



# Faculty Guide to Blackboard

**Christine Paige**  
[paigec@strose.edu](mailto:paigec@strose.edu)  
518.337.4912

**Tom Rosenberger**  
[rosenbet@strose.edu](mailto:rosenbet@strose.edu)  
518.337.4987

**Information Technology Services**  
*The College of Saint Rose*

## **Table of Contents**

Description of Blackboard .....	3
Uses of Blackboard.....	3
Hardware Configurations and Web Browsers.....	3
Logging Into Blackboard.....	3
Customizing Your Portal Page .....	4
To Customize the Layout of your Portal Page.....	5
Control Panel.....	6
Changing the Buttons in the Course Menu .....	6
Putting Content in a Content Area.....	7
Editing and Adding Staff Information .....	8
Assignments.....	9
Grading Assignments.....	9
Making Your Course Available .....	12

## **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**

With Blackboard course sites instructors can incorporate learning materials from word processing, audio, video, spreadsheets, and presentation files so that they can:

- Provide 24x7 access to course materials
- Extend class discussions either synchronously or asynchronously via threaded discussions and chat rooms features
- Enable student-centered learning
- Enhance lessons with multimedia and allow for various learning styles
- Offer group collaboration tools
- Hold online assessments – exams and surveys for formative or summative purposes
- Provide instant feedback with online Grade Center

### **Hardware Configurations and Web Browsers**

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.

#### **Windows Client Configurations**

	Internet Explorer 9	Internet Explorer 8	Internet Explorer 7	Firefox (Final Release Channel)*	Firefox 3.6	Google Chrome (Stable Channel)**
Windows XP (32-bit)	Unsupported	Compatible	Unsupported	Compatible	Compatible	Compatible
Windows Vista (32-bit)	Certified	Compatible	Unsupported	Certified	Compatible	Compatible
Windows Vista (64-bit)	Compatible	Compatible	Unsupported	Compatible	Compatible	Compatible
Windows 7 (32-bit)	Certified	Compatible	Unsupported	Certified	Compatible	Certified
Windows 7 (64-bit)	Compatible	Compatible	Unsupported	Compatible	Compatible	Compatible

#### **Mac OS X Client Configurations**

	Safari 5.0	Safari 4.0	Firefox (Final Release Channel)*	Firefox 3.6	Google Chrome (Stable Channel)**
Mac OS X 10.5 "Leopard"	Compatible	Compatible	Compatible	Compatible	Compatible
Mac OS X 10.6 "Snow Leopard"	Certified	Compatible	Certified	Compatible	Certified

#### **Term**

**Certified**  
**Compatible**  
**Provisional**  
**Not Supported**

#### **Definition**

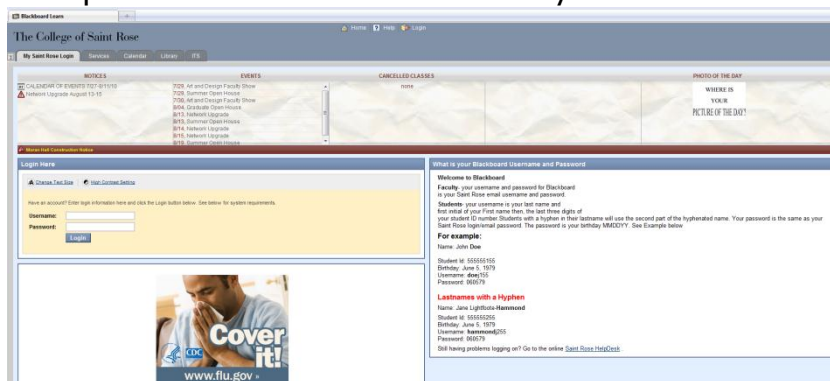
Fully tested and supported  
Key Application areas are tested  
Future technologies considered supported  
Specified browser is not supported for the operating system

**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.



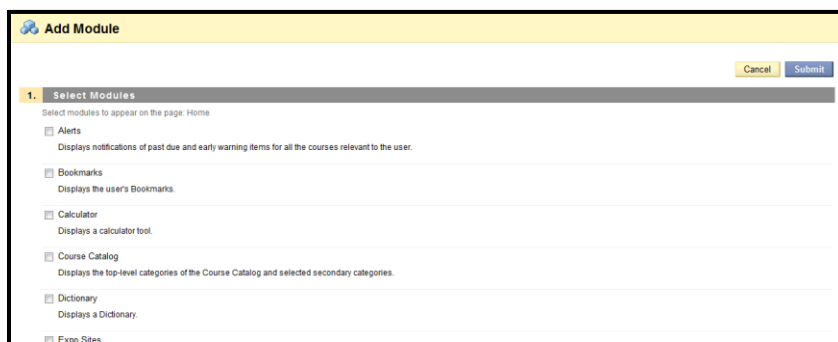
**Note:** Your Saint Rose username is the first 7 letters of your last name followed by the first letter of your first name. For example, if your name was David Copperfield, your username would be copperfd. If you are a new faculty or staff member, and don't have an account created yet, you need to call 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 (mmddyy) 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)

## CUSTOMIZING YOUR PORTAL PAGE

To customize the content in order to add/delete modules of your page:

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



## TO CUSTOMIZE THE LAYOUT OF YOUR PORTAL PAGE

You can move your module around and choose a color theme with the layout.

1. On your portal page, click on the **Personalize Page** button at the right top of the screen. You can select a color theme by clicking on the theme of your choice.
2. Click on the **Submit** button.
3. All of your modules are drag and drop capable. You can move click and drag them to any location on the screen that you want.

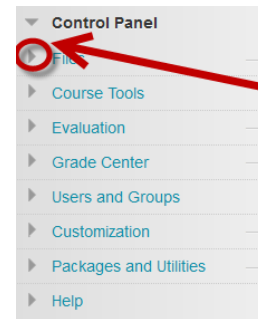
The screenshot shows the Blackboard Learn interface for The College of Saint Rose. At the top, there are navigation tabs: Home, Courses (circled in red), Community, Services, Calendar, Library, ITS, email, Email, and Scholar. Below the tabs, there are buttons for Home, Notifications, and Dashboard. A text box with a blue arrow pointing to the 'Courses' tab says: "To go to your courses, you click on the Courses tab." The main content area includes sections for Notices (with a calendar of events), Events, Canceled Classes (none), Photo of the Day, Tools, My Announcements, and Saint Rose Registrar.

After you choose a class, this is similar to how your course will look:

The screenshot shows a Blackboard course page for 'Test Course'. At the top right, there is an 'Edit Mode' button set to 'OFF', circled in red. A text box with an orange arrow pointing to it says: "When this button is OFF - you cannot edit your course. In order to edit, you need to click this button and have it say ON." On the left side, there is a 'Control Panel' menu, also circled in red, containing options like Files, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. A text box with an orange arrow pointing to the Control Panel says: "The Control Panel with all of your tools is located right here." The main content area shows 'Alerts' and 'To Do' sections.

## **CONTROL PANEL**

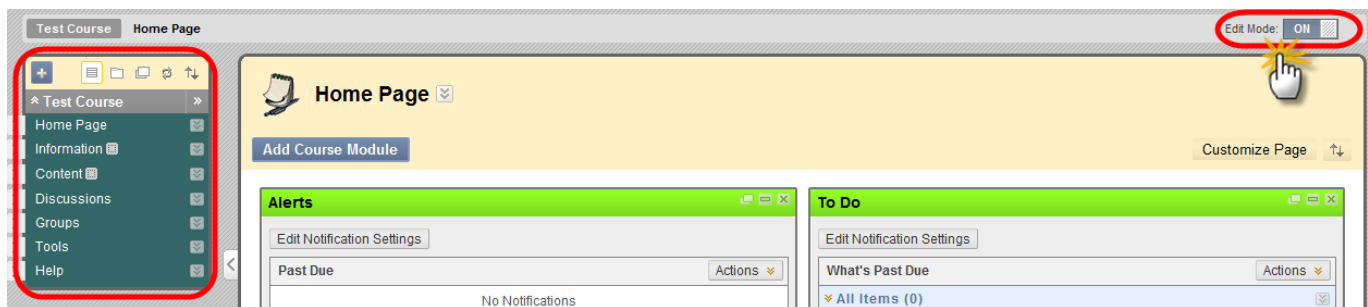
The Control Panel contains all the tools that you will need to build your course. The Control Panel is located in the bottom left of the screen. It stays in that spot no matter what screen you click on.



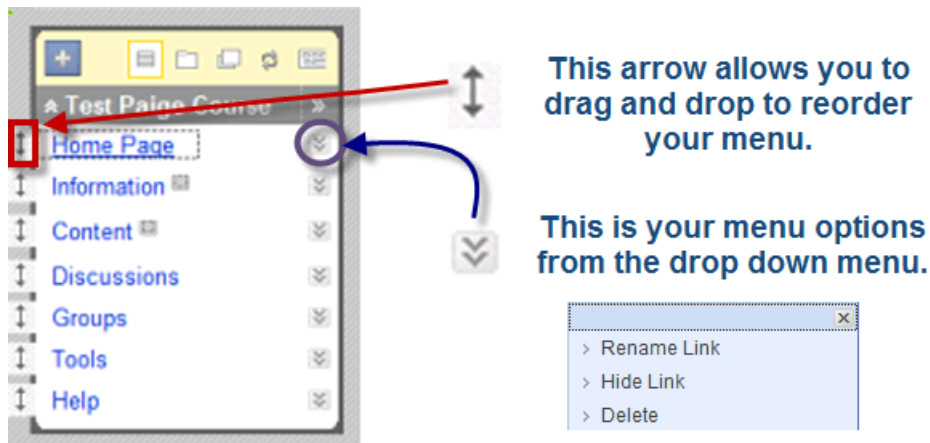
By clicking the arrows, you can open the menu up to more choices


## **CHANGING THE BUTTONS IN THE COURSE MENU**


1. In order to edit the name of your course menu buttons, add or delete them, you need to be in Edit mode – so make sure the Edit Mode button says ON.

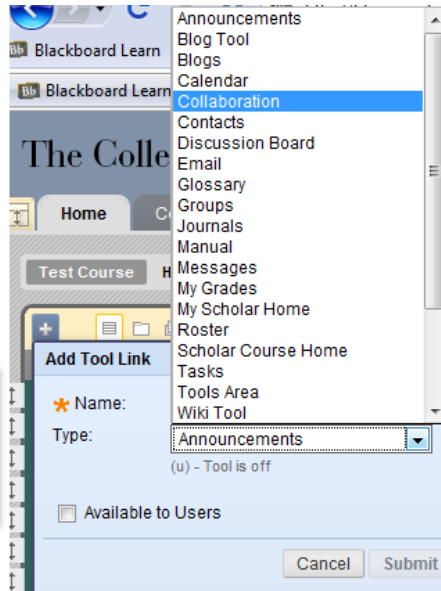
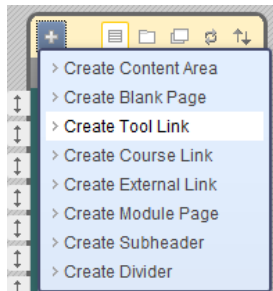


2. You will see that you get arrows to the left of the names and drop down menus to the right of the name.



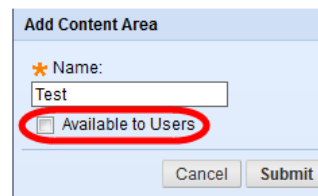
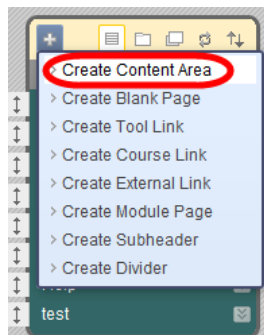
3. To add more buttons, click the  and choose Create Content Area.
4. Give the Content Area a name and decide whether to make the area available to your students (users).

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



There are currently over 20 tools to choose from.

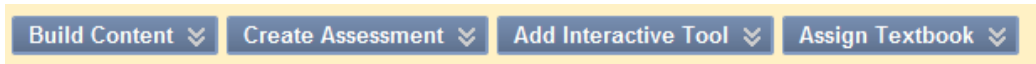
6. Type in a name for the button. Then click on the dropdown menu and choose the tool you would like. Decide whether to make the area available to your students. Click Submit.



**If you would like Buttons instead of the list style - go to Control Panel and click on Customization > Teaching Style. The 4th option allows you to decide on the style and color of the buttons.**

## **PUTTING CONTENT IN A CONTENT AREA**


1. 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:

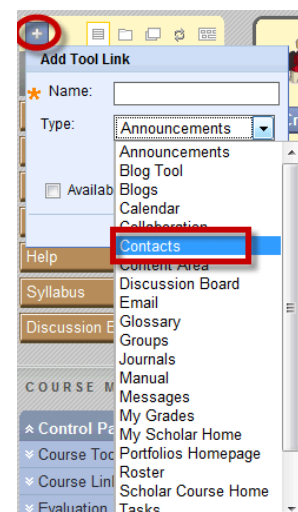
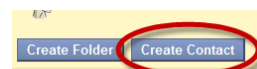


2. This is a breakdown of where you will find the various items you would need in your Content Area.



## **EDITING AND ADDING STAFF INFORMATION**

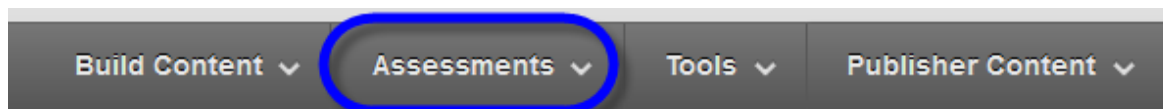
1. To add a Staff Contact button, click the  and choose Create Tool Link.
2. Type in a name for the button. Then click on the dropdown menu and choose Contacts. Decide whether to make the area available to your students (users).
3. After your button has been made, click on it.
4. Next, you will need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





## **ASSIGNMENTS**

1. Choose a Content Area you would like to put an Assignment in.



2. Click on Evaluate in the toolbar. Then choose either Create Assignment or Create a Safe Assignment.


3. Give your Assignment a name.


\*Bb will automatically create a Grade Center column for any assignments you create – so if you use the Grade Center feature make sure you title your assignment uniquely so you will be able to identify it in the Grade Center.


4. The other mandatory area in the Assignment feature is the Points Possible box under Grading. Even if you are not using the Grade Center, you need to assign points to the assignment.

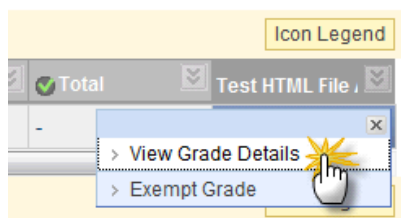
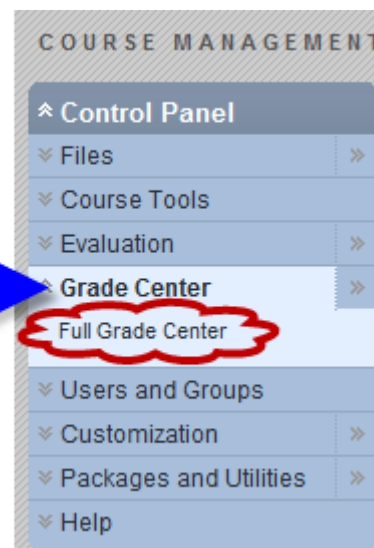
### **Grading Assignments**



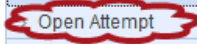
1. One Student at a Time:
  - a. Choose Grade Center from the Control Panel. Then click on Full Grade Center.

b. If the student has completed an assignment, you will see  listed in the assignment column in their row.

c. Click on the  and a dropdown menu will appear to the right on that cell. Click on that dropdown menu and choose View Grade Details.

d. Under Attempts, click on the dropdown menu next to the  and choose Open Attempt.



Attempts			
Date Created	Date Last Submitted or Edited	Value	Feedback to User
Jun 17, 2009 2:41:58 PM (Needs Grading)	Jun 17, 2009 2:42:22 PM		<div style="border: 1px solid gray; padding: 2px;">  <ul style="list-style-type: none"> <li> Open Attempt</li> <li>&gt; Edit Grade</li> <li>&gt; Clear Attempt</li> </ul> </div>

Allow Additional Attempt This user has s an additional attempt.

- e. If you scroll down to the third item, Review Current Attempt, you will see the any file(s) the student attached as well as any words the student typed in the Submission box.

**3. Review Current Attempt**

Submission **This is my paper on paper.** *This is the text the student typed in the Submission box.*

Attached Files [Blogs in Blackboard.pdf](#) *This is the file the student attached.*

Comments

2. More than one student:

- Choose Grade Center from the Evaluation Tab in the Control Panel.
- In the column heading, click the dropdown menu then choose Assignment File Download.

Last Name	First Name	Weighted Total	Total	Test HTML File	Assignment #2
Paige	Samantha	-	-	[?]	-
Student1	Test1	-	-	[?]	-
student3	Test1	-	-	[?]	-

Selected Rows: 0

Test HTML File dropdown menu options:

- Quick Column Information
- Grade Anonymously
- Grade Attempts
- Edit Column Information
- Column Statistics
- Set as External Grade
- Assignment File Cleanup
- Assignment File Download**
- Show/Hide to Users
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide Column

- In the next window click on the  in the top left corner. This will select all the students who have completed the assignment. (NOTE: you can also select students individually by clicking on the  next to each student's name. When done, click Submit.

Cancel Submit

**1. Select Users**

<input type="checkbox"/>	Name	Date	Grade (Select Ungraded)
<input type="checkbox"/>	Paige, Samantha	Wednesday, June 17, 2009 2:42:22 PM EDT	Needs Grading
<input type="checkbox"/>	Student1, Test1	Wednesday, June 17, 2009 2:45:47 PM EDT	Needs Grading
<input type="checkbox"/>	student3, Test1	Wednesday, June 17, 2009 2:46:47 PM EDT	Needs Grading

**2. Submit**

Cancel Submit

- d. The next window that appears contains the WinZip File with all the student's assignments. Click Download assignments now.

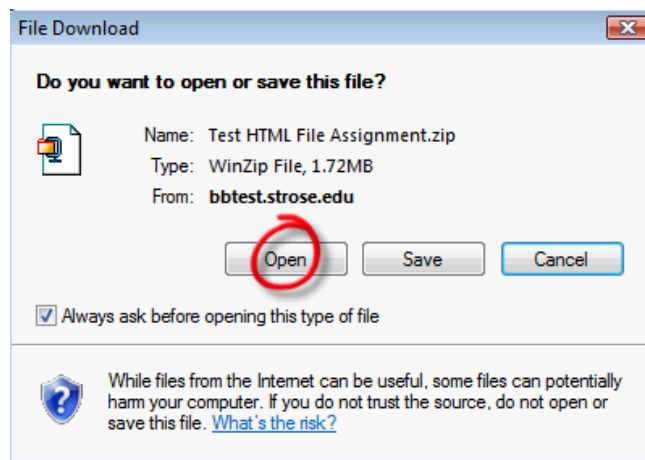


## Download Assignment: Test HTML File Assignment

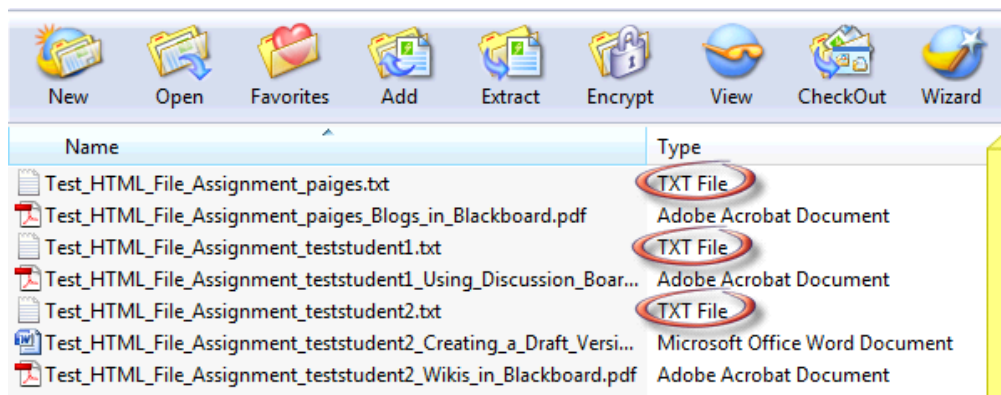
The assignments have been packaged. [Download assignments now. \(1812 KB\)](#)

Thursday, June 18, 2009 8:46:25 AM EDT

- e. Click Open if you would like to view files. You can also Save the file to view/correct the assignments at another time. Don't think you have to Save this WinZip file because you can repeat these steps to retrieve these documents as many times as you want. The assignments will stay in Blackboard until you remove them.



- f. When you open the WinZip file this is what you will see:

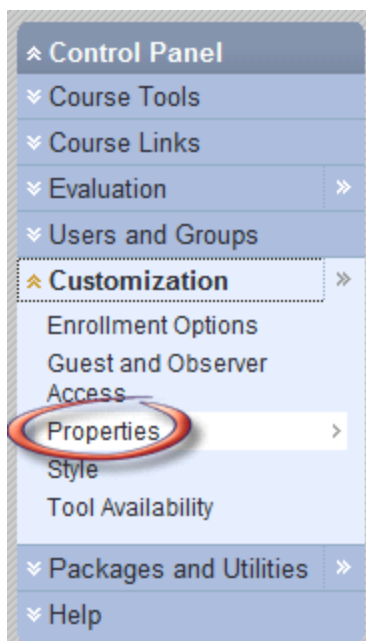


The TXT File is the item the student typed in the submission area. Any other files listed are the documents the student attached.

- g. All you have to do is double click any file in the list to open it.

## **MAKING YOUR COURSE AVAILABLE**

1. When you are ready to make your course available to students you go to Customization in the Control Panel. Then click on Properties. The 3<sup>rd</sup> option is where you would check the Yes button.



**The third option is Make Course Available - choose Yes.**

### **3. Set Availability**

Make this course available to users?

Make Course Available  Yes  No