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 Users - Lookup User ID**.

   Encourage students to use the help section for assistance in finding their User ID, resetting their password and finding Blackboard tutorials.

Making Course Available to Students

On the My Institution tab, the "My Courses" module includes links to all of your courses, as in this example:

QM: Making the Grade *(unavailable)*

"(Unavailable)" indicates the course is not available to students (instructors can access it freely). To make it available:

1. From the Control Panel, expand **Customization**.
2. Select **Properties**.
3. Under **Set Availability**, select **Yes**.
4. Click **Submit**.

Navigation Tools

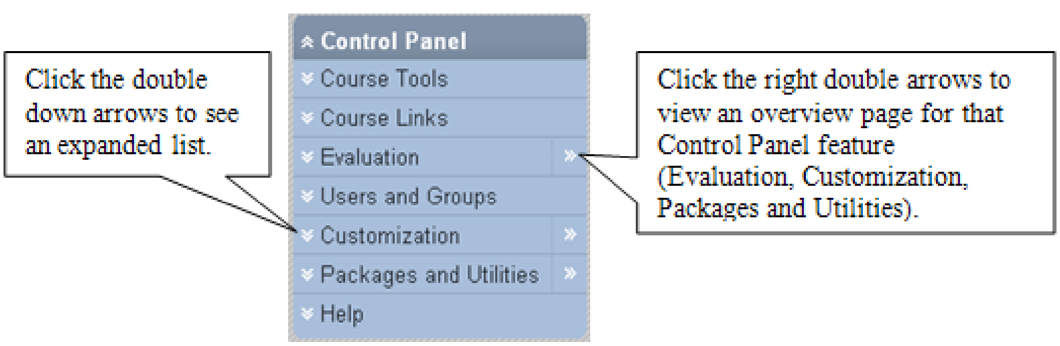
There are three ways to navigate in Blackboard:

- **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 (instructors only).
- **"Breadcrumb Trail:"** Path showing where user has visited.

Functions of Control Panel

The **Control Panel** is found under the Course Menu. Each option on the Control Panel is accessed by clicking its title. The Control Panel contains the following areas:

Course Tools: links for multiple items that can be added to the course including announcements, contacts, discussion board, messages, SafeAssign, email and tests/surveys.
Course Links: links to the content collection and course portfolios.
Evaluation: links to the early warning system, grade center, performance dashboard and tracking reports.
Users and Groups: links to users and groups.
Customization: links to guest and observer access, properties, style and tool availability.
Packages and Utilities: links for multiple items including check collection links and course copy/archive/import.
Help: links to the user manual and tutorials.



Managing the Course Menu Items

To **add** an item to the course menu:

- Use the plus sign (create item) icon located at the top of the course menu to add links, modules, tools and content areas.

To **rename** a course menu item:

- Select the item's double down arrow and select Rename Link from the menu.

To **delete** a course menu item:

- Select the item's double down arrow and select Delete from the menu.

To make a course menu item **invisible** to students:

1. Select the item's double down arrow, and select Hide Link from the menu.
2. You will see a box with a slash through it, indicating the course menu item is not visible to users.

Course Content Choices

Steps to follow when adding most types of content:

1. From the course menu, select the Content Area (e.g. Course Content).
2. Select the desired type of content (item, assignment, test, etc.) from the action bar.
3. Enter a name for the Item, assignment, test, etc.
4. Add descriptive text.
5. Set availability options.
6. Click Submit.

Here are your choices on the action bar:

To Add:

Create Item—Select if you want to create an individual "stand alone" piece of content.
Build—Select if you want to create folders, external and internal links, learning modules.
Evaluate—Select if you want to create links to tests, surveys, assignments, SafeAssignments and self and peer assessment.
Collaborate—Select if you want to create links to a discussion board, chat, virtual classroom, groups and blogs/journals.
More—Select to create links to WIMBA voice tools such as voice email, authoring and boards.

See the separate section ("Creating Assessments") for steps on creating and deploying a test.

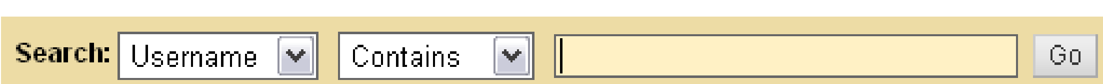
User Management

To search for a student's name, email address or Bb username:

- From the Control Panel, choose **Users and Groups>User.**

Here are the Search options:

- Quickly list all users by selecting 'not blank' and clicking the **Go** button. You can also search all users by selecting 'username' 'contains' %.
- Find a student using 'last name' or 'first name' 'contains.'



Copying Content to Another Course

To "reuse" a course:

1. From the source Control Panel (the course that contains the content), expand **Packages and Utilities** and click **Course Copy**.
2. Click the Browse button to find the course you want to copy into (the destination course).
3: All courses you have access to will display. Click the radio button for the desired course and click **Submit**.
4. Select all items to ensure the links are maintained.
5. Click **Submit**.
6. You will receive a confirmation email once the copy is complete.

Copying or Moving Content Within a Course

To copy selected content within the course:

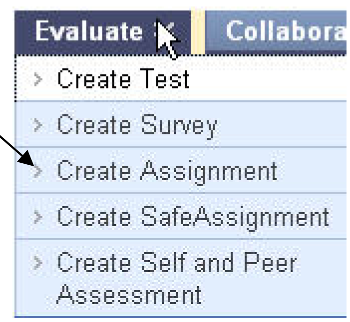
1. From the course menu, select the **Content Area** you wish to copy.
2. Select **Copy** from the double down arrows for the desired content item.
3. Click **Browse** to locate the **Destination Folder.**
4. Select the **Location** (click the + to expand an area, if necessary).
    - To move the item (similar to cut and paste), click **Yes** to *Delete 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 **Grade Center** 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. From the Evaluate drop-down menu, choose **Create Assignment.**
2. Type a name for the assignment.
3. In the **Text Box Editor,** add the instructions.
4. Add any assignment files (attachments).
5. Enter the number of points possible.
6. Set availability, number of attempts and tracking options.
7. Set the assignment due date.
8. Set the intended assignment recipients (individuals or groups).
9. Click **Submit**.

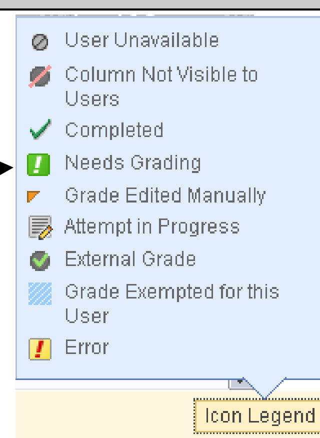


Grading with the Assignment Manager

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

To grade assignments created via the Assignment Manager:

1. Go to the **Grade Center**. Ungraded assignments will appear as a green "!" (exclamation point).
2. Click the double down arrows in the cell.
3. Click View Grade Details.
4. Click Open Attempt to see the submission history and to view the student's work.
5. Enter a grade for this attempt and optionally provide written feedback or attach a file for the student to view.
6. Click **Submit** and then **OK** to return to the Grade Center.



Creating and Managing Announcements

Creating Announcements: Students will see announcements when they enter the course. Announcements appear in chronological order by posting date, with most recent on top.

1. From the Control Panel, click **Announcements** under Course Tools.
2. At the top of the page, click on the **Create 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, send an email with a link to the announcement and/or create a link to a course menu choice.
6. Once choices are completed, click **Submit.**

Viewing Announcements: There are three methods from which to choose:
1— View only course announcements with the most recent (and permanent) on top,
2— View all announcements (including system announcements), or
3— View only system announcements.

You must have edit mode 'off' to see these viewing options.

Note: To change the order of announcements, click the small reorder announcements icon. Select the announcement to move, and use the up and down arrows to change the order. Alternatively, you can drag and drop the announcements to a new order. The announcement posting date will not change even if the order of the announcement is modified. You must have edit mode 'on' to see these editing options.

Creating Assessments

There are two types of assessments: tests and surveys. Surveys are not graded, there are no point values and they are anonymous.

Using Tests:
1. From the Control Panel, select **Test, Surveys and Pools** under Course Tools.
2. Select Tests.
3. Select the **Build Test** option.
4. In *Test Information,* enter the name of the test or quiz, description, and instructions.
5. Click **Submit.**
6. In *Test Canvas*, establish types of questions desired using the **Create Question** menu.
7. Input questions, point value and feedback.
8. Click **Submit** and **OK.**

Deploying a Test:
1. In desired Content Area, click **Evaluate>Create Test.**
2. Click on desired test, then click **Submit.**
3. Modify the test options (make sure the test is available).
4. Click **Submit.**

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

Using Surveys:
1. From the Control Panel, select **Test, Surveys and Pools** under Course Tools.
2. Select Surveys.
3. Use the Survey page to create, add or modify surveys. Follow the same steps described for tests.

- Surveys provide no right or wrong answers. Responses can be viewed in the Grade Center.
- You must deploy a survey from a Content Area to make it available (see "Deploying a Test").

Using the Pool Manager: Questions can be saved in a pool and selected from that pool.
1. From the Control Panel, select **Test, Surveys and Pools** under Course Tools.
2. Select **Build Pool.**

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. Be sure to assign a category and keywords for the questions; this 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.

- The first icon is used to attach text/data files. (It can be used for all other types as well.)
- The second icon is used to attach images/pictures.

To Attach 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: Click Here for the handout.
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.

To Attach Images:

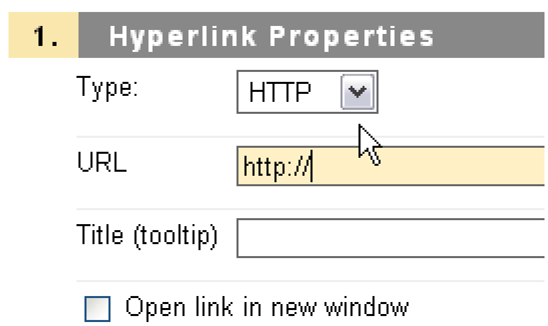
1. Place the cursor where you want to insert the file.
2. Click **Attach Image** on the third row.
3. Click **Browse** to find and choose the desired file.
4. Set *Image Options* or leave blank and resize image in text box.
5. Enter brief description of image under *Alt Text*.
6. Click **Submit**, then 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
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 space after the URL turns it into a hyperlink (e.g., http://www.maricopa.edu).



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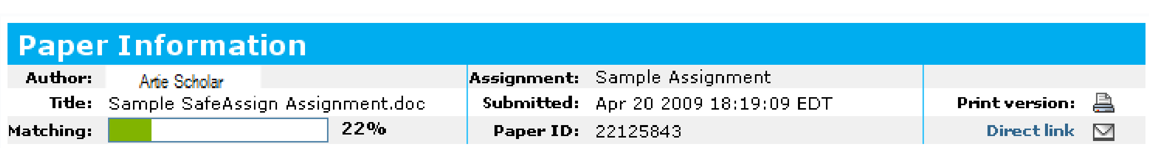
Using Link Checker

Link Checker (available through the Control Panel) checks the validity of a website that has been added as an External Link to a Content Area. The Link Checker automatically examines every link added to any content area as an External Link. It will not check links entered into such as through the text box editor, Discussion Board, uploaded Word documents, etc. The Link Checker will display all links and their status.

SafeAssign

Prevent and detect student plagiarism, available through any Content Area in your course.



1. From the Evaluate menu on action bar, choose **SafeAssignment**.
2. Enter a name, points possible, instructions, alter the other options as desired, then click **Submit**.

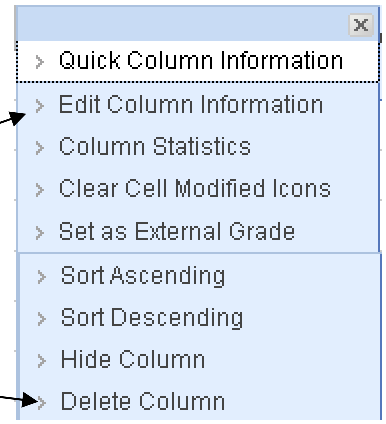
- Click **Yes** for *Draft* if you want students to check their own assignment before submitting final version to you.

Working With Grade Center

From the Control Panel, choose **Grade Center** under Evaluation. Here is the action bar:

Adding a Gradebook Column:

1. Click **Create Column** from the action bar.
2. Enter the **Column Name** and **Points Possible** (required items).
3. Decide the display options ("secondary" appears in parentheses in cell) and category.
4. Due date displays for students in "My Grades."
5. Once choices are completed, click **Submit**.



Modifying a Grade Column's settings:

1. In the column heading, click the down arrow symbol, then choose **Edit Column Information.**

Deleting a Grade Column:

1. In the column heading, click the down arrow symbol, then choose **Delete Column** (not available for linked items).

Entering a Grade Directly in the Cell:

1. Click to select the cell, enter the score and press Enter (do not use for linked items).

Entering Grades for Blackboard-generated Tests and Assignments:

1. Click on the down arrow symbol for the specific student grade cell.
2. Click **View Grade Details.**
3. Click **Open Attempt.**

TIP: From the Grade Details page, use the black arrows (upper right) to easily move from student to student.

Reordering the Grade Columns:

1. From the **Manage** menu, choose **Column Organization.**
2. From the column organization icon located in upper right side of the screen, select the desired column and move it up and down.
3. Click **Submit.**

Downloading Grades

It is important to download your grades for each class so you have a backup record. **Bi-monthly downloads are recommended.** Grades can be saved to your My Documents folder on your computer. The default name for the file includes the "Course ID" for the course and the date & time — this can be changed, if you wish. You can open and view the grades in MS Excel.

1. From the **Work Offline** menu in Grade Center, choose **Download.**
2. Leave the defaults as is, then click **Submit.**
3. Click **Download** and **Save** from the subsequent Windows message.
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.)

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) From the Control Panel, choose **Packages and Utilities>Export/Archive Course.**
2) Click the **Archive** button.
3) Click **Submit.** A message appears, indicating that you'll receive an email when the archive is done.
4) Click the archive file to download it to your computer.

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:

1. From the Control Panel, expand Course Tools and choose **Discussion Board**.
2. Click on the course title to access the course discussion board.
3. Click **Create Forum** button.
4. Enter the **Name** and **Description** (instructions to students).
5. Set the forum availability and date restrictions.
6. Set the forum settings (including allowing anonymous postings, allowing edits and/or deletion of their own postings and grading). Other options are also available.
7. Click **Submit**.

To create (post) a message (or “thread”):

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

To reply to a thread:

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

To manage discussion board postings:

- Click the double down arrow next to each posting and use the menu options (see image to the right).

To link to an existing discussion forum:

1. In a Content Area, click **Collaborate** drop-down menu and choose **Create Discussion Board** link.
2. Select the existing forum and click **Next**.
3. 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.

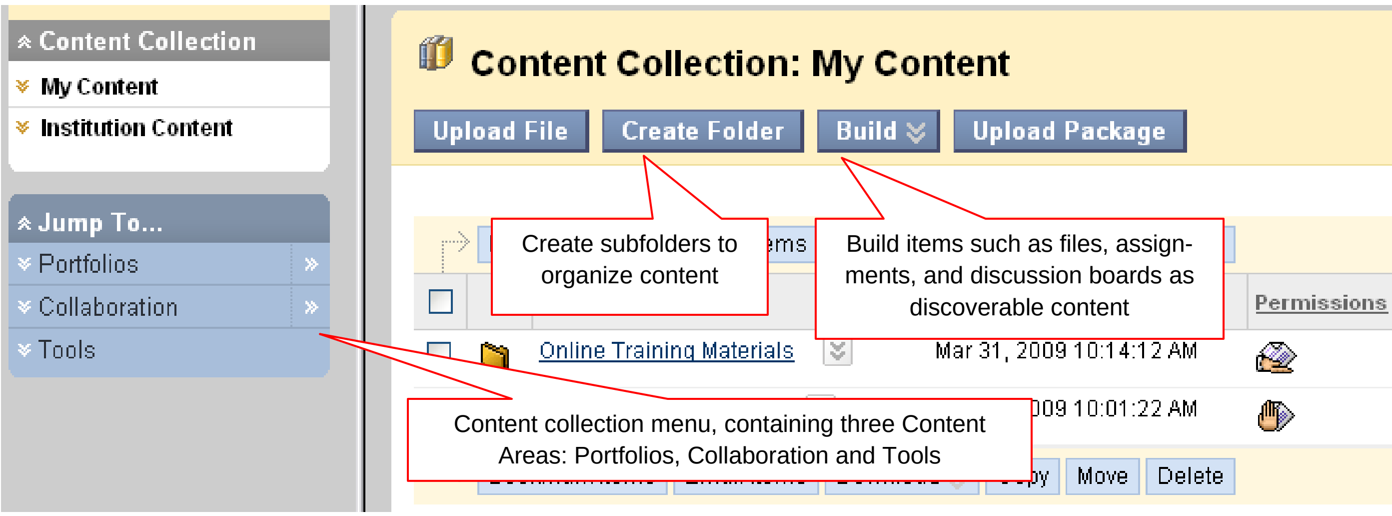
To create a Collaboration session:

1. From the Control Panel, expand Course Tools and choose **Collaboration**.
2. Click the **Create Collaboration Session** button.
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**.
6. Click the link to join the session.

Content Collection

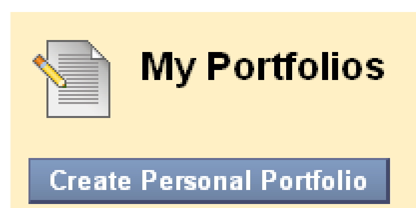
The Content Collection is a file management and sharing system. It is accessible from the Content Collection tab. All Blackboard users have access to the content collection. Users can load files to the content collection and link one file to multiple courses; this helps save server space. Changes can be made to files on the content collection, and those changes are automatically reflected in the classes. This helps save time - instead of removing the file and re-uploading it, faculty only have to update the file on the content collection.

It can also be used for 'institution content' in which departments (such as the Library) can share files with multiple instructors via the permissions feature. Content collection has a web folder (WebDAV) environment, in which a user can load entire folders of content via simple drag and drop or copy and paste. Not only can you load a folder of content, but you can also link students to a folder of content. You have two main content storage areas: My Content (files related mainly to your courses) and Institution Content (shared files across disciplines or colleges).



Portfolio

Assess student learning and plan career paths with this tool (within Content Collection). The portfolio allows the instructor and students to create special items that can be shared between instructor and student, or even between students.



A portfolio can contain representations of work completed during a student's course of study. The portfolio can be exported as HTML pages for use outside of Blackboard.

Scholar

Scholar is a social bookmarking tool that works inside and outside of Blackboard courses. As an instructor, you can integrate your bookmark collections and searches into your courses, through any content area.