### Introduction to Blackboard 9

**Login as usual (COSMO ID and network password)**

| **Use to add new buttons** |
| **Course ID and Name** |
| **Click and drag buttons to reorder them** |
| **Clicking this closes the button/control panel window to give you more room for the main screen. Clicking it again will open the button/control panel window.** |
| **Control panel – does NOT open a new window – all functions drop down from double arrows.** |
| **Double arrow shrinks Control panel to its header “Control Panel” and then expands it again.** |
| **Allows you to Edit or Delete the Announcement.** |

**Tools include:** Announcements, Assess Wikis, Blogs, Collaboration, Configure Blog Tool, Configure Wiki Tool, Contacts (the old staff/faculty information), Course Calendar, Course Health Check, Discussion Board, Glossary, Journals, Manage Certificates, Manage Podcast, Messages, Recycle Blogs, Recycle Wikis, Respondus LockDown Browser, Send Email, Tasks, Tests, Surveys, and Pools

**Evaluation includes:** Early Warning System, Grade Center, Performance Dashboard, Tracking Reports

**Customization includes:** Enrollment Options, Guest and Observer Access, Properties (where course availability is), Style, Tool Availability

**Packages and Utilities includes:** Course Copy, Export/Archive Course, Import Course Cartridge, Import Package/View Logs, Recycle
**Assignments**

Changes:
- Instructors can allow students to submit **multiple attempts** for the same assignment.
- Instructors can deploy Assignments to all students individually or to groups of students.

Click to turn edit mode on and off. On is teacher view. Off is student view.

New icon representing an assignment. No “View/Complete” link – link is now the underlined name of the assignment.

To create assignment:
- Put mouse over Evaluate’s double arrows
- Click Create Assignment
- Make choices about how you want to create your assignment

**Tests**

Works the same but test manager is gone so creating and deploying tests is done differently.

Create tests:
- Double arrows for Course Tools
- Click Tests, Surveys, and Pools
- Click Tests
- Click Build Test

Deploy test:
- Click button in which you want to deploy the test
- Put mouse over Evaluate’s double arrows
- Click Create Test
- Highlight test you want to deploy
- Click Submit
- Set test options

**Other changes:**

**Communication and Tools area** that showed below the buttons is gone.
- If you want a button for the Tools Area you can create one.
- If you want a button for one of the Communication tools (e.g. Discussion Board, Send Email, Announcements, Group Pages, Messages, Collaboration, or Roster) you need to create a separate button for each if your students are to use them.

**Email notifications for announcements** include a link to the announcement, but do not include the full body of the announcement text. We hope this will solve the problems some of you have had with students seeing HTML code and not the real text of the announcement.

**HomePage Button:**
Includes Course Announcements, What’s New, Calendar, and Tasks

**Grade Center Row Display**
The Grade Center structures itself automatically to the available browser space but the user can define a minimum number of rows to display regardless of browser size or screen resolution. *(No more seeing only one student at a time.)*