BLACKBOARD TOOLS
Grades are not what motivates learning. “Interesting and relevant assignments, timely feedback, connection between student and teacher, connection among students, meaningful use of time—these things motivate learning.” (p. 6)

OVERVIEW

What you will Learn:

After completing this workshop you will be able to:

• Login into the Sul Ross Blackboard system.
• Explain the difference between “Display View” and “Edit View.”
• Navigate to the “Control Panel” and explain its function.
• Alter the course homepage by changing settings and adding course tools.
• Explain the function of the most common Blackboard tools.
• Choose from several tools to organize course content.
• Add a syllabus and calendar to your Blackboard course.
• Add an assignment to your Blackboard course.
• Adjust course availability.
There are several ways to get to the Sul Ross Blackboard Login Page. One of the easiest is off the main website of Sul Ross State University. See the yellow arrows!
Log In

Blackboard

To log into Blackboard the first time, or for help with a lost login or password, call OIT Help Desk. Assistance is available around the clock by calling:

- On campus: 8765
- Off campus: (888) 691-5071

Blackboard Support
Joseph Langford
jiangford@sulross.edu
(830) 703-4818

For instructor and student help information on using Blackboard Academic Suite v8.0.475, visit the SRSU Blackboard Information and Help Page.

Due to browser compatibility issues, it is recommended that Blackboard be used with the latest version of Mozilla Firefox.
Display View and Edit View

Welcome
-- Announcements
-- Course Content
-- Syllabus & Calendar
-- Assignments
-- Guest Lectures
-- Glossary
-- Stopwatch Video
About Us
-- Faculty Information
-- Student Homepage
-- Class Roster
Communication
-- Email
-- Discussion Board
-- Groups
Assessment
-- Quiz & Exam
-- My Grades
-- Course Evaluation

Welcome to the "Demo" Course
This course is a demonstration course. I have pulled content from multiple instructors to demonstrate different concepts and ideas on how to teach in the online environment.

Textbooks for this course:
Conquering the Content:
A Step-by-Step Guide to Web-based Course Development
Edition 1
by Robin M. Smith

Textbook Details
- ISBN: 0787994421
- PUB. DATE: April 2008
- PUBLISHER: Wiley, John & Sons, Incorporated
**Display View and Edit View**

The image shows a web page interface for a course named "Demo". The page includes a navigation menu on the left with sections such as Welcome, Announcements, Course Content, About Us, and Assessment. The main content area on the right displays the course title and some course details. The page also features a section on textbooks for the course, listing a textbook titled "Conquering the Content: A Step-by-Step Guide to Web-based Course Development" by Robin M. Smith.
DISPLAY VIEW AND EDIT VIEW

Welcome
--- Announcements
--- Course Content
--- START HERE
--- Syllabus & Calendar
--- Assignments
--- Guest Lectures
--- Glossary
--- Stopwatch Video
About Us
--- Faculty Information
--- Student Homepage
--- Class Roster
Communication
--- Email
--- Discussion Board
--- Groups
Assessment
--- Quiz & Exam
--- My Grades
--- Course Evaluation

Welcome
ONLINE COURSE DEMO (DEM_3000 W01 SPR2013) WELCOME

Welcome to the "Demo" Course
Enabled: Statistics Tracking

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Textbooks for this course:

Conquering the Content: A Step-by-Step Guide to Web-based Course Development
Edition 1
by Robin M. Smith

Textbook Details
- ISBN: 0787934421

Edit View

Welcome
ONLINE COURSE DEMO (DEM_3000 W01 SPR2013) WELCOME

Welcome to the "Demo" Course

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- ISBN: 0787934421

No Toolbar in "Display View"
# The Control Panel

![Control Panel Screenshot](https://via.placeholder.com/720x540)

## Content Areas

- **Welcome**
  - Stopwatch Video
- **Course Content**
  - Lectures
  - About Us
- **Syllabus & Calendar**
  - Groups
- **Assignments**
  - Assessment
- **Guest Lectures**
  - Quiz & Exam

## Course Tools

- **Announcements**
- **Course Calendar**
- **Staff Information**
- **Tasks**
  - Course Objectives
- **Send Email**
- **Discussion Board**
  - Self and Peer Assessment
- **Collaboration**
  - SafeAssign

## Course Options

- **Manage Course Menu**
  - Course Copy
- **Course Design**
  - Import Course Cartridge
- **Manage Tools**
  - Import Package
- **Settings**
  - Export Course
- **Recycle Course**
  - Archive Course

## User Management

- **List / Modify Users**
- **Create User**
- **Batch Create Users**
  - Enroll User
  - Remove Users from Course
  - Manage Groups

## Assessment

- **Test Manager**
- **Survey Manager**
  - Grade Center
- **Pool Manager**
  - Performance Dashboard
  - Early Warning System

## Help

- **Support**
- **Manual**
  - Contact System Administrator
  - Quick Tutorials
To edit the course menu, go to the control panel and select “Manage Course Menu.”
Use the modify button to edit an existing link.

Use the menu bar to add new links or tools to the course menu.
Edit Course Menu

Update Area: --old Announcements

1 Set Area Properties

- **Type**: Announcements
- **Name**: --old Announcements
  - *Suggested maximum 18 characters.*
  - Longer names or names that use wide characters may cause problems with the button Menu style.
  - See Course Menu Design under Course Design to change Menu style.
- **Allow Guest access**
- **Allow Observer access**
- **Available for Student/Participant users**

2 Submit

- **Required Field**
- **Submit to finish. Click Cancel to quit.**

- **Edit link name.**
- **Select the groups you want to have access.**
- **Click the "Submit" button to save the changes.**
COMMON BLACKBOARD TOOLS

Discussion Board
Email
Announcements
Assignments
Quiz & Exams
Glossary
Grade Book
My Grades
Learning Unit
Content Area (Folders and Items)
Student Homepages
Class Roster
Groups
<table>
<thead>
<tr>
<th><strong>Common Blackboard Tools</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion Board</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
</tbody>
</table>
| **Announcements**           | Announcements post timely information critical to Course success. The Instructor can add, modify, and remove announcements from the Announcements page. This is an ideal place to post time-sensitive material such as:  
  • when Assignments are due  
  • changes in the syllabus  
  • corrections/clarifications of materials  
  • exam schedules  
  When adding an Announcement, Instructors can also send the Announcement as an email to Students in the Course. This ensures that Students receive the announcement even if they do not login to the Course. |
<p>| <strong>Assignments</strong>             | Used to organize, and collect student work. Instructor can enforce due dates and, at a glance, keep track of which students have submitted assignments. No more hunting through a jammed email box looking for student papers! |</p>
<table>
<thead>
<tr>
<th>Common Blackboard Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quiz &amp; Exams</strong></td>
</tr>
<tr>
<td><strong>Glossary</strong></td>
</tr>
<tr>
<td><strong>Grade Book</strong></td>
</tr>
<tr>
<td><strong>My Grades</strong></td>
</tr>
<tr>
<td><strong>Learning Unit</strong></td>
</tr>
<tr>
<td><strong>Content Area (Folders and Items)</strong></td>
</tr>
<tr>
<td><strong>Student Homepages</strong></td>
</tr>
<tr>
<td><strong>Class Roster</strong></td>
</tr>
<tr>
<td><strong>Groups</strong></td>
</tr>
<tr>
<td><strong>3rd Party Integrated Blackboard Tools</strong></td>
</tr>
<tr>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>Respondus</strong></td>
</tr>
<tr>
<td><a href="http://www.respondus.com">www.respondus.com</a></td>
</tr>
<tr>
<td><strong>StudyMate</strong></td>
</tr>
<tr>
<td><strong>Panopto</strong></td>
</tr>
<tr>
<td><strong>Safe Assig –</strong></td>
</tr>
</tbody>
</table>
Organizing Your Course Content

<table>
<thead>
<tr>
<th>The Course Menu</th>
<th>This is the overall framework for the organization of your course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folders</td>
<td>Once your framework is established, use folders to arrange your content in manageable units or “chunks” for students.</td>
</tr>
<tr>
<td>Learning Units</td>
<td>Allow more control to sequence content and control availability. Also called “Content Modules.”</td>
</tr>
<tr>
<td>Links (External and Course)</td>
<td>Blackboard allows you to create links from one area of the course to another, including linking from external sources. So all course materials, assignments, and activities can be accessed from one page in the course.</td>
</tr>
</tbody>
</table>
Organizing Course Content

NYU create a learning unit
http://www.nyu.edu/cgi-bin/its/askits/kbasedetail.pl?doc=2521
ADD YOUR SYLLABUS

Click on the place in the course menu where you want to put your syllabus.

Make sure you are in “Edit” mode, then click on “Item” on the toolbar.
ADD YOUR SYLLABUS

Content Information

* Name: Syllabus

Choose Color of Name

Fill these out

Text

Add instructions or explanations here...or not. This is not a required field.
## Add Your Syllabus

### Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

- **Attach local file:** H:\sulross\sewell\ed3302\ED 3:
- **Name of Link to File:** Click here for course syllabus
- **Special Action:** Create a link to this file

### Options

- **Make the content available:** Yes
- **Track number of views:** No
- **Choose date and time restrictions:**
  - **Display After:** April 12, 2012, 04:25 PM
  - **Display Until:** April 12, 2012, 00:00 PM

### Submit

Click **Submit** to finish. Click **Cancel** to quit.

*Required Field*
ADD YOUR SYLLABUS

You have added your syllabus!

Click "OK"
ADD AN ASSIGNMENT

Click on the place in the course menu where you want to add an assignment.

For this example I will choose “Week 2” under the Assignments link.
ADD AN ASSIGNMENT

My Week 2 folder is empty. I will add the assignment here by choosing “Assignment” under the “Select” Menu and clicking “Go.”
ADD AN ASSIGNMENT

Fill out all the information on the form. “Required” fields have a red asterisk * next to them. The rest of the fields are optional.
ADD AN ASSIGNMENT

You can attach a file here if you need to.

Here is an option to attach a file.

Here is where you make the assignment available.

Click "Submit."
ADD AN ASSIGNMENT

Success! Click OK to get back to the Week 2 page.
VIEW/GRADE AN ASSIGNMENT

ONLINE COURSE DEMO (CSC 2020 001 SPR 2013) > CONTROL PANEL > GRADE CENTER

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the Enter key to submit. Use the arrow key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details.

Current View: Full Grade Center
Sort Columns By: Layout Position

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Last Access</th>
<th>Submit Status</th>
<th>Submit Pref</th>
<th>Submit Firs</th>
<th>StopWatch Video</th>
<th>Assignment 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>zzhogus</td>
<td>zzsandy</td>
<td>April 2, 2012</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Selected Rows: 0
Grade Information Bar
Set the course “availability.”
(Turn the course “on” for students.)

Use this process at the end of the semester to “turn off” the course.
Set Availability

Course Availability

1. Set Availability
   - Make this course available to users?
   - Make Course Available: Yes  No

2. Submit
   - Click Submit to finish. Click Cancel to quit.

[Cancel]  [Submit]
FACULTY RESOURCES

Sul Ross Technology Training Resource Center
http://libit.sulross.edu/TTRC

Faculty and Staff Scheduled Training

Classroom Instruction
Open Lab for Online Course Development

Webinars

Anytime Resources

Internal Training (Sul Ross Specific)

- Banner
- Sul Ross Email
- Library Instructional Materials and Tutorials
- Media and Instructional Technology Services
- Blackboard Support
- Getting Started with Panopto

External Resources
Blackboard How-to resources
Faculty Resources

Blackboard Training Resources

Faculty and Staff Scheduled Training

Open Lab for Online Course Development

"How to" Videos

Assignment Tool Videos:
- Creating an Assignment using the Assignment Manager
- How and why to create assignments on Blackboard

Content Area Videos:
- Adding a Folder to a Content Area
- Adding an Item to a Content Area
- Adding an External Link to a Content Area
- Adding a Course link to a content Area

Discussion Board Videos:
- How and why to use the Discussion Board subscribe options in Blackboard

"How to" in PDF or Doc Format

- Save and download a course backup file from Blackboard
- Overview of the Blackboard 8 Discussion Board
- What does the â€œDraftâ€ option do in the Discussion Board?
- Swap syllabus from previous semester to current
- Set Up and Manage Groups â€“ Blackboard 8
- Create and Deploy a Test in Blackboard
- WebEx instructions for your students

Supporting Software

Panopto
Audio Software
Video Editing Software
Respondus
Studymate
Faculty Resources

Using the Assignment tool
http://www.nyu.edu/cgi-bin/its/askits/bbkbasedetail.pl?doc=228

Common Tasks from Boston U
http://www.bu.edu/tech/web/coursesites/blackboard/instructors/tasks/

University of Michigan-Flint
http://www.umflint.edu/oel/faculty/helpguides.htm Faculty help guides

NYU create a learning unit
http://www.nyu.edu/cgi-bin/its/askits/kbasedetail.pl?doc=2521

Self and Peer Assessment Tutorial from Blackboard
http://www.blackboard.com/quicktutorials/self_peer_assessments.htm