

Beginning Blackboard

What is Blackboard?

Blackboard is a course management system used to deliver course content to students on the Internet. Blackboard is entirely web-based which means all you need are an Internet connection and a standard Internet browser to use.

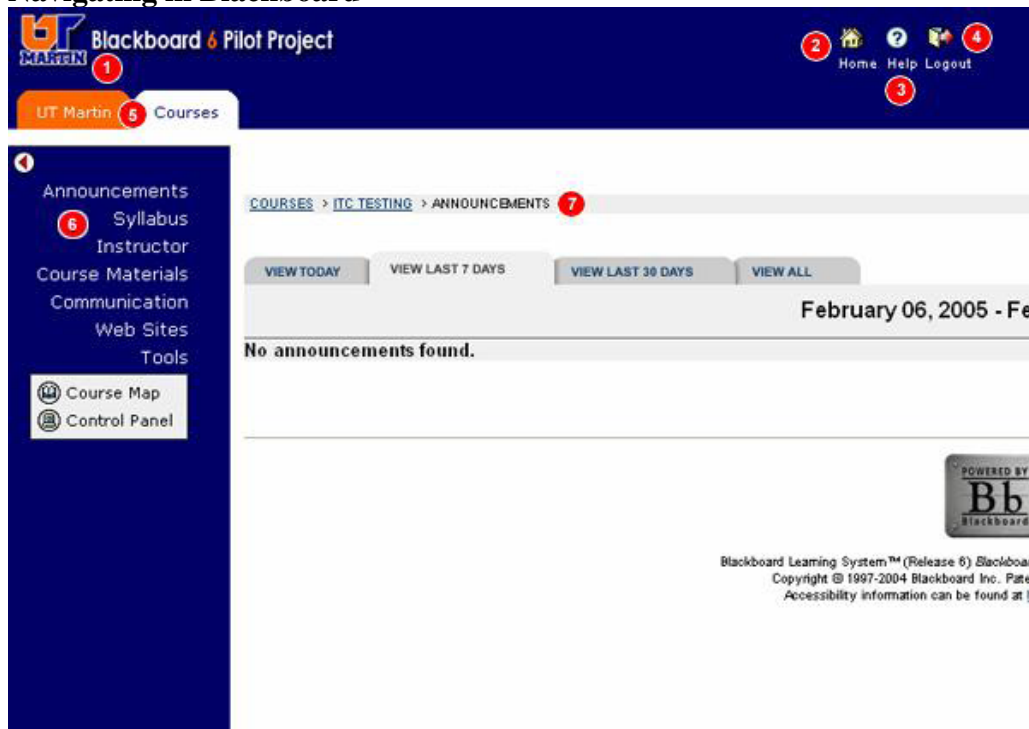
Login to Blackboard

To begin you must first login to Blackboard. You along with your students will have a username and password.

Follow these steps to login to Blackboard:

1. First, open your Internet browser.
2. Then, browse to UT Martin homepage (<http://www.utm.edu>).
3. At UT Martin homepage, click on Blackboard from the Main Quick Links menu.
4. The Blackboard homepage will appear. Click the Login button. This will open the Blackboard login page.
5. At the Blackboard login page. Enter your username and password in the textboxes provided, then click the Login button.

Navigating in Blackboard



Navigation Feature

1. UT Martin Logo
2. Home Button
3. Help Button

Function

- Click this image to open UT Martin Homepage.
- Click this button to open UT Martin Homepage.
- Click this button to open Blackboard Inc. support site.



4. Logout Button Click this button when you are finished using Blackboard to logout of the system.
5. Tabs:
 - UT Martin Click this tab to view courses in which you are teaching or enrolled as a student, current course announcements, current course or personal tasks, current courses or personal calendar items, and the Tools menu.
 - Courses Click this tab to view a more detailed view of courses in which you are teaching and enrolled as a student. It also contains the Blackboard Course Catalog which lists all the Blackboard courses by subject providing a way for faculty and students to browse through other courses.
6. Course Menu Provides access to course content and tools. To use the Course Menu, click the button or text link to open desired content area or tool area.
7. Navigation Path Displays current location and provides quick access back to previously viewed pages. To use the Navigation Path, click any of the links to the left of current location to view that page.

Adding Course Content

When adding course content to your Blackboard course, you need to first determine what type of content you are adding. The type of content then determines how it is added to Blackboard. The following are the four main types of content available.

<u>Type of Content</u>	<u>Description</u>
Announcements	Announcements are a great way to communicate with your class. They can be used to notify students of assignment due dates, changes to course materials, exam dates, etc...
Faculty Information	Faculty Information provides your students with quick access to your contact information. Within Faculty Information you can post your name, phone number, office location, office hours, and even a photo.
Course Materials	Course Materials include content such as a course syllabus, handouts, PowerPoint presentations, images, video, and any other course materials that you may want to provide to your students.
External Links	External Links are used to provide quick access to websites outside of Blackboard.

Note: When incorporating files into Blackboard, remember (also remind your students) not to use the following Illegal filename characters:

Description of Illegal filename characters:

spaces in filenames	, (comma)
\ (backslash)	# (pound or number)
/ (forward slash)	\$ (dollar)
: (colon)	! (exclamation)
; (semi-colon)	+ (plus)
* (asterisk)	{ (left bracket)
? (question mark)	} (right bracket)
" (double quotes)	& (ampersand)
< (left angle bracket)	[(left square bracket)
> (right angle bracket)] (right square bracket)
(pipe)	• (bullet)
% (percent)	' (apostrophe)

Once type of content is determined, the next step is to access the course Control Panel. The Control Panel is where instructors administer their course.

Follow these steps to access course Control Panel:

1. At the UT Martin tab, click the course link under My Courses. This will open the course.
2. Click the Control Panel link located below the Course Menu.
3. The course Control Panel is now open. Notice how the Content Areas correspond to the items on the Course menu.

Adding Announcements

Follow these steps to add an announcement:

1. At the course Control Panel, locate the Course Tools area and then click on the Announcements link.
2. At the Announcements page, click the Add Announcement button.
3. The Add Announcement page will appear. Enter the subject of your announcement and then type your announcement in the Message text area.
4. Now scroll down and set announcement options. Select Yes or No to Always show this announcement. If you select Yes, the announcement will always appear on the main announcement page. If you select No, the announcement will appear on the main page for 7 days and then move to the View Last 30 Days page.
5. Then, choose any date restrictions. Date Restrictions control the number of days announcements or other course material is available to students. Note: this feature is optional.
6. Click the Submit button. If successful, the Receipt of Success page appears.

Adding Faculty Information

Follow these steps to add a faculty profile:

1. At the course Control Panel, locate the Course Tools area and then click on the Staff Information Link.
2. At the Staff Information page, click the Profile button.
3. The Add Profile page will appear. Enter your First and Last Name, Email, Office Location, and Office Hours.
4. Now scroll down to the Options area. Notice this is where you can add a picture of yourself as well as your personal web site link. Do so if you would like.
5. Click the Submit button. If successful, the Receipt of Success page appears.

Adding Course Material

When adding course material there are three options available, these options include:

- Typing directly into the text area provided
- Copy and pasting text into the provided text area
- Creating a link to a file by adding a content attachment such as a Word document

Follow these steps to add course material:

1. At the course Control Panel, locate the Content Areas section and then click on the Content Area link you would like to add course material.
2. Click the Item button.
3. The Add Item page will appear. Select an Item Name from the drop-down menu OR specify your own name by typing in the textbox provided.
4. Choose color of Item Name by clicking the Pick button or leave as default black.
5. Type, or copy and paste text into the text area.

and/or

1. Scroll down to the Content section then click the Browse button.
 2. Locate file on computer to attach
 3. In the Name of Link to File textbox, type the name of the link to appear. This link is what students will click on to access the attached file.
 4. Leave the Special Action drop-down menu set to "Create a link to this file".
6. Now, scroll down to the Options section at the bottom of the page. Set Item options by selecting Yes or No to the questions listed. The following should help you make your decision when answering the questions in this section:

Option

Make the content available

This means:

Choose Yes if you are ready for students to begin seeing content or to make content viewable to students within the date restrictions set below. Choose No if you are not ready for students to see this content and will return at a later date to make available.

- | | |
|-----------------------|--|
| Add offline content | Choose Yes if students will enter a supplemental CD to access material. |
| Track number of views | Choose Yes if you would like to see statistics at a later time as to how many times this content was accessed. Choose No if you have no desire to view this information. |
| Add metadata | If you would like to describe the content added to Blackboard in more detail choose Yes. You can add information such as other contributors to the content, if it is a free resource or copyrighted, and so on. Otherwise choose No. |
7. Then, choose any date restrictions. Date Restrictions control when the course material is available to students. Note: If using Date Restrictions you must click the checkboxes to activate.
 8. Click the Submit button. If successful, the Receipt of Success page appears.
 9. Click the OK button to return to Control Panel.

Modifying Course Content

Mistakes are made when adding content to Blackboard. However, content can be modified or even removed if needed.

Follow these steps to modify course content:

1. Locate content to modify in course Control Panel.
2. Click on the Modify button to the right of the item or folder to modify.
3. Make changes and then hit the Submit button.
4. If successful, the Receipt of Success page appears. Click the OK button.

Follow these steps to remove course content:

1. Locate content to remove in course Control Panel.
2. Click the Remove button to the right of the item or folder.
3. A prompt window appears asking if you are sure you would like to remove the content. Click the OK button to remove content or click the Cancel button.
4. If successful, content should no longer appear.

Organizing Content

Folders give instructors the ability to group related materials making them easier to locate. Common organizing methods include by: week, chapter, topic, or type.

Follow these steps to add a folder:

1. At the course Control Panel, locate the Content Areas section and then click on the Content Area you would like to add a folder.
2. Click the Folder button.
3. The Add Item page will appear. Select a Folder name from the drop-down menu OR specify your own name by typing in the textbox provided.
4. Choose color of Folder name by clicking the Pick button or leave as default black

5. Enter description of folder content in the text area.
6. Now, scroll down to the bottom of the page. Choose Yes or No to make folder visible.
7. Then, choose any date restrictions.
8. Click Submit button. If successful, the Receipt of Success page appears.
9. Click the OK button to return to Control Panel.

Managing Course Menu

Blackboard gives you the ability to modify the content areas and course tools available from the course menu. You can also create your very own menu items to suite your course.

Follow these steps to add a menu item:

1. At the course Control Panel, locate the Course Options section and then click on the Manage Course Menu link.
2. Click the appropriate button (Content Area, Tool Link, Course Link, or External Link) to add menu item.
3. Enter desired text and options.
4. Click the Submit button.
5. If successful, the Receipt of Success page appears. Click OK button.

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