Maricopa's Blackboard

MARICOPA COMMUNITY COLLEGES

REV 1.7A, JANUARY 2009

Overview for Instructors

Finding Your Username & Password

1. Visit MCCD's Blackboard Home Page, https://ecourses.maricopa.edu .
2. Click **Login**.
3. For Employees, click **New User - Lookup User ID**.

   Blackboard help screens are divided into two major sections: Student and Employee (instructor). Encourage your students to use their section for assistance in finding their User ID, resetting their password, plus tutorials on using Blackboard.

Accessing Older Courses

In August 2008, a new Blackboard system was introduced to MCCD that contains only Fall 2008 classes and beyond. Classes that started before August 23, 2008 (and after Summer I 2006) can be accessed via a different web address. From the Blackboard Home Page, click the following link:

Functions of Control Panel

The **Control Panel** button is found on the bottom of the **Course Menu** on the Announcements Page. There are six major functions on the **Control Panel**. Each is subdivided as follows:

Content Areas		
Getting Started	These content areas may vary	Books / Supplies
Syllabus		External Links
Assignment List		FAQs
Course Materials		My Stuff 2

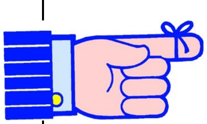
Course Tools		
Announcements	More options may appear here	Collaboration
Course Calendar		Digital Dropbox
Staff Information		Glossary Manager
Tasks		Messages
Send Email		Course Objectives
Discussion Board		

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

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

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

Help	
Support	Contact System Administrator
Manual	Quick Tutorials



At the beginning of a semester, (or sooner, to accommodate the highly motivated student,) don't forget to make your course available (through Control Panel).

1. **Settings>> Course Availability.**
2. Click **Yes.**

Navigation Tools

There are four ways to navigate in Blackboard:

- **Course Menu:** List of content sections included in the course which can be clicked for access to that section.
- **Control Panel:** Provides access to all Blackboard functions and content areas.
- **"Breadcrumbs":** Path showing where user has visited.
- **Browser:** Using your browser controls (e.g. Back button). (Internet Explorer is the recommended browser - Firefox for Mac.)

Managing the Course Menu Items

To **add** an item to the course menu (also adds it to the Content Areas in the Control Panel):
1. In the Control Panel, click **Manage Course Menu**, then click **Content Area** from the Add Action Bar.

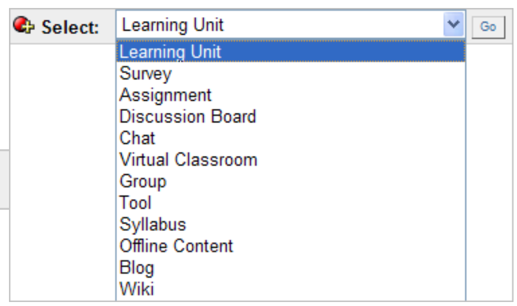
To **rename** a course menu item:
1. In the Control Panel, click **Manage Course Menu**, then click **Modify** for the desired item.

To **delete** a course menu item:
1. In the Control Panel, click **Manage Course Menu**, then click **Remove** for the desired item.

To make a course menu item **invisible** to students:
1. In the Control Panel, click **Manage Course Menu**, then click **Modify** for the desired item.
2. **Uncheck** the box named "Make available for student/participant users"
3. Click **Submit**.
4. Check to make sure that the content item is hidden by visiting the Course Menu listing. (You may need to click the Refresh link at the bottom of the Course Menu.)

Course Content Choices

Steps to follow when adding most types of content:
1. From the Control Panel, select the Content Area (e.g., Syllabus, Course Materials, etc.).
2. Select the desired "container housing" (Item, Folder, Link, see Action Bar below).
3. Select or type a name for the Item, Folder, or Link.
4. Choose a color for the heading.
5. Add descriptive text.
6. Set availability options.
7. Click **Submit**.



Here are your choices on the Action Bar:

To Add:
Item—Select if you want to create an individual "stand alone" chunk of content.
Folder—Select if you want to group or "nest" several items together under one section to organize your content.
External Link—Select if you want to add a URL. (You can also add a URL from any Text Box.)
Course Link—Select if you want to provide a link to another section of the course.
Test—Select to create a brand new test or to deploy a test that has already been created.
See the separate section ("Creating Assessments") for steps on creating and deploying a test.
Select drop-down menu:
- Select for other Course Content options such as Assignments, Surveys, etc. The **Tool** choice has a comprehensive sub-menu that includes Glossary, Announcements, Discussion Board, etc.
- Click **Go**.

User Management

To search for a student's name, email address or Bb username:
1. In the Control Panel, choose **List/Modify Users**.

Here are the Search options:

- Quickly list all users by clicking **Search** button.
- Use **A-Z, 0-9** tab to filter by first letter of last name.
- Use **Advanced** tab to search by a string of characters of name or who's been active in a specified number of days.

Copying Content to Another Course

To "reuse" a course for the next semester:

1: In the Control Panel for the course that contains the content, click **Course Copy**.

2: Click to find and select the course you want to copy into (Destination).

3: Click **Search** to list all courses you have access to, then click **Select** for the desired course.

4. Select the items you wish to include, then click **Submit** (select all to play it safe).

5. You'll see a message, indicating that an email confirmation will be sent once it's done copying. Then go to the destination course and check.

For courses older than Fall 2008, you'll need to do an Export/Import instead.

Copying or Moving Content Within a Course

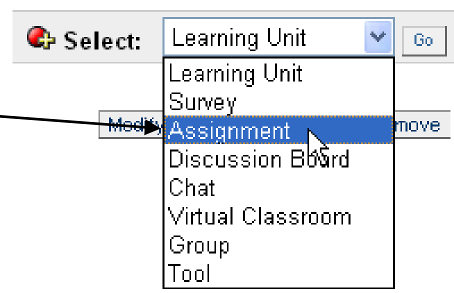
To copy content within the course:

1. In Control Panel, select the **Content Area** you wish to copy.
2. Click **Copy** for the desired content item.
3. Click **Browse** for the **Destination Folder.**
4. Select the **Location** (click the + to expand an area, if necessary).
- To move the item, click **Yes** to *Remove item after copy*.
5. Click **Submit**.

Creating an Assignment Using Assignment Manager

Assignments can be added to **any Content Area.** When an assignment is added, a **Gradebook** entry is automatically created and storage space is created to gather and manage assignments. There is also an option to include attachments.

To add an assignment to a selected content area:

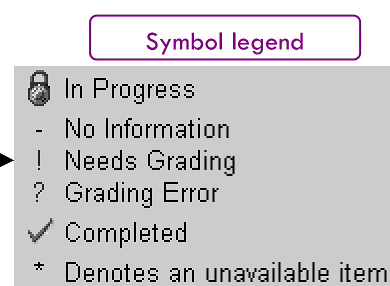


1. On the Action Bar, click to pull down the Select list box and choose **Assignment.**
2. Click **Go**.
3. Type a name for the assignment.
4. Choose a color and point value.
5. In the **Text Box Editor**, add the instructions.
6. Set availability and tracking options.
7. Add any attachments.
8. Click **Submit**.

Grading Assignments via the Assignment Manager

Through the **Gradebook**, instructors can download, view grades and provide feedback. Completed assignments **cannot** be graded from the posted area.

To grade an assignment (created via the Assignment Manager):



1. Choose **Gradebook**. Ungraded assignments will appear as an "!" (exclamation point).
2. Click on the "!" then click **View**.
3. From here, you can view the student's work, enter a grade and optionally provide written feedback and attach a file for the student to view.
4. Click **Submit**, then **OK**, then **Submit** again.

Creating and Managing Announcements

Creating Announcements: Students will see your announcements when they enter your course.

1. In the Control Panel, click **Announcements** under Course Tools.
2. At the top of the page, click on the **Add Announcement** button.
3. In the **Subject Box,** input a subject.
4. In the **Message Box,** input the Announcement text.
5. Under the *Options* section, you can program the effective dates for display and/or install a link to a course menu choice.
6. Once choices are completed, click **Submit** then **OK**.

Managing Announcements: There are two methods from which to choose:

1. Have all announcements visible **all of the time,** with most recent on top, or
2. Have only announcements posted **during the last week visible.**

Method 1: While creating the announcement, click **Yes** to the statement, "Permanent announcement?" and make sure boxes are not checked for the "Display After" nor "Display Until" dates. Click **Submit.**

Method 2: Click **No** to the question, "Permanent announcement?", and the last seven days of Announcements will appear in chronological order by posting date, with most recent on top. Announcements older than seven days will be "archived" and accessed by clicking on one of the other tabs at the top.

Note: To change the order of announcements, follow step 1 above (under **Creating Announcements**), then click **Modify>>Options>>Display Date.** Change dates so that the announcements appear in desired order, so that the first announcement has the most current date. However, you cannot mix permanent and seven-day announcements—because it will result in all the permanent messages displaying first, regardless of date.

Creating Assessments

There are two types of assessments possible: tests and surveys. The difference between a survey and a test is that surveys are not graded and there are no point values or feedback options. Questions can also be saved in a pool and selected from that pool.

Using the Test Manager:

1. In the Control Panel, choose **Test Manager,** then **Add Test.**
2. In *Test Info,* insert name of test or quiz, description, and instructions.
3. Click **Submit.**
4. In *Test Canvas*, establish type of questions desired.
5. Click **Go.**
6. Input questions, point value and feedback.
7. Click **Submit & OK.**
   - **Test Manager** will list newly created test.
   - You **cannot** deploy test from the Test Manager.

Deploying a Test:

1. In desired Content Area, click **Test.**
2. Click on desired test, then click **Submit.**
3. Click **Modify the test options.**
4. Click **Yes** to make test available.

Note: You can create a test directly in a Content Area.

Using the Survey Manager:

In the Control Panel, choose **Survey Manager.**
Use the **Survey Manager** to create, add or modify surveys. Follow the same steps assigned to the **Test Manager.** Surveys provide no right or wrong answers. Responses can be viewed in the **Gradebook..**
You **cannot** deploy a survey from the **Survey Manager.** Add the survey to a Content Area to make it available (see "Deploying a Test").

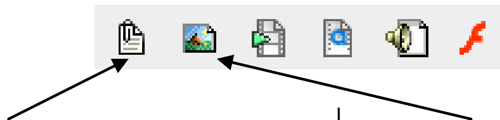
Using the Pool Manager:

In the Control Panel, choose **Pool Manager.**
The Pool Manager holds questions that can be used to create tests, quizzes and surveys ("testbank"). The questions can be copied, exported and used in other courses. After providing standard info (i.e., name, description, in the *Pool Canvas* portion of the program), be sure to use the **Creation Settings** button. This area will let you assign a category for your questions and provide a keyword search option that is very helpful later when creating a test or quiz.

ATTACHING FILES, IMAGES, & URLS
THROUGH THE TEXT BOX EDITOR

In many of the **Content Areas**, when you add an item, you are provided with the **Text Box Editor**. (This feature is very limited with the Safari browser on the Macintosh.) The attachment icons can be found on the third row (toolbar) of the **Editor**.

1. The first icon is used to attach text/data files. (Can be used for all other types as well, including URLs.)
2. The second icon is used to attach images/pictures.



Attach File | **Attach Image**

For Attaching Files:

1. Place the cursor where you want to insert the file.
2. Click **Attach File** on the third row.
3. Click **Browse** to find and choose the desired file.
4. Under *Name of Link to File*, type in the clickable text link. Ex: <u>Click Here</u>
5. Click **Yes** to have the file open in a new window.
6. Click **Submit** , then Submit again in the next window.
7. Click **Preview** button to test.

For Attaching Images:

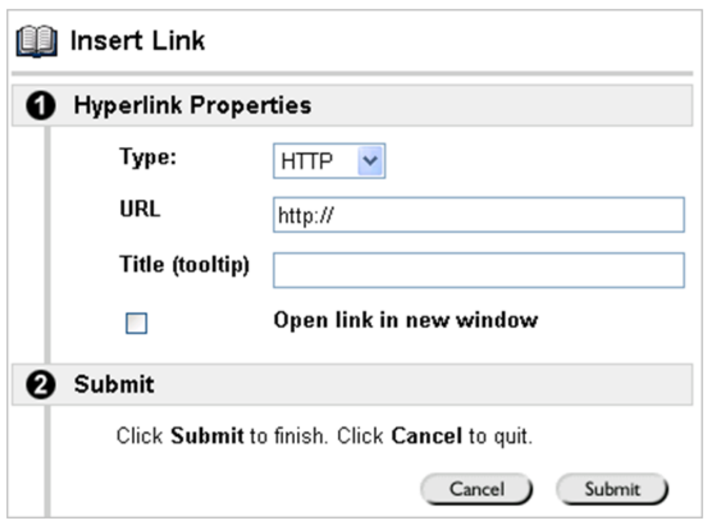
1. Place the cursor where you want to insert the file.
2. Click **Attach Image** on the third row.
3. Click **Browse** to find and choose the desired file.
4. Set *Image Options* or leave blank and resize image in text box.
5. Enter brief description of image under *Alt Text*.
6. Click **Submit**, then Submit again in the next window.
7. Click **Preview** button to test.

Note: the "Alt Text" appears when you hover over the image.

For Hyperlink (URLs):

1: In the Text box, highlight the text you want to turn into a hyperlink.
2: Click the Hyperlink icon (middle row).
3: Enter the URL, make it open in a new window, then click **Submit.**

Alternately, you can type the full URL in the Text box – pressing a space after the URL turns it into a hyperlink (e.g., http://www.scottsdalecc.edu).



Using Link Checker (currently not available)
Link Checker checks the validity of a website that has been added as an External Link to the Blackboard class. To use the Link Checker: In the Control Panel, choose **Link Checker** under Course Tools.
The Link Checker automatically examines every link added to any content area as an <u>External Link</u>. It will not check links entered into areas such as the Discussion Board or entered into Word documents, etc. The Link Checker will display all links and their status.

If a link is found to be invalid, you will know the location and can choose to edit the link and recheck. You can also check the "Hide" box and hide the link from view. The link will not be deleted. You can still go into the content area and edit the link.

Working With Gradebook

Adding Gradebook Items:

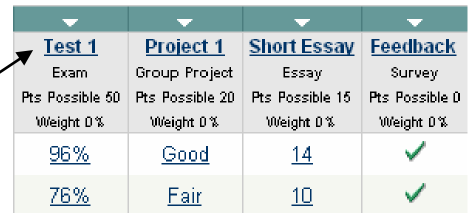
1) In the Control Panel, choose **Gradebook** under Assessments.
2) Click **Add Item** on the toolbar.
3) Enter the **Item Name** and **Points Possible** (required options).
3) Decide whether or not you want students to see the grade item (make available).
4) Decide whether or not the grade item should be included in total calculations.
5) Once choices are completed, click the **Submit** and **OK** buttons.

Modifying or Deleting Items:

1) In Gradebook, click **Manage Items** on the toolbar.
2) To change the settings for an item, click **Modify**.
3) To delete an item, click **Remove**.

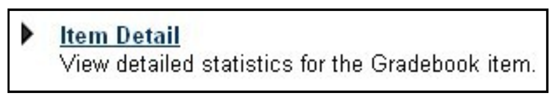
Entering Grades:

1) In Gradebook, click on item name (column heading).
2) Click **Item Grade List**.
3) In the Grade column, enter the scores for each student.
4) Click the **Submit** button.



Viewing Statistics:

1) In Gradebook, click on an item name (column heading).
2) Click **Item Detail**.



Creating a Running Total

1) In Gradebook, click the Total column heading.
2) Click **Item Information**.
3) Click **Yes** for "Exempt items that have not been graded".

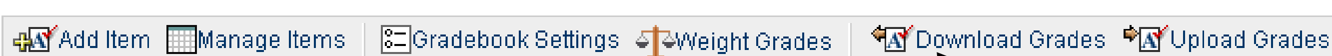
Backing Up Your Course

It is important to back up your course(s) on a regular basis during the semester. Archive includes all content and student interactions (grades, discussion postings, etc.).

1) In the Control Panel, choose **Archive Course**, then click the **Archive** button.
2) Click **Submit**. A message appears, indicating that you'll receive an email when the archive is done.
3) To download the archive, click **Archive Course**, then click the archive file and save to your computer.

Downloading & Uploading Grades

It is important to download your grades for **each class** so you have a backup record. Grades can be saved to your My Documents folder on your computer. The saved file will be assigned the default name of gb_export.xls (which can be easily opened in MS Excel).



1. Click on **Download Grades**.
2. Leave the *Delimiter Type* at **Tab**.
3. Click **Submit**, then **Download**.
4. Save the XLS file to your computer. (When you open the file later, you may have to click Yes to a message indicating a different file format.)
   - Bi-monthly downloads are recommended.

Grades can be **uploaded** from Excel, so long as the file has been saved first in the **.CSV** format (in Excel, choose Save As from the Office button (File in 2003), then select the CSV format from the *Save as type* drop-down menu). In Blackboard's Gradebook, click **Upload Grades**, then browse to find the file and click **Submit**. Follow the prompts to match up the grade item in the uploaded file with the one in Gradebook.

Discussion Board

Forums are used to organize discussions on related topics. These forums are conducted in an "asynchronous" fashion, where students and instructor contribute comments or ideas at different times.
There are several ways to insert a discussion forum:

To create a forum (from the Discussion Board page):

- In the Control Panel, choose **Discussion Board**, then click on the course title.

1. Click **Forum** button.
2. Enter the **Name** and **Description** (instructions to students)
3. Choose whether or not to make student contributions anonymous and whether to allow them to edit and/or delete their own messages. Other options are available as well.
4. Click **Submit**.

To create (post) a message (or "thread"):

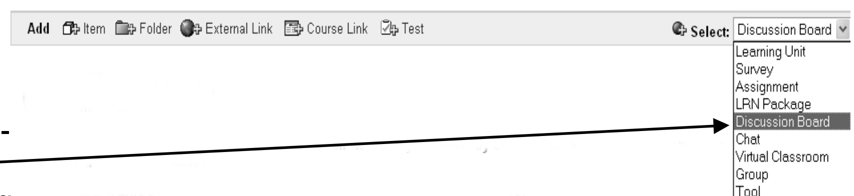
1. From the Discussion Board page, click to open the existing forum.
2. Click **Thread** from the action bar.
3. Enter the **Subject** and **Message**.
4. Click **Submit**.

To create a reply:

1. Click the thread name to open.
2. Click **Reply**.
3. Enter the **Message**.
4. Click **Submit**.

To link to an existing discussion forum:

1. In a Content Area, click the **Select** drop-down menu and choose **Discussion Board**, then click **Go**. Select the existing forum and click **Next**. Enter any text, then click **Submit**.

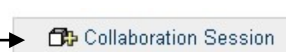


Collaboration

In addition to "asynchronous" discussions with your students (see above), you can also conduct "synchronous" sessions. There are two Blackboard tools that allow you to conduct these real-time (same-time) discussions. **Virtual Classroom** gives you a chat function, but also access to course content and the web. **Chat,** as the name implies, is only a text messaging tool.

To create a Collaboration session:

1. In the Control Panel, choose **Collaboration**.
2. Click **Collaboration Session** in the Action Bar.



3. Enter the **Session Name** and indicate dates.
4. Select either "Chat" or "Virtual Classroom" from the **Choose tool for this Session** drop-down menu.
5. Click **Submit** and **OK**.
6. Use the **Join** button when the session is ready to begin.

Thanks to Barb Lesko and members of the Blackboard Alliance Training Committee for creating this guide.