Introduction to Blackboard

What is my Login Information?
Username: Your username will be your 7-digit COSMO ID
Password: Your password will be the same password you use for your GroupWise email

Basic Layout and Navigation Elements

Course ID and Name

Button Reordering – Roll mouse over button and it will highlight. Click and drag button to reorder them (Edit Mode must be on).

Control Panel – Your tools for managing the course. Clicking a menu displays links to access different features.

Grade Center – Full Grade Center; Needs Grading Smart view

Packages and Utilities – Bulk Delete, Course Copy, Export/Archive, Import Package

Course-to-Course Navigation – Quick links to access the same page or tool in other courses you teach.

Edit Mode – Toggle Edit Mode on/off to preview content as students will see it.

Course Theme Tool – Customize course with pre-set background image and menu colors.

“Add” Menu – Use to add buttons to your course (i.e. new pages, tool links)

Menu Collapse/Expand Control – Roll mouse over the course menu’s right margin and it will display a gray striped background. Click on this background to collapse or expand the course menu to give you more room to view content.

Context Controls – These icons appear next to any button or content item to display context menus that give you editing options.

Course Tools – Announcements, Blogs, Collaboration, Contacts, Course Calendar, Discussion Board, Glossary, Journals, Send Email, Tests Surveys & Pools etc.

Evaluation – Course Reports, Early Warning System, Performance Dashboard.

Customization – Guest/Observer Access, Properties, Teaching Style, Tool Availability.
Creating Announcements

Announcements
New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements to new positions. More priority Announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from superseding them. The order shown here is the order presented to Students. Students do not see the bar and cannot reorder Announcements.

On the “Announcement Page’, click the “Create Announcement” button and complete the simple form that appears. Checkmark the “Email Announcement” checkbox to push the announcement to student e-mail in addition to posting it to the course.

Submit the form to post your announcement to this page.

Creating Assessments

Assessments, such as Tests and Assignments, can be added to any content area page through the “Assessments” menu.

Assignments
To create an assignment that is completed and collected through Blackboard, choose “Assignment” from the “Assessments” menu. Assignments can be assigned individually or to groups of students and can be completed once or multiple times.

Tests
Tests can be created through the Control panel then deployed to an area in the course for students to take it online.

To make a new test: Control Panel → Course Tools → Tests, Surveys, and Pools → Tests → Build Test

To deploy a test: Go to content area of course (ie. “Tests” button) → Assessments menu → Test → Select Test from “Add a Test” menu → Complete Test Options form → Click Submit.

Adding Content (Files, Web links, Folders etc.)

Documents and files can be added to any content area page through the “Build Content” menu.

Item: A general purpose container to post files or other content to the page. (ie. Syllabus, Power Point slideshows, text, embedded videos from YouTube or Films on Demand).

Content Folder: Content can be added to folders to group and organize materials.
Adding Interactive Tool Links

Links to interactive features of the course can be added to content area pages through the “Tools” menu. These include: links to discussion board forums, blogs, journals, group pages, wikis, podcasts, and more.

Please note – The content the interactive tool link is associated with must be available to students in order for the link to work. Otherwise, a message stating the content is unavailable will appear.