



Community Site Quick Guide to Blackboard

Blackboard
Version 9.1

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DESCRIPTION OF BLACKBOARD

Blackboard is an electronic course management system as well as a community portal system. It provides a web interface that you control and helps you get the information you need when you need it. Various tools within Blackboard allow us to make announcements of upcoming events and news, organize tasks, participate in open discussion forums for campus issues, and access to resources within our institution. Blackboard incorporates web pages, email, discussion boards, blogs, small group areas, online quizzes, an online grade book, a calendar, virtual groups, document sharing, for either web-enhanced courses or totally web-based courses.

Uses of Blackboard

Within a Blackboard community site leaders can incorporate materials from word processing, audio, video, spreadsheets, and presentation files so that they can:

- Provide 24/7 access to office/group materials
- Extend meeting discussions either synchronously or asynchronously via threaded discussions and chat rooms features
- Add multimedia
- Offer group collaboration tools
- Launch surveys for formative or summative purposes
- Statistical track users in your site

Hardware Configurations and Web Browsers

Blackboard uses the latest web technologies to provide a rich interactive web experience. Because of this, however, these applications do not function well on older computers.

With the upgrade to version 9.1, the supported configurations have changed. Please note Firefox 2 and earlier are not supported. Internet Explorer 6 is not supported, and Mac OS X 10.3 is not supported.

Bowser	Windows XP	Windows Vista (32-bit)	Windows Vista (64-bit)	Windows 7 (32/64-bit)	Mac 10.4	Mac 10.5	Mac 10.6
Microsoft Internet Explorer 8 (Standards Mode Only)	Compatible	Certified	Compatible	Provisional	Not Supported	Not Supported	Not Supported
Microsoft Internet Explorer 7	Compatible	Compatible	Compatible	Not Supported	Not Supported	Not Supported	Not Supported
Mozilla Firefox 3.6.x	Provisional	Provisional	Provisional	Provisional	Provisional	Provisional	Provisional
Mozilla Firefox 3.5.x	Certified	Certified	Compatible	Provisional	Certified	Certified	Provisional
Mozilla Firefox 3.0.x	Certified	Certified	Compatible	Not Supported	Compatible	Certified	Not Supported
Apple Safari 4	Not Supported	Not Supported	Not Supported	Not Supported	Certified	Certified	Provisional
Apple Safari 3	Not Supported	Not Supported	Not Supported	Not Supported	Certified	Certified	Not Supported

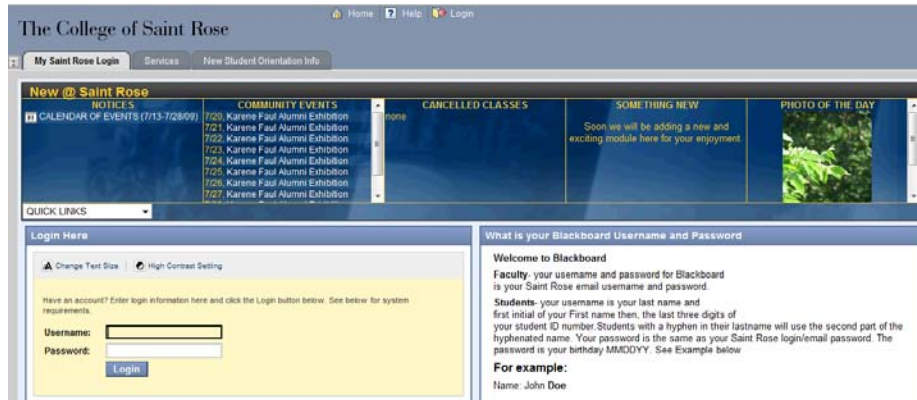
Term	Definition
Certified	Fully tested and supported
Compatible	Key Application areas are tested
Provisional	Future technologies considered supported
Not Supported	Specified browser is not supported for the operating system

Note: All browsers need to have Cookies, JavaScript and Java 2 enabled.

LOGGING INTO BLACKBOARD

Open Firefox (preferred browser).

1. Type the **URL**: <http://blackboard.strose.edu>, then press **Enter** key.
2. Type in your user name and password which are the same as your user name and password of your St. Rose e-mail account.
3. Click on the **Login** button and you should be in the Blackboard system.

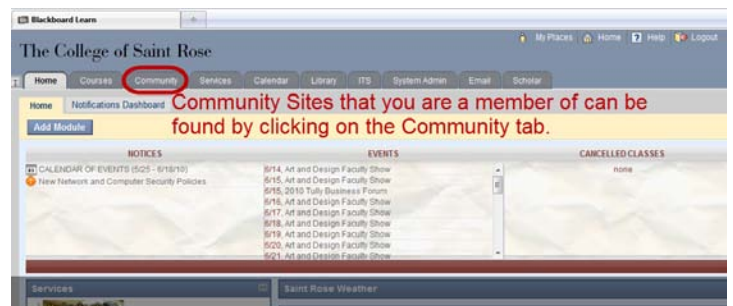


Note:
Rose
is the first

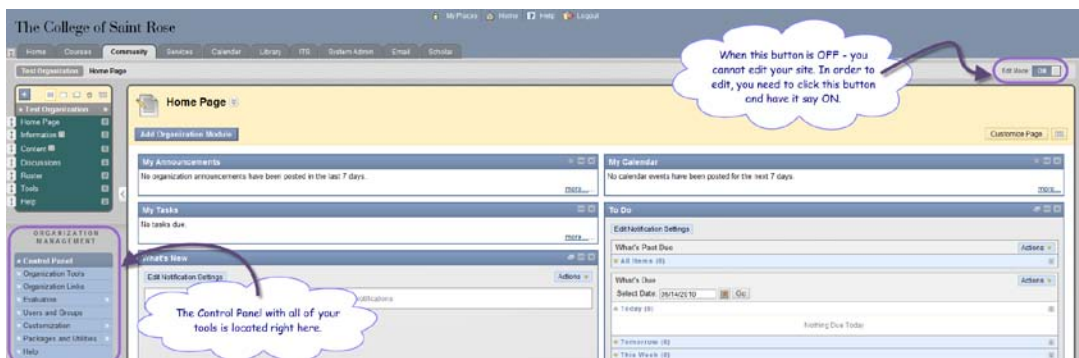
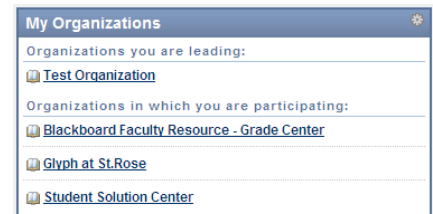
Your Saint
username
7 letters

of your last name followed by the first letter of your first name. For example, if your name was David Copperfield, your username would be copperfd. If you are a new faculty or staff member, and don't have an account created yet, you need to call Sherry Flansburg at x5309 (or 458-5309 off campus).

Your password, if you have never changed it, is going to be either your date of birth (mmddy) or your last name. If your password is not working, you can call the ITS Helpdesk at x4357 (on campus), or 454-2190 (off campus)

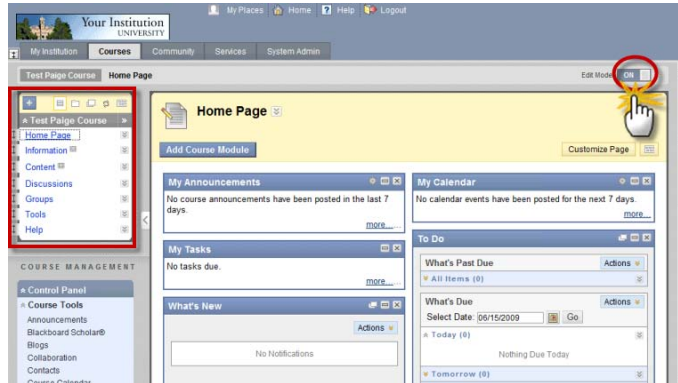


4. Click the **Community** tab.
5. Click the link of the Community/Organization you are in charge of/member of as listed in the **My Organizations** module.
6. After you choose a site, this is similar to how it will look:



CUSTOMIZING YOUR PORTAL/HOME PAGE

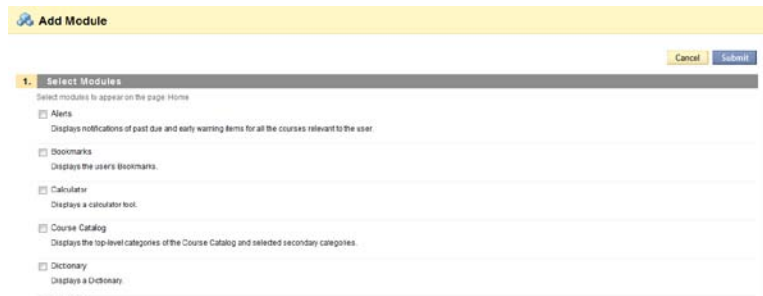
To customize the content found on your portal/home page for the community you are, you can add/delete modules:



1. Once you log into Blackboard, click on the **Add Organization Module** button at the left top of the screen.

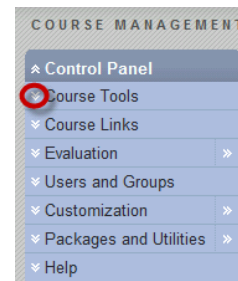
Add Organization Module

2. You'll see a list of modules that are available. Click on the check box to the left of each module you'd like to include on your portal page.
3. Click on the **Submit** button. You have included the modules you want on your portal page.



CONTROL PANEL

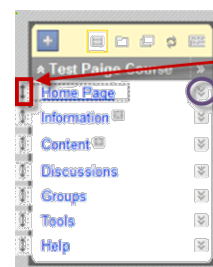
The Control Panel contains all the tools that you will need to build your site. The Control Panel is located in the bottom left of the screen. It stays in that spot no matter what screen you click on.



By clicking the down arrows you open the menu up to more tool choices.

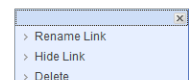
CHANGING THE BUTTONS IN THE SITE MENU


1. In order to edit the name of your site menu buttons, add or delete them, you need to be in Edit mode – so make sure the Edit Mode button says ON.
2. You will see that you get arrows to the left of the names and drop down menus to the right of the name.

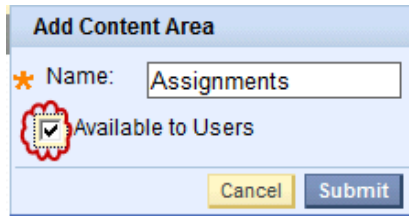
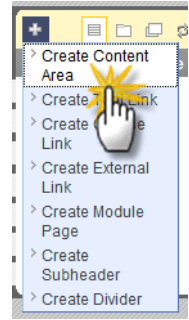



This arrow allows you to drag and drop to reorder your menu.

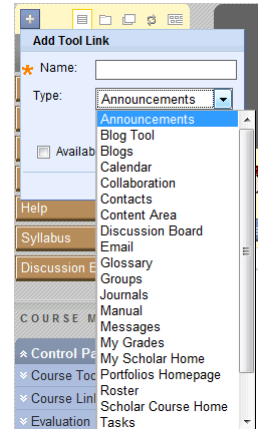
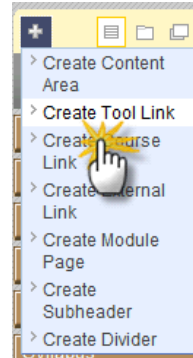
This is your menu options from the drop down menu.



- To add more buttons, click the  and choose **Create Content Area**.
- Give the Content Area a name and decide whether to make the area available to your users.

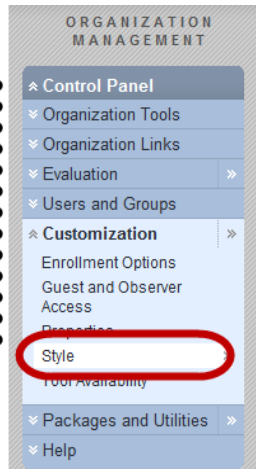



- You can also create Buttons that link to tools in Bb. To do this click the  and choose **Create Tool Link**.

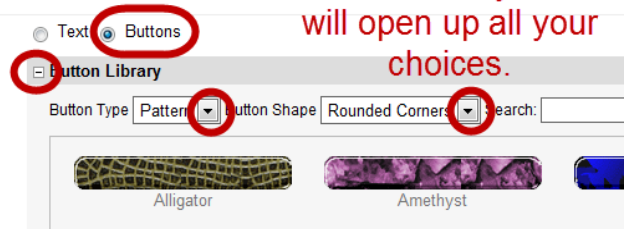


- Type in a name for the button. Then click on the dropdown menu and choose the tool you would like. Decide whether to make the area available to your students (users). Click Submit.
- You can choose to change the style of the menu buttons by going to the Control Panel and clicking **Customization**, then **Style**.
- While in style customization you have additional options as you scroll down. You can also add a banner/image to your portal page, etc. When done *stylizing* click **Submit**.

- If you would like Buttons
- instead of the list style – go to
- Control Panel and click on
- Customization – Style. Choose
- Buttons. You can then decide
- on the style and color of the
- buttons to your preferences.

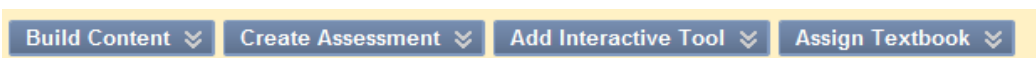


Click on Buttons, then click on the + next to Button Library - this will open up all your choices.

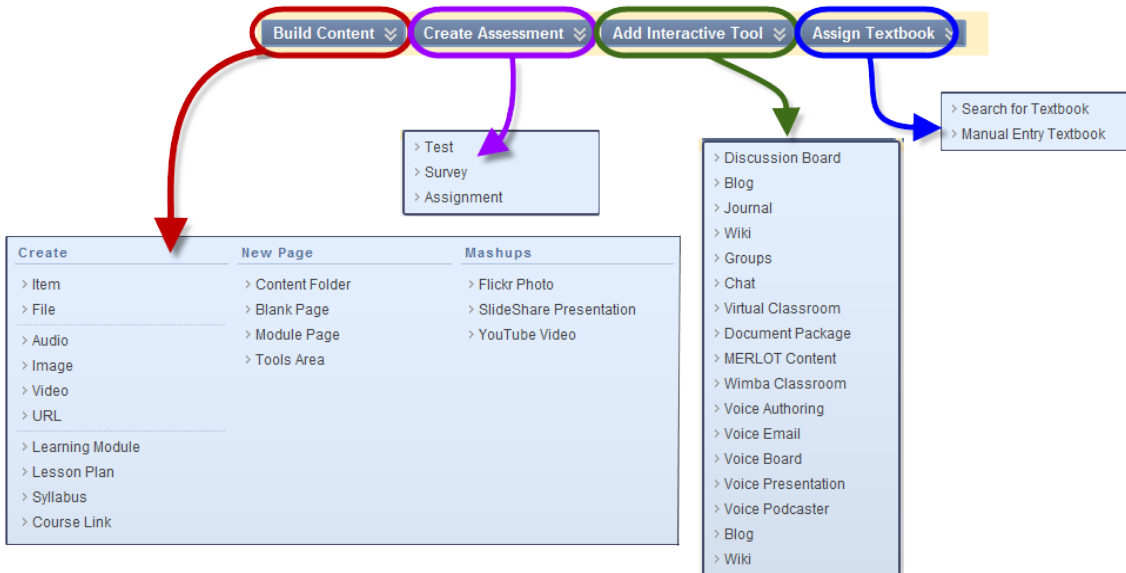


PUTTING CONTENT IN A CONTENT AREA


Click on the Content Area that you want to put items in. Once in the Content Area, you will see a toolbar with the following choices:

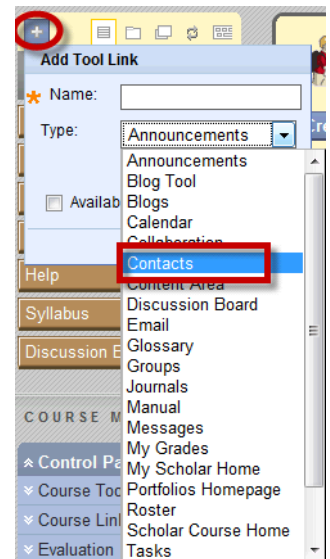


1. This is a breakdown of where you will find the various items you would need in your Content Area.



EDITING AND ADDING CONTACT INFORMATION

1. To add a Contact button, click the  and choose Create Tool Link.
2. Type in a name for the button. Then click on the dropdown menu and choose Contacts. Decide whether to make the area available to your users.
3. After your button has been made, click on it.
4. Next, you will need to click on Create Contact. Add your information. You can create as many contacts as you want. This is helpful if you have other members of your team/department that you would like your users to be able to contact as well.



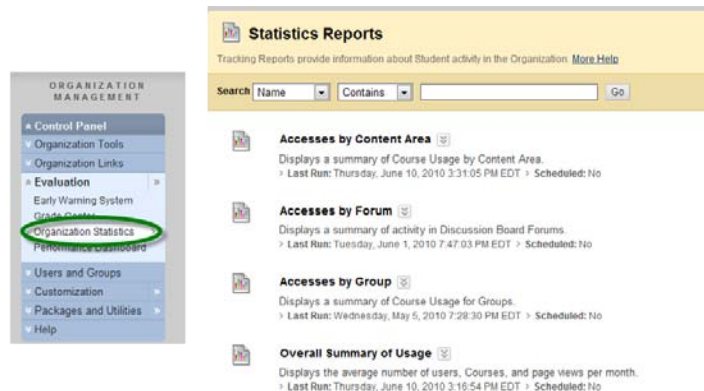
SITE TRAFFIC

1. There are a few different ways to check on your site's users and to see what they are using.

Performance Dashboard: In the Control Panel – Evaluation – Performance Dashboard.

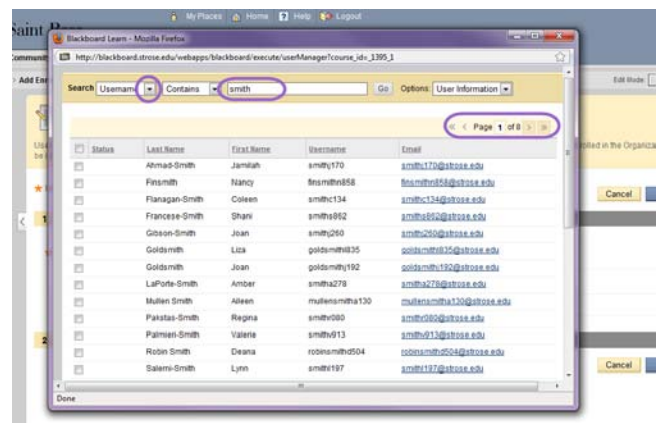
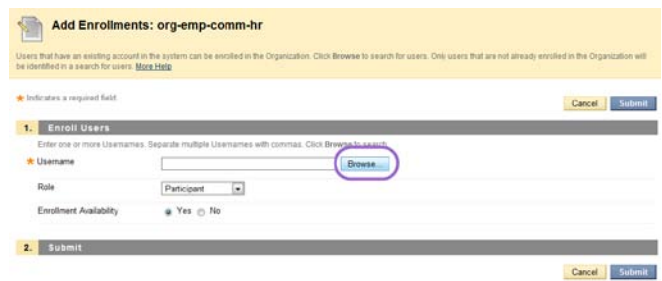
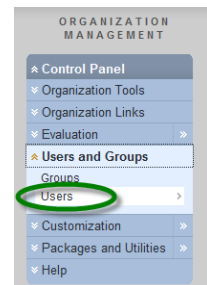
Last Name	First Name	Username	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Feedback	Discussion Board	Each/Various Systems	View Grades
Participant	Never	Never	Never	0	0	0	0	0	0
Participant	Never	Never	Never	0	0	0	0	0	0
Participant	Sep 17, 2009 8:18:17 AM	270	Never	0	0	0	0	0	0
Participant	Never	Never	Never	0	0	0	0	0	0
Participant	Never	Never	Never	0	0	0	0	0	0
Participant	Never	Never	Never	0	0	0	0	0	0
Participant	May 3, 2010 3:19:30 PM	42	Never	0	0	0	0	0	0
Participant	Never	Never	Never	0	0	0	0	0	0
Participant	Never	Never	Never	0	0	0	0	0	0
Participant	Jan 20, 2009 1:24:09 PM	510	Never	0	0	0	0	0	0

Organization Statistics: In the Control Panel – Evaluation – Organization Statistics.

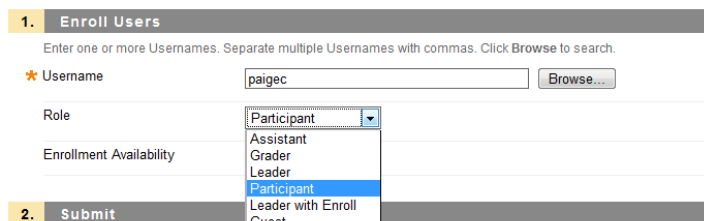


ADDING USERS TO YOUR SITE

1. To add users to your site, click on the Control Panel, Users and Groups, Users.
2. Click on the **Find Users to Enroll** button.
3. If you know the user name of the person you want to enroll, type it in, otherwise click on the Browse button to locate them in the St.Rose database of users.
4. You can search by username, last name, first name, or email.
5. Once you locate the user, click on the box next to their last name and then click Submit.
6. You will be brought back to the previous screen. From here, you can add other users; just place a comma in between each username. Then you need to adjust their role in your site (most likely they will be a participant).



Note: Only Leaders or Leaders with Enroll of a community site can add users and assign roles. Most people who will be enrolled will be **participants**.



MAKING YOUR SITE AVAILABLE

1. When you are ready to make your site available to your users, go to Customization in the Control Panel. Then click on Properties. The 3rd option is where you would check the Yes button.

