

Blackboard Workshop

Introduction to Blackboard Learning System

Topics to be covered:

- Overview of Blackboard
- Course Tools
 - Announcements
 - E-mail
 - Assignments and Digital Dropbox
- Customizing your course
 - Course Design
 - Manage Course Menu
 - Course Entry Point
- Creating and managing content
 - Items and Folders
 - Attachments and the Text Box
 - Copy Course Content
 - Course, Tool & External Links
 - Document Package
- Managing Groups
- More Course Tools
 - Glossary
 - Discussion Boards
 - Journal LX
 - Teams LX
- Other Blackboard Functions
 - Assessments & Surveys
 - Gradebook
 - Digital Dropbox & Assignment Manager
- Blackboard Best Practices
- Publisher Materials
- Support offerings
- Requesting courses

Blackboard 101 for Professors

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Blackboard 101

Agenda

- Overview of Blackboard
- Course Tools
- Customizing Your Course
- Creating and Managing Content
- Managing Groups
- Blackboard Best Practices
- Publisher Materials
- Support Offerings
- Requesting Courses



What is Blackboard?

- Learning Management System
- Computer software that runs on a server
 - Available from anywhere on the Web
 - Accessed with a Web browser
- Flexible
- Customizable
- User Friendly
- Many Tools, Many options
- Incorporate existing materials into Blackboard
 - Word, Excel, PowerPoint, PDF files, etc.
- Integrate images, audio/video, multimedia into your course

<http://blackboard.unf.edu/index.asp>



Course Tools

- Send Email
- Digital Dropbox and Assignments
- Course Journal
- Teams LX
- Gradebook
- Advanced Group Management
- Discussion Board
- Blackboard Tools Glossary:
<http://www.unf.edu/dept/cirt/bb/tools.html>



Course Customization

- Course Design
- Course Banner
- Manage Course Menu
- Course Entry Point



Course Content

- Items
- Folders
- Links
- Document Package
- Assignments



Managing Groups

- Advanced Group Management
- Teams LX
- Course Journal



Best Practices

- Make Your Site Available to Students
- Manage your Menu
- Design a Unique Look
- E-mail Students
- Post Announcements
- Post a Syllabus
- Provide Web Resources
- Post and Organize Course Materials
- Gradebook
- Assignment Function



Publisher Materials

- Course Cartridge Catalog:
<http://www.blackboard.com/extend/ccart/>
- Download key



Support Offerings

- CIRT Website:
<http://www.unf.edu/dept/cirt/bb/index.html>
- Blackboard Workshops:
http://www.unf.edu/dept/cirt/bb/bb_wrkshp_instr.htm
- Blackboard FAQ:
<http://www.unf.edu/dept/cirt/bb/faq.html>



Course Requests

- Course Request:

<http://blackboard.unf.edu/support/bbcar.asp>

- Course Delete Request:

https://blackboard.unf.edu/webapps/login/?new_loc=%2Fwebapps%2Funf-jBbCAR-bb_bb60%2Fview.jsp



10 SIMPLE & EFFECTIVE THINGS TO DO WITH YOUR BLACKBOARD COURSE

I. Make Your Site Available to Students

After you've developed your course, be sure to turn it on for students.

Control Panel > Course Options > Settings > Course Availability > Yes

II. Manage your Menu

Turn off menu items that you don't use to eliminate dead-ends for students.

Control Panel > Course Options > Manage Course Menu

III. Design a Unique Look

Change the style and color of the navigation bar to help distinguish between courses.

Control Panel > Course Options > Settings > Course Design

IV. E-mail Students

You can e-mail your entire class or select individuals— even if you don't make your course available.

Control Panel > Course Tools > Send E-mail.

V. Post Announcements

Announcements appear on the first page of your course and on students' main Bb page. Use Announcements and E-mail to cut down on housekeeping details during valuable class time.

Control Panel > Course Tools > Announcements.

VI. Post a Syllabus

Save trees and give your students 24/7 access. This also allows you to update or adjust syllabus if necessary—but be sure to post an announcement!

Control Panel > any Content Area > add Item

1. Specify a name and type in a description in the Text box. 2. Content Attachments. Browse to select the file to attach from your computer it, and specify a name of the link to the file. 3. Select any availability restrictions you want the file to be visible to students. 4. Submit.

VII. Provide Web Resources

Add links to websites which may be useful to your students.

Control Panel > any Content Area > add URL.

VIII. Post and Organize Course Materials

Place readings, spreadsheets, lectures and more in your course. Make it user-friendly by organizing the course material using folders — by weeks, topics, units, or texts.

To create a folder:

Control Panel > any Content Area > add Folder.

To place materials in a folder:

Control Panel > any Content Area > click folder name > add Item

IX. Gradebook

Add entries for assessments and allow students to view grades online. They only see their own grades and the class average for that item. Students access their grades through Tools.

Control Panel > Assessment > Gradebook > Add Item.

X. Assignment Function

This feature enables students to submit their assignments through Blackboard. Submissions are date stamped and a "!" appears next to their name in the Gradebook when the assignment is submitted.

Control Panel > any Content Area > add Assignment (in drop down menu at top right) > Go.