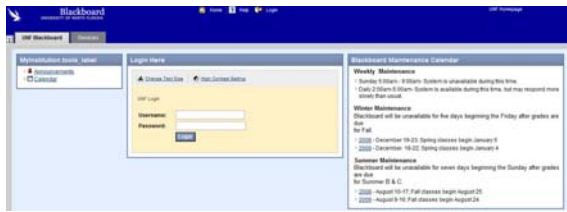


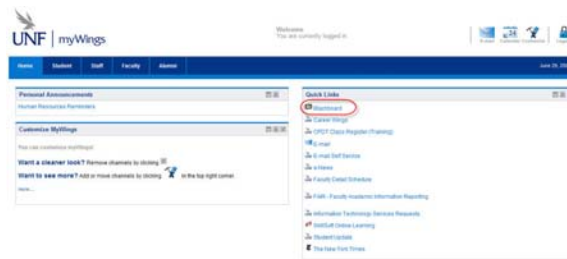
BLACKBOARD LOGIN PAGE

<http://blackboard.unf.edu>

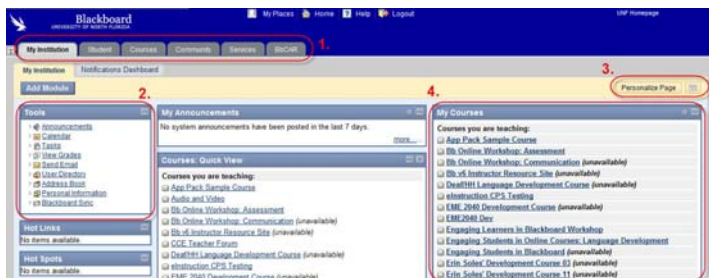


MYWINGS BLACKBOARD LINK

<http://mywings.unf.edu>



MY INSTITUTION PAGE



1. **Tabs** – navigation tabs to access the My Institution page, a Courses list, and BbCAR (Course Requests).
2. **Tools Menu** – shortcuts to some commonly used tools.
3. **Personalize Page** – allows you to customize your My Institution page view.
4. **My Courses** – contains links to your courses.

REQUEST A COURSE

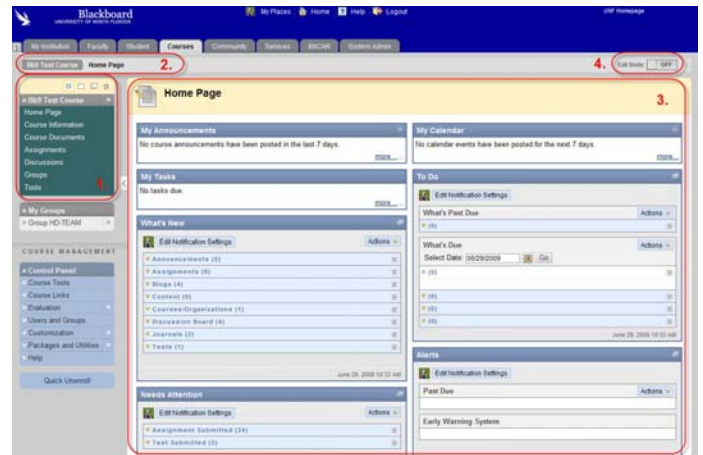
Note: UNF Faculty must request new Blackboard courses each semester.

1. Login to <http://blackboard.unf.edu/>.
2. Click the **BbCAR** Tab.
3. Click **Course Request**, then click **Request a Term Course**.
4. Select a term, choose an option to look up your courses, and click **Submit**.
5. Select a **Course**. To select multiple courses, hold down the Ctrl key and click on multiple courses.
6. Verify the information on the remaining screens and click **Submit**.

OPEN A COURSE

From the My Institution Page, click the name of a course in the My Courses module.

THE BLACKBOARD COURSE PAGE



1. **Course Menu** – contains links to content and tool areas of the course.
2. **Navigation Path** (cookie crumb menu) – contains hyperlinks of the pages the user has viewed to get to the current page.
3. **Content Frame** – displays course content.
4. **Edit Mode** - allows instructors to make changes in a course.

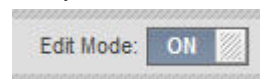
USE THE COURSE MENU

The Default UNF Blackboard Menu:

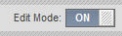

- **Homepage** – displays course modules such as My Announcements, What's New, Needs Attention and To Do.
- **Course Information** – displays information about your course such as the syllabus, course schedule, course policies, etc.
- **Course Documents** – displays course content such as handouts, PowerPoints, course readings, etc.
- **Assignments** – displays class assignments.
- **Discussion Board** – displays the Discussion Board, an asynchronous tool for student discussion.
- **Groups** - provides a central group workspace with discussion forums, group file exchange, group email, tasks, assignments, etc.
- **Tools** – contains links to tools such as Address Book, Journal, My grades, Send Email, Discussion Board, etc.
- **Control Panel** – contains tools for the instructor to manage the course.

EDIT MODE


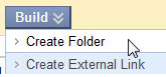
Turn the **Edit Mode ON** to add or edit course content or to modify the layout of the course menu.




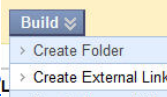
ADD COURSE CONTENT

1. Turn the **Edit Mode ON**. 
2. Click on one of the **Content Areas** to add content.
3. Click the **Create Item** button. 
4. Type a name for the item in the **Name** box.
5. Enter text in the **Text** box.
6. Click **Browse** to locate a file to add to the item.
7. Set any **Options** such as availability, time/date restrictions, or tracking.
8. Click **Submit**.

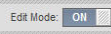
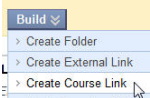
CREATE A FOLDER

1. Turn the **Edit Mode ON** and select a content area. 
2. From the **Build** drop down, click **Create Folder**.
3. Type a **Name** for the folder. 
4. Enter **Text** in the text box.
5. Set any **Options** such as availability, time/date restrictions, or tracking.
6. Click **Submit**.


ADD AN EXTERNAL LINK

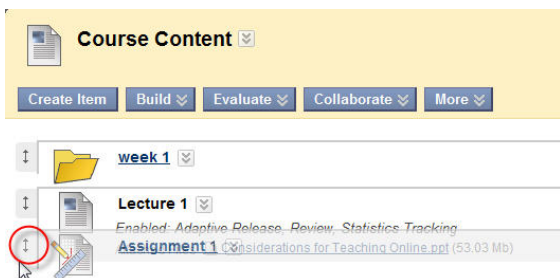
1. Turn the **Edit Mode ON** and select a content area. 
2. From the **Build** drop down, click **Create External Link**.
3. Type a **Name** for the link.
4. Type or copy/paste the website address in the **URL** box (example: <http://www.unf.edu/>). 
5. Optional: Add text in the **Text** box, attach a file in the **Content** area, set **Options** such as availability, tracking, and time/date restrictions.
6. Click **Submit**.

ADD A COURSE LINK


1. Turn the **Edit Mode ON** and select a content area. 
2. From the **Build** drop down, click **Create Course Link**. 
3. Type a **Name** for the link.
4. Type any text to accompany the link.
5. Click **Browse** to locate the area of your course to which you wish to link. When the **Course Map** window opens, click on the area to which you wish to link.
6. Set any options such as availability, time/date restrictions, or tracking.
7. Click **Submit**.

ORGANIZE CONTENT

1. Turn the **Edit Mode ON** and select a content area. 
2. To reorder items in the **Content Area**, **click** the arrows on the left and **drag** the item(s) to the desired location.



CREATE AN ANNOUNCEMENT

1. In the **Course Tools** section of the **Control Panel**, click **Announcements**. 

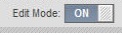
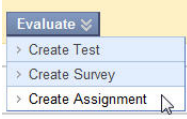
2. Click the **Add Announcement** button.
3. Type the subject in the **Subject** box.
4. Enter the Announcement in the **Message** box.
5. Optional: set any options such as **Permanent Announcement**, date restrictions, and **Course Links**.
6. Click **Submit**.

SEND EMAIL

1. In the **Course Tools** section of the **Control Panel**, click **Send Email**.
 2. Select the group to whom you want to send the email (**All Users**, **Single/Select Users**, **All Instructor Users**, etc.).
 3. Type a subject in the **Subject** box.
 4. Enter your e-mail text in the **Message** box.
 5. To add an attachment, click on **Attach a file** then click **Browse** and locate the file on your computer. Click **Submit** to add the file.
 6. Click **Submit** to send the email.
- Note: a copy of the email will be sent to your UNF email account. Blackboard will not save a copy of the email.

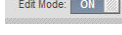
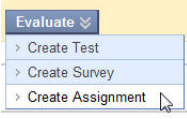
USE ASSIGNMENTS

The **Assignment** content type in Blackboard allows instructors to collect files from students and grade the file submissions via the **Gradebook**.

1. Turn the **Edit Mode ON** and select a content area. 
2. From the **Evaluate** drop down, click **Create Assignment**. 
3. Type a **Name** for the Assignment.
4. Type the instructions in the text box.
5. Click **Browse for Local File** to attach a file.
6. Enter the **Points Possible**.
7. Set any options such as **Availability**, **Due Dates**, and **Recipients**.
8. Click **Submit**.
9. To view submitted assignments, go to the course **Gradebook**. In the assignment column, click on the menu for the exclamation point icon, then click **View Grade Details > Open Attempt** to view an assignment.

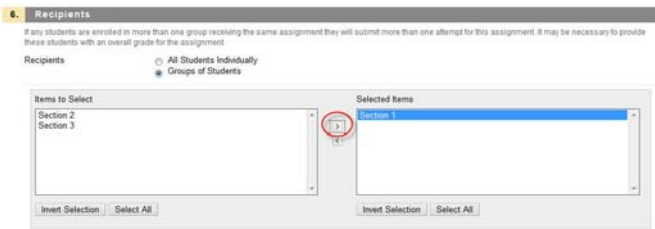
GROUP ASSIGNMENTS

The **Assignment** content type in Blackboard allows groups of users to submit a document that may be graded (with the grade assigned to each group member) via the **Gradebook**.

1. Turn the **Edit Mode ON** and select a content area. 
2. From the **Evaluate** drop down, click **Create Assignment**. 
3. Type a **Name** for the Assignment.
4. Type the instructions in the text box.
5. Click **Browse for Local File** to attach a file.
6. Enter the **Points Possible**.
7. Set **Availability** and **Due Date** options.

GROUP ASSIGNMENTS (CONTINUED)

- In the **Recipients** section, select the **Groups of Students** radio button.
- Select the group(s) whom you wish to complete the assignment and move them to the Selected Items box using the arrow buttons.

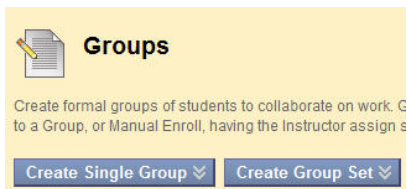


- Click **Submit**.
- Groups receiving the assignment may view it in the content area and on the group page.

GROUPS

There are several options for group creation: self-enroll groups, manual enroll groups, randomized enrollment in groups, group set creation and student created groups. Instructors may also manage groups and group properties in bulk.

- Setup and access groups from the Control Panel: **Users and Groups > Groups**.
- To create a single group, select **Create Single Group > Self-Enroll** or **Manual Enroll**.
- To create multiple groups at once, select **Create Group Set > Self-Enroll, Manual Enroll** or **Random Enroll**.

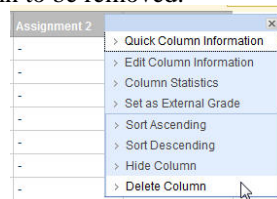


ADD A GRADEBOOK ITEM

- In the Evaluation section of the Control Panel, click **Gradebook**.
- Click the **Create Column** button.
- Enter the name of the item in the **Column Name** box.
- Enter a short description in the **Description** box.
- Set the **Primary Display** and the **Secondary Display**.
- Assign the item to a **Category**.
- Enter the number of **Points Possible**.
- Select a **Due Date** for the item.
- Select **Options** including **Include this Column in Grade Center Calculations**, **Show this Column to Students**, and **Show Statistics for this column to Students in My Grades**.
- Click **Submit**.

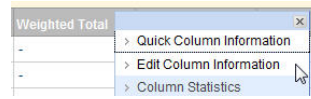
REMOVE A GRADEBOOK ITEM

- In the Evaluation section of the Control Panel, click **Gradebook**.
- Click the **Drop Down Menu** on the column to be removed.
- Click **Delete Column** from the menu.
- Click **OK**. Note: You cannot remove Assessments or Assignments from the Gradebook without removing the actual assessment or assignment from a Content Area.



WEIGHT GRADES

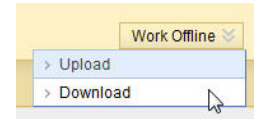
- From the Gradebook, click the Drop Down menu for **Weighted Total** then click **Edit Column Information** (or create a new weighted column by selecting **Create Calculated Column** then choose **Weighted Column**).



- In the **Select Columns** section, select either **Columns** or **Categories** to which you wish to apply weight. Use the arrow keys to move the columns to the **Selected Columns** box.
- Enter a **Percentage** of weight for categories or items.
- Click **Submit**.

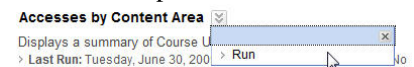
DOWNLOAD GRADES

- From the Gradebook, click **Work Offline**, then **Download**.
- Choose **Data to Download**.
- Select the **Options: Delimiter Type** (Tab) and **Include Hidden Information**.
- Click **Submit**.
- Click **Download**, then **Save** the file.



VIEW COURSE STATISTICS

- In the Evaluation section of the Control Panel, click **Course Statistics**.
- Select a report type, then click the Drop Down menu for the report. Click **Run**.
- Select the **Report Specifications**: Select **Format**, Select **Users**, Select an **End Date**, and Select a **Start Date**.
- Click **Submit**, then click **Download Report**.




CREATE A TEST

- In the Course Tools section of the Control Panel, click **Tests, Surveys, and Pools**.
- Click **Test Manager**.
- Click **Add Test**.
- In the **Test Information** section, add the **Name**, **Description** and **Instructions**. Click **Submit**.
- Select a question type from the **Create Question** menu.
- Enter the **Question Text**.
- Enter the **Point Value**.
- Select **Options** (they vary by question type).
- Input Answer information.
- Add Feedback information (optional).
- Click **Submit**. To add another question, repeat steps 5-11.

ADD A TEST TO A CONTENT AREA

- Turn the **Edit Mode ON** and choose to content area to which you wish to add a test.
- Click **Evaluate > Create Test**.
- Select the test you wish to make available.
- Click **Submit**.
- On the **Test Options** page, set the **Test Availability**, **Self Assessment**, **Feedback**, and **Presentation** options.
- Click **Submit**.

CREATE A DISCUSSION FORUM

1. Click **Discussion Board** in the Course Tools section of the Control Panel. Click the link for the Course Discussion Board.
2. Click **Add Forum**. 
3. Enter a **Name** for the forum.
4. Enter text for the forum in the **Description** box.
5. Select options under **Forum Availability** and **Forum Settings**.
6. Click **Submit**.

CREATE A DISCUSSION THREAD

1. In the **Discussion Board**, click a forum name to access the forum.
2. Click the **Create Thread** button. 
3. Enter a subject in the **Subject** box.
4. Enter the message text in the **Message** box.
5. Click **Attach a file** to add an attachment (optional).
6. Click **Submit**.

READ AND REPLY TO A THREAD

1. In the Discussion Board, click a forum name to access the **Forum**.
2. Click a thread name to read the thread or select multiple threads using the check boxes and click **Collect** to read multiple threads.
3. Click the **Reply** button to reply to the thread.
4. Enter your text in the **Message** box.
5. Click **Submit**.

JOURNAL LX (BLOG)

Journal LX allows you to communicate with your students on an individual, group, and course level.

1. To add a Course Blog (1 per course), click **Configure Blog Tool** from the Course Tools section of the Control Panel.
2. To add Assignment Blogs (unlimited number per course), click on a **Content Area** with the **Edit Mode ON** and click **More > Add Blog**.

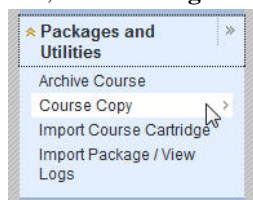
TEAMS LX (WIKI)

Teams LX, allows you to organize students into groups and assign each group to jointly author a dynamic web site with multi-media content.

1. To add a Course Wiki (1 per course), click **Configure Wiki Tool** from the Course Tools sections of the Control Panel.
2. To add Assignment Wikis (unlimited number per course), click on a **Content Area** with the **Edit Mode ON** and click **More > Add Wiki**.

COPY A COURSE

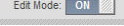
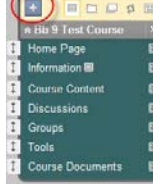
1. From the **Control Panel** section of the course, click **Packages and Utilities > Course Copy**.
2. Select **Copy Course Materials into an Existing Course**.
3. Under Course Selection, click **Browse** to locate the course to which you wish to copy.
4. Select course materials to include in the copy by checking the box(es) next to the desired materials. **Note:** Do not check Enrollments as this will copy your student roster from your previous course into your new course.
5. Click **Submit** to begin the copy process. You will receive an email once this process is complete.



MAKE A COURSE AVAILABLE

1. From the Control Panel, click **Customization > Properties**.
2. Scroll to **Course Availability** and select the **Yes** Radio Button.
3. Click **Submit**.

CUSTOMIZE THE COURSE MENU

1. Turn the **Edit Mode ON**. 
2. To add an item to the menu, click the "+" above the menu. 
3. To change a Course Menu item, click the drop down menu next to the item and select **Rename Link**, **Hide Link**, or **Delete**.
4. To reorder items in the Course Menu, click the arrows on the left and drag the item to the desired location.

COURSE DESIGN

1. From the Control Panel, click **Customization > Style**.
2. Choose a **Style** (Buttons or Text) in the Select Menu Style section. Once a style is selected, you can choose the colors and button style (if buttons are selected).
3. Choose the **Course Menu Display**, **Default Content View**, **Course Entry Point**, and **Select Banner**.
4. Click **Submit**.

CHANGE YOUR PASSWORD

1. Log in to the **ITS Self-Service** page: <http://www.unf.edu/app/ess>. If you do not know your user ID (n number) and password, use your social security number (SSS-SS-SSSS) and your date of birth (YYYY/MM/DD).
2. Click **Proceed**.
3. Click **Change Password**.
4. Type your new password twice and click **Apply**.

The Center for Instruction & Research Technology offers expertise, resources, and training to assist faculty in ways that enable them to develop greater capacities for using technology for teaching and research. CIRT also disseminate ideas, frameworks, and materials that apply pedagogical knowledge to the teaching and learning process.

Center for Instruction and Research Technology
Building 10/1150
(904)620-3927

The Center for Instruction and Research Technology offers Blackboard workshops each Fall and Spring semester. For a list of workshops, as well as times and dates, visit <http://www.unf.edu/dept/cirt/events>.

Visit our Web site: <http://www.unf.edu/dept/cirt/>