## Blackboard Basics

- Blackboard Learn is an application for online learning, teaching, collaboration, and knowledge sharing.
- It provides a platform upon which instructors can teach using any theory or model for teaching because it is open, flexible and centered on enhancing student achievement.
- Blackboard Learn can be used for the traditional face to face course or online learning.

## Logging into Blackboard Learn

- When logging into Blackboard you will use your eRaider username and password.
- When you log in you will be in the My Institution tab.
- In the My Institution tab, you will see Modules. Modules help organize information and links on a page.
- The My Institution page will list all the courses you and students are enrolled in.
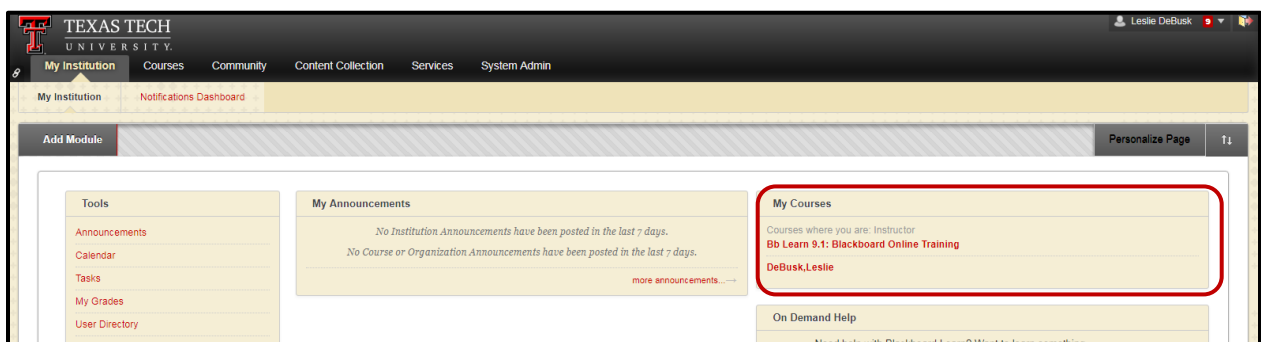


1. **My Courses List**: Contains a list of courses that you have been enrolled, either as an Instructor, student or other roles.
2. **Drag and Drop Modules**: Course Modules can be added to the Modules Pages only. Modules can be repositioned to reflect the way you want it displayed. This enables you to use the mouse to reposition items directly on a page by dragging and dropping to the desired location and releasing the mouse button.

## Course Environment and Navigation
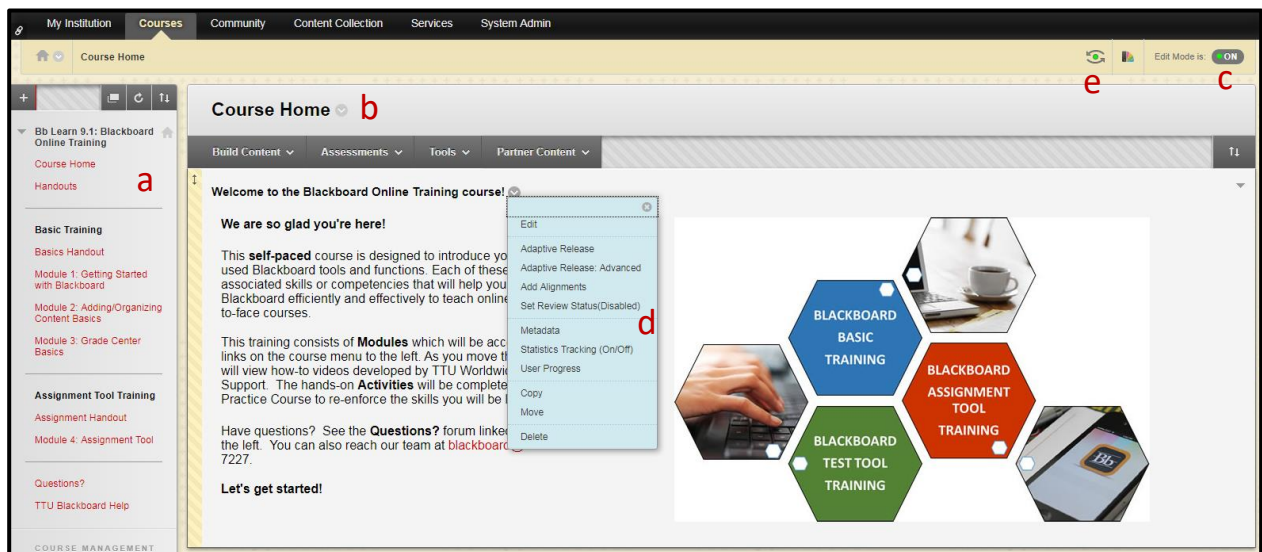


a. **Course Menu**: The Course Menu appears on the left side of a course page.  This is the primary navigation for all course users.  The menu can be changed and reordered in any format.  It holds buttons or text links to Content Areas, Tools, and links.  The Course Menu is usually arranged by subject or the order in which students progress through the course.

b. **Course Homepage (Entry)**:  Instructors can select the first area users to see when entering the course from the drop-down list of the existing areas in the course.  Go to the Control Panel > Customization > Teaching Style > Select Course Entry Point.

c. **Edit Mode**:  The Edit Mode button allows you to change the view of content on the screen from the instructor's view (Edit Mode: On) to the student's view (Edit Mode: Off).  While in Edit Mode users can add, rename, reorder or delete content.  Students do not have Edit Mode. **Tests, surveys, and assignments can be completed by the instructor with the Edit Mode on or off, but the results will not be recorded in the Grade Center.**

d. **Contextual Menu**: The Contextual Menu is opened by clicking an Action Link (chevron-shaped icon).  It is a drop-down list providing access to additional actions associated with the item.

e. **Student Preview Mode**: The Student Preview Tool allows an instructor to interact in the Bb course as a student.  Click on the icon directly to the left of the color wheel in the top-right corner of your Blackboard course.   You'll see an orange banner at the top letting you know that Student Preview mode is ON.  While in this mode, you can take exams, turn in assignments, and do anything else that the students can do.

## Control Panel (in Course Menu)



**a**

COURSE MANA...

▼ Control Panel
▶ Content Collectio...
▶ Course Tools
▶ Evaluation
▶ Grade Center
▶ Users and Group...
▶ Customization
▶ Packages and U...
▶ Help

**b**

COURSE MANAGE...

▼ Control Panel
▼ Content Collection
　BB9_Online_Training
　All Courses Content
　[　　　　　] G...
　Basic Search
　Advanced Search
▶ Course Tools
▶ Evaluation
▶ Grade Center
▶ Users and Groups
▶ Customization
▶ Packages and Utilities
▶ Help

**c**

COURSE MANA...

▼ Control Panel
▶ Content Collectio...
▼ Course Tools
　Achievements
　Announcements
　Blackboard Collab...
　Blackboard Collab...
　Blogs
　Cengage Learning...
　Contacts
　Content Market To...
　Course Calendar
　Course Messages
　Date Management
　Discussion Board
　Glossary
　Goals
　Journals
　McGraw-Hill Highe...
　Mediasite Options
　Mediasite Recording Options
　My Mediasite
　Pearson's MyLab & Mastering
　Respondus LockDown Browser
　Rubrics
　SafeAssign
　Self and Peer Assessment
　Send Email
　Tasks
　Tests, Surveys, and Pools
　Turnitin Assignments
　Turnitin Assignments by Groups
　Turnitin Direct Tools
　Wikis
　WileyPLUS
▶ Evaluation
▶ Grade Center

**d**

COURSE MANAG...

▼ Control Panel
▶ Content Collectio...
▶ Course Tools
▶ Evaluation
▼ Grade Center
　Needs Grading
　Full Grade Center
　　Assignments
　　Tests
▶ Users and Groups
▶ Customization
▶ Packages and Utiliti...
▶ Help

**e**

COURSE MANAGEMENT

▼ Control Panel
▶ Content Collection
▶ Course Tools
▶ Evaluation
▶ Grade Center
▼ Users and Groups
　Groups
　Users
▶ Customization
▶ Packages and Utilities
▶ Help

a. **Control Panel**:  The Control Panel is the interface for managing the content, features, and appearance of a course.  Students do not see the Control Panel

b. **Content Collection**:  A file repository that allows faculty and students to store, manage, and share content.  The Content Collection functions as a virtual hard drive that can be accessed from any computer by logging into a user's Blackboard account.

c. **Course Tools**:  A list and entry point to access course tools available in Blackboard.

d. **Grade Center**:  In the Grade Center, you can provide and manage your students' grades for assignments, tests, discussion posts, journals, blogs, and wikis, and your ungraded items, such as surveys or self-tests.  You can also create grade columns for any activities or requirements you want to grade, such as special projects, participation, or attendance.

e. **Users and Groups**:  Create groups of students within a course, such as a study project group.  The Users page lists all enrolled users in the course and allows you to manage their settings.

## Description of Course Menu Content Types

- **Content Area (Folder)**:  You can create course areas to serve as containers/folders for your course material.  Course areas enable you to present various types of content in an organized and engaging way.

- **Module Page**:  A Module can be a tool, such as a calculator, or it can display dynamic information such as grades, alerts, and announcements.  Course Modules can be added to Module Pages only.

- **Blank Page**:  The Blank Page tool allows you to include files, images, and text as a link in a course area.  Blank pages present content in a different way than an item.  There is no description that appears below the title of the page.  Users see your content only after clicking the link.

- **Tool Link**:  Create a link to an available tool in the course, such as the Calendar or Journals.  You can also create a link to the Tools page.

- **Web Link**:  Create a link to an external URL to provide quick access to a resource on the internet.

- **Course Link**:  Create a shortcut to an existing area, tool, or an item in the course.

- **Subheader**:  A subheader is unlinked text.   You can group related links to a subheader to help users find information quickly.

- **Divider**:  A divider is a link that visually divides the Course Menu to help the user find information quickly.  After you create it, you can move it to the appropriate position.
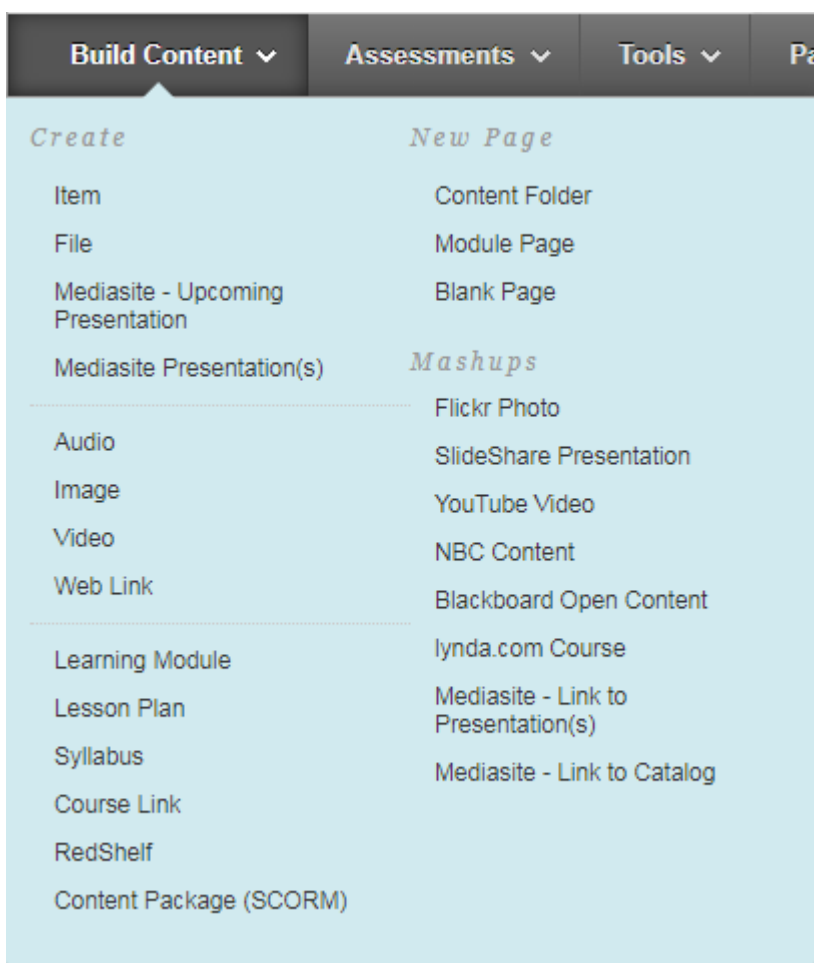
- **Item**:  A general piece of content, such as a file, image, text, or link to which a description and other items may be attached.
- **File**:  An HTML file that can be used in the course.  These files can be viewed as a page within the course or as a separate piece of content in a separate browser window.
- **Audio, Image, and Video**:  Upload files from your computer or Content Collection and incorporate them in a course area.
- **Web Link**:  Link to an outside website or resource.
- **Syllabus**:  Enables you to attach an existing syllabus file or build a course syllabus by walking through a series of steps.
- **Course Link**:  A shortcut to an item, tool, or area in a course.
- **Content Folder**:  A course area that contains content items. Folders allow content to be structured with a hierarchy of categories.

- **Blank Page**:  The Blank Page tool allows you to include files, images, and text as a link in a course area.  Blank pages present content in a different way than items do.  There is no description that appears below the title of the page.  Users see your content only after clicking the link.
- **Module Page**:  A page containing dynamic personalized content modules that help users keep track of tasks, tests, assignments, and new content created in the course.
- **Mashups**:  Mashups allow you to include content in a course that is from an external website.

## Communication Tools

### Asynchronous Communication Tools (Not Real-Time)

- **Announcements**:  Users and course group members can view important messages from instructors in the My Announcements module or through the Announcements tool.
- **Send Email (external)**:  The Email tool allows you to send an external email to other people in your course from within Blackboard Learn without launching an external email client.  **IMPORTANT!!!**  Blackboard Learn keeps no record of sent or received emails.  When you receive or send an email, the email will appear in the inbox of your external email client.
- **Course Messages (internal)**:  Messages are private and secure text-based communication that occurs within a course and among course members.  You must be logged in to the course to read and send messages.
- **Discussion Board**:  Building a sense of community among students is crucial for a successful online experience.  The Discussion Board is an important tool for interpersonal interaction and can replicate the robust discussions that take place in a traditional classroom**.**
- **Journals**:  Journals are personal space for the student to communicate privately with the instructor.
- **Blogs**:  Blog writing assignments are another medium for reflective learning.  With this type of assignment, students are expected to display their research, analytical, and communication skills through a series of commentaries meant for public consumption and comment.
- **Wikis**:  Wikis allow multiple students to share and collaborate on one or more pages of content.  Pages can be created and edited quickly while tracking changes and additions.  Instructors can create one or more wikis for all course members to contribute to and wikis for specific groups to use to collaborate.  Wikis can also be used to record information and serve as a repository for course information and knowledge.

**Synchronous Collaboration Tools (Real-Time)**

- **Blackboard Collaborate:** Allows instructors to communicate with one student or the entire class using audio, video and recording capabilities.

## Full Grade Center

a. **Grade Center**:  Grade Center Entry Point in the Control Panel.  Note that there are additional filter selections on the menu to allow for viewing only items that need to be graded or specific types of assessments.  You also have the ability to hide and show columns, associate columns with categories and Grading Periods, and view columns in any order.

b. **Create Column**:  Click to create a column that represents a gradable item in your course.  Grade columns represent gradable items such as tests and papers.   You can create grade columns for activities students complete outside of Blackboard Learn or for activities that do not have grade columns created automatically for them.

c. **Create Calculated Column**:  From the drop-down list, select one of the following calculated columns:  Average, Minimum/Maximum, Total, or Weighted.  The Weighted column is a type of calculated column that generates a grade based on the result of selected columns and categories, and their respective percentages.

d. **Manage**:  From the drop-down list, select an option to manage Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, and Column Organization, Row Visibility, or Send Mail.

e. **Download Grades**:  Full or partial date can be downloaded from the Grade Center and saved to your computer.

f. **Contextual Menu (Dropdown)**:  A contextual menu displays options that are available and specific for that item.

## Needs Grading
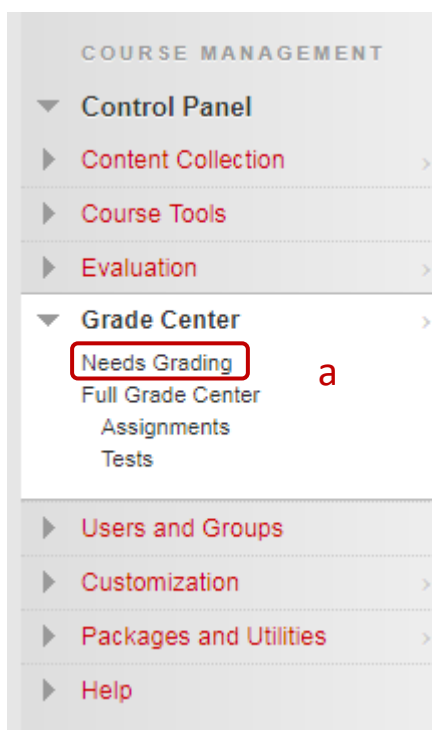
a. **Needs Grading**: Instructors can view attempts ready for grading or review on the Needs Grading screen.

b. **Filter Criteria**: Use the Filter drop-down lists to narrow the list by Category, Item, User, and Date Submitted.

c. **Grade All:** Click Grade All to place attempts in a queue for easy navigation among items; if a filter has been applied, only the filtered items appear in the queue. Attempts appear in the order they were sorted on the Needs Grading page. Once attempts have been graded, they do not appear on the Needs Grading page and the number of items updated to reflect the current number that needs to be graded.

d. **Grading Options in Contextual Menu (dropdown):** Use an assignment's contextual menu to Grade all Users or Grade Anonymously. For tests, the contextual menu also included Grade Tests by Questions and View Attempts. A total number of attempts for the selected item are listed in parentheses.

**Support Information**

Instructor Support:

- TTU Worldwide eLearning.  Blackboard Support Office
- http://www.depts.ttu.edu/elearning/blackboard
- blackboard@ttu.edu
- 806-742-5933
- 24/7 Blackboard Support 844-897-0537

Student Support for Learn 9.1

- Tutorials and How-to Guides:
  http://www.depts.ttu.edu/elearning/blackboard/student/
- IT HelpCentral for technical issues (eRaider, browser, network, etc.)
- 806-742-HELP
- ithelpcentral@ttu.edu

Website to access Blackboard Learn 9.1

- www.blackboard.ttu.edu (Click Login to Blackboard 9 button)