

Introduction to Blackboard 9.1 Faculty Guide



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ACCESSING BLACKBOARD AND FINDING YOUR COURSE

1- In your web browser, navigate to www.cuny.edu

2- Click the [Portal Log-in/Blackboard/eSIMS](#) link

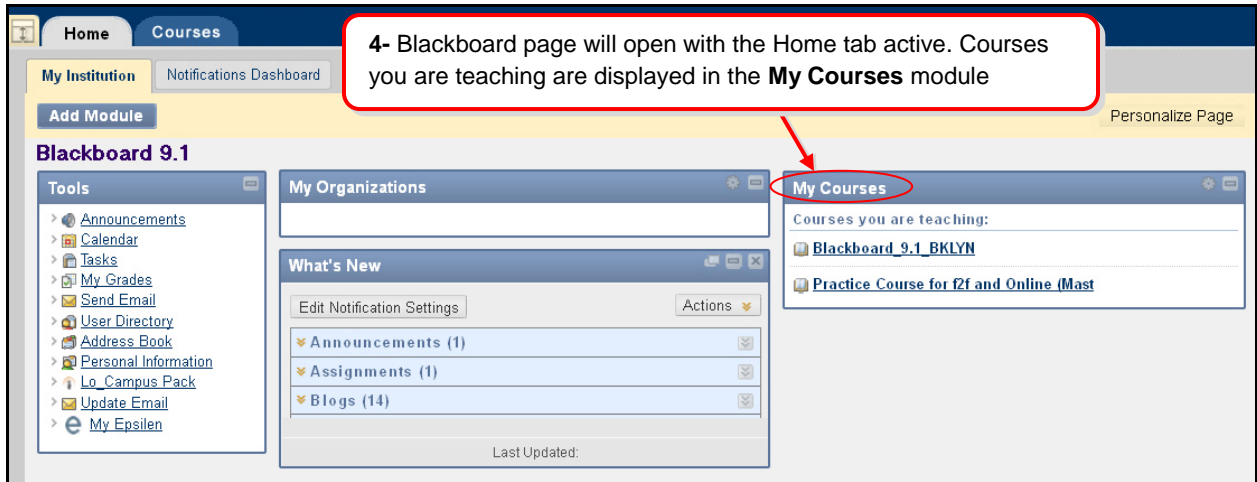
The screenshot shows the CUNY website homepage. The browser address bar contains <http://www.cuny.edu/index.html>. A red box highlights the address bar with the instruction "1- In your web browser, navigate to www.cuny.edu". On the left side of the page, under the "WELCOME TO CUNY" heading, a list of links is shown. A red box highlights the link "Portal Log-in/Blackboard/eSIMS" with the instruction "2- Click the Portal Log-in/Blackboard/eSIMS link". The page also features a navigation menu with categories like ABOUT, ACADEMICS, ADMISSIONS, RESEARCH, NEWS/EVENTS, LIBRARIES, and EMPLOYMENT. A search bar and "PORTAL LOG-IN" button are visible in the top right. A large banner image shows a garden scene with the text "Brooklyn season" and "SEE/Photo contest winner".

3- Enter your CUNY Portal username and password and click the **Log-in** button

The screenshot shows the CUNY Portal login form. At the top, there are three links: "Register for a New Account >>", "Account and Password Reset >>", and "E-mail a New Password >>". Below these links are two input fields: "Username:" and "Password:". A blue "Log-In" button is positioned to the right of the password field. A red box highlights the "Log-In" button with the instruction "3- Enter your CUNY Portal username and password and click the Log-in button". The background of the form features a photograph of two people and the "CITIZEN CUNY" logo with a star.

2- Click on the **Blackboard** button

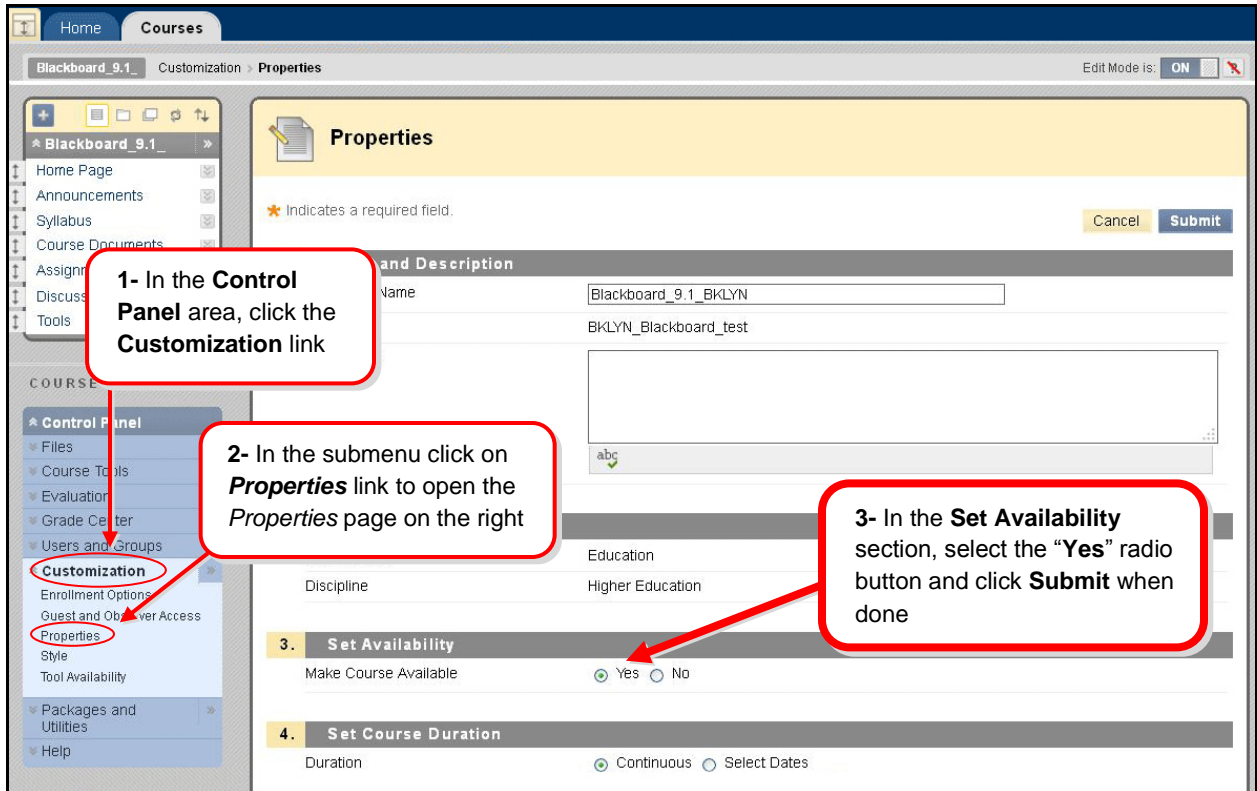
The screenshot shows the CUNY Portal dashboard. At the top, it says "Welcome to CitizenCUNY. Your feedback is welcome >>". Below this is a banner with the text "Your Portal to Service" and the "CITIZEN CUNY" logo. A navigation menu includes "FACULTY/STAFF", "ADMISSIONS/FINANCIAL AID", "BLACKBOARD", "LIBRARIES SERVICES", "CUNY eMALL", and "HELP". The main content area is titled "WELCOME" and contains two columns of links. The left column, under "APPLICATIONS / RESOURCES", includes "Chancellor's Report", "Blackboard", and "Student Advisement Degree Audit". A red box highlights the "Blackboard" link with the instruction "2- Click on the Blackboard button". The right column, under "BENEFITS & PRIVILEGES", includes "Textbook Savings" with a brief description and a link to "print books, book swaps, textbook rental and tips on >>".



Note: If you are teaching a class and it does not show under **My Courses** module, please verify that you are listed as “Instructor of Record” for the course in SIMS.

MAKING YOUR COURSE AVAILABLE

All course sites are created **unavailable** by default at the beginning of each semester. Until a course is made available by the instructor, it cannot be viewed by students or visitors. Courses that have not yet been made available on the system will have the (**unavailable**) label appear next to the course in the **My Courses** module. To make a course available



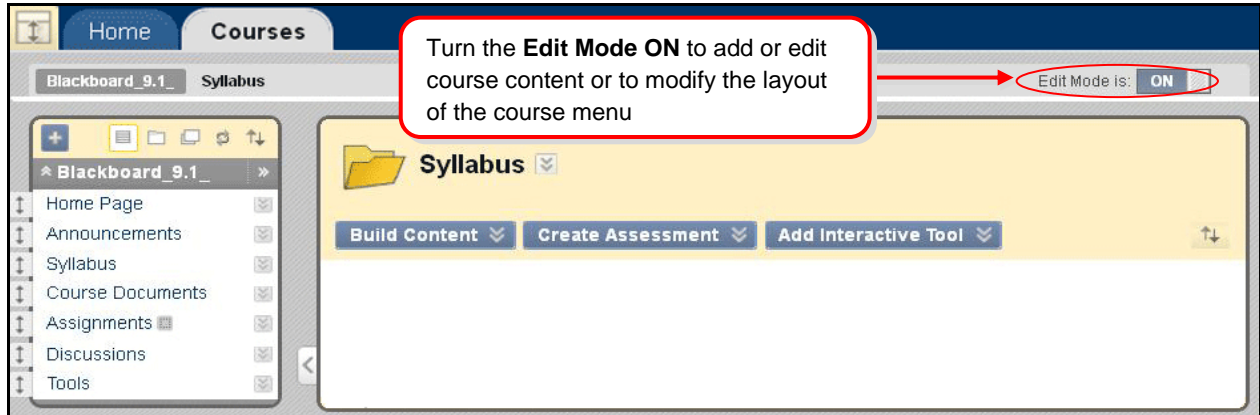


BLACKBOARD ON DEMAND MOVIE

Watch it

http://ondemand.blackboard.com/r91/movies/bb91_course_customization_set_course_availability.htm

EDIT MODE

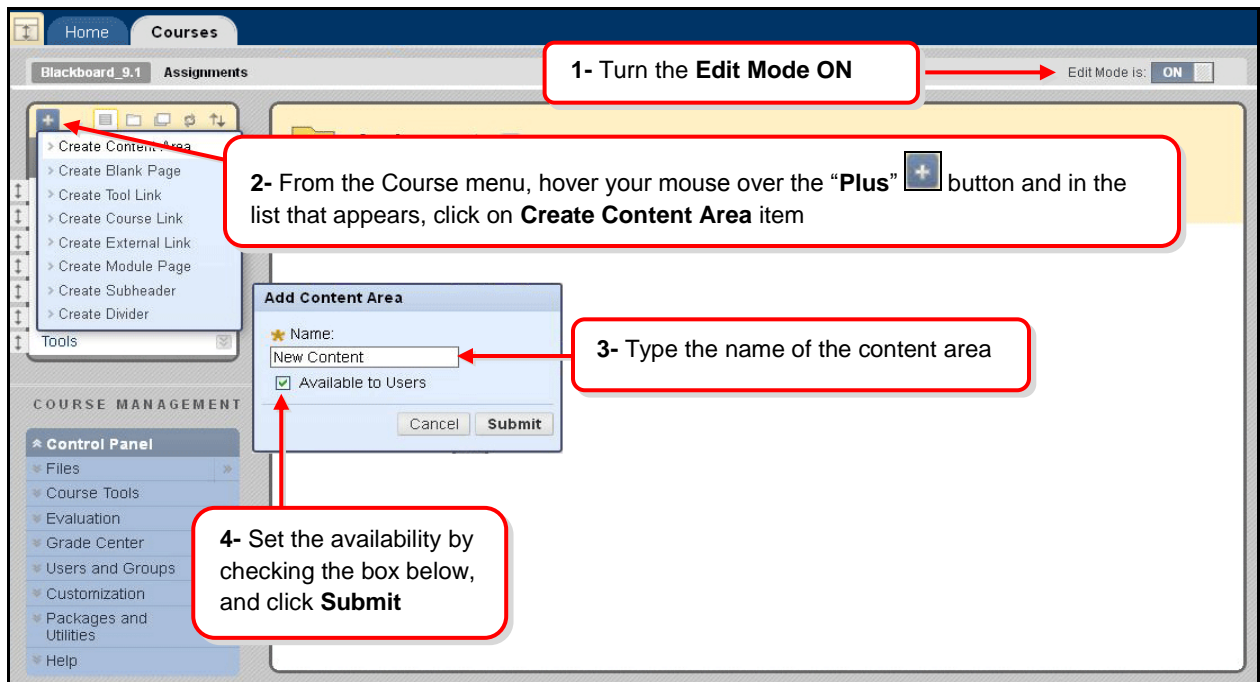


*Note: In order for you to follow these short tutorials you should have **Edit Mode** on.*

ADD A CONTENT AREA

Content areas in the course are places where you can put course content. They are displayed in the course menu on the left of the course page. You may want to add other content areas that you think will be helpful to the teaching process.

Adding a Content Area (Course Menu) to a Course



Deleting and changing the Content Area display order

1- Turn the **Edit Mode ON**

2- To change the order of items, click on **handle** button (the **vertical double-headed arrow**) and drag it up or down to where you want this area to be

3- To delete a content area, click on the **double-chevron** on the right of the area and select **Delete** on the list. Confirm by clicking **OK**

Note: A small dotted rectangle next to the name of the content area/course menu shows that the content area is empty



BLACKBOARD ON DEMAND MOVIE

Watch it

http://ondemand.blackboard.com/r9/movies/Bb9_Course_Environment_Edit_Course_Menu.htm

CREATING A FOLDER

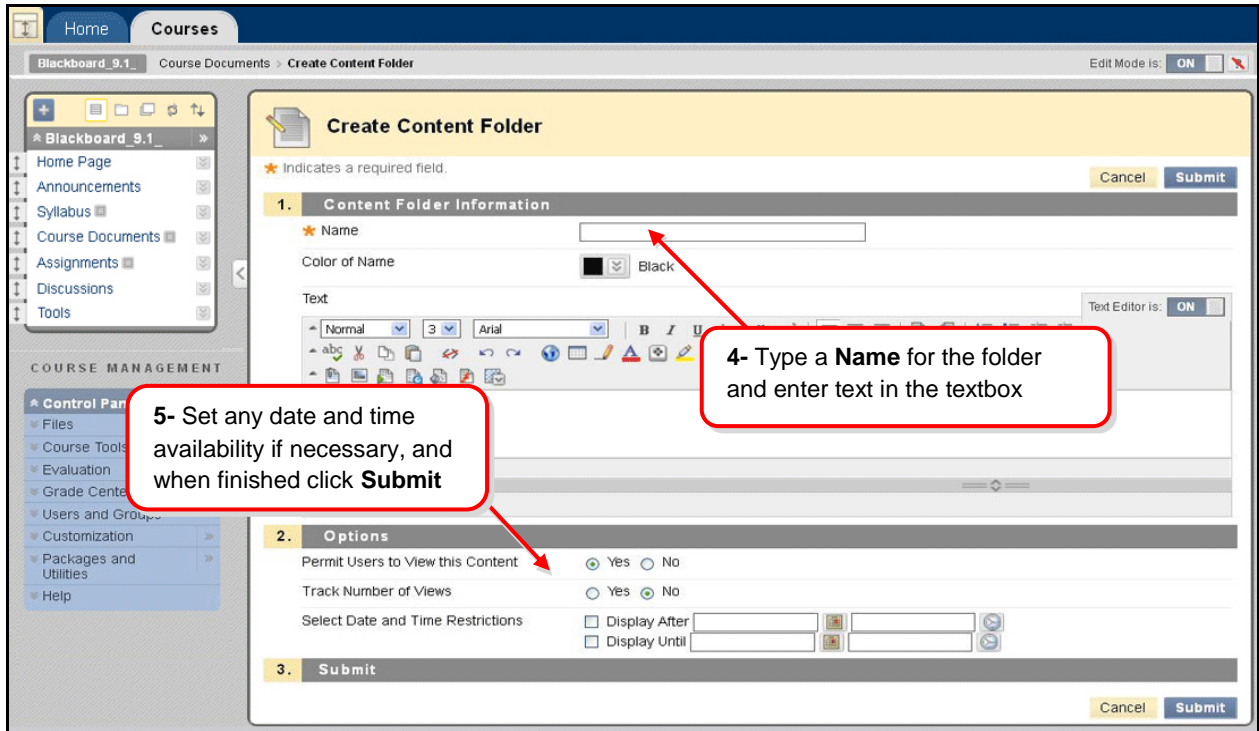
Folders are useful for organizing and structuring content in a **Content Area**. For example, instructors may add folders for each week of the course to a **Content Area**, or organize the **Content Area** by topic.

Once a folder is created, content and additional subfolders may be added to it. Follow the steps below to learn how to create a folder

1- Turn the **Edit Mode ON**

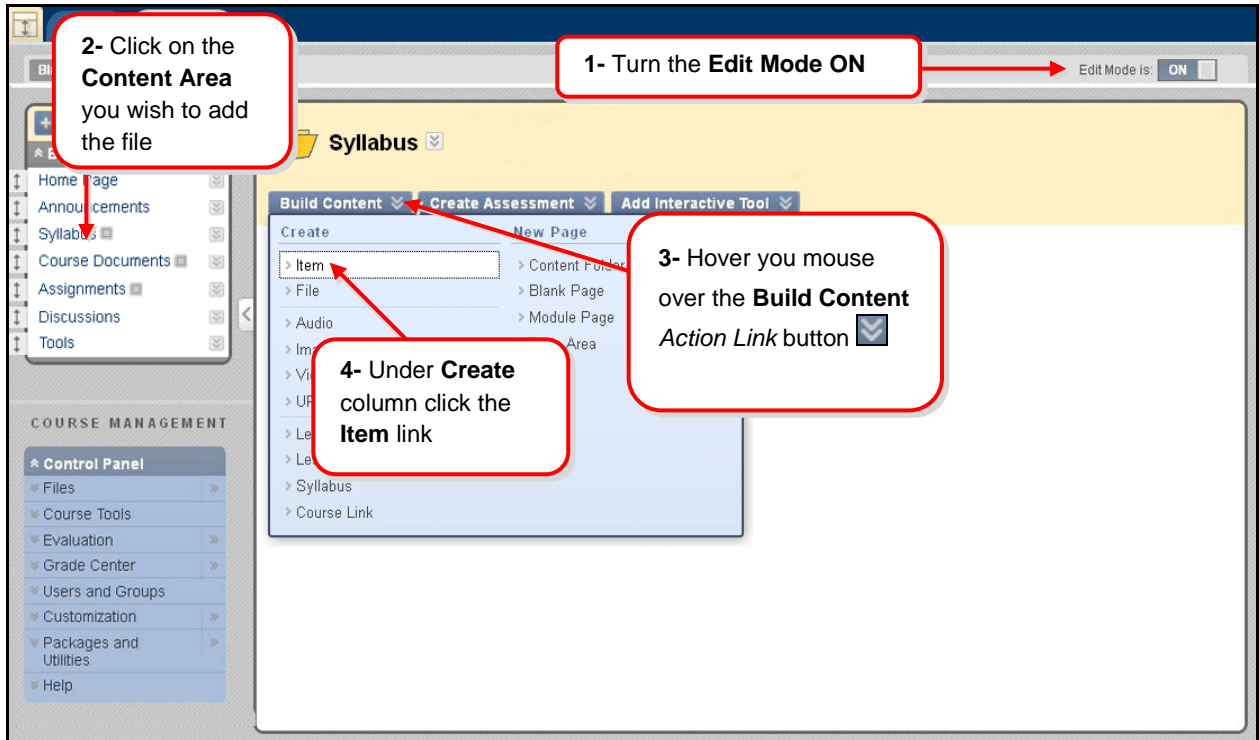
2- Click on the **Content Area** you wish to add the folder

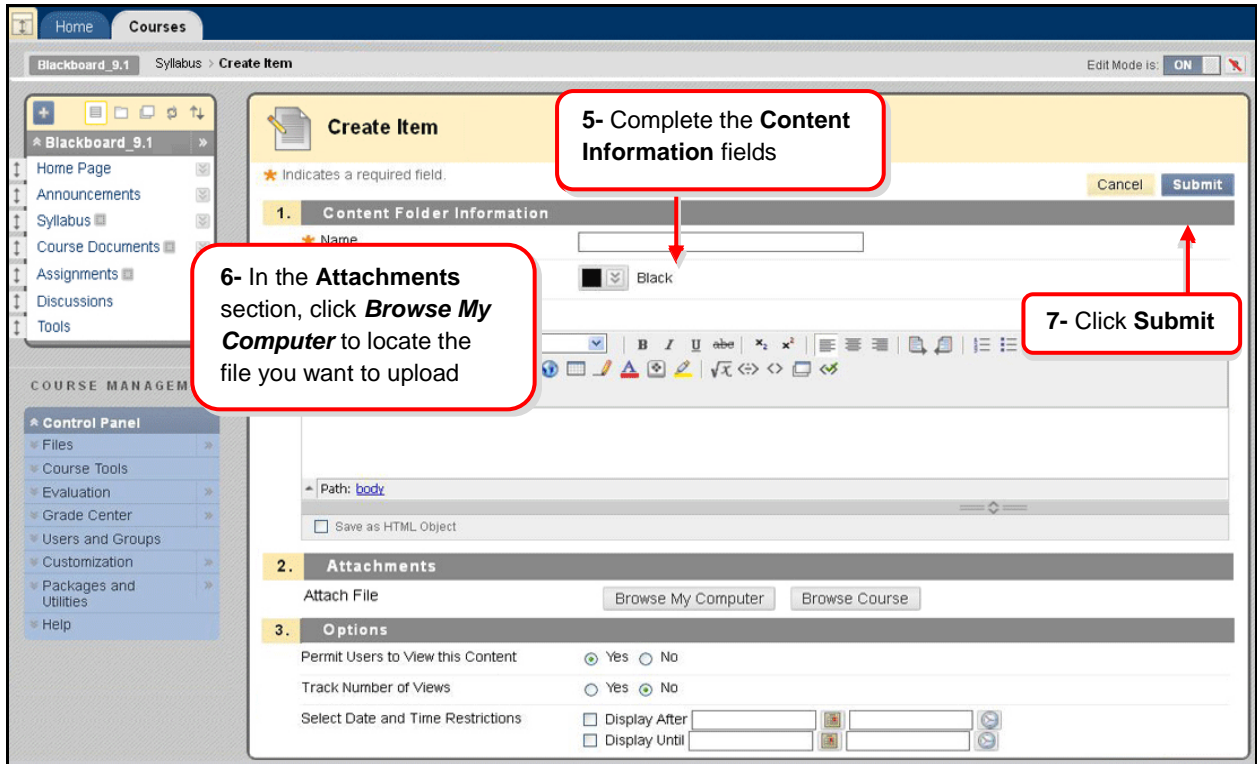
3- Press the **Build Content Action Link** button and from the drop down list, click **Content Folder**



ADDING SYLLABUS AND OTHER DOCUMENTS

To upload a syllabus or any other types of document (such as: Word, PDF, PowerPoint, Spreadsheet or image) do the following





BLACKBOARD ON DEMAND MOVIE

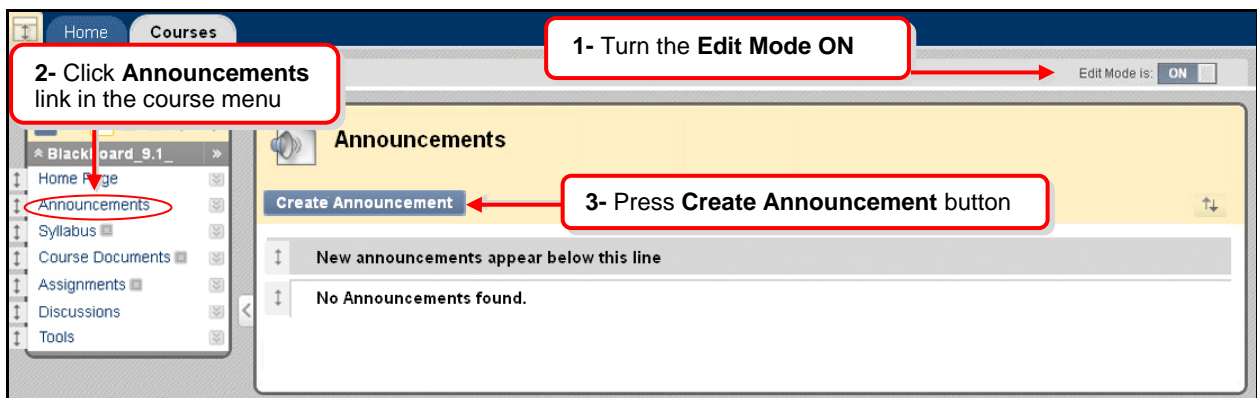
Watch it

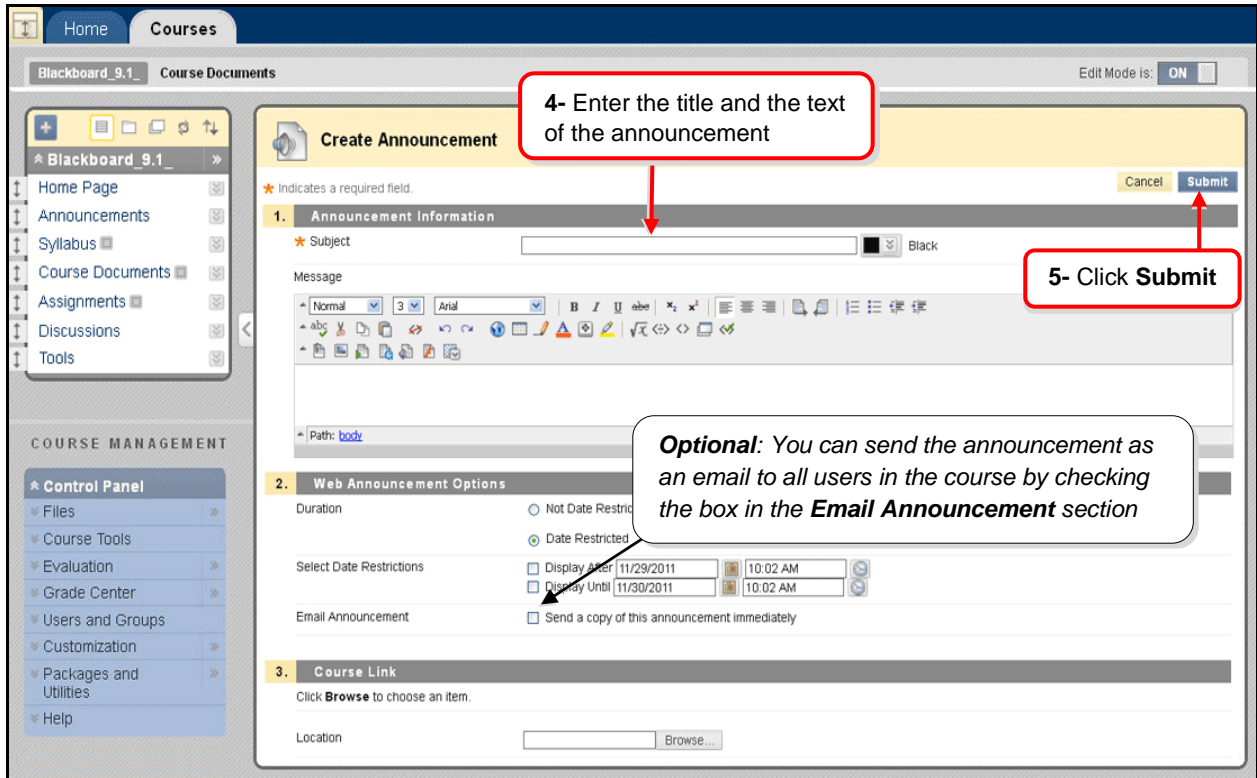
http://ondemand.blackboard.com/r9/movies/Bb9_Course_Content_Add_Content_Area_Item.htm

ADDING ANNOUNCEMENTS

The **Announcement** is a very useful tool in communicating with your students. Announcements appear not only in the Announcement page inside the course, but also in the Blackboard Home tab.

To add an announcement





BLACKBOARD ON DEMAND MOVIE

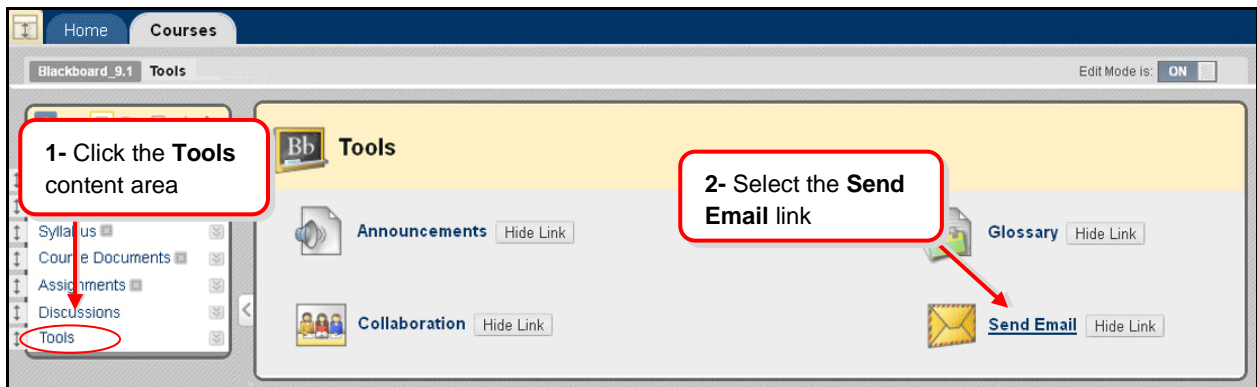
Watch it

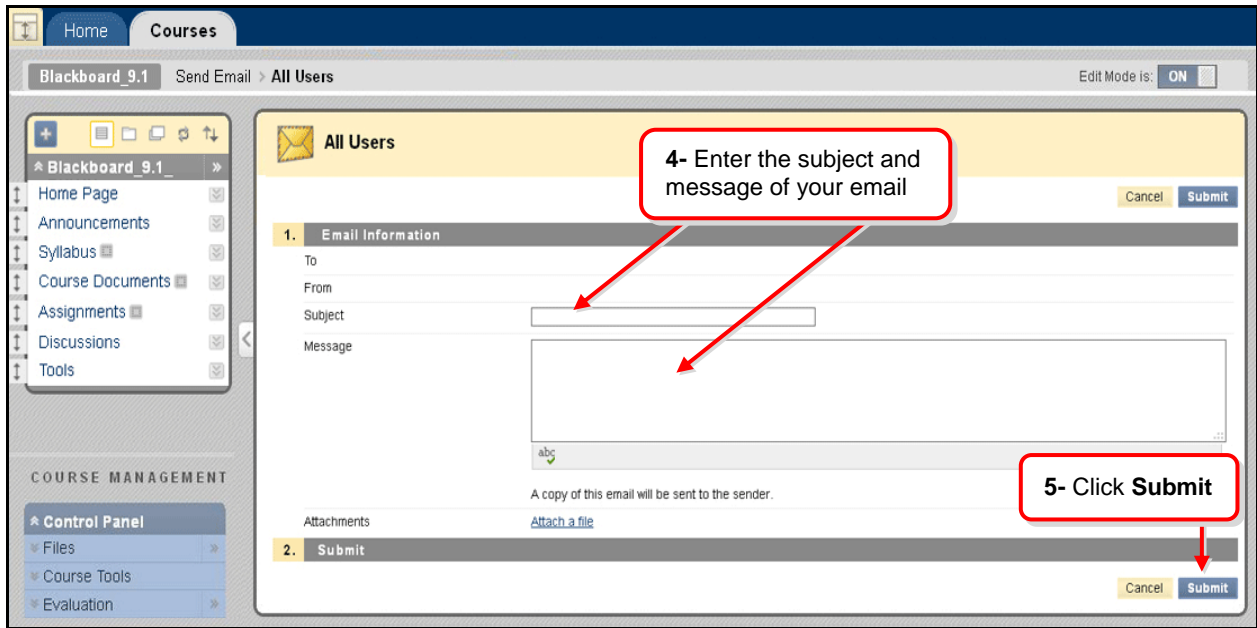
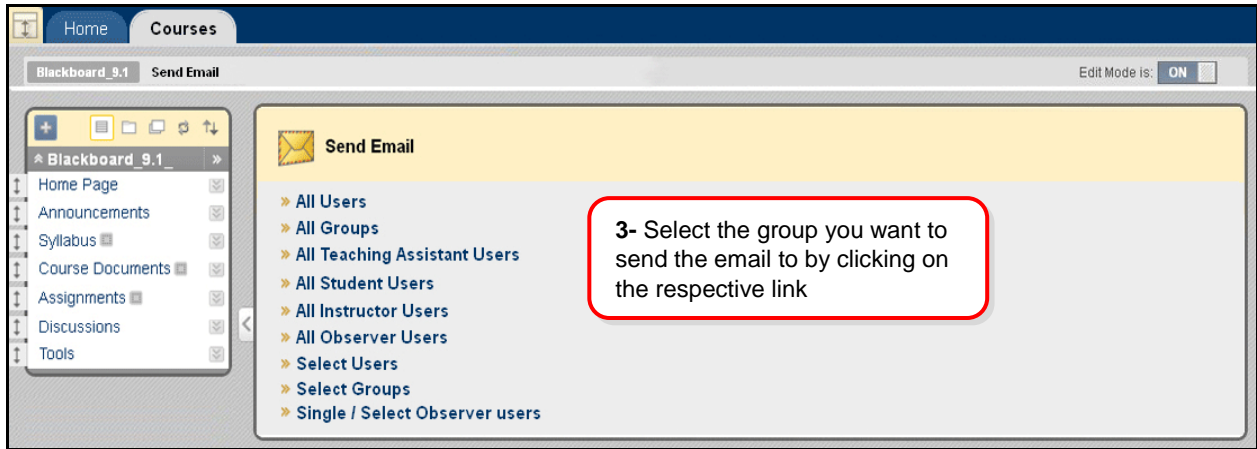
<http://ondemand.blackboard.com/r9/movies/Bb9_Communications_Tools_Creating_Announcements.htm>

SENDING EMAIL TO STUDENTS

Instructors can use the Blackboard course site to communicate with students in the course by using the **Send Email** feature.

To send an email





BLACKBOARD ON DEMAND MOVIE

Watch it

<http://ondemand.blackboard.com/r91/movies/bb91_student_sending_email.htm>

LIST/MODIFY USERS

Instructors can view students' names and their email addresses in Blackboard.

The screenshot shows the Blackboard 'Users' page. The left-hand 'Control Panel' has 'Users and Groups' selected, with 'Users' also highlighted. The main content area displays a table of users with columns for Username, First Name, Last Name, Email, Role, and a dropdown 'Action Link' button. A context menu is open over the 'Action Link' for the user Robert Gonzalez, with 'Change User's Role in Course' selected. Red callout boxes provide the following instructions:

- 1- Click Users and Groups section of the Control Panel and then click the Users link** (points to the 'Users and Groups' and 'Users' links in the left panel).
- 2- All users in the course will appear in the display area** (points to the user table).
- 3- To change a user's role, click on the Action Link button next to the username** (points to the 'Action Link' dropdown for Robert Gonzalez).
- 4- Click Change User's Role in Course** (points to the selected menu item in the context menu).

The screenshot shows the 'Change User's Role in Course' form. It includes a 'Role' section with radio buttons for Baruch Faculty, Student, Instructor (selected), Teaching Assistant, Course Builder, Grader, and Guest. There is also an 'Available (this course only)' dropdown set to 'Yes'. A 'Submit' button is at the bottom right. Red callout boxes provide the following instructions:

- 5- Select the role you want to assign** (points to the 'Instructor' radio button).
- 6- Click Submit** (points to the 'Submit' button).

ADDING 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.

To create a group

The screenshot shows the Blackboard interface for creating groups. The left sidebar has 'Users and Groups' selected. The main area has two dropdown menus: 'Create Single Group' and 'Create Group Set'. The 'Create Single Group' dropdown shows 'Self-Enroll' and 'Manual Enroll'. The 'Create Group Set' dropdown shows 'Self-Enroll', 'Manual Enroll', and 'Random Enroll'. A table below shows a single group named 'Group 1' with a 'Delete' button.

1- Click **Users and Groups** section of the **Control Panel** and then click **Groups**

2- To create a single group, click the **Single Group Action Link** button and then **Self-Enroll** or **Manual Enroll**

3- To create multiple groups, click the **Create Group Set Action Link** button and then **Self-Enroll**, **Manual Enroll**, or **Random**

4- Fill the mandatory and necessary fields that appear on screen

To delete a group

The screenshot shows the Blackboard interface for deleting a group. The left sidebar has 'Users and Groups' selected. The main area shows a table with one group, 'Group 1', and a 'Delete' button. A context menu is open over the 'Delete' button, showing options: 'Open', 'Edit', 'Email', and 'Delete'.

1- Select the group you want to delete by checking the **Action Link** button next to it and then click the **Delete** button

2- Click the **Delete** button



BLACKBOARD ON DEMAND MOVIE

Watch it

http://www.blackboard.com/quicktutorials/Bb9_Groups_Create_Groups_Add_Students.htm

CREATING ASSIGNMENTS

Instructors can create an assignment in Blackboard as a way for students to submit course work. A column is automatically created for each assignment in the Grade Center.

To create an Assignment

This screenshot shows the Blackboard 'Create Assessment' menu. The 'Edit Mode' is turned ON. The 'Content Area' is highlighted, and the 'Create Assessment' button is hovered over, showing a dropdown menu with 'Assignment' selected. The 'Submit' button is visible in the top right corner.

- 1- Turn the **Edit Mode ON**
- 2- Click on the **Content Area** you wish to create the
- 3- Hover your mouse over **Create Assessment Action Link** button
- 4- Click **Assignment**

This screenshot shows the 'Create Assignment' form. The form is divided into several sections: 'Assignment Information', 'Assignment Files', 'Grading', 'Availability', 'Due Dates', 'Recipients', and 'Submit'. The 'Submit' button is highlighted in the bottom right corner.

- 5- Enter the name and instructions for the assignment
- 6- If you want to attach a document for the students to read click on the **Browse My Computer** button
- 7- Enter points possible for this assignment
- 8- Set the options you desire in the **Availability** section
- 9- Click **Submit**



BLACKBOARD ON DEMAND MOVIE

Watch it

http://ondemand.blackboard.com/r9/movies/Bb9_Course_Content_Create_Assignments.htm

To find students' assignments

1- In the **Control Panel** area click **Grade Center**, and then **Assignments**

2- Locate the column for the assignment (it has the same name you entered when you created the assignment).

3- Hover your mouse over the cell where the column matches with the student and click the **Action Link** button

4- Click the **View Grade Details** link

The screenshot shows the Blackboard interface. On the left is the 'Control Panel' with 'Grade Center' expanded and 'Assignments' selected. The main area shows a table with columns for 'Last Name', 'First Name', 'NY Landmarks', 'Test', 'Total', and 'Weighted Total'. A row for 'Robert Smith' is highlighted. A dropdown menu is open over the 'Test' cell, showing 'View Grade Details' and 'Exempt Grade' options.

5- Click the **View Attempt** button

6- To open the file, click the file's link

The screenshot shows the 'Grade Details' page for 'Student Domingo' in the 'Final Paper (Assignment)' column. The current grade is 'Needs Grading' (0 out of 100 points). Below the grade information is a table with columns for 'Date Created', 'Date Submitted (or Saved)', 'Value', 'Feedback to User', 'Grading Notes', and 'Actions'. A 'View Attempt' button is visible in the 'Actions' column. A 'Delete' dropdown menu is also present.



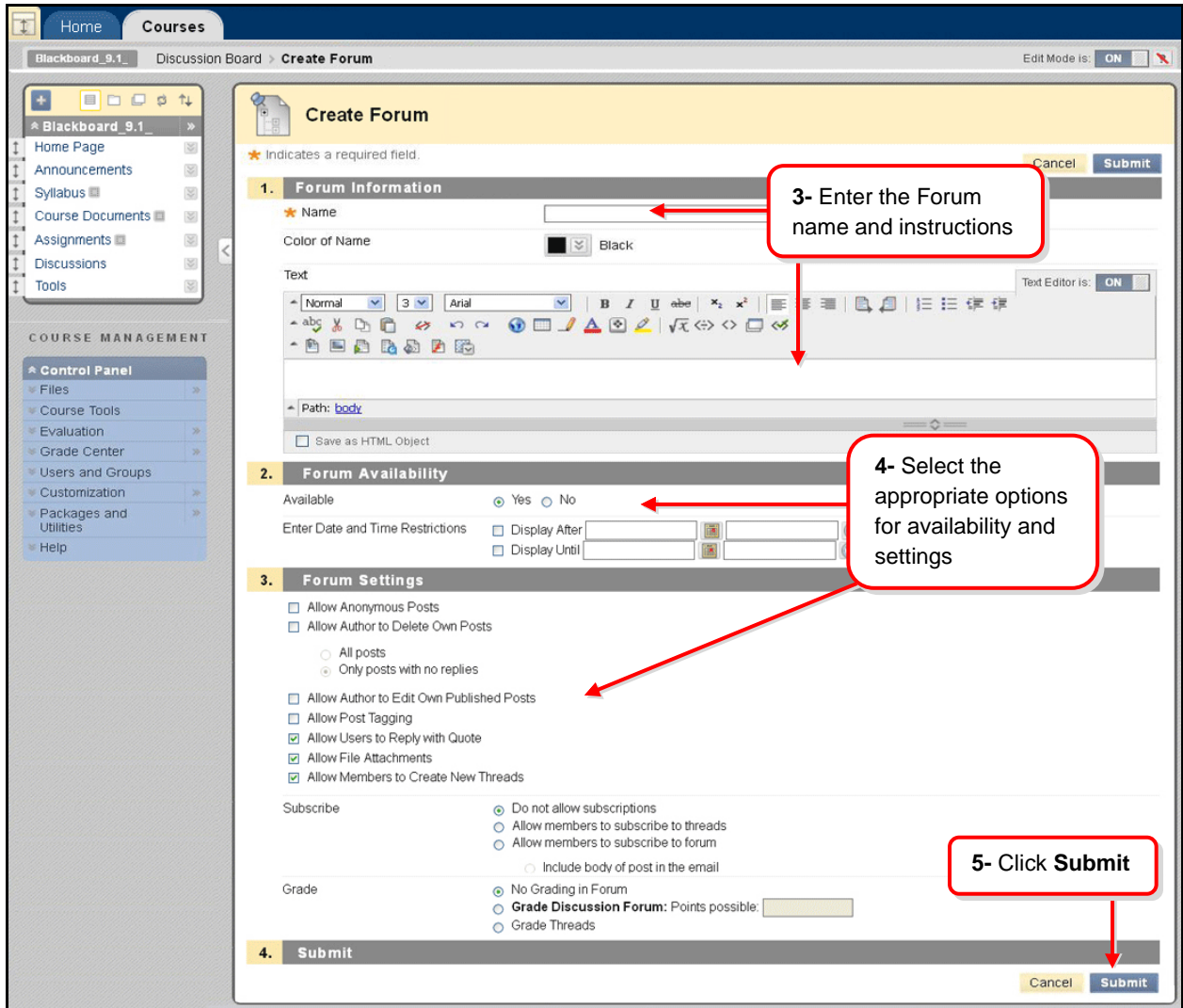
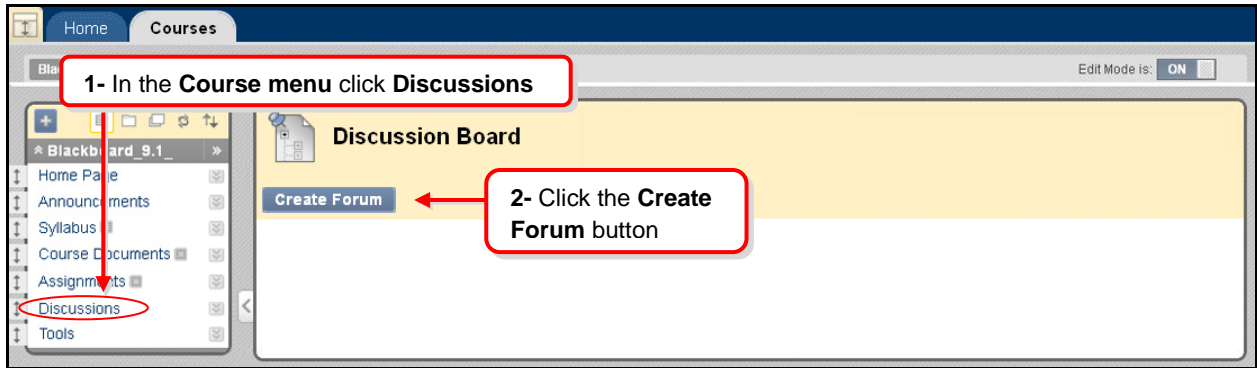
BLACKBOARD ON DEMAND MOVIE

Watch it

http://ondemand.blackboard.com/r91/movies/bb91_grade_center_viewing_grade_details.htm

ADD A DISCUSSION FORUM

Discussion Board forum is the place where the conversation happens online. A forum usually poses a question to the class. To create a forum, follow these steps



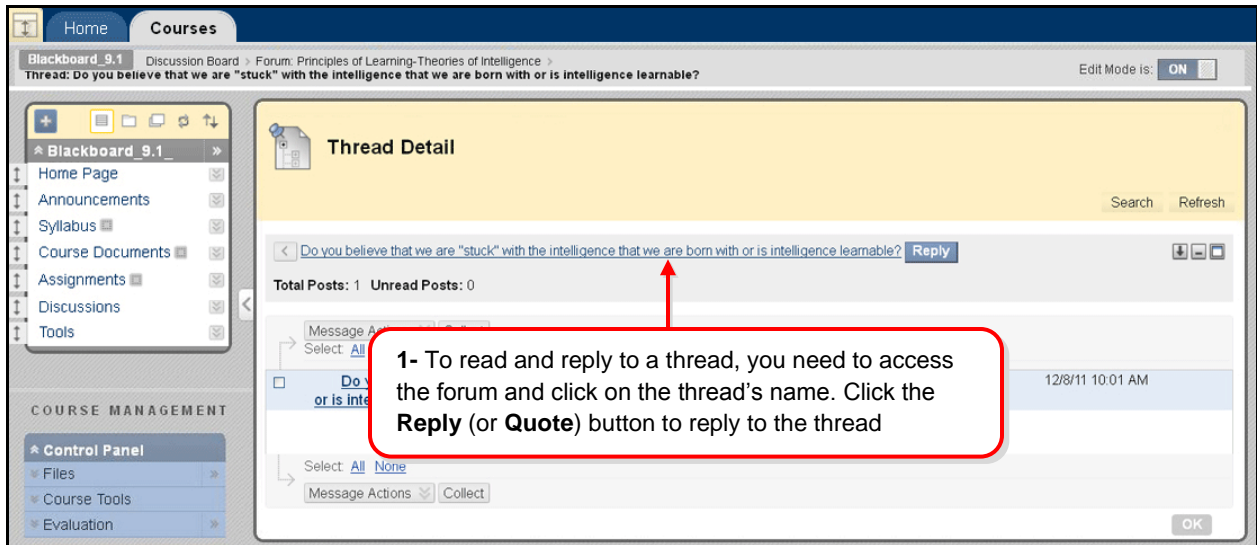
BLACKBOARD ON DEMAND MOVIE

Watch it

http://ondemand.blackboard.com/r9/movies/Bb9_Discussion_Board_Creating_a_Forum.htm

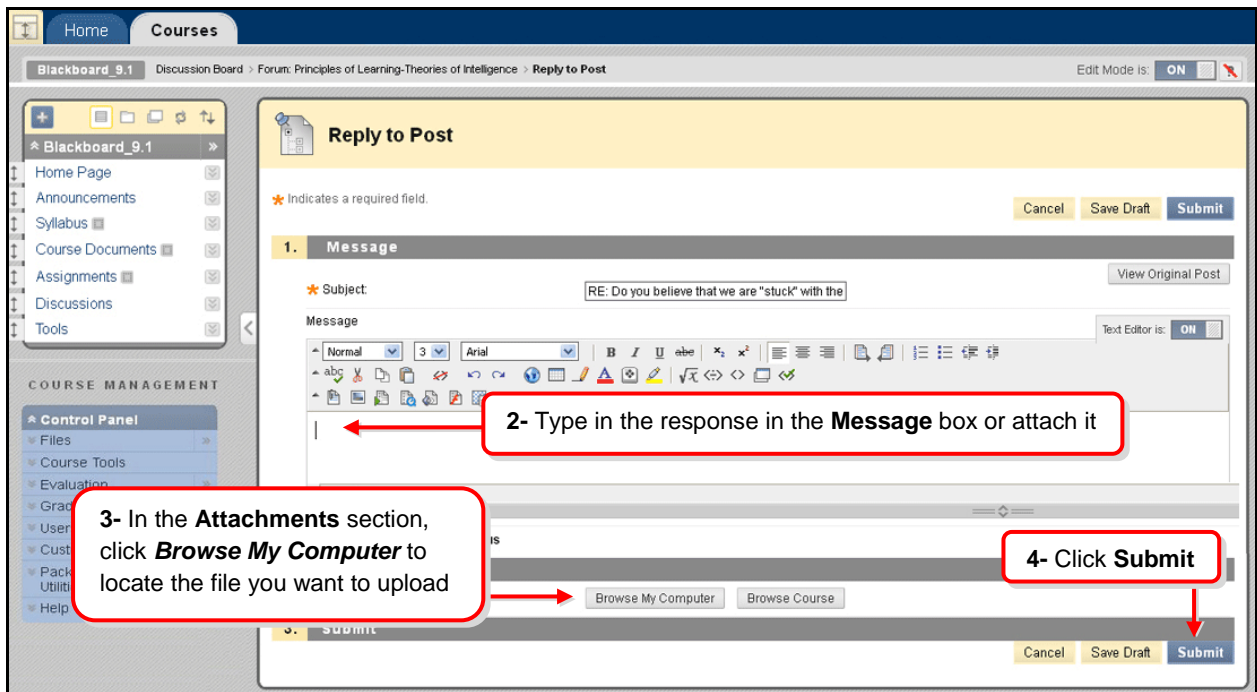
Creating Threads

Students answer the questions by creating *threads*. Students click the forum's link and once inside, they click on **Create Thread** to type in their answer.



The screenshot shows the Blackboard 9.1 interface. The top navigation bar includes 'Home' and 'Courses'. The main content area is titled 'Thread Detail' and displays a forum post with the subject 'Do you believe that we are "stuck" with the intelligence that we are born with or is intelligence learnable?'. A red box highlights the 'Reply' button next to the thread title. A red arrow points from the 'Reply' button to a text box containing the following instruction:

1- To read and reply to a thread, you need to access the forum and click on the thread's name. Click the **Reply (or Quote)** button to reply to the thread



The screenshot shows the Blackboard 9.1 'Reply to Post' page. The top navigation bar includes 'Home' and 'Courses'. The main content area is titled 'Reply to Post' and displays a form for replying to a post. A red box highlights the 'Message' text area. A red arrow points from the 'Message' text area to a text box containing the following instruction:

2- Type in the response in the **Message** box or attach it

Below the message text area, there is an 'Attachments' section with two buttons: 'Browse My Computer' and 'Browse Course'. A red box highlights the 'Browse My Computer' button. A red arrow points from the 'Browse My Computer' button to a text box containing the following instruction:

3- In the **Attachments** section, click **Browse My Computer** to locate the file you want to upload

At the bottom right of the form, there is a 'Submit' button. A red box highlights the 'Submit' button. A red arrow points from the 'Submit' button to a text box containing the following instruction:

4- Click **Submit**



BLACKBOARD ON DEMAND MOVIE

Watch it

http://ondemand.blackboard.com/r9/movies/Bb9_Discussion_Board_Create_Thread.htm

COURSE COPY

The screenshot shows the Blackboard 'Copy Course' interface. The main area is titled 'Copy Course' and contains several sections: 'Select Copy Type', 'Select Copy Options', 'Content Areas', 'File Package', 'Enrollments', and 'Submit'. A sidebar on the left shows the navigation menu with 'Packages and Utilities' > 'Course Copy' highlighted. A callout box points to this menu path. Another callout points to the 'Copy Course Materials into an Existing Course' option in the 'Select Copy Type' dropdown. A third callout points to the 'Browse...' button. A fourth callout points to a search results window in a new browser tab, where a course is selected. A fifth callout points to the 'Enrollments' section, which has a yellow warning box that says 'DO NOT select Enrollments'. A sixth callout points to the 'Submit' button at the bottom right.

- 1- In the Control Panel, click **Packages and Utilities** and in the submenu click **Course Copy**
- 2- Select **Copy Course Materials into an Existing Course**
- 3- Click **Browse** to find the destination course
- 4- In the new window, find the course you wish to copy materials into, select the radio button and then click **Submit**
- 5- Select all boxes you wish to copy into the new course
- 6- Click **Submit**

DO NOT select Enrollments

GRADE CENTER

All gradable items created for a Course through Blackboard automatically generate columns in the Course's **Grade Center**.

Manually Creating Grade Center Columns

To create a column in the **Grade Center**, follow these steps

1- In the Control Panel area click Grade Center, and then Full Grade Center

2- Click Create Column button

3- Enter a Column Name. This is a formal name for the column

4- Enter a Description. A description will help instructors identify the column

5- Select a Primary Display and a Secondary Display from the drop-down menu

6- Enter Points Possible (mandatory field)

7- Choose if you want to include this column in the Grade Center calculation column (*Weighted Total*), make this column visible to students, or Show Statistics (average and median) for this column in students' "My Grades" section, so that they can compare their results with the class average

8- Click Submit



BLACKBOARD ON DEMAND MOVIE

Watch it

http://www.blackboard.com/quicktutorials/9_GradeCenter_create_column.htm