

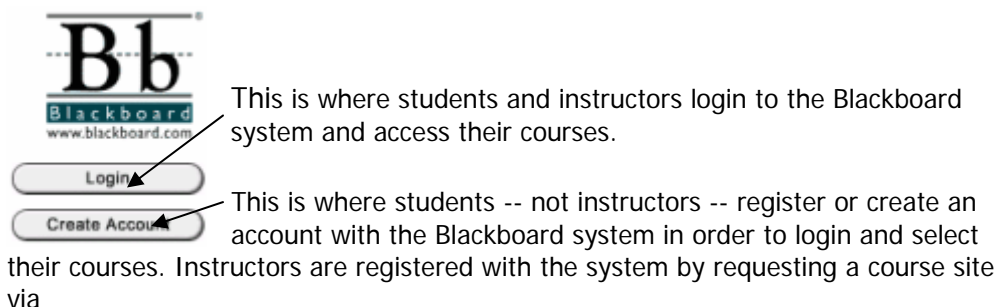
Blackboard Learning Management System – Basics

Please note: All Numbered sections are “To Do’s” – they describe actions we are asking you to carry out

Logging In (5 minutes)

- 1) Open Internet Explorer and enter the following URL <http://bb.berkeley.edu> or <http://blackboard.berkeley.edu/>

At the welcome screen, you will see 2 menu choices Login and Create Account:



<http://ets.berkeley.edu/LearningSystems/CourseWeb/courseRequestForm.htm>

As a workshop participant, you have already been registered and are ready to login.

- 2) Click on the Login button and enter your username (this will be your email username, e.g., **oliverh**) and password (this will be your email username preceded by the number 4, e.g., **4oliverh**). If you've used Blackboard previously at UCB, please login with your existing username and password.

My Blackboard (10 minutes)

Once logged in you will see the My Blackboard or welcome page. It is a gateway providing you with a customized view of the Blackboard system, including a list of all the courses you are an instructor for and/or participating in as a student (**My Courses**). For purposes of today's workshop, you have already been enrolled in one course as a student and in another as the instructor.

The My Blackboard page also features sections that give you top-level access to time-sensitive information pulled largely from all of the courses you are associated with (**My Announcements, My Calendar, My Tasks**).

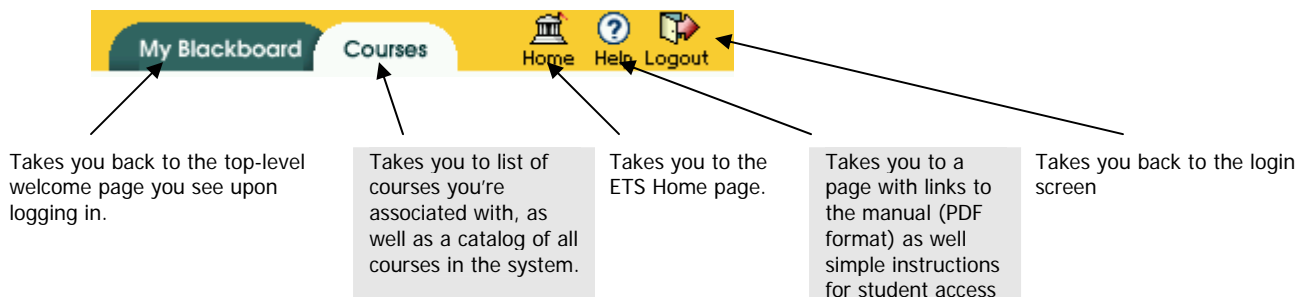
The Tools menu on the left side of the page provides access to information and functions that are, again, logically grouped at this top or supra-course level. Almost all

of the information and functionality you have access to here is also available by default at the individual course level. The exceptions are:

- The ability to assign yourself personal tasks or to do items
- The system-wide user search tool

The Tools menu on the My Blackboard page is not customizable. We will explore the Tools menu at the course level.

The top of the page features a standard navigation bar of two tabs and three icons that you will see on all pages:



This navigation bar is not customizable.

Courses (5 minutes)

- 1) Click on the **Courses** tab

You now see a more detailed listing of your courses, as well as the categories under which all of Berkeley's Blackboard courses are subsumed.

- 2) Click on one of the categories in the right hand column, .e.g., Engineering.

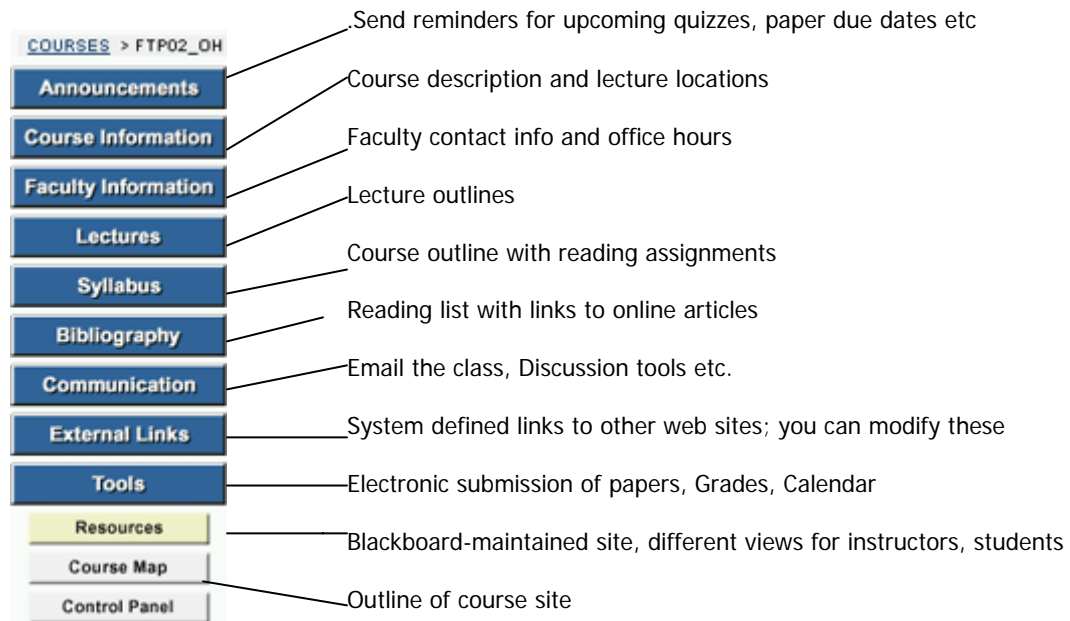
Some categories have sub-categories. Note that many of the individual course listings have either a **Preview** or **Enroll** button, or both buttons, next to them. As the instructor, you control whether parts or the entirety of your courses may be viewed by those not enrolled in them through preview, as well as the method by which users/students who've registered with the system enroll. We will discuss these options in a bit more detail later.

- 3) Click on the **Courses** tab again.

View Course as Student (10 minutes)

Before you begin building your course site, we will take a look at the completed product as the student would experience it.

- 1) Click on the course ETS Demo Course in the "Courses in which you are Participating" section
- 2) We will click through each of the links on the course button bar



The Control panel should not be visible to you as students. This is the area where you will develop and administer your course.

Control Panel Part1 (20 Minutes)

You will now begin the process of building the course site we've just been touring. Over the next four sections covering the **Control Panel**, you will

- Modify the default categories that display in the left-hand button bar
- Add basic course information such as the office hours into form fields
- Upload the syllabus as a Word document
- Upload the bibliography with hyperlinks as an HTML document
- Add an image to the course entry page

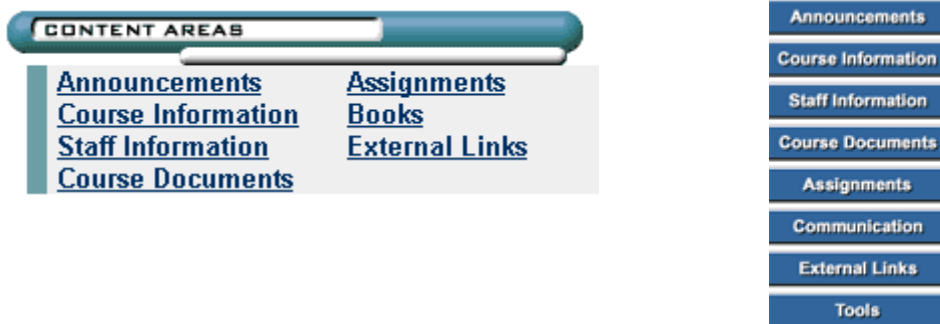
Modifications to your course are made through the **Control Panel**. To get there

- 1) Click on the **My Blackboard** tab, if you are not already on the welcome page
- 2) Click on the course for which you are an instructor, e.g., Oliver Heyer's Practice Course

- 3) At the bottom of the left-hand button bar, you will see **Control Panel** in addition to the default buttons in the student view (note that the defaults are different from those you saw in the finished version of the course). Click on this.

The **Control Panel** is divided into six sections, of which you will be using four today, the CONTENT AREAS, COURSE OPTIONS, COURSE TOOLS and USER MANAGEMENT.

As you can see in the graphic below, the categories in CONTENT AREAS largely correspond to those in the course button bar.



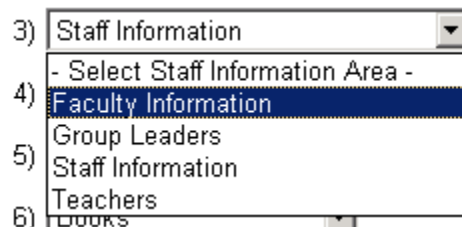
CONTENT AREAS is where you will be adding or uploading specific pieces of content, such as the syllabus. However, the first thing you will do is modify the categories listed in CONTENT AREAS (and thereby change the button bar as well). In order to do this, you will need to reset them in the COURSE OPTIONS section.

- 4) Under COURSE OPTIONS, click on Course Settings.
- 5) Click on Area Availability

Area Availability is divided into three subsections. The latter two allow you to enable or disable the individual features of Communications and Tools. You will be modifying fields in the first subsection only, Set Area Availability. Here you control overall access to the individual Content Area/button bar categories, and it is here as well that you can change the labels of the categories.

* One exception to this is the Books category, which is by default not visible on the button bar. This can be reset, as you will see shortly. The Communication and Tools categories are not, strictly speaking, course content areas and are hence unlisted under that rubric.

- 6) In the Set Area Availability subsection, go to number three 3) Staff Information. Click the down arrow and select Faculty Information.



- 7) Repeat for numbers 4), 5) and 6), changing the categories according to the following:

- 4) Course Documents → Lectures
- 5) Assignments → Syllabus
- 6) Books → Bibliography

- 8) For number 6, the former Books category, you will need to select the radio button under the Enable column in order to make the button visible on the button bar. The form should look like this once you've finished all of your changes:

	Areas	Enable	Disable	Secure
1)	Announcements	n/a	n/a	n/a
2)	Course Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
3)	Faculty Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
4)	Lectures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
5)	Syllabus	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
6)	Bibliography	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
7)	Communication	<input checked="" type="radio"/>	<input type="radio"/>	n/a
8)	External Links	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
9)	Tools	<input checked="" type="radio"/>	<input type="radio"/>	n/a

- 9) Once you've made sure all of the correct changes are reflected in the form, scroll to the bottom of the screen, and click the submit button in the lower right hand corner.

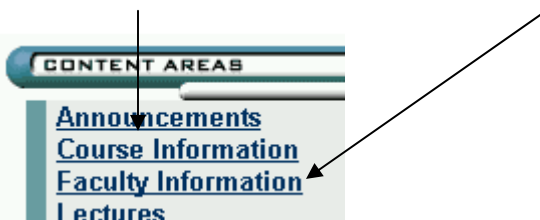
- 10) You should see a page acknowledging that your settings have been successfully updated; click the OK button on the right side of the screen.
- 11) To view the updated button bar, use the "crumb trail" located immediately beneath the top navigation tabs and icons to return to your course's entry page. Click on the course ID:



- 12) Check to see if the button bar has all of the modified buttons.

Control Panel Part2 (20 minutes)

You will first add the course description and course time and location information under Course Information, and then the Faculty Information by filling out web forms for each.



A. Copy course description text

- 1) Click on the **Control Panel** button at the bottom of the button bar to return to the Content Areas section.
- 2) Click on the minimize button in the upper right hand corner of the browser window to expose the desktop. Minimize any other programs you have open.

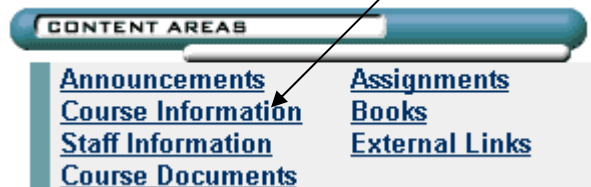


- 3) Double-Click the **BB-Workshop** folder
- 4) Double-Click the **ryan_description.txt** to open the file.
- 5) Once the file opens, highlight the text (Ctrl-A keyboard combination or drag your mouse across the entire text) and copy (Ctrl-C keyboard combination or choose Copy from the Edit menu) the course description and requirements.

- 6) Click Internet Explorer icon on the task bar (the task bar should be at the bottom of your screen) to re-activate the browser window and return to Blackboard. Once you've got Blackboard up again, make sure you are in the **Control Panel**.

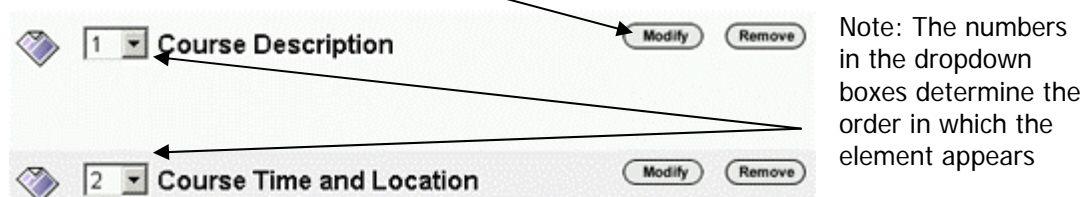
B. Add Course Description

- 1) Under CONTENT AREAS, Click on Course Information.



There are 2 default subcategories under Course Information, Course Description and Course Time and Location. You will fill in both of these.

- 2) Click on the Modify button for Course Description.



You should now see the Modify Content page, which is broken into 4 sections. You'll add the course description information to the first section, Content Information.

- 3) Type "and Requirements" after Course description into the small text box aligned with ". . . your own name."



- 4) Paste the copied course description (either Ctrl-V keyboard combination or Paste command under Edit menu) into the large box labeled Text – do not worry about the appearance of the text once you've pasted it in.

Text:

```
How has Hollywood handled the usual moral questions
posed etc.? What was
the relationship between Hollywood and the military
establishment and how
did it evolve etc.? In this class we will treat the war
films of Robert
Ryan as exemplary texts etc.
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- 5) Scroll to the bottom of the screen and click on the Submit button.
- 6) Click on the OK button of the Content Receipt page – you will be returned to the Course Information page.

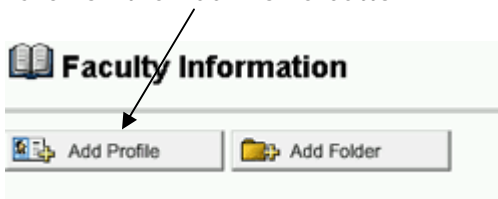
C. Add Course Time and Location

- 1) Click on the Modify button for the Course Time and Location section.
- 2) Type:
T Th 9-12
Dwinelle Basement

into the large Text page.
- 3) Click on Submit
- 4) Click on OK
- 5) Click on the OK button at the bottom of the Course Information page – you will return to the **Control Panel** page.

D. Add Faculty Information

- 1) Click on Faculty Information in the CONTENT AREA
- 2) Click on the Add Profile button



- 3) Fill out the text fields in the first section, Profile Information

1 Profile Information

Title:

First name:

Last name:

E-mail:

Work phone:

Office location:

Office hours:

Notes:

- 4) Scroll to bottom of the screen and Click Submit button.
- 5) Click OK on the Faculty Information Receipt page.
- 6) Click OK on the Faculty Information page.

E. View Changes

- 1) To view the updated course info, use the "crumb trail" located immediately beneath the top navigation tabs and icons to return to your course's entry page. Click on the course ID:




- 2) Click on Course Information in the course button bar.
- 3) Click on Faculty Information in the course button bar.
- 4) Click on Control Panel in the course button bar once you've verified your changes.

Control Panel Part3 (15 minutes)

You will continue the exercise by uploading the bibliography and syllabus, one a web page (**bibliography.html**) and the other a word document (**syllabus.doc**). The finished files are in the BB_Workshop folder.

- 1) Click on Syllabus in the CONTENT AREA section
- 2) Click on Add Item
- 3) Scroll down to the second section, Content Attachments, of the Add Content page
- 4) Click on Browse

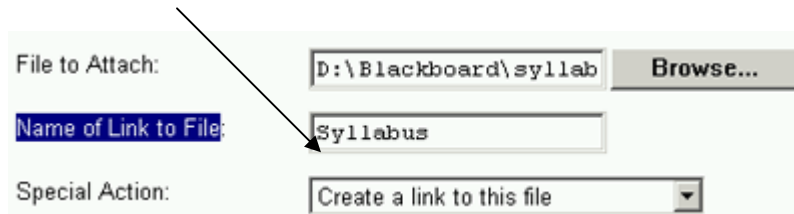


- 5) Click the down arrow once, then choose Desktop.
- 6) Double-Click the BB_Workshop folder.
- 7) Type syllabus.doc into File name box and then click Open



After clicking open, you should be back in the Content Attachments section

- 8) Type **Syllabus** into the Name of Link to File text box.



- 9) Scroll to the bottom of the page and Click Submit.
- 10) Click OK on the Content Receipt page
- 11) Click OK on the Syllabus page to return to the **Control Panel**
- 12) Click on Bibliography in the CONTENT AREAS section
- 13) Repeat the above process to attach the file bibliography.html.

Control Panel Part4 (5 minutes)

We'll now add a banner image to the course entry page.

- 1) Click on Course Images in the COURSE OPTIONS section of the **Control Panel**
- 2) Click on the second option, Course Banner
- 3) Click on the Browse button
- 4) Repeat the same steps you carried out to access the files you previously uploaded (syllabus.doc and bibliography.html). The file name you will need to enter is **gb3.jpg**
- 5) Click Submit, then OK on the successive pages until you return to the **Control Panel**.

Let's look at the 3 files you've just incorporated into the course. Any questions?

Communication and Collaboration Part1 -- Send an Announcement (5 minutes)

You will now send an announcement to all course participants.

- 1) Click on **Control Panel**.
- 2) In CONTENT AREAS, Click Announcements.
- 3) Click Add Announcement in the upper left corner
- 4) Enter Subject and Message of your choosing.
- 5) In section 2 Options Check Yes next to Always show this announcement on the course's main page.
- 6) Click Submit, Click OK.
- 7) Note that even though your announcement is labeled permanent, you have the option to remove it at any time.
- 8) View the Announcement from the course button bar.

Communication and Collaboration Part2 -- Manage Groups and send E-mail (15 minutes)

Using Blackboard's e-mail feature to its full capability requires that you manage the users of your course. You will designate a TA, Karen, for your class and create a group of users comprising her section. You will send emails to your TA and the Group you created.

All Users Mail and Create TA Role

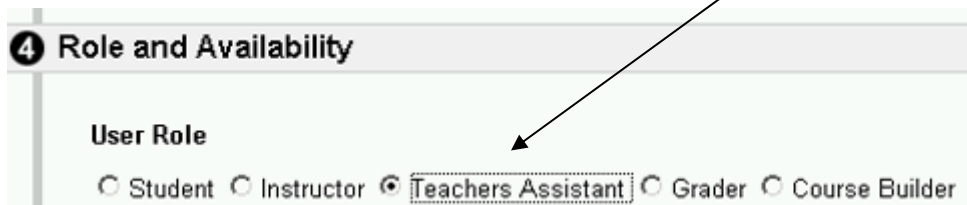
- 1) Return to the Control Panel
- 2) In the COURSE TOOLS section, click Send E-mail
- 3) Click on All Users, the first selection on the Send E-mail page
- 4) Scroll to the bottom of the page and click Cancel

- 5) Click All Groups or Teaching Assistants. You should see a message indicating that there are no users. Click OK twice
- 6) Click List/Modify Users in the USER MANAGEMENT section of the Control Panel.
- 7) Click the Search button, leaving the search box blank.



Leaving the search box blank returns a result of all users. You should see a roster of everyone associated with your course

- 8) Click on the Properties button to the right of Karen's entry.
- 9) Scroll down to Section 4, Role and Availability, and check the Teachers Assistant button



- 10) Click Submit. Click OK twice. You should be back in the **Control Panel**

Create Group and Send Mail

- 1) Click on Manage Groups.
- 2) Click on Add Group
- 3) Type Section 1 for the Group name and Karen's section for the Description.
- 4) Check each of the 4 boxes in the section 2, Group Options to enable those functions, including the group E-mail function.
- 5) Click Submit. Click OK once.
- 6) Click Modify

- 7) Click Add Users to Group
- 8) Click the Search button, leaving the search box blank as you did in the previous section
- 9) Check boxes for Karen and Oliver to add them to Section One.
- 10) Click Submit and OK twice.
- 11) Click Send E-mail again. Try both the All Teaching Assistants and Single/Select Groups options.

Final Questions?

Remember, to request a Blackboard site for your course, go to

<http://ets.berkeley.edu/LearningSystems/CourseWeb/courseRequestForm.htm>

To request help using your Blackboard site, fill out the help request form available from the ETS website:

<http://ets.berkeley.edu/LearningSystems/Consultation/helpRequestForm.htm>