



## **Customizing Your Course in BlackBoard Learn 9.1**

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# Getting Familiar with the Blackboard Screen

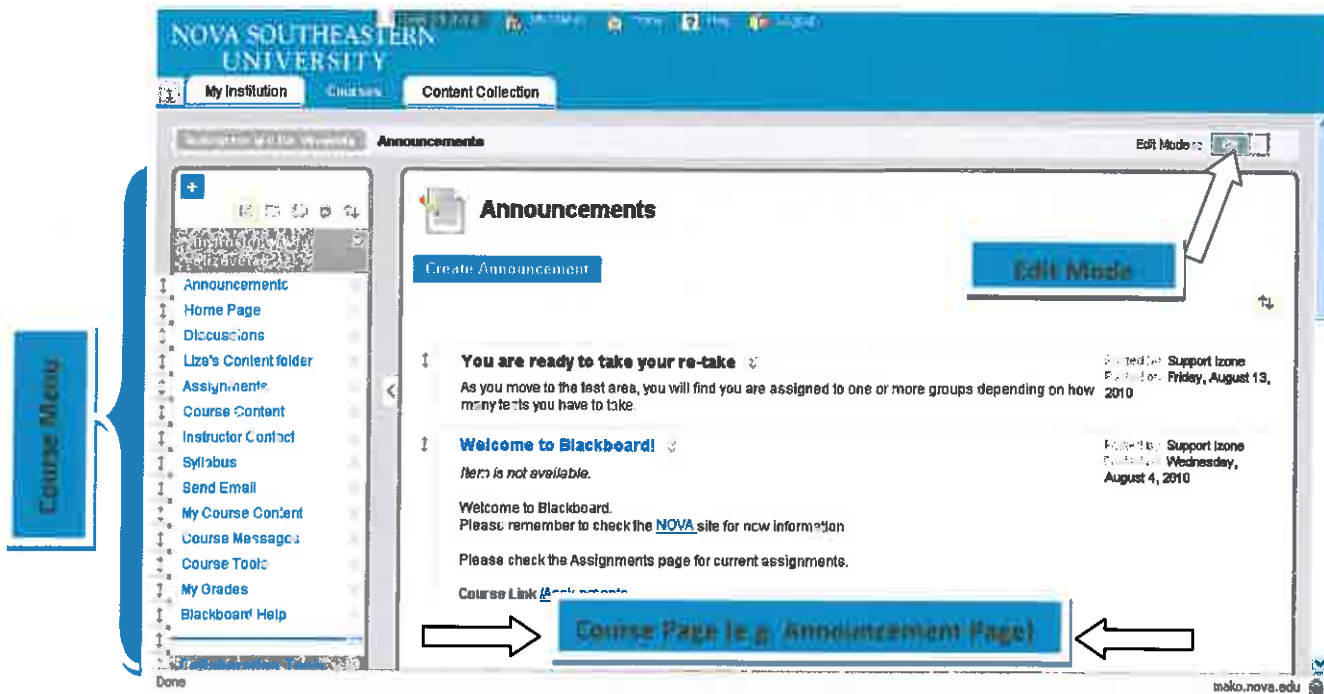


Figure 1: Getting Familiar with BlackBoard

## Create an announcement

1. With **Edit mode ON**, look on the left hand side and from the **Course Menu** click on **Announcements**
2. Click **Create Announcement** (See Fig. 1)

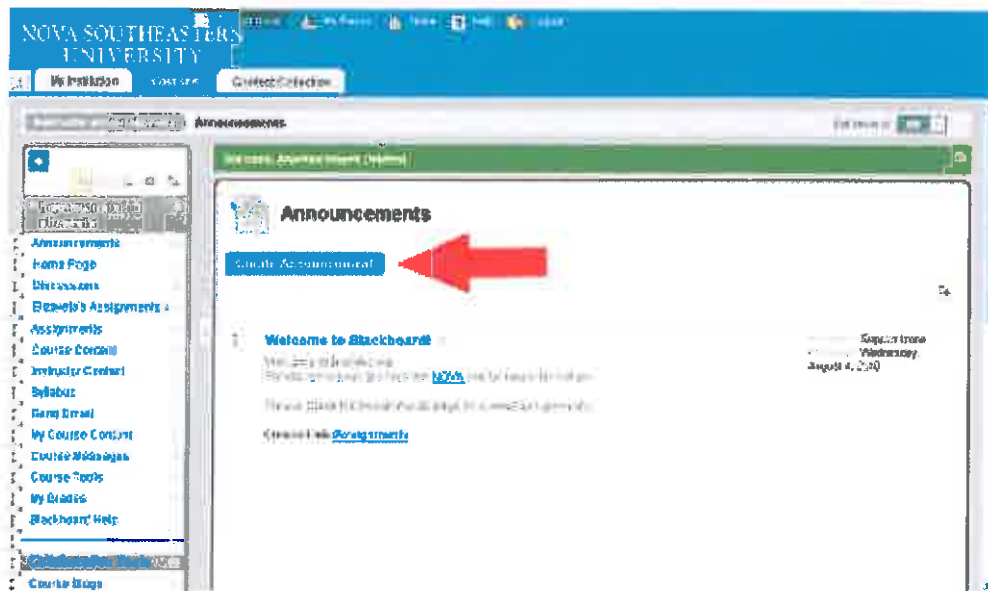


Figure 2: Create Announcement page

3. In the **Subject** text box, type the name of the announcement
4. In the **Message** text box, type the details of the announcement
5. **Option #2- Web Announcement Options**
  - Select the **Announcement Duration** as either **Permanent** by clicking on the radial button or as **Date Restricted** (See Fig. 3)
    - If you have selected **Date Restricted**, click in the box next to the **Display After...** option
      - i. Click on the mini calendar to set the desired announcement start date
      - ii. Click on the mini clock to set the desired announcement start time

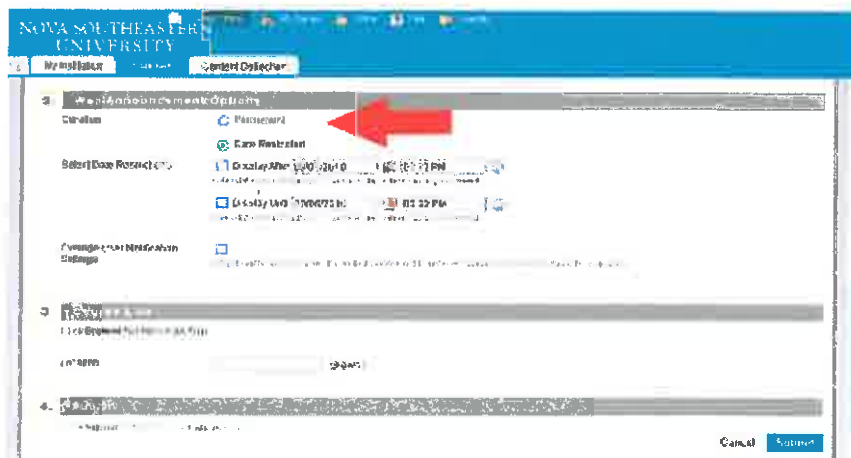
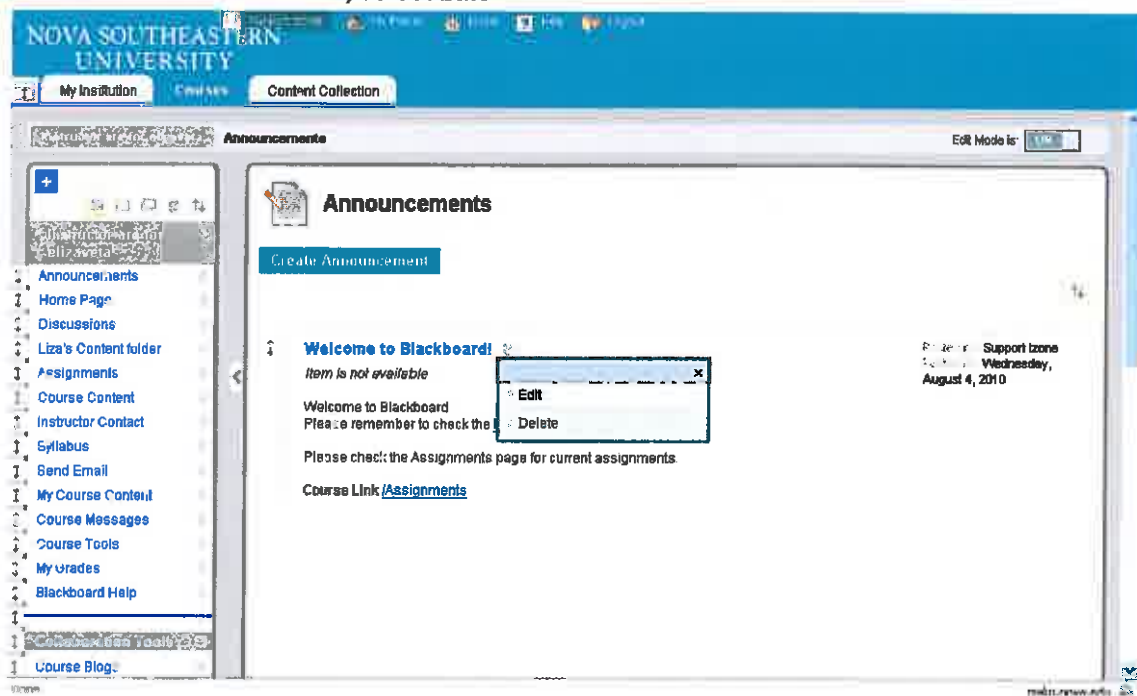


Figure 3: Option #2 - Web Announcement Options

6. *Option #3 – Course Link* - To add a direct link to an area (folder) within the course click on **Browse...**
7. From the **Select a Course Link** window, select the area that you would like to link to
8. Once selected, you are back at the **Create Announcement** page
9. Your chosen link will now be listed in the **Location** text box (*Option #3 – Course Link*)
10. Click **Submit**.

## Edit an announcement

1. With **Edit** mode **ON**, look on the left hand side from the **Course Menu** and click on **Announcements**
2. From the **Announcements** page, click on the chevron (drop down arrow) next to the name of the announcement as seen in Figure 3
3. From the contextual menu, select **Edit**



**Figure 4: Contextual menu to Edit Announcement**

4. From the **Create Announcement** page, make the desired changes to the announcement
5. Now click **Submit**

## Add a Page (Content Area)

1. With **Edit mode ON**, look on the left hand side and click on the **Add button** ( the “+” sign in the course menu)
2. Select **Create Content Area** (See Fig 5)

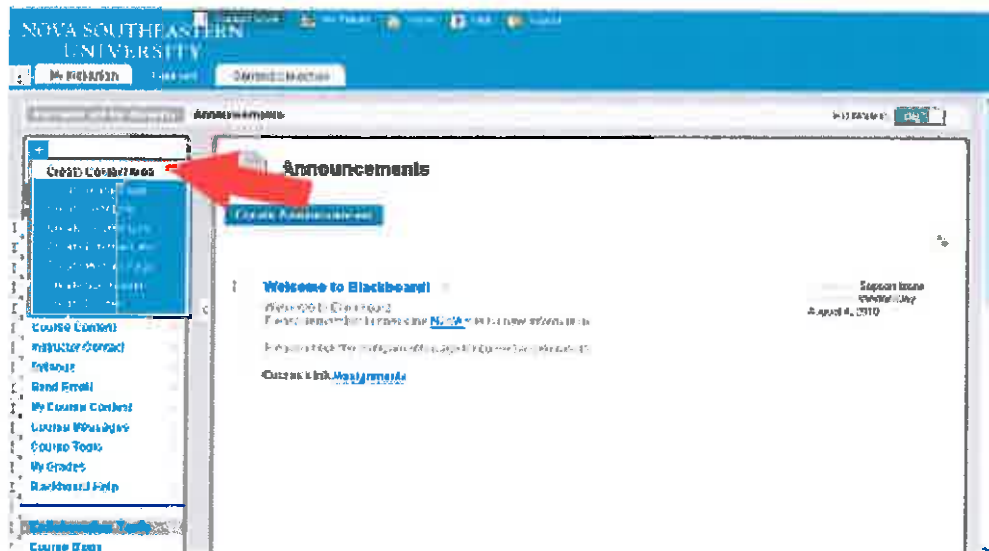


Figure 5: Add a Page on Course Menu

3. From the **Add Content Area** dialog box, type the name of the new page
4. Select **Available to Users**
5. Click **Submit**
6. The “new page” is located at the bottom of the Course Menu - **Scroll** down and locate the new page
7. Click on the **double arrow** on the left of the page name, keep holding the mouse and drag the new page to the desired location on the course menu
8. Now click on the new page link on the **Course Menu** to access the page

## Add a file on the page (content area)

1. With **Edit mode ON**, look on the left hand side and select the page (content area) you would like to add a new file
2. Click **Build Content**
3. Select **Create Item**
4. From the **Create Item** page, type the name of the Item in the **Name** text box
5. In the **Text** area, a detailed description or summary of the item can be placed here – *this is optional*
6. **Option #2** allows to attach a file:
  - First Option if file is already uploaded in the Institution Content area**
    - a. Click on **Browse Content Collection**
    - b. From the **Content Collection** dialog box, if the file is already uploaded as part of the course content, then navigate to the Institution Content, click on the + sign, and access the **Course Folder**

- c. From the **Course Folder**, click on **My Files** and place a check mark next to the specific file
- d. Now click **Submit**
- e. A dialog box appears confirming that users in the course will have read only permissions to this file, click on **OK**
- f. You are now back at the **Create Item** page, click on **Submit**

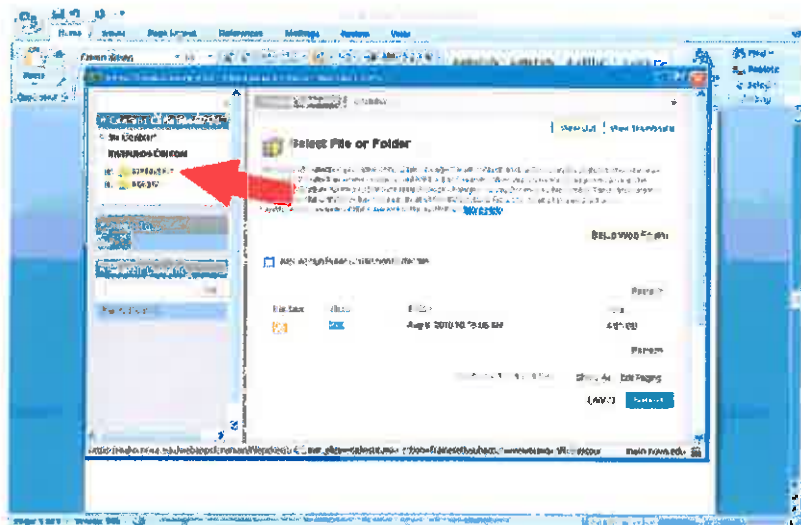


Figure 6: Locating file in the Institution Content

**Second Option for attaching a file if uploading to My Content**

- a. Click on **Browse Content Collection**
  - b. From the **Content Collection** dialog box, look to the left hand side and click on the drop down arrow next to **My Content**
  - c. With the **My Content** area expanded, click on the + symbol next to the **Users** folder – you will now see your username
  - d. Click on your username and looking in the middle of the page, you will see the option to **Upload**
  - e. Click on the **chevron/dropdown arrow** next to **Upload** and select **Upload Files**
  - f. Look to the top of the screen, and select **Single File**
  - g. Now click on **Browse** – this takes you to your computer, select the desired file and click on **Open**
  - h. Now scroll all the way to the bottom of the screen and click on **Submit**
7. You are now back at the **Create Item** page, now click on **Submit** – You have successfully added a file to your page

**Add URL**

1. With **Edit mode ON**, access page that you would like to place the URL – link to a website
2. Click on **Build Content** and from the drop down arrow/chevron, under **Create**, select **URL**
3. From the **Create URL** page, in the **Name** text box, type the name of the website
4. In the **URL** text box, type the exact address of the website

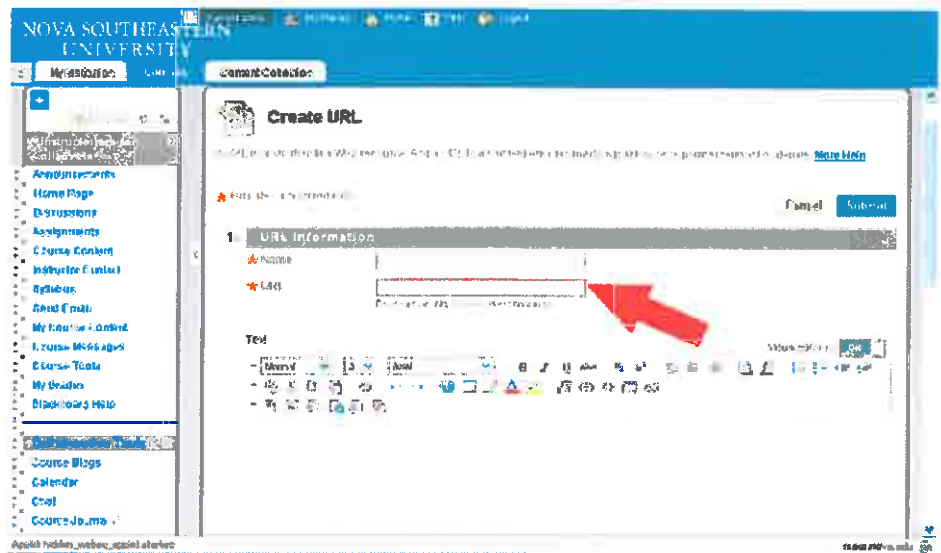


Figure 7: Add URL

5. In **Option #3** – you may choose to select the option to **Open In a New Window**
6. Now click on **Submit**

## Add an external link

1. With **Edit mode ON**, look on the left hand side, click on the **Add button** ( the “+” sign in the course menu)
2. Select **Create External Link** from the drop down menu (see Figure 7)
3. From the **Create External Link** dialog box, type the name the of the link, enter the **URL** (including the HTTP)
4. Click the check box to **Make Available to Users**
5. Click **Submit**
6. Scroll down and locate the new page on the **Course Menu** (you will find it at the bottom)
9. Click on the **double arrow** on the left of the page name and drag the new page to the desired location on the course menu

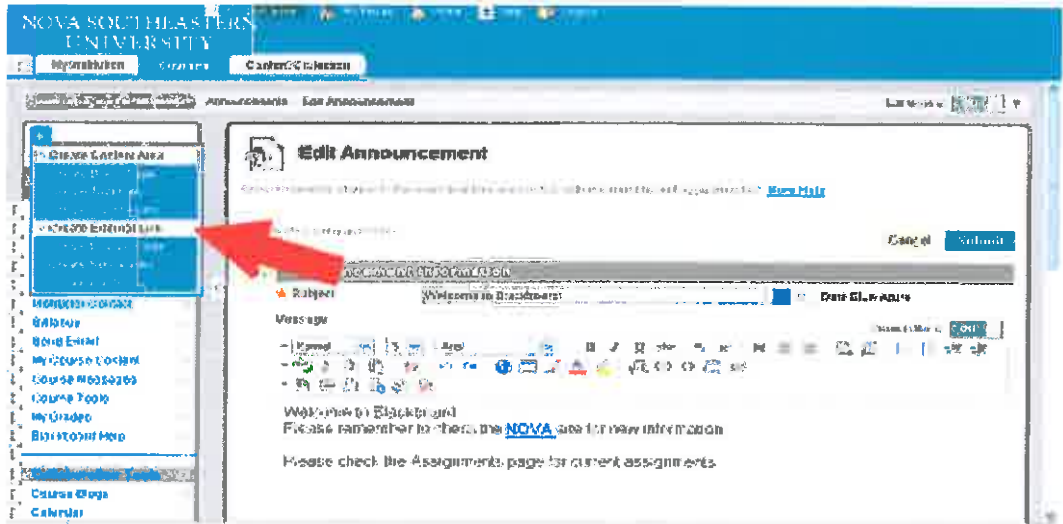


Figure 8: Create External Link

## Add Course link within a Content area

1. With **Edit mode ON**, look on the left hand side and select the page (content area) you would like to add new link to
2. Click **Build Content**
3. Select **Course Link**
4. From the **Create Course link** page, click



Figure 9: Add a Course Link



### Browse

- From the **Select Course Link** dialog box, select desired link
- In the **Description** text box, give instructions if needed (this is optional)
- Fill in the options:
  - Click **Yes** to Permit users to View this content
  - Click **Yes** to track number of views *if needed*
  - Select the **date and time restrictions** *if desired*
- Click **Submit**

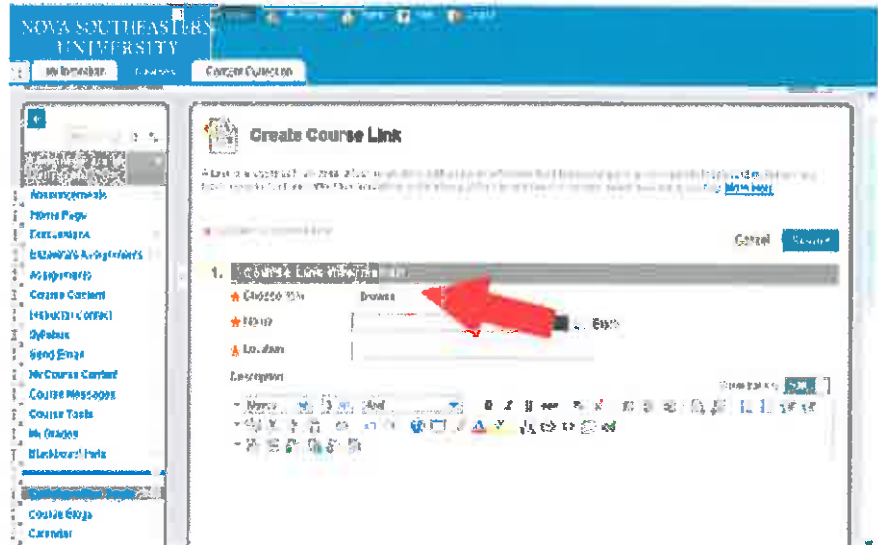


Figure 10: Create course link

## Create a Discussion Forum

- With **Edit mode ON**, look on the left hand side on the **Course Menu** and select **Discussions**
- Click **Create Forum**
- From the **Create Forum page**, type the name of the forum in the **Name** text box
- Type instructions for the forum in the **Description** text box
- Option #2 - Availability**
  - Click **Yes** to make forum available to the users
  - Select desired **date and time restrictions** or leave blank
- Option #3 - Forum Settings – select to allow the following options:**
  - Allow users to reply with a quote
  - Allow file attachments
  - Allow members to create new threads
  - Subscriptions – Do not allow subscriptions
  - Grade – select Grade Forum and enter points possible if this is a Graded Forum**

- Click **Submit**

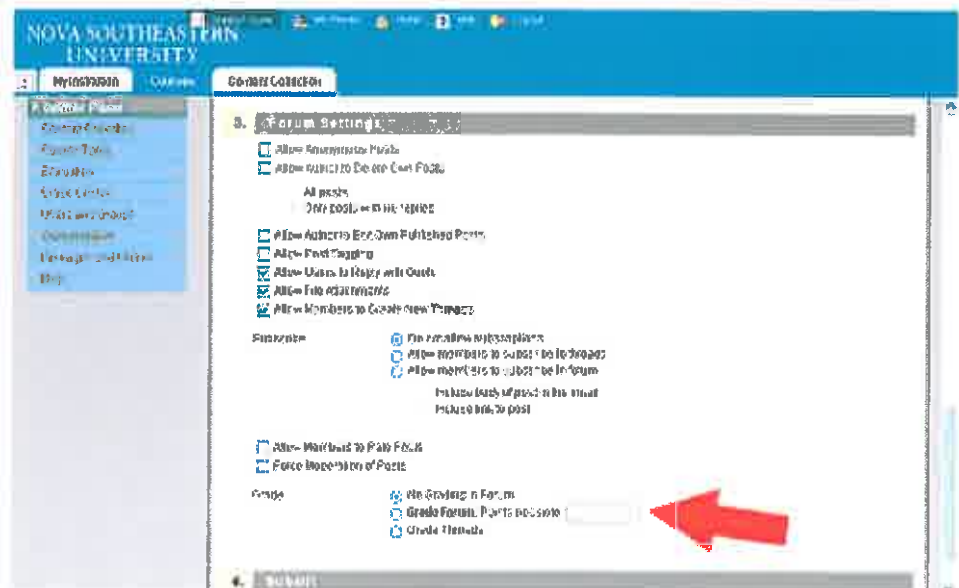


Figure 11: Forum Settings

## Create a Thread

1. Click on the desired **Discussion Forum**
2. Click **Create Thread**
3. From the **Create Thread** page, in the **Subject** text box, type name of thread
4. In the **Message** text box, place additional information
5. Click **Submit**

## Create an Assignment

6. With **Edit mode ON**, look on the left hand side on the Course Menu and select the **Assignments** page
7. From the **Assignments** page, click on **Create Assessment** and select **Assignment** (See Fig 12)

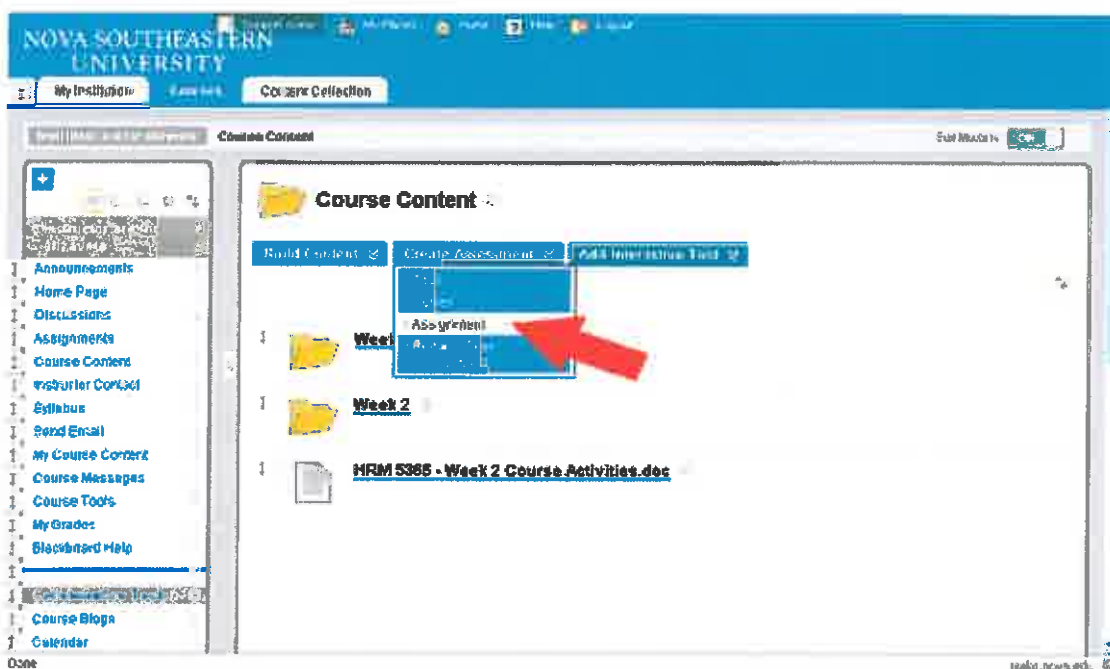


Figure 12: Create an assignment

8. From the **Create Assignment** page, type name of the assignment
9. In the **Instructions** text box, place assignment instructions
10. **Option # 2 - Assignment Files** - allows for attachments – *this is optional*
  - If desired, see instructions for adding a file to a page to upload file as an attachment
11. **Option # 3 – Grading** - Enter the number of points you would like to give for this assignment
12. **Option # 4 –Availability**
  - must be selected to make the assignment available to users
  - Number of attempts – select single attempt (additional attempts are possible on an individual need)
13. Select the **date and time restrictions**
14. **Option # 5- Due Dates** –select desired select due date and time
15. **Option # 6 –Recipients** - Select All Students Individually (*unless it is a Group Assignment*)
16. Click **Submit**

## Edit an assignment

1. With **Edit mode ON**, look on the left hand side on the Course Menu and select the **Assignments** page
2. From the **Assignments** page, access the assignment to be edited
3. Click on the drop down arrow/chevron next to the title of the assignment
4. Select the **Edit** option (See Fig. 13)

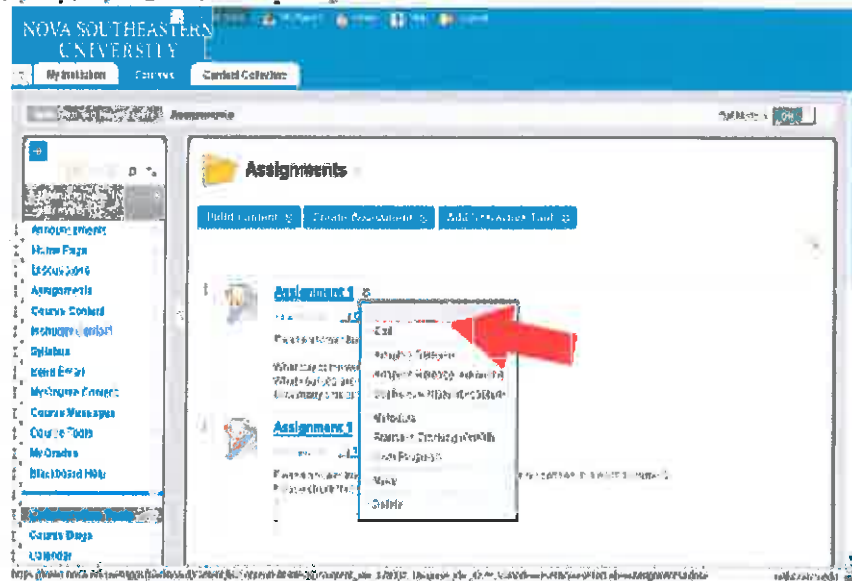


Figure 13: Edit Assignment

5. From the **Edit Assignment** page, make the necessary changes e.g. change the due date as seen in Figure 14

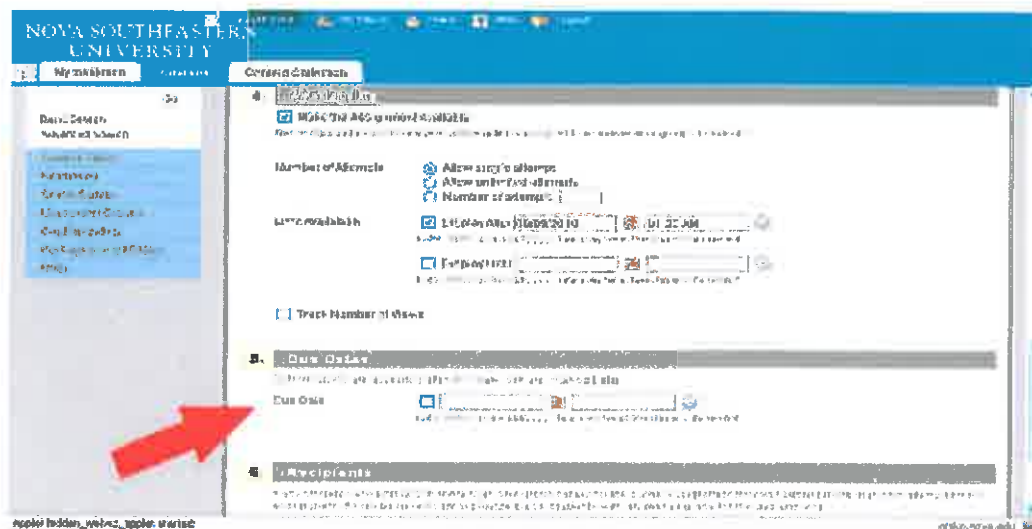


Figure 14: Change due date

6. Click **Submit**

## Access the Grade Center

1. To access the Grade Center, from the **Course Menu**, scroll down to **Control Panel** and click **Grade Center**
2. Click **Full Grade Center** as seen in Figure 15

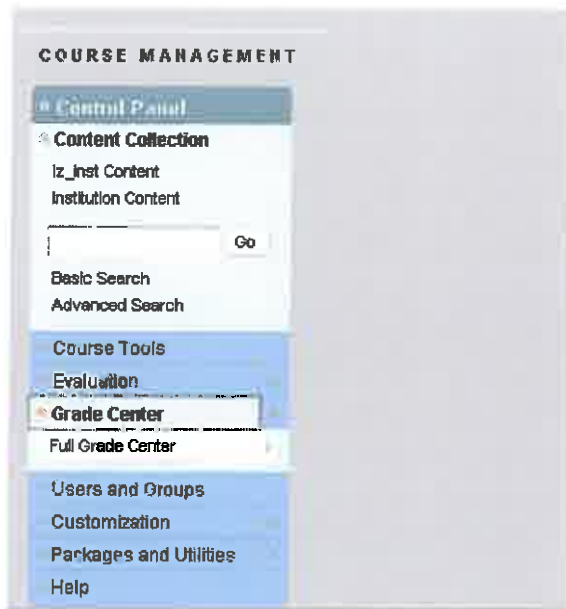


Figure 15: Access Full Grade Center

3. From the Full Grade Center page as seen in Figure 16

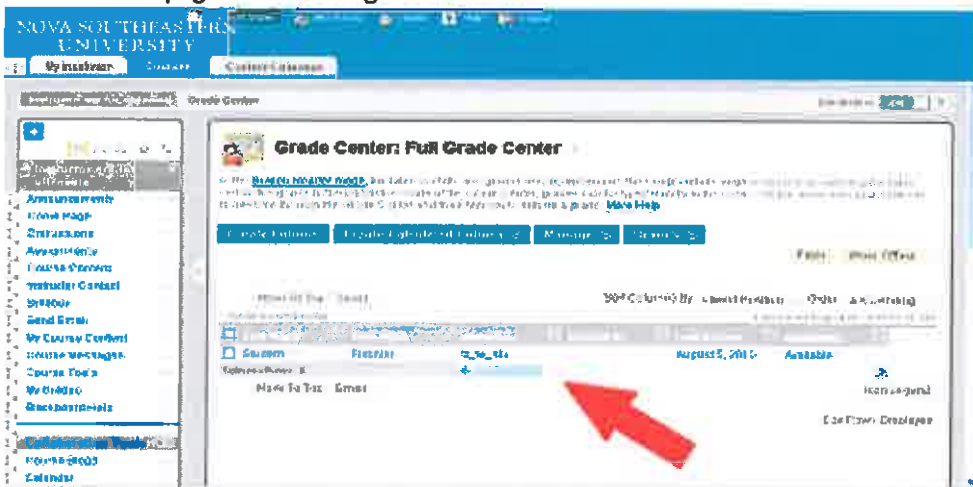


Figure 16: Full Grade Center View

4. Students can be listed alphabetically
5. Use the scroll bar at the bottom to scroll to the right to view all columns (See Fig 16)
6. To grade an assignment, locate the column with the specific assignment click on the chevron next to the assignment
7. Select the attempt
8. Access the assignment

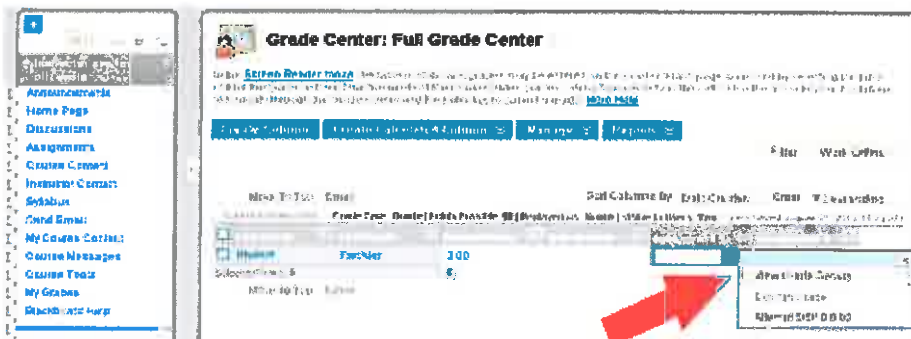


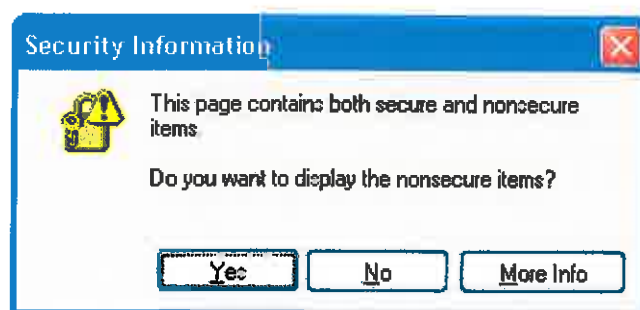
Figure 17: Access assignment attempt

9. You will be directed to the **Grade Assignment** page
10. Enter the grade and feedback to student
11. Click **Save and Exit** (to go back to the **Grade Center**)  
OR
12. Click **Save and Next** (to be directed to the assignment page of the next student in your grade book)

## Live Classroom – create a room

1. From **Edit Mode**, click on Wimba Live Classroom (on the left-hand side –the Course Menu)

2. Click on **Yes** – if the **Security Information** dialog box appears



3. From the List of Archives and Room page, click on **Create Room**

4. From the Create Room page, please do the following:

- a. In the **Title** text box: type the name of the session
- b. In the **Description** text box: type a description if needed (this is optional)
- c. Select the Type of room
  - i. Presentation tools available only for instructors
  - ii. Presentation tools are available to both students and instructors

5. **Option 2** – allows for **Media Settings** – click on the arrow next to **Student Privileges and Video Bandwidth** to expand and view options available – choose desired options
6. **Option 3** – allows for **Room Features** – click on the arrow next to **Breakout Room Options and Other Room Attributes** to expand and view options available – choose desired options
7. **Option 4** – allows for **Chat Settings** – click on the arrow next to **Chat and Private Messaging** to expand and view options available – choose desired options
8. **Option 5** – allows for **Access Settings** – click on the arrow next to **Maximum users and Guest Access** to expand and view options available – choose desired options
9. **Option 6** – **Submit**

10. Click on **Submit** at the bottom right hand corner of page
11. From the **Create Room Receipt** page, click on **OK**
12. Your room is now on the **List of Rooms and Archives**
13. From the **Wimba Classroom** page, click on **Enter Room** to start Live Wimba Session

***Additional Options available from the Wimba Classroom page***

1. Click **Add to Calendar** and the event will be placed in the Blackboard Course Calendar
2. Click **Add to Announcements** and an announcement will be posted
3. Click **Add & Manage Content** *in preparation for the live classroom session*
4. Click **Edit Settings** if any changes are needed for the room
5. Click **Advanced** to create and access reports if needed

## **Schedule an Elluminate session**

### ***Adding the Elluminate Link to the Course Menu***

1. With **Edit mode ON**, click on the + symbol at the top of the Course Menu
2. Click on **Create Content Area**
3. From the **Create Content Area** dialog box, type **Elluminate Sessions**
4. Click on **Make Available to Users**
5. Click on **Submit**
6. The new link is now placed at the bottom of the Course Menu, drag and place desired position

**NOTE: To delete the prior Elluminate page placed in course, click on the Course Menu and from the chevron/drop down arrow next to the link, select *Delete***

### ***Schedule an Elluminate Session***

1. Click on the **Elluminate Sessions** page
2. From the middle of the screen, towards the upper right hand side of the screen, click on **Add Interactive Tool**
3. Click on **Elluminate Live**
4. From the **Course Information – Elluminate Live Sessions** page
5. Click on **Create Elluminate Live Session**

- 1) **Session Name** – type name of session e.g. Week One Chat
- 2) **Schedule** – Using calendar, select Start date time and end date time
- 3) **Advanced Session Settings** (Click on + sign to expand)
  - i. **Choose repeat session** (if you would like to repeat this session e.g. for weekly chat sessions)
  - i. **Set Boundary Time** (this is the number of minutes prior to scheduled start of session that a participant can join the session)
- 4) **Session Access** – Select Course
- 5) **Session Participants and Moderators** – this is optional as Instructor is the Moderator by default
- 6) **Session Attributes**
  - i. **Session recording** – click on drop-down arrow and choose either Automatic, Disabled or Manual

2. Click on **Submit**

3. Back at the **Create Elluminate Live Session** page, you have the option to send an email to the users in the course – this is **OPTIONAL**.

4. Click on **OK**

### **Link Elluminate Live Session in course**

1. You are now back at the **Course Information – Elluminate Live Sessions** page where the Elluminate Live Session will be listed as seen in example below

<u>Session Name</u>	<u>Moderator</u>	<u>Start Date</u>	<u>End Date</u>	<u>Type</u>	
Week One	IZone Instructor	Aug 17, 2010 7:00 PM	Aug 17, 2010 8:00 PM	Course	<a href="#">Add</a>

2. Click **Add**

3. From the **Add Link: Elluminate Live Session** page, in the **Description** text box, type instructions/description of the Elluminate Session

4. A comment may also be added in the **Comment** text box

5. **Course Requirement** – choose either **Required** or **Suggested** as desired

6. **Option #2**

a. **Available** – select **Yes**

b. **Date Restrictions** – select desired beginning date and time (*NOTE: this will display the link to the Elluminate session but will NOT allow them to join the session until the scheduled date and time*)

7. Now click on **Submit**

## Copy Files from WebCT

1. Access your WebCT course
2. From your WebCt course, access the **Control Panel, Manage Files**

3. Using the check box next to the files, select the specific files that need to be copied

4. Once the files have been selected, look to the right hand side and under **Options: Files**, select the option to **Zip** the files

5. From the **Zip files pages** in the **Filename textbox**, type the name of the zipped file (this will be used to identify the newly created zipped file)

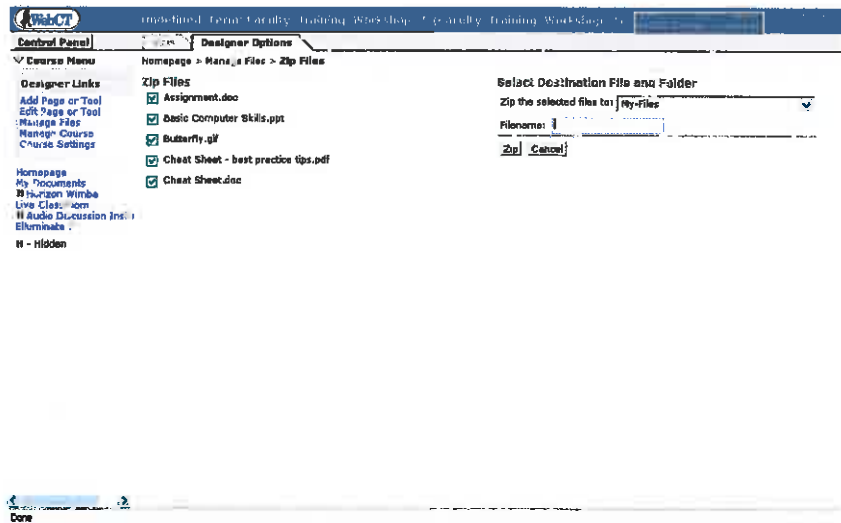


Figure 18: Zipped Files page

6. Click on **Zip**
7. Once files are zipped, you are back to the **Manage Files** page
8. Identify the zipped file, and place a check mark in the box on the left hand side of the zipped file
9. From the right hand side, under the **Actions Pane**, click on **Download**
10. From the **Download File** page, click on **Download**
11. From the **File Download dialog box**, click on **Save** (choose location on computer to save file)

## Upload files in Blackboard

1. Access your Blackboard Course
2. From the **My Institution** page, click on **Content Collection**



3. Look to the right hand side, and click on **My Content**

4. Click on the + symbol next to the **Users** folder – this expands and identifies the user’s individual folder

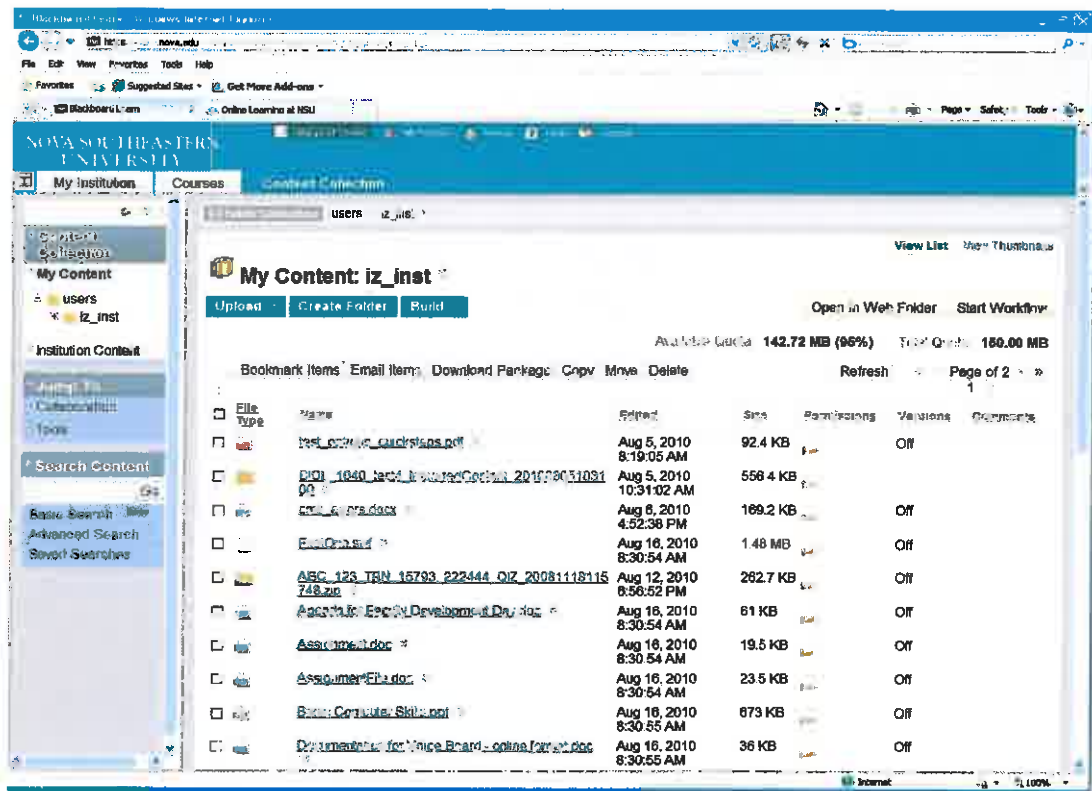


Figure 2: My Content dialog box in BlackBoard

(your NSU username) as seen in Figure 2

5. Looking in the middle of the page known as the Content Area , there are three icons – **Upload**, **Create Folder**, and **Build**
6. Click on chevron next to **Upload**
7. Select **Upload Package**
8. From the **Upload Package** page, click on **Browse** (Note: you may select the option of overwriting an existing file if desired)
9. Access the saved zipped file, and click on **Open**
10. Click on **Submit**

**\*NOTE:** Using the Upload Package option will upload a ZIP file AND unpack the contents in this folder