

Instructor "Quick Reference" Guide

Obtaining Blackboard Access

For Students

- Visit M CCD's Blackboard Home Page, www.maricopa.edu/blackboard
- In the left hand screen under the heading, "Blackboard Login by College".
- Click on your college.
- You will be presented with the sign-in page for Username and Password entries.
- A New User button is presented for your convenience.
- Click on the "student link" to find your Username & Password. If you need help, click on the Student Help link on the top of the page.

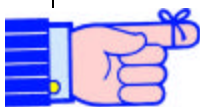
For Faculty

- Visit M CCD's Blackboard Home Page, www.maricopa.edu/blackboard
- In the left hand screen under the heading, "Blackboard Login by College".
- Click on your college.
- You will be presented with the sign-in page for Username and Password entries.
- A New User button is presented for your convenience.
- Click on the "faculty/staff link" to find your Username & Password. If you need help, click on the Faculty/Staff Resource link on the top of the page.

Functions of Control Panel

The **Control Panel** button is found on the bottom of the **Course Menu** on the Announcements Page. There are six major functions on the **Control Panel**. Each is subdivided as follows:

Content Areas		User Management	
Course Information	Assignments	List / Modify Users	Enroll User
Course Documents	External Links	Create User	Remove Users from Course
Course Tools		Batch Create Users	Manage Groups
Announcements	Collaboration	Assessment	
Course Calendar	Digital Dropbox	Test Manager	Gradebook
Staff Information	Glossary Manager	Survey Manager	Gradebook Views
Tasks	Messages	Pool Manager	Course Statistics
Send Email	Manage Chalk Title	Help	
Discussion Board	Link Checker	Support	
Course Options		Manual	
Manage Course Menu	Import Course Cartridge	Contact System Administrator	
Manage Tools	Import Package	Navigation Tools	
Settings	Export Course		
Recycle Course	Archive Course		
Course Copy			



At the beginning of a semester, (or sooner, to accommodate the highly motivated student,) don't forget to make your course available.

- **Course Options**>>**Settings**>>**Course Availability**
- Click on button for **YES**.

There are four ways to navigate in Blackboard:

- **Course Menu:** List of content sections included in the course which can be clicked for access to that section.
- **Control Panel:** Provides access to all Blackboard functions and content areas.
- **"Breadcrumbs":** Path showing where user has visited.
- **Browser:** Using your browser controls. (Internet Explorer is the recommended browser.)

Managing the Content Menu

To rename, add, or disable some of the default (Menu Item) course settings:

- In the **Control Panel**>>**Course Options**>>**Manage Course Menu**:
- Click on **"add"** to add a content area, (menu item)
- Click on **"modify"** to rename a menu button.
- Click on **"modify"** to disable a menu button.

If you **do not want** a certain content area (menu item) to be available to students:

- In the **Control Panel**>>**Course Options**>>**Manage Course Menu**:
- Scroll to area you wish to make unavailable.
- Click on **"modify"**
- **"Uncheck"** the box named "Make available for student/participant users"
- Click on **Submit**.
- Check to make sure that the content item is "disabled" by visiting the **Manage Course Menu**.

Course Content Choices

Steps to follow when adding most types of content:

- Select the Course Content Area (Ex: Syllabus, Course Materials, etc.)
- Select the desired "container housing" (Item, Folder, Link, [see below](#))
- Select or type a name for the Item, Folder, or Link
- Choose a color for the heading.
- Add descriptive text.
- Set availability options.
- Click **Submit**

Here are your choices:



To Add:

Item—Select if you want to create an individual "stand alone" chunk of content.

Folder—Select if you want to group or "nest" several items together under one section to organize your content.

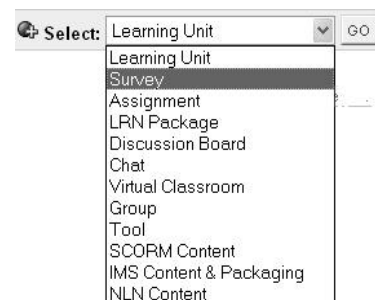
External Link—Select if you want to add a URL. (You can also add a URL from any Text Box.)

Course Link—Select if you want to provide a link to another section of the course.

- Select or type a name for the item.
- Choose a color.
- Add descriptive text.
- Click on **Browse**.
- **Course Map** will appear for selection choice.
- Select availability, tracking and other options.
- Click **Submit**.

Select Drop Down Menu:

- For other Course Content options such as Assignments, Surveys, etc. that can be included. The **Tool** choice has a comprehensive sub-menu that includes Glossary, Announcements, Discussion Board, etc.
- Click **GO**




To Add a Test:

Select to **create a brand new test** or to deploy a test **that has already** been created.

For a Brand New Test:

In desired content area:

- Click on **Test**.
- Click the **Create** button.

Create a new Test. 

In **Test Info**, input name, description & instructions.

- Click **Submit**.

In **Test Canvas**, choose question type.

- Click **GO** button.
- Input questions, point values & desired feedback.
- Click **Submit**

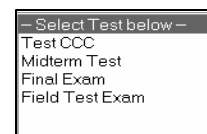
To Deploy an Existing Test:

In desired content area:

- Click on **Test**.

A list will reveal tests **already created**.

- Click on selected test.
- Click **Submit**.
- Test will be inserted.



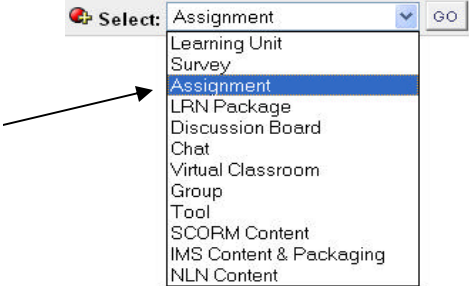
Copying or Moving Content Into Another Course	Copying or Moving Content Within a Course
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<p>This is how to “reuse” a course for the next semester: Using the Control Panel>>Course Options>>Course Copy link. Click on:</p> <ul style="list-style-type: none"> • Copy Course Materials into an Existing Course. • Click on Browse button beside Destination Course ID. • Search for the destination course by selected criteria. When desired course(s) appear, • Click the Select button next to each. Check off the select course materials you wish to copy. • Click Submit. <p>Note: You must be listed as instructor in both courses in order to copy content. The copy command will not overwrite the content in the destination course, just add to it.</p>	<p>Using the Control Panel,</p> <ul style="list-style-type: none"> • Advance to the Content Area you wish to copy. • On the right side of the screen, Click Copy button. • Click the Browse button next to the Destination Folder. • The Location Box will appear, allowing you to make a choice. • Click Submit. • Answer Yes to “Remove Item after Copy?” if you wish to permanently move copy to the new location. • Answer No, if you wish copy to appear in the new <u>and</u> previous location.
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Creating an Assignment Through the Assignment Manager

Assignments can be added to **any Content Area**. When an assignment is added, a **Gradebook** entry is automatically created and storage space is created to gather and manage assignments. There is an option to include attachments also.

- At the desired content location, use the **Select Drop Down Arrow**, choose **Assignment**.
- Click on the **Go** button.
- Type a name for the assignment.
- Choose a color and the point value.
- In the **Text Box Editor**, add the descriptive text.
- Set availability and tracking options.
- Add any attachments.
- Click **Submit.**



Grading Assignments Via the assignment manager

Using **Control Panel>>Assessment>>Gradebook**,
 Instructors can download, view grades and provide feedback. Completed assignments **cannot** be graded from the posted area.

- Click on the assignment name. Ungraded assignments will appear as an “!” (exclamation point).
- Click on the “!” and Review Assignment window will open.
- You can then download, view grade and provide feedback.
- Click **Submit.**

In Progress

- No Information

! Needs Grading

? Grading Error

✓ Completed

* Denotes an unavailable item

Creating and Managing Announcements

Creating Announcements: Students will see your announcements when they enter your course.

- 1) In the **Control Panel>>Course Tools**, click on **Announcements**.
- 2) At the top of the page, Click on the **Add Announcement** button.
- 3) In the **Subject Box**, input a subject.
- 4) In the **Message Box**, input the Announcement text.
- 5) Under the **Options** section, you can program the effective dates for display and/or install a link to a course menu choice.
- 6) Once choices are completed, click the **Submit** and **OK** buttons.



Managing Announcements: There are two methods from which to choose:

- 1) Have all announcements visible **all of the time**, with most recent on top, or
- 2) Have only announcements posted **during the last week visible**.

Method 1: After creating the announcement, click **YES** to the statement, "Always show this announcement on the course's main page," and make no changes to the "Display" dates. Click **Submit**

Method 2: Click **NO** to the question, "Always show this announcement", and the last seven days of Announcements will appear in chronological order by posting date, with most recent on top. Announcements older than seven days will be "archived" and accessed by clicking on one of the tabs at the top of the page.

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

Note: To change order of announcements, follow step one above, under **Creating Announcements** then, click **Modify>>Options>>Display Date**. Change dates so that the announcements appear in desired order, so that the first announcement has the most current date. However, you cannot mix permanent and seven-day announcements—because it will result in all the permanent messages displaying first, regardless of date.

Creating Assessments

There are two types of assessments possible; tests and surveys. The difference between a survey and a test is that surveys are not graded and there are no point values or feedback options. Questions can also be saved in a pool and selected from that pool.

Using the Test Manager:

Control Panel>>Test Manager>>Add Test

- In **Test Info** insert name of test or quiz, description, and instructions.
- Click **Submit**.
- In **Test Canvas**, establish type of questions desired.
- Click the "**Go**" button.
- Input questions, point value and feedback.
- Click **Submit & OK**
- **Test Manager** will list newly created test.
- You **cannot** deploy test from the Test Manager.
- Refer to steps under **Course Content Choices** to publish your test.

Using the Survey Manager:

Control Panel>>Survey Manager>>Add Survey

Use the **Survey Manager** to create, add or modify surveys.

You **cannot** deploy a survey from the **Survey Manager**. Add the survey to a Content Area to make it available. Surveys provide no right or wrong answers. Responses can be viewed in the **Gradebook**. Follow same steps assigned to the **Test Manager**.

Using the Pool Manager:

Control Panel>>Pool Manager>>Add Pool

The Pool Manager holds questions that can be used to create tests, quizzes and surveys. The questions can be copied, exported and used in other courses. After providing standard info re: name, description, in the **Pool Canvas** portion of the program, be sure to use the **Creation Settings** button. This area will assign a category for your questions and provide a keyword search option that is very helpful later when creating a test or quiz.

Attaching Files, Images, & URLs Through The Text Box Editor

In many of the **Content Areas**, when you “**Add an Item**”, you are provided with the **Text Box Editor**. Unfortunately, this feature is not available on Macs.

The attachment icons can be found on the third row (toolbar) of the **Editor**.

1. The first icon is used to attach text/data files. (Can be used for all other types as well, including URLs.)
2. The second icon is used to attach images/pictures.



Attach File

For Files:

- Position your cursor for placement:
- Click on the **Attach File** icon on the third row.
- “**Select Content Link**” dialog box will open.
- Click on the **Browse** button to find desired file.
- Type in the clickable text link. Ex: [Click Here](#)
- Click on **Yes** to have file open in a new window.
- Click **Submit**.



Attach Image

For Images:

- Position your cursor for placement:
- Click on the **Attach Image** icon on the third row.
- The “**Insert Content Link**” window will open.
- Click on the **Browse** button to find desired file.
- Set “**Image Options**” or leave blank and resize image in text box.
- Type in brief description of image under “alt. text)
- Click **Submit**.



For Hyperlink (URLs):

Method 1—Create a Clickable link in a New Window

- Follow steps for “**Attaching Files**” until you reach
- “**Select Content Link**”.
- Under “**Specify URL**” - Copy and paste the **complete** URL address, **including http://**
- Type in clickable text.
- “**Launch in New Window?**” — Click **Yes**
- Click **Submit**.

Method 2—Create a Link to a URL without a New Window

- Position your cursor.
- Click on the URL icon on the **second** line of the toolbar.
- Hyperlink window will open.
- Type or paste the **complete** URL address into the dialog box.
- Click **Submit**.



If you use this method to add links, you can also use the **Link Checker**. The **Link Checker** allows instructors to check the validity of a website that has been added as an External Link to their Blackboard class.

To use the Link Checker: **Control Panel**>>**Course Tools**>>**Link Checker**

The Link Checker will automatically examine every link added to any content area as an External Link. It will not check links entered into areas such as the Discussion Board or entered into Word documents, etc. The Link Checker will display all links and their status.

If a link is found to be invalid, you will have the location and can choose to edit the link and recheck. You can also click on “Hide Box” and hide the link from view. The link will not be deleted. You can still go into the content area and edit the link.

User Management

My Notes

To search for student name, or Email or Bb user ID:
Control Panel>>User Management>>List/Modify To Search

- Tabs will display
- Search by name, or
- Choose tab function
- Click **OK**



Discussion Board

Forums are used to organize discussions on related topics. Click on links to access a forum from the main Discussion Board page. A posted message and/or reply is called a thread. There are several ways to insert a **forum** and other **tools** in your course. Click on:

- The main **Content Menu** button,
- **Course Link** in your **Content Area**,
- **Drop Down** menu in your **Content Area**.



Downl oading Grades

It is important to download your grades for **each class** so you have a backup record. Grades can be saved to your My Documents folder. The saved file will be assigned the default name of gb_export.csv.

- Click on **Download Grades**
- Select the comma delimiter
- Save the file
- Locate your spreadsheet program, choose **Open**.
- Locate the saved file.
- Double click to place file in spreadsheet.
- **Save** file in folder of choice.
- Frequent downloads are recommended.



Thanks to Barb Lesko and members of the Blackboard Training Alliance for creating this tool.