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# BLACKBOARD INTRODUCTORY TRAINING MANUAL

The materials in this manual are to assist instructors using Blackboard. The manual will cover topics such as adding, updating and deleting content. This manual does not cover all aspects of the Blackboard system, but it will provide a foundation for successfully managing your Blackboard-enhanced courses.

Questions about Blackboard should be directed to James Fogt (fogtj@hssu.edu or 340-3574).

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# THE CONTROL PANEL

The Control Panel is your main link for modifying your course materials. The Control Panel is only available to instructors, and students will not see this option on their course page.

Harris-Stowe State College  
Blackboard System

Home Help Logout

HSSC Courses Academic Web Resources

COURSES > MIS-CIO > ANNOUNCEMENTS

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

January 24 - 31, 2003

No announcements found.

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Course Map  
Control Panel

All of the course options may be adjusted from within the Control Panel.

Clicking on any of the links will take you to a page to modify your course materials.

For example, if you click on the Announcements link, you will be taken to a page where you can edit your course announcements.

Harris-Stowe State College  
Blackboard System

Home Help Logout

HSSC Courses Academic Web Resources

COURSES > MIS-CIO > CONTROL PANEL

0089: MIS-CIO - James Fogt (Instructor)

Content Areas		User Management	
<a href="#">Course Information</a>	<a href="#">Assignments</a>	<a href="#">List / Modify Users</a>	<a href="#">Enroll User</a>
<a href="#">Course Documents</a>	<a href="#">External Links</a>	<a href="#">Create User</a>	<a href="#">Remove Users from the Course</a>
		<a href="#">Batch Create Users for Course</a>	<a href="#">Manage Groups</a>

Course Tools		Assessment	
<a href="#">Announcements</a>	<a href="#">Discussion Boards</a>	<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Course Calendar</a>	<a href="#">Send E-mail</a>	<a href="#">Survey Manager</a>	<a href="#">Course Statistics</a>
<a href="#">Staff Information</a>	<a href="#">Collaboration</a>	<a href="#">Pool Manager</a>	
<a href="#">Tasks</a>	<a href="#">Digital Drop Box</a>		

Course Options		Support	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>	<a href="#">Support</a>	
<a href="#">Archive Course</a>	<a href="#">Import Package</a>	<a href="#">Manual</a>	
<a href="#">Recycle Course</a>	<a href="#">Resources</a>	<a href="#">Contact System Administrator</a>	
<a href="#">Manage Tools</a>	<a href="#">Course Copy</a>		
<a href="#">Settings</a>	<a href="#">Export Course</a>		

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# ADDING ANNOUNCEMENTS

To add an announcement, click on the Add Announcement button.

The screenshot shows the HSSU Blackboard System interface. At the top, there's a navigation bar with 'HSSC', 'Courses', and 'Academic Web Resources'. Below this, a breadcrumb trail reads 'COURSES > MIS-CIO > CONTROL PANEL > ANNOUNCEMENTS'. The main heading is 'Announcements'. There's a button labeled 'Add Announcement'. Below that, there are filters: 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. A date range 'January 24 - 31, 2003' is displayed. The message 'No announcements found.' is shown. An 'OK' button is at the bottom right.

Type in the announcement subject and the full announcement message (or you can cut and paste from another document, such as Word).

Choose the date and times you want the announcement to appear.

If you like, you can link the announcement to another area in Blackboard. For example, if your announcement is related to an assignment you have posted, you can link that announcement to the assignment so students don't have to go searching for it.

The screenshot shows the 'Add Announcement' page in the HSSU Blackboard System. The breadcrumb trail is 'COURSES > MIS-CIO > CONTROL PANEL > ANNOUNCEMENTS > ADD ANNOUNCEMENT'. The main heading is 'Add Announcement'. The page is divided into four sections: 1. Announcement Information, 2. Options, 3. Link location, and 4. Submit. In section 1, there's a 'Subject' field and a 'Message' text area. Below the message area are radio buttons for 'Smart Text', 'Plain Text', and 'HTML'. In section 2, there's a checkbox 'Always show this announcement on the course's main page.' with 'Yes' and 'No' options. Below that, there's a section 'Restrict dates to show this announcement:' with checkboxes for 'Display After' and 'Display Until'. Each has date and time pickers. In section 3, there's a 'Link location' field with a 'Browse' button. In section 4, there's a 'Submit' button. At the bottom, there are 'Cancel' and 'Submit' buttons.

# THE CALENDAR

In the Control Panel, click on the Calendar link. When the calendar comes up, click on the Add Event button.

Add the event title and the full text explanation of the event.

Choose the date and time of the event.

After you submit the event, it will appear in your calendar and in the calendars of all the students enrolled in your course.

# ADDING STAFF INFORMATION

In the Control Panel, click on the Staff Information link.

When the Staff Information page opens, click on the Profile button.

Enter information that you want students to have access to.

You can determine whether or not you want to make the information visible.

Browse your computer for an image of yourself, if you would like to post one.

Click on the submit button to make the information available.

# ADDING TASKS

Tasks can be set up to remind students of course assignments or tests.

Any task you set up will appear in the student's personal task list when he/she logs onto Blackboard

To add a task, click on the Tasks link in the Control Panel.

When the Tasks page opens, click on the Add Task button.

The screenshot shows the Blackboard interface for Harris-Stowe State College. The top navigation bar includes links for HSSC, Courses, and Academic Web Resources. Below this, a breadcrumb trail reads: COURSES > MIS-CIO > CONTROL PANEL > TASKS. The main heading is "Tasks". Below the heading is an "Add Task" button. A table lists tasks with columns for Priority, Subject, and Due Date. The tasks listed are "MidTerm" (due Mar 3, 2003) and "Write three page essay" (due Jan 31, 2003). Each task has "Modify" and "Remove" buttons. An "OK" button is at the bottom right.

PRIORITY	SUBJECT	DUE DATE	
▲ - High Priority	MidTerm	Mar 3, 2003	Modify Remove
▲ - High Priority	Write three page essay	Jan 31, 2003	Modify Remove

Enter the task title and description.

Enter a due date and a priority level.

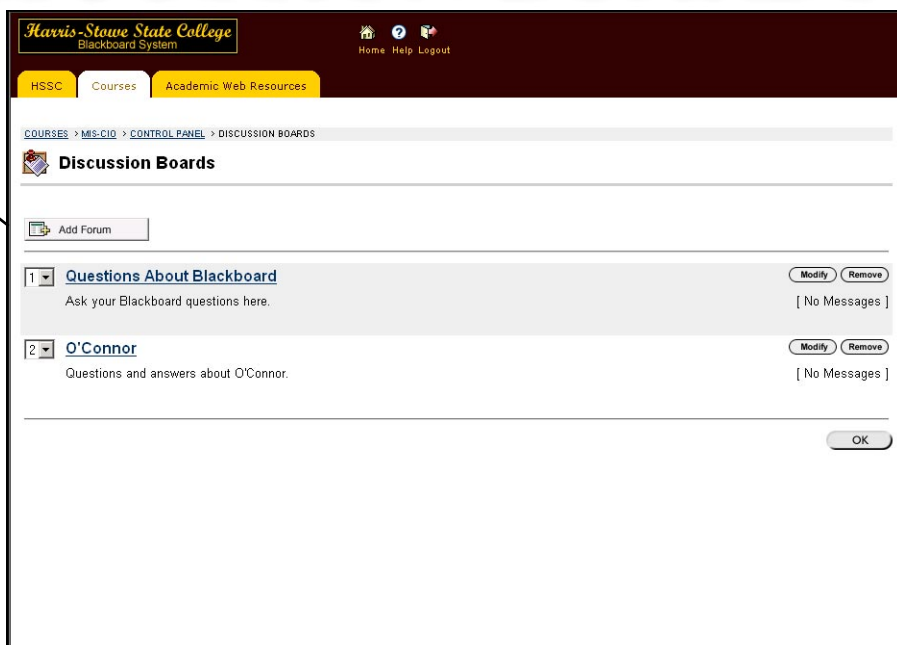
Submit the task so that it appears in your students' task list.

The screenshot shows the "Add Task" page in the Blackboard interface. The breadcrumb trail is: COURSES > MIS-CIO > CONTROL PANEL > TASKS > ADD TASK. The main heading is "Add Task". Below this is a section titled "1 Task Information" with fields for "Task Title", "Description" (with a rich text editor), and "Due Date" (with a date picker). Below this is a section titled "2 Task Options" with a "Priority" dropdown menu. At the bottom is a "3 Submit" section with a message: "Click 'Submit' to finish or click 'Cancel' to abort." and "Cancel" and "Submit" buttons.

# ADDING DISCUSSION BOARDS

Discussion boards are a good way to get students to collaborate in the learning process by posing and replying to questions related to the course. For a discussion board to be of value, the instructor should monitor the discussions that are going on in this area.

To create a discussion board, click on the Discussion Board link in the Control Panel, then click on the Add Forum button.



Enter a title and description for your discussion board. Select the forum settings appropriate to your needs.

Forum User Settings allow you to set limits on how some or all students use the discussion board. If a student is using the discussion board inappropriately, you may block them for posting, while they will still be able to read the board and access all other course content.

When you submit the discussion board setup information, the board will be automatically generated. You may create as many boards as you like. They are great tools for creating content for individual instructional units.



# EMAIL OPTIONS

Right away, you want to have students update their email information in Blackboard. All student Blackboard accounts contain a default email address, which is “changeme@yourdomain.com.”

When students change the default email to their correct email, you will be able to email them directly from Blackboard. Students are responsible for keeping their email information up to date.

In Blackboard, you have a number of email options for contacting course participants. Select the email option that suits your needs and click on OK.

For example, if you select the Email All Users option, the email will be automatically addressed to all users in the course.

Type in the subject and the message, add an attachment if desired, and submit the email.

Students will also have access to email lists so they will be able to send information to both you and other students.

**Harris-Stowe State College**  
Blackboard System

Home Help Logout

HSSC Courses Academic Web Resources

COURSES > MIS-CIO > CONTROL PANEL > SEND EMAIL

**Send E-mail**

- All Users**  
Send an e-mail message to all of the users in this course.
- All Groups**  
Send an e-mail message to all of the groups in this course.
- All Teaching Assistants**  
Send an e-mail message to all of the teaching assistants in this course.
- All Instructors**  
Send an e-mail message to all of the instructors in this course.
- All Observers**  
Send an e-mail to all observers.
- Single / Select Users**  
Select users to whom you wish to send an e-mail message.
- Single / Select Groups**  
Select which groups in the course to whom you want to send an e-mail.
- Single / Select Observers**  
Send an e-mail to select observers.

OK

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Blackboard System

Home Help Logout

HSSC Courses Academic Web Resources

COURSES > MIS-CIO > CONTROL PANEL > SEND EMAIL > ALL USERS

**All Users**

**1 Enter Message Details**

**To:** Abbott, Mark; Adelani, Lateef; Ahmed, Minhaj; Akca, Zeynep; Baker, Barbara; Balakrishna, Jayashree; Bauer, Drew; Beard, Natalie; Beckwith, Gwendolyn; Beech, Richarlene; Behle, John; Bell, James; Bonner, Ormisha; Bowman, Kenneth; Brennan, Beverly; Burke, John; Burton, Robert; Clayton, Sandy; Curtis, Brian; Dalek, Dalek; Davis, Joseph; Davis, Quintin; Davis, Roberta; Deavens, Winifred; Dillon, Jacqueline; Elazer, Erma; Elsesser, Brian; Fogt, James; Fredrick, Michael; Gan, Joseph; Garner, Judy; Gerding, Dee; Gilkey, Renee; Guiden, Money; Gutchewsky, Jean; Haas, William; Hardy, Adolphus; Henry, Ronald; Hite, Almeater; Hochwald, Miriam; Jackson, Andrew; Jackson, Ericka; Johnson, Patricia; Jones, John; Jones, Andrew; Jones, Veneesa; Kemp, Leroy; Kerr, Robert; Knorr, Martin; Kozlowski, Don; Leftwich, Bob; Lockett, Gretchen; Lowenstein, Michael; Malone, Virginia; Martin, Veola; Maschoff, Mark; McGee, Norman; Moore, Stacy; Morrow, Barbara; Murphy, Earl; Norton, Elizabeth; Olivetti, Jon; Orwumere, Remigius; Peeples, Marshall; Podleski, Ann; Popkin, Nancy; Reed, James; Repke, Judy; Scroggins, Sara; Shariff, Adam; Smoot, Diane; Stevenson, Joe; Tolden-Hughes, Andrea; Tripp, Edward; Wall-Smith, Stephen; Weaver, Hattie; Whitmore, Armetta; Wilkins, Beverly; Wilson, Doris; Woods, Barbara; Wozniak, Joe; Wyrick, John.

**From:** fogtjd@hssc.edu

**Subject:**

**Message:**

**2 Set Message Options**

☐ Send Copy of Message to self

**3 Add Attachments**

**4 Submit**



# COLLABORATION

The Collaboration Option allows you to create tools for students to interact with each other in real-time. The collaboration area contains both a chat room and a virtual classroom. The virtual classroom is a self-contained area that contains a chat room, a white board, and all of the course tools in Blackboard. It is fairly comprehensive.

To set up your collaboration area, click on the Collaboration link in the Control Panel. Then click on the Create Collaboration button.

The screenshot shows the 'Collaboration Sessions' page in the HSSU Blackboard system. The breadcrumb trail is 'COURSES > MIS-CIO > CONTROL PANEL > COLLABORATION'. The page title is 'Collaboration Sessions'. There is a 'Create Collaboration Session' button. Below it is a search bar with a 'Filter' dropdown set to 'Show All', a 'GO' button, and a search input field. A table displays two sessions:

Session Name	Tool	Start Date	End Date	Join	Manage	Remove
Course Chat Area	Lightweight Chat			Join	Manage	Remove
Lecture Hall	Virtual Classroom			Join	Manage	Remove

At the bottom, it says '2 Sessions: Displaying sessions 1-2' and an 'OK' button.

Choose a descriptive session name so that students can identify the collaboration session.

Schedule the time when the collaboration are will be available.

Finally, choose a collaboration tool: either the Lightweight Chat or the Virtual Classroom.

Students will be able to access the collaboration area, which can be made available during class times, all the time, or when you are off-site and wish to conduct your course from a distance.

The screenshot shows the 'Create Collaboration Session' page in the HSSU Blackboard system. The breadcrumb trail is 'COURSES > MIS-CIO > CONTROL PANEL > COLLABORATION > CREATE COLLABORATION SESSION'. The page title is 'Create Collaboration Session'. It is divided into four numbered sections:

- 1 Name Your Session**: Session Name: [0089 02/03/03 11:36:36]
- 2 Schedule Availability**: Select Date(s) of Availability: Start After [Feb 03 2003] [11:00 AM] and End After [Feb 03 2003] [11:00 AM]. Available: ☒ Yes ☐ No.
- 3 Collaboration Tool**: Choose a collaboration tool for this session: [Lightweight Chat]
- 4 Submit**: Click "Submit" to finish. Click "Cancel" to abort this process.

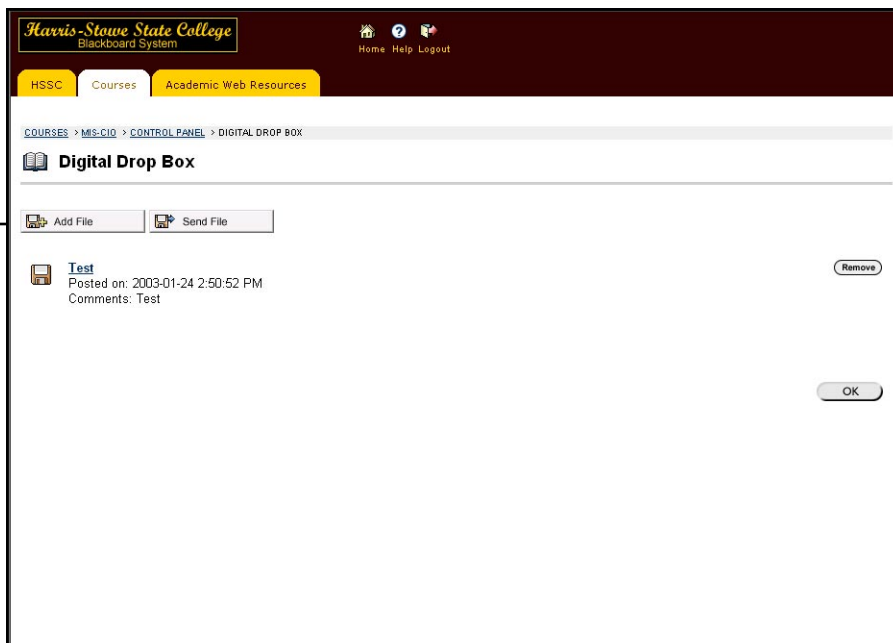
At the bottom right are 'Cancel' and 'Submit' buttons.

# DIGITAL DROP BOX

The digital drop box allows you to place files on the server and give students access to course downloads, such as PowerPoint presentations, sample databases, or other electronic documents.

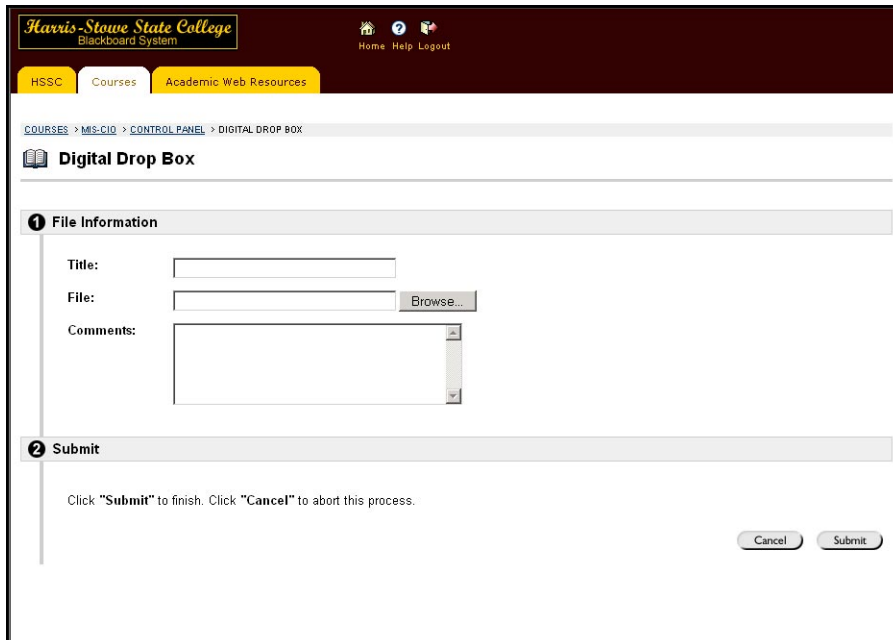
Students may also send materials to your digital drop box, such as homework assignments or presentations.

In the Control Panel, click on the Digital Drop box link, then click on the Add File button.



Enter a title for the file you wish to put in the digital drop box, browse for the file on your hard drive or floppy disk.

Add any comments or instructions associated with the file, then submit the file.



# DIGITAL DROP BOX

You can also send a file to a specific student's account by clicking on the Send File button.

The screenshot shows the Harris-Stowe State College Blackboard System interface. The top navigation bar includes links for Home, Help, and Logout. Below this, there are tabs for HSSC, Courses, and Academic Web Resources. The main content area displays the path: COURSES > MIS-CIO > CONTROL PANEL > DIGITAL DROP BOX. The title "Digital Drop Box" is prominently displayed. Below the title, there are two buttons: "Add File" and "Send File". A file named "Test" is listed with a document icon, a timestamp of "Posted on: 2003-01-24 2:50:52 PM", and a comment of "Comments: Test". To the right of the file list, there are "Remove" and "OK" buttons.

Select the individuals to whom you wish to send the file, select or upload the file you wish to send, add a title and instructions, then click the Submit button.

The file will appear in the selected student's digital drop box area.

The screenshot shows the Harris-Stowe State College Blackboard System interface, specifically the "Digital Drop Box" section. The top navigation bar includes links for Home, Help, and Logout. Below this, there are tabs for HSSC, Courses, and Academic Web Resources. The main content area displays the path: COURSES > MIS-CIO > CONTROL PANEL > DIGITAL DROP BOX. The title "Digital Drop Box" is prominently displayed. Below the title, there are two steps: "1 Select Users" and "2 File Information". In the "1 Select Users" step, there is a "To:" label and a list of users: Abbott, Mark (abbottm), Adelani, Lateef (adelanil), Ahmed, Minhaj (ahmedm), Akca, Zeynep (akcaz), Baker, Barbara (bakarb), Balakrishna, Jayashree (balakrj), and Bauer, Drew (bauerd). In the "2 File Information" step, there is a "Select file:" dropdown menu, a "OR upload new file:" section with a "Title:" text box, a "File:" text box with a "Browse..." button, and a "Comments:" text box. At the bottom, there is a "3 Submit" section with a message: "Click 'Submit' to finish. Click 'Cancel' to abort this process." and "Cancel" and "Submit" buttons.

# COURSE INFORMATION

Adding course information is a tool to provide students with information about your class. With course-information options, you can add items of interest, link to other areas in the course, or link to external URLs.

In the Control Panel, click on the Course Information link and then choose a category to add: Items, Folder, URL, Course Links, or Test.

The screenshot shows the Blackboard interface for Harris-Stowe State College. The top navigation bar includes 'HSSC', 'Courses', and 'Academic Web Resources'. Below this, the breadcrumb trail reads 'COURSES > MIS-CIO > CONTROL PANEL > COURSE INFORMATION'. The main heading is 'Course Information'. A toolbar at the top of the content area offers options to 'Add' an 'Item', 'Folder', 'URL', 'Course Link', or 'Test', along with a 'Learning Unit' dropdown and a 'Go' button. The main content area lists six items, each with a number, a title, a description, and action buttons (Modify, Copy, Remove, and Tracking for some). The items are: 1. Overview (Welcome to Blackboard! This site will provide you with an overview to Blackboard's functionality for both instructors and students. If you have any questions, please contact James Fogt at fogtj@hssc.edu or 340-3574.), 2. Questions? (Have questions about Blackboard? Check our helpdesk or call 340-5953.), 3. Meeting Times (This content item is not currently available to students. This class meets M-W-F at 9:00 am.), 4. Meeting Times (We will meet M-W-F at 8:00 a.m.), 5. Course Goals (This content item is not currently available to students. The goal is for everyone to learn critical-thinking skills.), and 6. Attendance Policies (This content item is not currently available to students. All students must attend class regularly.). An 'OK' button is located at the bottom right of the page.

The numbers next to each item indicate the order in which the item will appear. Old items should be given high numbers, while new items are given low numbers. This will prevent students from having to do a lot of searching for course information.

Items that are grayed out still exist in the system but are invisible to students. It is better to make content invisible to students rather than deleting it. This way, you can re-open the content for students or another course when you want to. This will cut down on redundant work for the course instructor.

Each item can be changed by clicking on the Modify button next to it. Items can also be removed by clicking on the Remove button. Once an item is removed, there is no way to retrieve it, so you will want to carefully consider whether you want to remove an item or simply make it invisible to students.

# COURSE INFORMATION

Adding course information allows you to choose from many options, such as the name of the content and a descriptive explanation. You will be able to upload and link to files from your computer or link to other documents you have already placed in Blackboard.

With Blackboard, you will be able to choose when the materials are available to course participants. You can also track whether or not students have accessed the materials by clicking the Track Views option. With particularly important assignments, you may want to track views to make sure that students are accessing the materials.

You will be able to make content available only after certain times, such as a two-day window before a test. The content will automatically be made invisible to students at the end of the time that you set.

Once you have set your preferences, click the submit button. The material will become available on the dates and times you have selected.

**Harris-Stowe State College**  
Blackboard System

Home Help Logout

HSSC Courses Academic Web Resources

COURSES > MIS-CIO > CONTROL PANEL > COURSE INFORMATION > ADD CONTENT

## Add Content

### 1 Content Information

**Name:** Syllabus  
or specify your own name:   
**Choose Color of Name:**

**Text:**

☒ Smart Text ☐ Plain Text ☐ HTML

### 2 Content Attachments

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

**File to Attach:**

**Name of Link to File:**

**Special Action:**

**Currently Attached Files:**

### 3 Options

**Do you want to make the content visible?** ☒ Yes ☐ No

**Do you want to add offline content?** ☐ Yes ☒ No

**Do you want to track number of views?** ☐ Yes ☒ No

**Do you want to add metadata?** ☐ Yes ☒ No

**Choose date restrictions**

☐ Display After  
Feb 03 2003 12:25 PM

☐ Display Until  
Feb 03 2003 12:25 PM

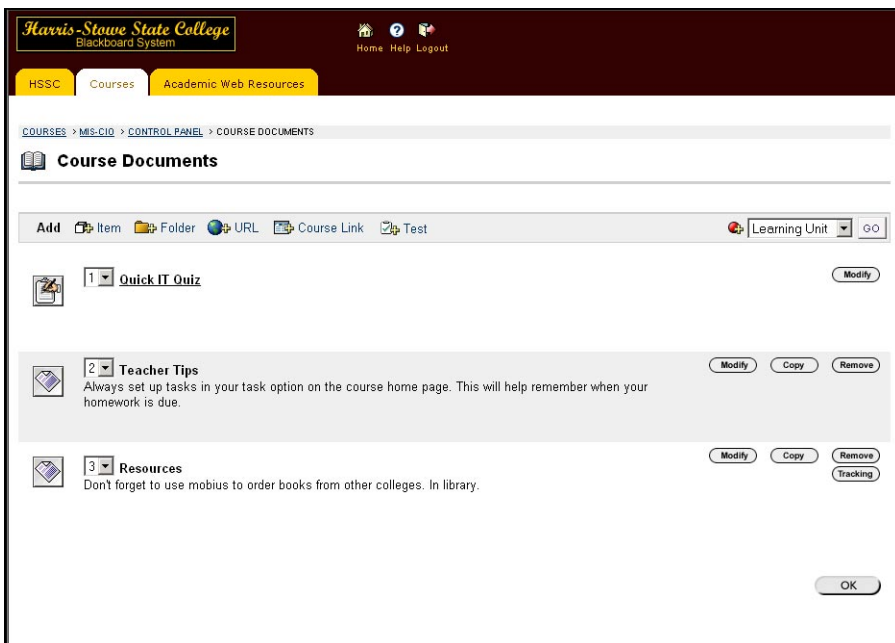
### 4 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

# COURSE DOCUMENTS

Course documents can be added in the same fashion as you added course information.

In the Control Panel, click on the Course Documents link and select items, folders, urls, course links, or tests to add.

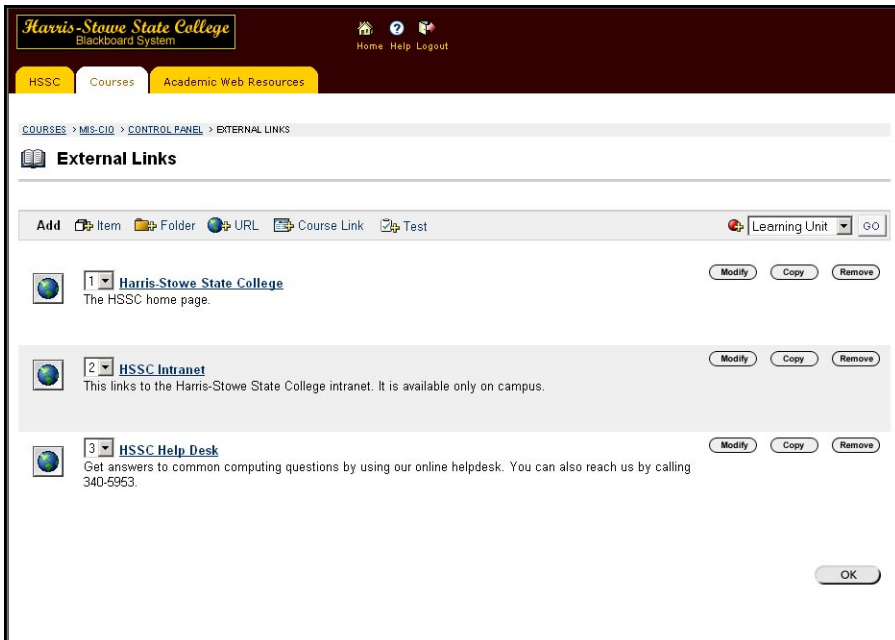


# EXTERNAL LINKS

External Links can be added in the same fashion as you added course information.

In the Control Panel, click on the External Links link and select items, folders, urls, course links, or tests to add.

With External Links, it is better to just add URLs of outside web sites so that students don't get confused when looking for information.



# MANAGE COURSE MENU

You will be able to add and delete buttons from your course menu. It is best to remove non-used items from the course menu. This limits the number of locations students will look for relevant information. Menu items can always be put back when content becomes available by clicking on the Add Content button.

To manage your course menu, Click on the Manage Course Menu link in the Control panel. Add or remove the options appropriate to your course.

The screenshot shows the 'Manage Course Menu' page in the Blackboard system. At the top, there's a navigation bar with 'HSSC', 'Courses', and 'Academic Web Resources'. Below this, a breadcrumb trail reads 'COURSES > MIS-CIO > CONTROL PANEL > MANAGE COURSE MENU'. The main heading is 'Manage Course Menu'. Below the heading, there's a section 'Add' with icons for 'Content Area', 'Tool Area', 'Course Link', and 'External Link'. The main list contains nine items, each with a number, a dropdown arrow, a title, a subtitle, and 'Modify'/'Remove' buttons:

- 1. Announcements (Announcements)
- 2. Course Information (Content Area)
- 3. Staff Information (Staff Information)
- 4. Course Documents (Content Area)
- 5. Assignments (Content Area)
- 6. Communication (Communications Area)
- 7. Discussion Board (Discussion Board)
- 8. External Links (Content Area)
- 9. Tools (Tools Area)

An 'OK' button is located at the bottom right of the page.

# COURSE SETTINGS

You also have access to course settings in the Control Panel. By clicking on the settings button, you will be able to make changes to various aspects of your course. Typically, you may want to consult with the help desk (340-5953) prior to making changes to your course settings.

The screenshot shows the 'Settings' page in the Blackboard system. At the top, there's a navigation bar with 'HSSC', 'Courses', and 'Academic Web Resources'. Below this, a breadcrumb trail reads 'COURSES > MIS-CIO > CONTROL PANEL > SETTINGS'. The main heading is 'Settings'. Below the heading, there's a list of settings categories, each with a right-pointing triangle icon and a brief description:

- Course Name and Description**: Set the title, description and category for your course.
- Course Availability**: Set user availability for this course.
- Guest Access**: Set guest access for this course.
- Course Duration**: Set duration of the course.
- Enrollment Options**: Control the enrollment options in the course.
- Categorize Course**: Categorize this course in the course catalog.
- Set Course Entry Point**: Select the entry point for this course.
- Course Design**: Set course banner and design.
- Observer Access**: Set observer access for this course.

An 'OK' button is located at the bottom right of the page.



ADDITIONAL INFORMATION WILL BE ADDED TO THIS MANUAL OR OTHER MANUALS IN THE NEAR FUTURE. FOR IMMEDIATE QUESTIONS, THE FOLLOWING CONTACTS ARE AVAILABLE:

James Fogt  
Academic Technology Specialist, HSSC  
fogtj@hssu.edu  
340-3574

Help Desk  
helpdesk@hssu.edu  
340-5953

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[illegible]