

Blackboard Training

BGSU

BGSU BLACKBOARD TRAINING TUTORIAL

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CONTENT AREA

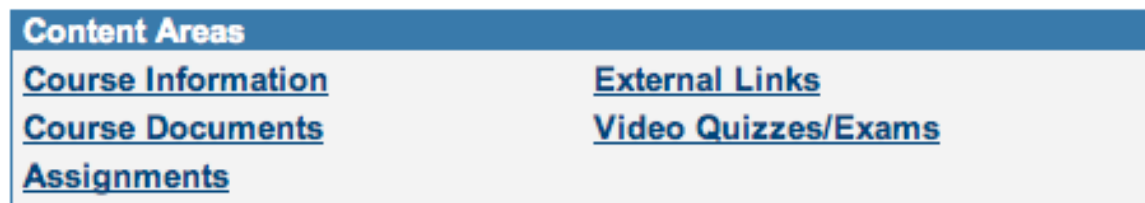


Fig. 1: Content Area Section

Edit View – Option that allows the user to switch back and forth between edit mode and student view.

*Note- after clicking on edit view, the Add Menu will appear (see Figure 2).

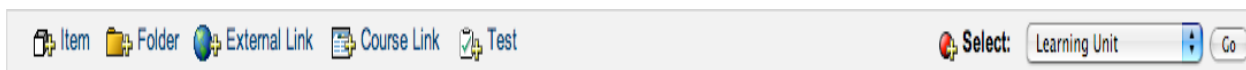


Fig. 2: Add Section of Content Area

Add Folders – Folder are used to organize course content

Adding An Item – Used to upload different types of course material into the Blackboard shell.

Word Document

Graphic

PDF

Movie Clip

Sound File

Course Link

Adding a Syllabus – Course area that can be used to place a syllabus

To Add an Assignment:

Click on the Control Panel

Click on the Content Area where you would like to place the assignment.

Using the dropdown box, near the upper right corner of the screen, select Assignment.

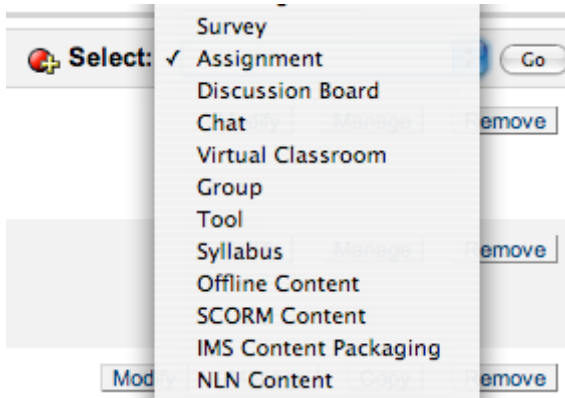


Fig. 3: Dropdown Menu for new content

After you have selected Assignment, click Go.

Enter Name, assign Points Possible, and add Instructions

Ex: Instructions – Download the attached file. Read the file and answer the questions at the end. Once you are done, please rename the file using your last name, and then upload the file. Attach necessary files using the File to Attach option. Once you are done, click Submit.

Adding a Test to your Course

Once you are done adding your questions to the Test Canvas, click Ok.
Go to the Course area where you want to add your Test.
Click the +Test icon

Select the Test you would like to add from the Add Test selection box.

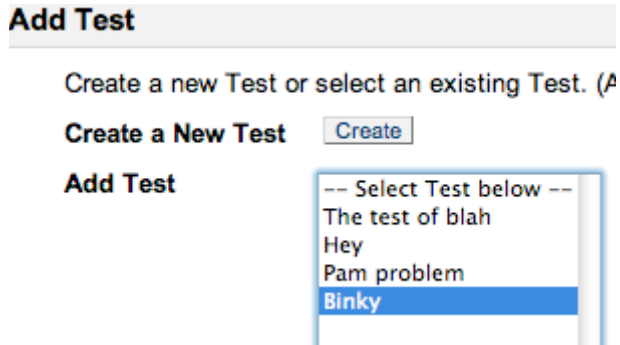


Fig. 4: Test Selection Dropdown Menu

Click Submit.

Click Modify the Test Options



Modify Test

- ▶ [Modify the Test](#)
Modify the Test in the Test
- ▶ [Modify the Test options](#)
Modify the Test options, su

Fig. 5: Modify Test Section

Under Test Availability, check the Yes option. By default this option is checked No.

*Note – If you do not check yes, your test will remain unavailable and your students will not be able to take your test.

Make the link available Yes No

Add a new announcement for this Test Yes No

Multiple attempts

Allow unlimited attempts.

Number of attempts

Force Completion Test must be completed the first tir

Set timer. Set expected completion time. Selecting thi

Hours Minutes

Display After

Display Until

Fig. 6: Test Modify Section

Fill out the rest of the Test Availability, Test Feedback, and Test Presentation options.
Click Submit.

COURSE TOOLS

Course Tools	
Announcements	Collaboration
Course Calendar	Digital Dropbox
Staff Information	Glossary Manager
Tasks	Messages
Send Email	Course Objectives
Discussion Board	

Fig 1: Course Tools Section Box

Announcements – Course area that is used to create text messages on the Announcements Page.
Asynchronous Communication – Online communication that is not dependent on time. Text is posted to a discussion board and can be reviewed by students at any time.

Discussion Board – Used to facilitate online discussion through text. Instructors add questions to the Discussion Board, students review the question, and then the students will post an appropriate answer. Students can also use the Discussion Board to interact with other students.

Email – Send an email to the entire class or select individuals in the course.

How to Add a Forum

Click on the Control Panel

Click Discussion Board **under the** Course Tools

Click on the Add Forum button.

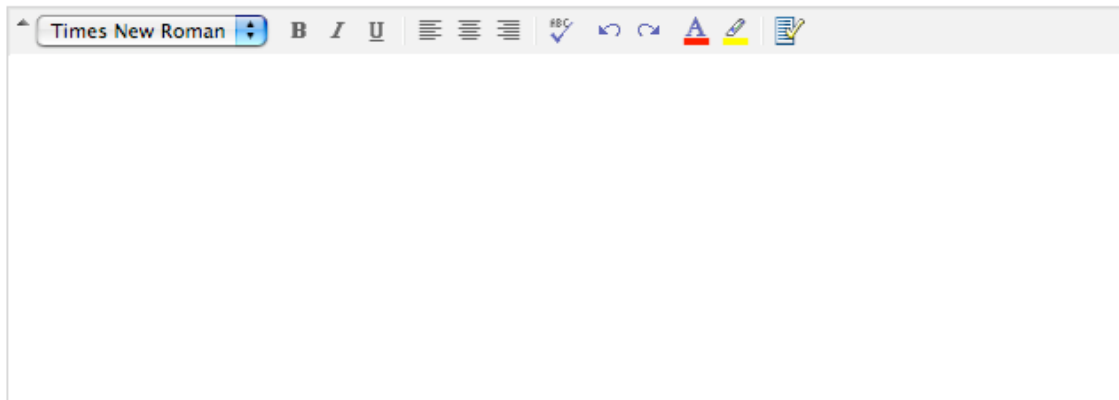
A Forum is like a folder on your computer. You use the Forum to store threads or discussion posts.

Fill in the Title and Description for the Forum.

Ex: Title – Chapter 1 Topics. Description – All Topics covered in Chapter 1 will be in this forum.

* **Name**

Description



A rich text editor interface. The toolbar at the top includes a font dropdown menu set to 'Times New Roman', followed by icons for bold (B), italic (I), underline (U), bulleted list, numbered list, decrease indent, link, unlink, text color, background color, and insert link. Below the toolbar is a large, empty text area for entering the description.

Fig. 2: Adding the description to the forum.

Forum Settings

- Allow anonymous posts
- Allow author to remove own posts
 - All posts
 - Only posts with no replies
- Allow author to modify own published posts
- Allow file attachments
- Allow members to create new threads

Fig. 3: Settings for the forum

Uncheck Allow Anonymous posts
Click Submit.

Adding a New Thread

After you have created a **Forum**, click on the **Forum** you want to add **Threads** to.

Threads are discussion questions that students enrolled in your course can post responses to. **Forums** can contain multiple **Threads**.

Click on the Add New Thread button.

Fill in the **Subject** and **Message** for the **Thread**.

Ex: **Subject** – Ch. 1 Learning through Technology. **Message** – Ch 1 centered on the idea of learning through Technology. In your own words, please write 2 paragraphs on how you have learned through Technology.

Optional – Use the **Attachment** field to add any files necessary for the Thread.

Course Email

Click on Control Panel

Click Send Email under Course Tools

Now Choose the recipients of the email. Your options include:

- All Users
- All Groups
- All Teaching Assistants
- All Instructors
- All Observers
- Single / Selected Users
- Single / Selected Groups
- Single / Selected Observer Users

If you choose an option with **All**

Fill out the **Subject** and **Message**

Optional – Use the **Attach a file** link to add files to your email.

Click **Submit**.

If you choose an option with **Single**

Use the **Available to Select** box and choose who you want to receive the email.

Fill out the **Subject** and **Message**

Optional – use the **Attach a file** link to add files to your email.

Click **Submit**

Synchronous Communication – Online communication that happens in real time. Mainly used with text and audio.

- **Collaboration** – Text based on chat feature that allows the instructor to interact with students in **real time**

Staff Information – Course area that is used to post information about the staff of the course.

COURSE OPTIONS

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	

Fig. 1: Course Options Section

Course Design – Change the look of the course menu and upload a course banner.

Manage Course Menu – Add, arrange, and rename **Course Menu** items.

Settings

- **Course Availability** – Used to make the course available to students for the start of each semester.
Note: By default, this option is unchecked
- **Set Course Entry Point** – Change the entry point of your course. By default, this option is set to the **Announcements Page**.
- **Course Name and Description** – This option allows you to modify your course name. Many instructors use this option to add their section

number to the course name.

Semester-to-semester migration can be completed through **Course Copy**.

USER MANAGEMENT

User Management	
List / Modify Users	Remove Users from Course
Enroll User	Manage Groups

Fig. 1: User Management Section

List / Modify Users – This is where you can change the role of a person in your class like from Student to Teaching Assistant, or even an observer.

Enroll User – This is where you would add a student to the class who enrolled after the start date.

Remove Users from Course – This is where you would go to remove the students if they drop the course.

ASSESSMENT

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	Early Warning System

Fig. 1: Assessment Section

Test Manager – Used to Create Tests

Creating a Quiz/Test/Survey

For this example, we will build a test, but the steps apply to all three options.

Click the **Control Panel**.

Click on **Test Manager** under the **Assessment** area.

Click **Add Test**.

Under the **Test information** add **Name**, **Description**, and **Instructions**.

Click **Submit**.

Begin to build your **Test** using the **Add Dropdown** to pick what type of question to use and **Go** button to add it your **Test Canvas**.

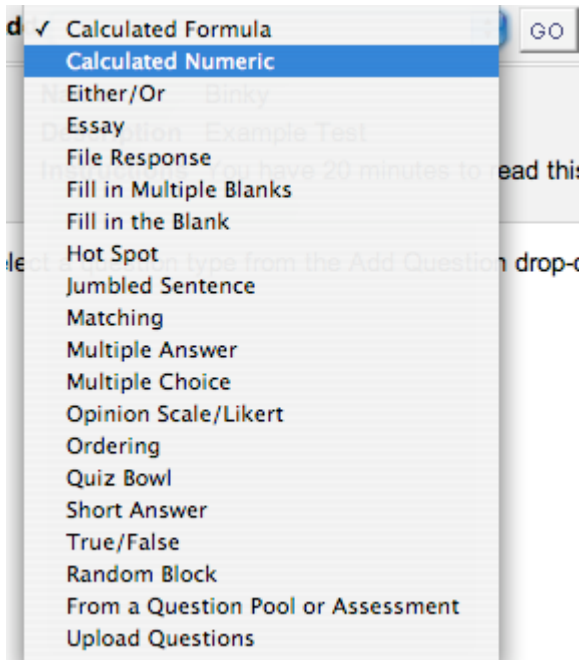


Fig. 2: Test Question Dropdown menu

Note – Your Test Canvas will continue to grow as you add questions from the Add dropdown

box.

Fill in the Blank

Choose **Fill in the Blank** from the **Add** dropdown box.

Click **Go**.

Fill out your **Question Text**.

Ex: The city of Columbus is in the state of _____

Assign a **Point Value** for the question.

Choose the possible amount of correct answers in the **Number of Answers** dropdown.

Fill out each possible answer.

Enter your **Feedback** under **Correct Response Feedback** and **Incorrect Response Feedback**.

Click **Submit**.

Multiple Choice

Choose **Multiple Choice** from the **Add** dropdown box.

Click **Go**.

Fill out your **Question Text**.

Ex: Which of these colors is not in the rainbow?








Assign a **Point Value** for the question.

Add your responses to the **Answers** area.

Check the radio button next to the correct response.

Number of Answers

Correct

Answer 1. **B I U**       








Answer 2. **B I U**       

Fig. 3: Answer section

Enter your **Feedback** under **Correct Response Feedback** and **Incorrect Response Feedback**. Click **Submit**.

Essay

Choose **Essay** from the **Add** dropdown box.

Click **Go**.

Assign a **Point Value** for the question.

Fill out your **Question Text**.

Ex: Write about your summer vacation

Under the **Answer** area, provide an example response for reference while grading. **This will not be seen by the students.**

Ex: I am looking for 2-3 paragraphs of text, no spelling errors, and something about Ohio.

Click **Submit**.

Gradebook Settings – Controls the look of the gradebook, manage gradebook categories, Gradebook display options and general Grade values.

Weighted Grades – Used to create weights for the Gradebook

Download/Upload Grades – Allows the user to download the Gradebook as a spread sheet, modify the spread sheet, and then upload the new Gradebook spread sheet.

HELP

Help

[Support](#)

[Manual](#)

[Contact System Administrator](#)

[Quick Tutorials](#)

Fig. 1: Help Section of the Control Panel

This section will help you along the way if you get stuck. There are tutorials and Frequently Asked Questions (FAQs) forums that you can read to help out.