor will use the content area to make them available.

<table>
<thead>
<tr>
<th>Types of Assessments</th>
<th>B.B. 6.x Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>An assessment that may contain randomly arranged questions from a pool. Or a set of questions in a specific order. Grades are automatically generated and placed in the Grade book.</td>
</tr>
<tr>
<td>Survey</td>
<td>An upgraded assessment frequently used to assess the students prior knowledge of a subject and demographics. Grades are not generated. Statistics are generated and are available.</td>
</tr>
<tr>
<td>Pool</td>
<td>A group of questions that may be used to create tests or surveys. Questions may be selected by type, or key words.</td>
</tr>
</tbody>
</table>
**Test Manager**

This function is used to create, modify or remove tests. Student submissions are automatically graded and the results are posted to the course grade book.

To create a test, click the Test Manager Button. Select Add Test, and enter the name description, and instructions in the appropriate text boxes, in the Test Information section. Select submit when this information is complete.

The Test Canvas dialogue box will then appear. Select Test Creation settings. Select the Creation Settings button.

The Test Creation settings allow you to add URLs, images and other attachments to questions. You may also set the point value of the questions in this area. Select submit when complete.

In the Test Canvas dialogue box select the type of question you wish to add from the pull down menu, (Note you may combine various types of questions on a test). Select the Go button
Type the question in the text box provided, type the answer options in the fields provided, the point value of the question, the number of possible answers, (can be as many as 20), and type the feedback you wish to provide to the student for the various options. If you are adding images or files, browse for the file in the pull down box provided. Click submits when this information is complete.

Select the add another question button to add additional questions.

To import questions from an existing test or question pool, select the Import questions option from the question type pull down menu within the Test Canvas. Select Go.
A dialogue box will appear that allows the instructor to select the test pools from which questions are to be imported. Select the test pool from the list, and the type of questions to be imported. Select Search.

Select those questions to be added from the list and select submit.

Random Blocks question types

After selecting the Random Block question type on the Test Canvas the question page appears. Random Blocks enable the Instructor to use a random selection of questions from another Test or Pool. The Instructor can also select criteria for the questions that are chosen, such as the question type.

You will be prompted to select the pool from which to use the random block. Select the pool and enter the number of questions you will use, and select Ok.
Survey Manager

The survey manager function is nearly identical to the Test Manager function.

After selecting Survey Manager, type the survey name, description and instructions in the text boxes provided. Select Submit when complete.

Select Creation Settings from the Survey Canvas Dialogue box. Select the desired creation settings, and click submit.

Select the type of question you wish to add, add the question, answer options, and feedback.
The Survey Creation settings allow you to add URLs, images and other attachments to questions. You may also set the point value of the questions in this area. Select submit when complete.

In the Survey Canvas dialogue box select the type of question you wish to add from the pull down menu, (Note you may combine various types of questions on a survey). Select the Go button.

Type the question in the text box provided, type the answer options in the fields provided, the point value of the question, the number of possible answers, (can be as many as 20), and type the feedback you wish to provide to the student for the various options. If you are adding images or files, browse for the file in the pull down box provided. Click submits when this information is complete.

Select the add another question button to add additional questions. Select submit, and add additional questions.

**Pool Manager**

The Pool Manager allows the instructor to create a new pool or import an existing pool. To add, (create) a new pool, select the add a pool icon and enter the title, description, and instructions as in the Test manager and Survey Manager functions.

Create the questions within the pool canvas, following the same procedure used for tests and surveys. Select the Add Pool Icon, enter the name, description, and instructions in the text boxes provided.
In the Pool Canvas dialogue box select Creation settings, and set your selections. Select submit when completed.

In the Pool canvas pull down menu select the type of question you wish to add and select go.

To import a new pool, select the Import Pool icon and browse for your file. Select Submit.

Deploying an Assessment (Test or Survey)
While tests are created in the Assessment area, they are made available in the course content areas. Determine which content area you wish to add the assessment to, then use the drop-down menu on the right side of the content area screen to add a survey or use the +Test to add a quiz or test.

To set availability of a test select the Test icon, and select the test from the list of existing tests, or select new to create a new test. Select Submit.

The Modify Test dialogue box will appear. This area can be used to modify the test and set the availability and feedback options. To set availability select Modify Test Options. Enter the name and description in the Test Options dialogue box.

The Test Options dialogue box is the area where the instructor sets the dates for availability, announcement, number of attempts and password for availability.
The options for Test feedback and presentation have been expanded since 5.5. Instructors may now choose from several feedback options and display modes. Enter your selections and click submit at the bottom of the dialogue box. A new feature of interest is the Randomize Questions Option. This option will create a random arrangement of questions for each attempt, and adjust the results statistics accordingly.

Gradebook

The Gradebook posts all Student grades associated with Tests and Assignments. The Gradebook also accommodates scores for essay questions and grades for work completed outside of the Blackboard Learning System. Instructors may view the results of Surveys through the Spreadsheet. Assessments and Assignments that are made available through a Content Area are viewed and graded in the Gradebook.

The Gradebook enables Instructors to manage all aspects of Student grades, including:

- Grade book display settings and options
- Grade weighting
- Grade downloads and uploads
The Grade book opens to the View Spreadsheet page, a powerful tool for organizing and managing course grades. All features of the Grade book can be accessed through the Spreadsheet.

Items in the Grade book are categorized. This enables Instructors to sort and filter items by category. For example, Instructors may only want to view items in the Exam category on the View Spreadsheet page. Categories may be weighted differently. For example, items in a Homework category may be weighted less than items in an Exam category.

To add an item to the grade book, select the add item icon and add the title description, and maximum point value of the item. Select Submit.

To manage items already in the grade book select the Manage Items icon. This function allows the instructor to adjust the order which items are displayed, remove items, or modifies them.

The Grade book Settings page allows Instructors to change the way Student grades are displayed, set the values for grades and control the way grades are displayed.

The spreadsheet settings functions allow the instructor to display how the student’s information is displayed within the grade book.

The Manage grade book categories function allows the instructor to add categories for the grade book.
The Manage display options allow the instructor to designate the way grades will be displayed. Options include point value, letter, percentage, or complete/ incomplete.

The weight grades option allows the instructor to add a weight to each category in the spreadsheet. Set the weights and select submit.

To download your grade book select the Download Grade book option, see Export Gradebook.

Uploading of Grades: For best results, Instructors should manipulate and upload a Grade book that has been downloaded from the Blackboard Learning System (Release 6). It is not advised that Instructors create a new Grade book from scratch then upload it. Also, it is not possible to upload a grade book from an earlier version of the Blackboard Learning System, such as Blackboard 5. To upload grades select the Upload icon, and browse for the .csv file.

The instructor also has the option to sort and filter grades by category, title, weight, position. Items may be filter by numerous categories. Simply select the category from the pull down menu and select Go.
Gradebook Views

Gradebook Views allows the administrator to view the Grade book by item or by user. This will be especially useful for locating and modifying information in courses with a great number of users and a great number of Grade book items. Select the type of view you prefer, and select OK.

Export gradebook

Be sure to export your Blackboard gradebook for all of your classes at the end of the semester.

1. You can enroll users by going into your class and clicking on the Control Panel.

2. Under the Assessment section click on Gradebook.
3. Click on the Download Grades button.

4. Choose your delimiter type and click Submit.

5. Click Download to download the gradebook.

Uploading of Grades: For best results, Instructors should manipulate and upload a Grade book that has been downloaded from the Blackboard Learning System (Release 6). It is not advised that Instructors create a new Grade book from scratch then upload it. Also, it is not possible to upload a grade book from an earlier version of the Blackboard Learning System, such as Blackboard 5.

To upload grades select the Upload icon, and browse for the .csv file.
**Course Statistics**

This feature allows the instructor to view only those statistics they need. The dates of activity and users may be selected. Select the type of report from the pull down menu, the time frame to be used, and the users to be included. Select submit.