

Blackboard 101

Introduction to Blackboard Learn

- I. Overview of Blackboard
 - a. Navigation in a Bb course
 - b. Student View (Edit Mode OFF)
 - c. Instructor View (Edit Mode ON)
- II. Course Tools
 - a. Tool Availability
 - b. Announcements
 - c. Home Page
 - d. E-mail
- III. Customizing your Course
 - a. Style
 - i. Course Entry
 - ii. Banner
 - b. Managing the Course Menu
 - i. Unused Content Areas
 - ii. Add/Move Items
 - c. Visual Editor
- IV. Creating and Managing Content
 - a. Create Item
 - b. Build
 - i. Folder
 - ii. Links
 - iii. Learning Units
 - iv. Tools
 - c. Evaluate
 - i. Tests
 - ii. Surveys
 - iii. Assignments
 - d. Copy Course Content
- V. Groups
 - a. Single Groups/Group Sets
 - b. Student Created Groups
 - c. Group Assignments
- VI. More Course Tools
 - a. Discussion Boards
 - b. Blog (Journal LX)
 - c. Wiki (Teams LX)
- VII. Other Blackboard Functions
 - a. Gradebook
 - b. Assessments and Surveys
- VIII. Support Resources and Materials
- IX. Course Requests

User Management

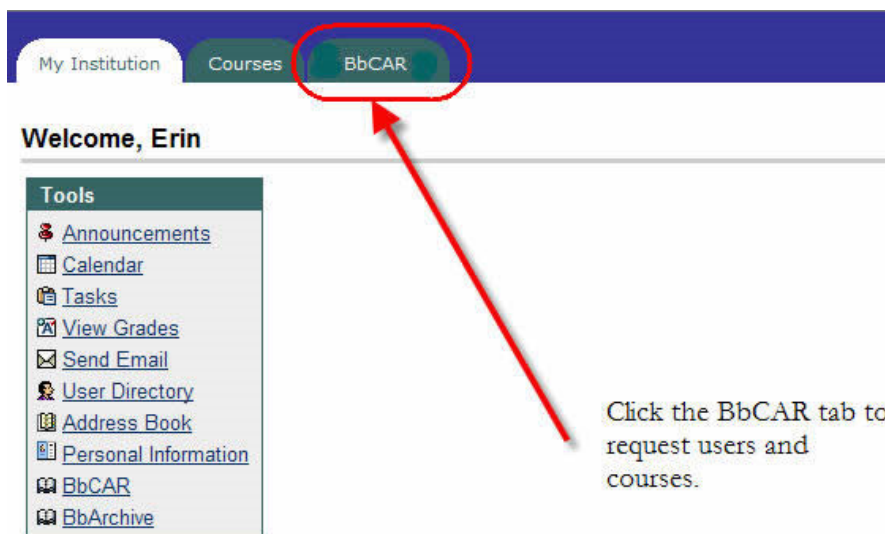
- I. Automated with SIS
 - a. 4 times daily
 - b. Adds and removes students based on Registrar's data
 - c. Avoid manual addition – will override automation
- II. Name and E-mail address locked down
 - a. Based on Registrar's data
- III. Password Woes
 - a. ITS self-service page: <http://www.unf.edu/app/ess>
- IV. Make Course Available
 - a. Instructor Responsibility
 - b. Control Panel/Properties/Make Course Available

Support Materials

- I. Copyright
- II. http://www.unf.edu/dept/genl-counsel/webpages/FAQ_Misc.htm
- III. Instructional Support
 - a. CIRT Blackboard Homepage: <http://www.unf.edu/dept/cirt/bb/index.html>
 - b. Frequently Asked Questions: <http://www.unf.edu/dept/cirt/bb/faq.html>
 - c. Instructor Support: http://www.unf.edu/dept/cirt/bb/instructor_support.html
 - d. CIRT - 10/1150, x3927, cirtlab@unf.edu

Blackboard Course Action Requests

- I. Request term-based, "DEV," and Group Courses
- II. Request Instructor Guest Accounts
- III. Check the Status of your requests
- IV. Login to Blackboard with UNF username and password. BbCAR is located on the BbCAR Tab:



The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with three tabs: "My Institution", "Courses", and "BbCAR". The "BbCAR" tab is highlighted with a red circle. Below the navigation bar, the user is greeted with "Welcome, Erin". On the left side, there is a "Tools" menu with various options: Announcements, Calendar, Tasks, View Grades, Send Email, User Directory, Address Book, Personal Information, BbCAR, and BbArchive. A red arrow points from the text box on the right to the "BbCAR" tab in the navigation bar.

Click the BbCAR tab to request users and courses.