

Introduction to Blackboard for Instructors

Blackboard is a web-based learning management software package, which instructors at Duke can use to present content and interactive functions to students. In this hands-on workshop, participants will explore various aspects of Blackboard from both the student and instructor perspective. Participants will learn to navigate Blackboard, add content to a Blackboard site, set course availability, configure the course menu, and add users to a course site. Finally, participants will review some Blackboard@Duke policies and processes.

Objectives

By the end of the workshop, you will be able to:

- Login to Blackboard using your NetID
- Effectively navigate Bb features using the Course Menu and Control Panel
- Add or modify content in the announcements and content areas
- Configure the course menu
- Enroll a user and assign a role to the user
- Make a course available to your students
- Locate additional information for Blackboard help

Tour of Blackboard

1. Use your NetID to login to Bb at <http://courses.duke.edu>.
 NOTE: NetID information is at <http://www.oit.duke.edu/helpdesk/netid/>
2. Logging in takes you to your *My Blackboard* page. *My Blackboard* is a central page from which you can access each course you're enrolled in or teaching, as well as various tools (calendar, address book, personal information, etc.). Courses you are teaching are initially set up as unavailable to students (they are labeled "[Unavailable]" in the course list). Item 12, below, explains how to control your course site's availability.

The screenshot shows the Blackboard 'My Blackboard' dashboard. At the top, there's a navigation bar with 'Duke BLACKBOARD' and links for Home, Help, and Logout. Below this are tabs for 'My Blackboard', 'Courses', 'Organizations', and 'Bb Help'. The main content area is titled 'Welcome, Amy' and includes links for 'Modify Content' and 'Modify Layout'. On the left, a 'Tools' sidebar lists various functions like Announcements, Calendar, Tasks, View Grades, Send E-mail, User Directory, Address Book, and Personal Information. The central area is divided into several sections: 'My Organizations' (listing participating and leading organizations), 'Faculty Information' (with an important notice about system interruptions), 'What's New' (showing courses being taught), and 'My Courses' (listing courses being taught and enrolled in).

- Clicking a link to your course takes you to the course home page. Notice the navigation path, or “breadcrumbs,” just under the Blackboard navigation tabs, near the top of the page. On the example below, the navigation path consists of two nodes only: the course title > Course Documents. The navigation path expands and contracts as you move around your site, providing you with a quick way to navigate back one or two levels in your course. Notice the *Control Panel* on the lower left; this is where you have instructor access to edit your course. Students do not see the *Control Panel* button.

The screenshot shows the Blackboard interface for a course titled 'CIT BLACKBOARD TRAINING DEMO SITE (5-11-2009) (CIT-TRAINING)'. The navigation path at the top is 'CIT BLACKBOARD TRAINING DEMO SITE (5-11-2009) (CIT-TRAINING) > COURSE DOCUMENTS > WEEK 1'. The left sidebar contains a list of links: Announcements, Course Information, Course Documents, Discussion Board, Groups, Library Guides, E-reserves, Blackboard 8, Communication, Course Tools, Course Map, Control Panel (highlighted), Refresh, and Detail View. The main content area is titled 'Week 1' and contains three sections: 'Week One PPT' with a link to 'week_1_ppt.pdf (57.215 Kb)' and a description 'pdf version of presentation for this week's class'; 'Bloom's Taxonomy' with a link to 'taxonomy_of_thinking.pdf (137.836 Kb)' and a description 'pdf version of Bloom's Taxonomy'; and 'Web Links' with a list of links: 'Index of Learning Styles', 'Myers-Briggs inventory', 'Multiple Intelligences', 'IMPLEMENTING THE SEVEN PRINCIPLES: Technology as Lever', and 'How people learn'.

- Clicking the *Control Panel* button leads you to the course control panel. There are multiple control panels grouped into 6 general areas, such as Content Areas, Course Tools, etc.

The screenshot shows the 'CIT-TRAINING: CIT Blackboard Training Demo Site (5-11-2009) - Amy Campbell (Instructor)' control panel. It is organized into six main sections:

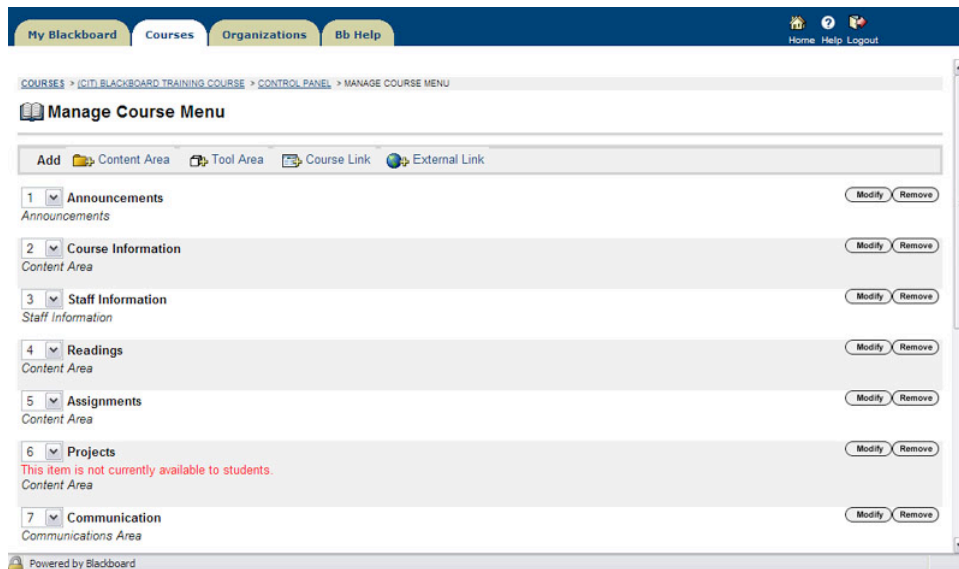
- Content Areas:** Course Information, Library Guides, Course Documents, Blackboard 8, Groups.
- Course Tools:** Announcements, Staff Information, Send Email, Discussion Board, Collaboration, View / Download PRS Roster (Registered Students Only), View / Download PRS Roster (All Students), Voice Announcements, Course Objectives, Configure Wiki Tool, Assess Wikis, Recycle Wikis, Configure Blog Tool, Recycle Blogs, Self and Peer Assessment, Export Official Grades, Load and Approve Grades.
- User Management:** List / Modify Users, Remove Users from Course, Enroll User, Manage Groups.
- Assessment:** Test Manager, Survey Manager, Pool Manager, Course Statistics, Grade Center, Performance Dashboard, Early Warning System.
- Help:** Support, Manual, Contact System Administrator, Quick Tutorials.
- Course Options:** Manage Course Menu, Course Design, Manage Tools, Settings, Course Copy, Import Course Cartridge, Import Package, Export Course, Archive Course.

5. First note the *Content Areas* control panels (Course Information, Course Documents, etc.) on the top left, and notice that their names correspond to some of the main navigation buttons running down the left of your course home page. In *Manage Course Menu* (explained below) you can rename, enable and disable the course content areas. Clicking any of the *Content Areas* in the control panel allows you to add items to the corresponding section of your course site (e.g., when you click *Course Information* you're taken to a screen on which you can add materials, which will appear in the *Course Information* section of your course site). You may upload any type of file, or add links to web-based content (be aware that the files you upload need to be viewable by your students, and also that **Duke sets a 100 MB limit on individual files within a Blackboard site**). You may also add links to Blackboard functions within content areas, such as links to tests, surveys, blogs, wikis and others.
6. Notice the *Course Tools* control panels. Here you can add announcements, access the course communication tools such as the discussion board and virtual classroom, configure your course wiki or blog, or use the Tasks list and Calendar. Tasks and Calendar items entered here will appear on the *My Blackboard* page.
7. The *Course Options* control panels allow you to set course-wide characteristics like text or button colors (*Manage Course Menu*) or content availability (see *Settings*, below).
8. The *User Management* control panels are where you can add existing Blackboard users to your course, see a list of users and modify their role in the course if necessary, remove users, and set up/modify student groups.

To add a user to your course (such as a TA), click the *Enroll User* control panel. This allows you to choose from and add any existing Blackboard user to your course site. If the user's role in your site should be other than "Student" be sure to modify their user role in your course after adding them, by clicking *List/Modify Users*.

| User Management | |
|-------------------------------------|--|
| List / Modify Users | Remove Users from the Course |
| Enroll User | Manage Groups |

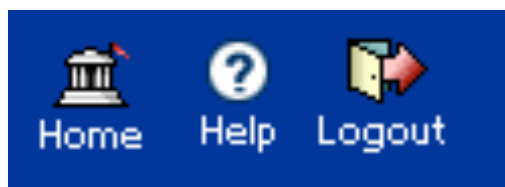
9. The *Assessment* control panels allow you to create and modify online tests and surveys, create and modify question pools, view the online gradebook, see some course statistics (such as number of accesses to particular parts of your course site), and review student performance within a course through the Performance Dashboard.
10. The *Help* control panels give you access to the online Blackboard 8 Instructor's Manual. Be sure to check the manual for more information about Blackboard. The manual contains step-by-step instructions with screen shots for many common tasks.
11. Clicking the *Manage Course Menu* control panel under *Course Options* brings up a panel where you enable and disable sections of your course by clicking Modify. You also are given choices for section names in your course (for example, *Course Information* section can be renamed to what you wish or selected from a list of 14 choices). Changing the name of a course section does not change or move the materials you have added to that section.



12. The *Course Options > Settings > Course Availability* control panel is where you set whether your course is available to students and the public, or not. Setting availability to “yes” means that the students who are enrolled in your course can see your course in their list of Blackboard sites when they login (and they can enter the course site). It also means that your course is listed in Blackboard’s Course Catalog, and at least a portion of your site is available to the public (assuming you’ve enabled guest access). Setting course availability to “no” means that your students do not see your course listed on their Blackboard page upon login, and your course isn’t listed in the Blackboard Course Catalog.

Blackboard sites are initially created as unavailable, and it is the faculty member’s responsibility to make the site available when s/he is ready to do so.

13. Finally, when you’re ready to logout of Blackboard, clicking Logout at the very top of the page logs you out without having to quit your browser.



These are some of the major features you’ll notice in Blackboard. If you have questions as you are using Blackboard, click on the help icon at the top of the page, click on the Bb help tab, consult your Instructor’s Manual (accessible through each course Help control panel), visit <http://blackboard.duke.edu>, or contact the OIT Help Desk (684-2200 or http://blackboard.duke.edu/help_request.html). The help sections contain instructions for common tasks.