

Blackboard Learn 9.1



Blackboard

Getting Started Guide For Faculty

**Created by the
Oregon Tech Online staff**

Logging into Blackboard

Web Address: Login to MyOIT or go directly to Blackboard at <http://online.oit.edu>

Username and password: same as your Oregon Tech email/MyOIT/computer login

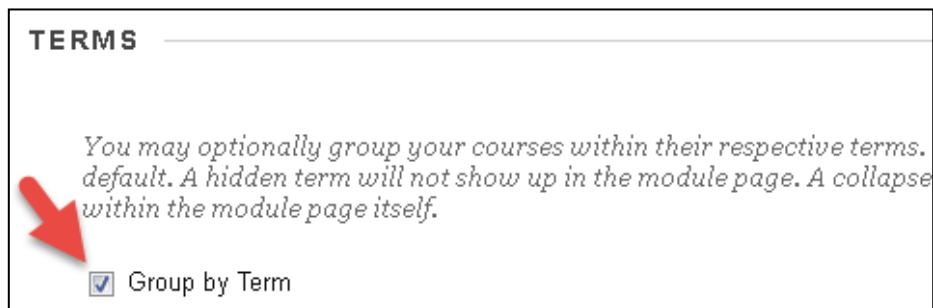
Organizing your class list

If you like, you can separate your classes into terms, move individual classes around and select what items are displayed on your navigation page directly under each class, such as announcements and calendar items. Note that Announcements, Calendar items and Tasks will already be listed in a box on the right side of your entry page, so you may not want to also have these items displayed under each class title. Most faculty just enable the “Group by Term” option which allows them to click a term heading to hide the classes from their view.

1. While on the page with your list of classes, point your cursor at the box labeled “Course List.” Click the round icon that will appear on the right side of the that box.



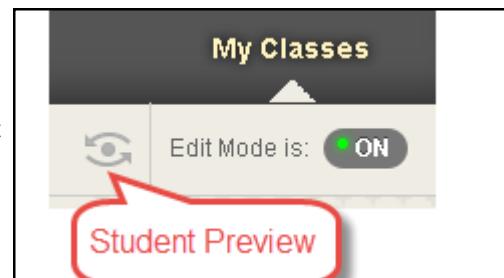
2. Check the box labeled “Group by Term” to have your classes listed in terms.



3. Check other boxes listed on the page if you want to make other changes. Make note of what you changed in case you want to go back after seeing how your list looks.
4. Click the Submit button to save your changes.

Edit Mode vs Student View

To edit a class, you need to be sure to have “Edit Mode” turned On. This is listed in the top right corner of your class. If you see Off next to “Edit Mode,” click the Off button to turn it On. With Edit Mode set to Off, you somewhat see a view similar to what students see. However you can click the Student Preview button in your class to get an exact view of what a student sees as well as a demo student to test things as if you were a student in the class.



Blackboard Help for Faculty

There is a Help link in the Control Panel in your class that takes you to the Blackboard provided help material. Be aware that many things will look different in the Blackboard provided material because of all of the customization we can do at the university level. We have created Oregon Tech specific material that is located in a link in the “Web Links” area in each class.

Dashboard Page



The entry page, which is labeled Dashboard, pulls notifications from the current class. It contains a banner across the top with the name of the class. Please do not hide or remove this page. Even though you might not find the page useful, your students will find it helpful. If you hide it, then they can't take advantage of this “all-in-one-place” information page.

Course Menu

The Course Menu, which is located on the left side of your class, is where you can add links for students to directly access a tool or link. You can move items, rename them, or hide them. For consistency across classes, please don't change the names of the items if it isn't really necessary.

Some of the Course Menu items are tools that the Oregon Tech Online staff added for you and some are content areas. If you click a tool such as Announcements, when it opens all you can do is create or modify announcements. If you click a content area like Web Links, you could actually add many types of material there. You should only put links to websites in that area though.

We created content areas to make it easy for you to add your material. You can easily add other buttons if additional ones are needed. Note that on-campus classes won't have all of these areas, but you can add them individually to an on-campus class if you like.

Items that have a box with a line after them are hidden from your students. You can unhide them by pointing your cursor to the area just right of the name. You'll see a down-pointing arrow icon to click on that has “Show Item” as an option to click.

[Dashboard](#)[Read Me First](#)[Syllabus](#)[Announcements](#)[Course Materials](#)[Discussions](#)[Calendar](#) [Web Links](#)[My Grades](#)[OIT Email](#) [Class Messages](#)[Proctor Info](#) [Research Assistance](#)[Peer Consulting](#)[Collaborate](#) 

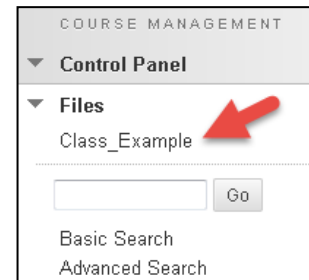
Control Panel

Students never see the Control Panel, which is listed in the bottom left corner of your class. This is the area where you manage your course and do things like access your class files, grade items, work in the grade book, track how students are doing in the class and access other tools that aren't currently listed in the course menu.

Files

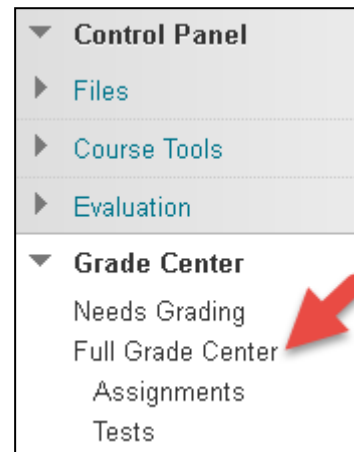
Files you upload into your class will be stored in the Files area of your class.

After clicking the Files link to open the area, click directly on the course name, which will be listed above a search box, to see your files.



Grading

You will use the Grade Center to perform all grading, except graded discussion posts can be graded in the Discussions tool. In the Grade Center, there is: Needs Grading, Full Grade Center, Assignments or Tests only; The Needs Grading link only shows those items that you haven't graded. The Full Grade Center lets you see all of the grades. The Assignments and the Tests links filter everything to only show those types of items.



Using each of the items in the Course Menu

Announcements

1. Click the Announcement link in the menu on the left side of the class.
2. Click the "Create Announcement" button.
3. Type a subject in the Subject box and type your text in the Message box.
4. Select if Duration is date restricted or not, and enter dates and time if it will be date restricted.
5. Click the box in front of "Email Announcement" to send the message to students' OIT email account. (Use this option sparingly so that you don't flood the students' email in boxes.)
6. Click Submit.

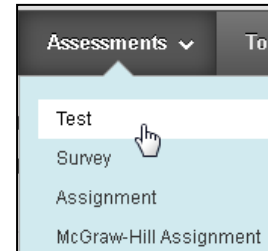
Assessments

There is a “Using the Assessments Tool” test in Week One of the fully online classes. If you give online tests in your class, please do not remove that test from your classes. This is a practice test to allow your students to take a fake test online before taking a real test, so they can see how the process works.

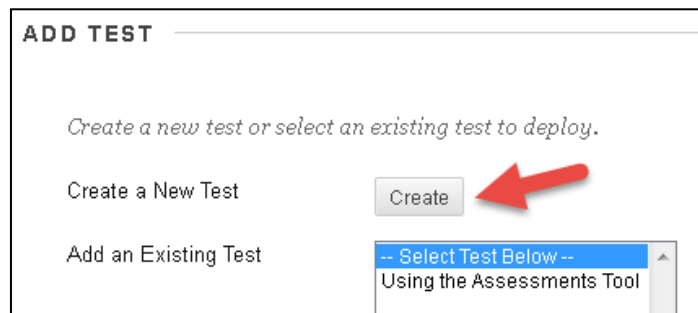
You create assessments in the Course Materials area. You can create a separate area and label it Tests or some other name if you wish to have a link to a collection of tests in the menu.

1. Click the Course Materials link in the menu on the left side.

2. Hover your cursor over the Assessments button at the top of the page and select “Test.”



3. Click the “Create” button in the page that displays. Type a name in the Name field in the next page that opens. Then click the “Submit” button.



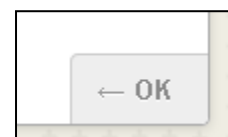
4. A page will open labeled “Test Canvas” for you to create or add questions. Hover over the “Create Question” button and select the type of question to create. Or hover over the “Reuse Question” button and select “Find Questions” to locate a question in another test in the same class to use.



Note that there is a “Question Settings” box in the right corner in the same row. Click that box and change settings if you need to add images to answers or modify other display settings for the test.

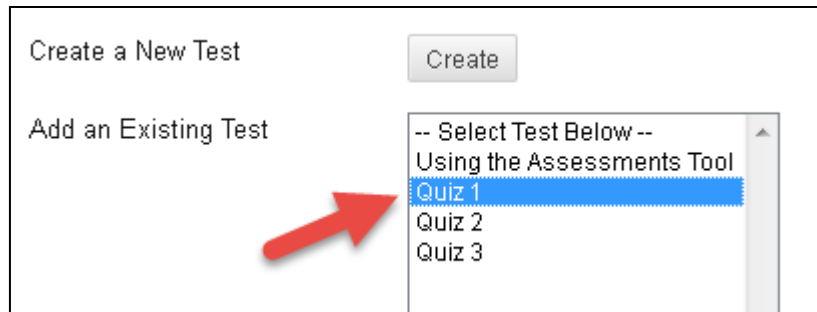
5. Create Question button directions - Click this button and select the type of question to create. **True/False questions:** You only need to type the question in the “Question Text” box, select the correct answer, and click “Submit.” **Multiple Choice questions:** You only need to type the question in the “Question Text” box, type the answers in the “Answers” boxes, indicate the correct option by clicking the “Correct” circle in front of the answer number (note that the default correct answer is set as Answer 1), and click “Submit.” Call the Oregon Tech Online department if you need more detailed help or want to use the other question types.

6. Change the points possible for each question if needed by clicking in the points box, change the number and click the “Submit” button. When you’ve added all of the questions, click the OK button in the bottom right corner of the page.



(**WARNING:** If you don’t click OK in the bottom right corner of the screen, you will need to do steps 1 and 2 above again, depending on what page you’re at, then continue to step 7.)

7. Now you need to deploy the test by clicking the test name from the list in the “Add an Existing Test” box. Then click the “Submit” button.

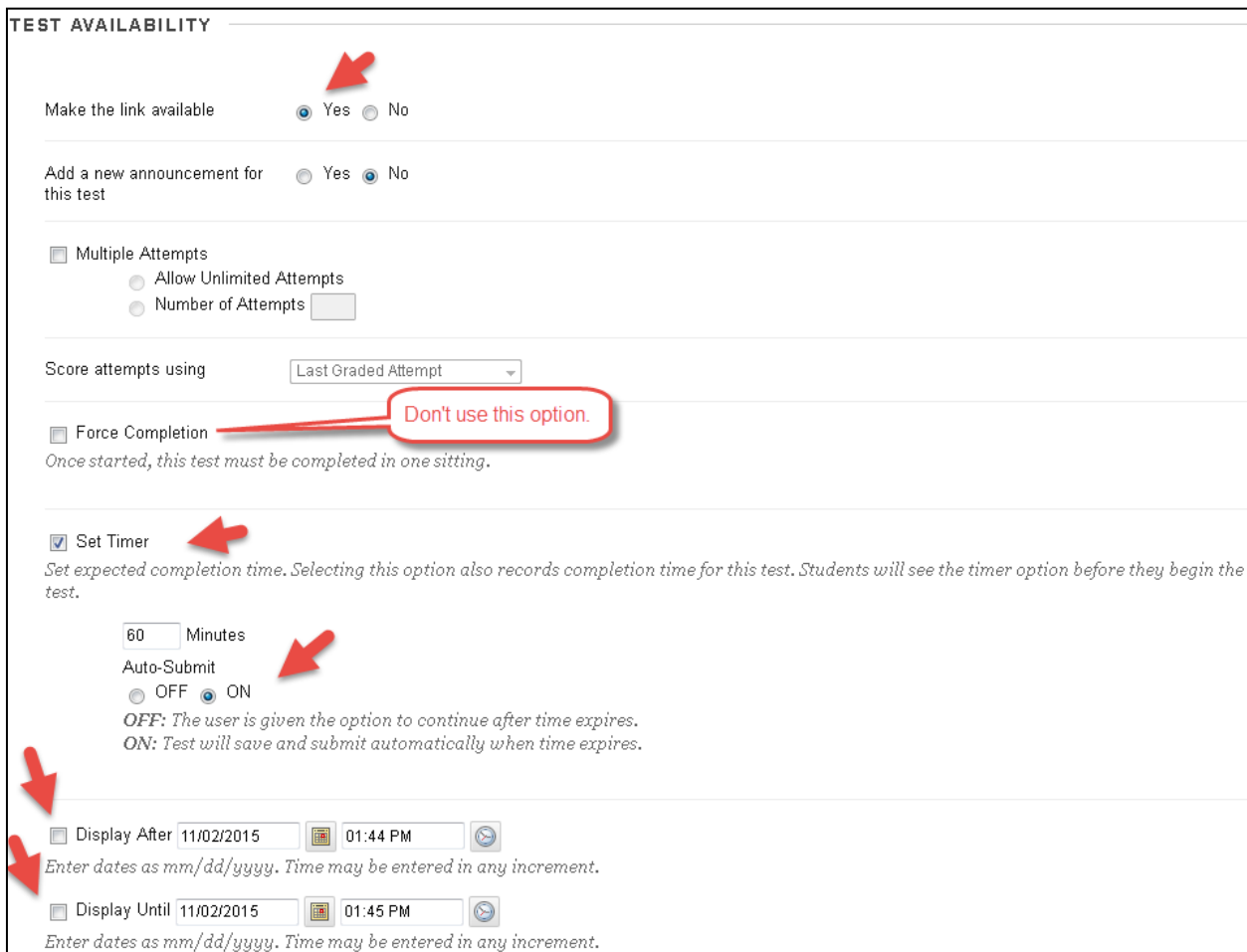


Create a New Test Create

Add an Existing Test

-- Select Test Below --
Using the Assessments Tool
Quiz 1
Quiz 2
Quiz 3

8. You will see the “Test Options” page. Change the “Make the Link Available” option to Yes. (**You should NOT select “Force Completion” to make them finish in one sitting.** The reason is because any small internet connection problem (even for a couple of seconds) could force the test to close before the student is finished, and they won’t be able to get back in.) Set the timer instead and select whether a student can continue past the expired time by clicking Off or On in the Auto-Submit option. Select the dates this test will be displayed. Enter a Due Date. In the Show Test Results area, you can allow students to see their submitted answers and the correct answers. By default, they will only see their score. Select if they see the whole test at once or one at a time. Look at the other options and change if you wish. Click “Submit.” **Note if you don’t have a “Display Until” date, the students can still take the test after the due date unless you check the box to “Do not allow students to start the Test if the due date has passed.”**



TEST AVAILABILITY

Make the link available ☒ Yes ☐ No

Add a new announcement for this test ☐ Yes ☒ No

☐ Multiple Attempts
☐ Allow Unlimited Attempts
☐ Number of Attempts

Score attempts using Last Graded Attempt

☐ Force Completion Don't use this option.
Once started, this test must be completed in one sitting.

☒ Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes
Auto-Submit
☐ OFF ☒ ON
*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

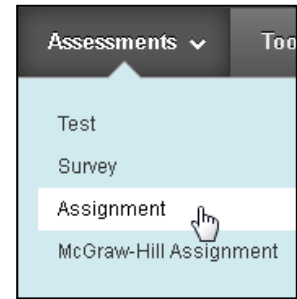
☐ Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Assignments

You create assignments in the Course Materials area. You can create a separate link in the menu labeled Assignments if you wish to have a collection of assignments directly available from the menu.

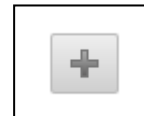
1. Click the Course Materials link in the menu on the left.
2. Hover your cursor over the Assessments button and select “Assignments.”
3. Type the name of the assignment. Type instructions. Attach a File if more information is needed. Enter a due date. Enter the points possible. You can enter available dates to limit the time the assignment displays. (Note that students can submit a late assignment unless you set a “Display Until” date that ends on the same date as the due date.) Click the “Submit” button.



Calendar

This item is hidden by default. Un-hide this tool if you want to use this tool in your class. Click the icon at the end of the tool and select “Show Link.”

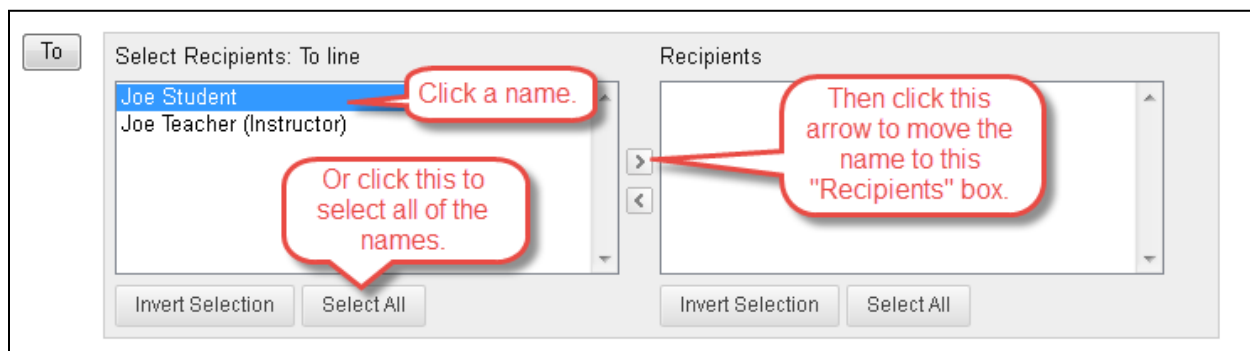
1. Click the Calendar link in the menu on the left.
2. The default view is Month. Click another option in top left corner to change to week view, etc.
3. Click the Plus button in the top right corner to add an item. Type a name, start and end date and time, a description if needed, and click “Save.” (Note that Blackboard will automatically add some items in this calendar for you.)



Class Messages

This email tool only allows communication within the class. You can not forward messages out of it.

1. Click the Class Messages link in the menu on the left.
2. Click the “Create Message” button in the top left corner.
3. Click the “To” button to see a list of people in the class. Select names and click the right-pointing arrow to move the name to the Recipients box. You can click the “Select All” button if you want everyone in the class to see the message.



4. Type a subject and your message. Attach a file if needed. Click “Submit.”

Course Materials

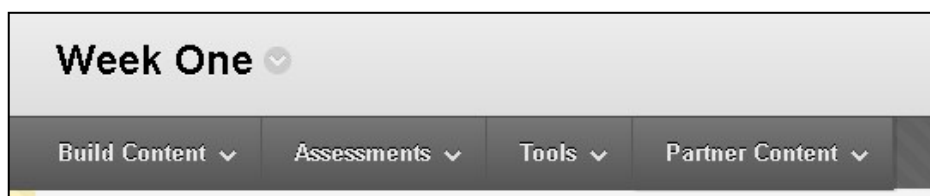
In the Course Materials area, *there will be ten modules for adding your material. (On-campus classes will only have one area and no placeholder files.) You can change the name of the modules if you like. Inside of each module for fully online classes only, you will see placeholder items: Agenda and Lecture. You can either edit those or delete them. You can add all of your class material into one of these learning modules. You can also create new learning modules if needed.*

To edit one of the files listed in your Course Materials area:

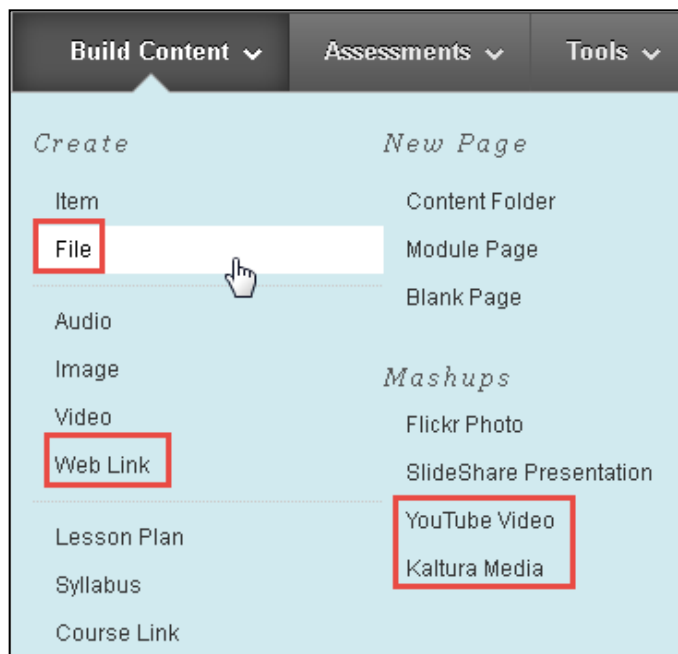
1. Click the Course Materials link in the menu on the left.
2. Click the week that you want to add or edit material in.
3. Hover your cursor near the end of the filename. Click the down-pointing arrow icon that will display at the end of the file name. Select “Edit” from the list.
4. Type your changes and click “Submit.”

To add a new item in the Course Materials area:

1. Follow steps 1 and 2 again. Then use the buttons across the top to add material. The most common ones you’ll use are “Build Content” and “Assessments.” Assessments includes tests and assignments which have already been covered in this document.



2. In the “Build Content” icon, you can select to add various types of items. The most commonly used ones are: File, Web Link, YouTube Video and Kaltura Media. Use File to upload a PDF, Word, etc file. Use Web Link to add a link to a website. Use YouTube Video to search and add a YouTube Video. Use Kaltura Media to add video or audio files that you created or to add images. (Please do not use the Audio, Image, or Video links listed under File in this menu. Putting these file in one of them doesn’t display them as nicely for students and can make your class too big.)



Discussions

To create a Forum:

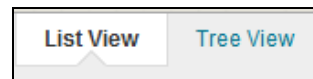
1. Click the Discussions link in the menu on the left.
2. Click the “Create Forum” button.
3. Type a name, description, enter date restrictions if you like, and select the forum settings you want. Most of the setting you’ll want to keep at the defaults. If you want the discussion to be graded, you need to click the circle in front of “Grade Discussion Forum” and enter the points possible.
4. Click Submit when done.

To create a Thread:

1. Open the forum by clicking its name and click the “Create Thread” button.
2. Type a Subject, a message and attach a file if necessary.
3. Click Submit.
4. Click the OK button in the bottom right corner to go back to the list of forums.

To view Threads:

1. Open the forum by clicking its name. By default, you should be in List View. There is a Tree View that you can select in the top right corner if you prefer that layout.



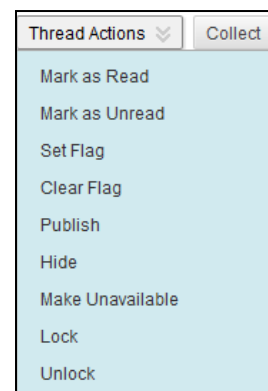
2. Click each individual thread to view it. (Note that you’ll see a scroll bar on the right side of the page if there are lots of threads in the forum.)

3. If you are in Tree View, you can click the check boxes and click the “Collect” button at the top to view the entire thread at once. Opening the Collect view also gives you a “Print Preview” box if you need to print the thread.

4. Click the OK button to go back to the list of threads.

5. If you want to lock, hide or mark something as unread, click the button at the top labeled “Thread Actions.” (You will not see the Thread Actions button if you have already clicked into the thread. Also the “Thread Actions” button is only available in the List View.)

6. Click the Ok button in the bottom corner to close the current view. The browser back button also works to go back.



To reply to a post:

1. After opening the thread, click the Reply button for the item you want to reply to. You can reply to the first post or any of the other posts. The Reply button is hidden in all of the posts except for the top one. Move your cursor inside of a post to see the Reply, Quote, Edit and Delete options for each post.
2. Type your message and click Submit.

OID Email

*This email tool **only** allows communication through your OID email account. No copy of the messages sent or received in this tool is saved inside of Blackboard. (The tool is hidden by default, so only you can send messages using it unless you unhide it for students to use also. Note that these messages may end up in student's junk mail folder. Also the subject line will always include your course name in it.)*

1. Click the OID Email link in the menu on the left.
2. There are many options for who to send messages to, but usually you'll want either, "All Users" (use if TAs and/or other instructors in the class), "All Student Users" (to send all students in the class), or "Single/Select Users" (if you only need to send a message to one or just a few students).
3. No matter which group you select. Type a subject and your message. Attach a file if you like. Click Submit.

The message will go to their Oregon Tech email accounts. Your sent message will be in your Oregon Tech email account inbox. Replies from the students will go to your Oregon Tech email account. Nothing is saved in Blackboard. You need to manage/save the class messages in your Oregon Tech email account in case you need them later to prove what you said to a student.

Read Me First

*The Oregon Tech Online staff set up a "Read Me First" template for you in all fully online classes. **You must edit this page.** The areas you need to type your own information in are listed in red on that page. (On-campus classes don't have a "Read Me First" link.)*

1. Click the Read Me First content page in the menu on the left.
2. Edit the text in the content box. Note that you need to scroll down in the content box to see all of the text. You can attach a file if you want—a picture of yourself maybe? Click Submit.

Syllabus

On-campus classes may not have a link to the syllabus in the menu on the left. Many on-campus faculty members put the syllabus file in the Course Materials area instead of in a separate area.

It is highly recommended that you save your syllabus file as a PDF and upload that version. If you upload a Word version, it is a little harder for your students to open the file.

To update the Syllabus link:

1. Click the Syllabus link in the menu on the left. If there is an old syllabus listed on the page, you should delete it. If your syllabus is in the Course Materials area, click in there and delete the old file.
2. Hover over the "Build Content" button at the top of the page. Click "File" from the list.
3. Type a name in the Name field, which usually would be Syllabus.
4. Click the "Browse My Computer" button.
5. Find the folder with your syllabus in it. Select the PDF version and click the Open button.
6. Click the Submit button.

Web Links

Links to websites can be created anywhere, but you might want to store them in the Web Links area. If you want to organize them into groups, you can create folders in the Web Links area. Please leave the web links that the Oregon Tech Online office has included and don't hide this area. Your students will may need the links in this area, especially the Blackboard Help Website.

1. Click the Web Links area in the menu on the left.
2. Hover over the "Build Content" button.
3. Select "Web Link" from the menu. Type the name, cut and paste the URL address from a browser window or type the address in the URL box, enter a description if needed.
4. Click Submit.

Other items in the Course Menu

My Grades—This tool is only for your students use, but you can't hide it from your view or the students won't see it either. This is where the students will see their grades for the class.

Proctor Info (only in fully online classes) It is hidden by default. This includes files for you to use if you use proctors in your class. Please un-hide the link if your students need to see this information.

Research Assistance (only in fully online classes) This area has links to librarians and re-search links.

Peer Consulting (only in fully online classes) This area has links to tutoring services for your students to use.

Collaborate This is hidden by default. This is a web conferencing program you can use to have live or recorded sessions. There are two rooms set up already or you can schedule a session.

Using the Control Panel area items

Files —This area was discussed on page four of this document.

Course tools—This item includes other tools that are available for you to add in your class. Most were already added. Contact the Oregon Tech Online office if you want to use one of the other tools.

Evaluation—This has some advanced features you may want to use to track how your students are doing.

Grade Center —Grading is done through the Grade Center. Discussions are the only item you can also grade outside of the Grading Center. Grading is explained on the next page of this manual.

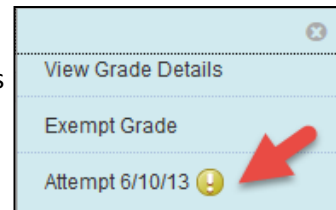
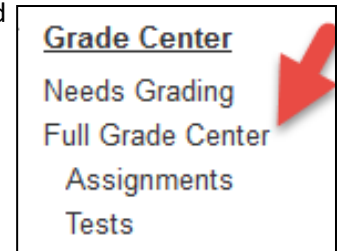
Users and Groups—If you want to set up groups, click the "Groups" link in this area. Click the "Users" link in this area to see your class roster.

Help—This help link is only available to you not to the students. (Students can't see any of the items in the Control Panel area.) It includes links to the Blackboard provided help documents, Contact Support for OIT and Video Tutorials provided by Blackboard. Note that these documents include many items that aren't available in our setup of Blackboard. They show extra features that are included in add-on products. To view the help documents that the Oregon Tech Online office created, go to the Web Links area of your class and click the link labeled "Blackboard Help Website—Oregon Tech."

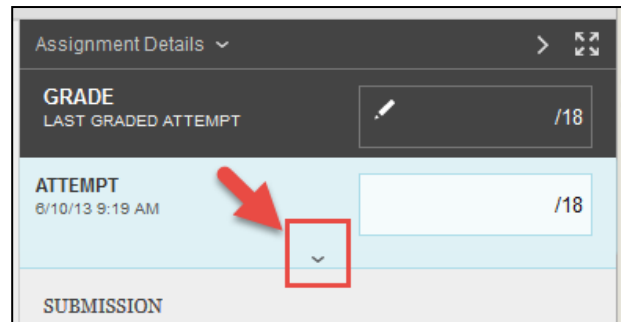
How to Grade Items:

All grading is done through the Grade Center in the Control Panel in the bottom left corner of your class. Discussions are the only items you can also grade directly in the item area. See below.

1. Click the Grade Center link in the Control Panel area.
2. You will see a “Needs Grading,” “Full Grade Center,” “Assignments,” and “Tests.” The “Needs Grading” link will only contain those items that you need to grade. However you probably will want to do your grading from the “Full Grade Center,” which is described here.
3. Click the “Full Grade Center” to see all of the grade columns with the students’ grades. You will see a green exclamation mark in a column if an item needs to be graded.
4. To actually see the item, you will need to click the Action Link (downward pointing arrow) that will appear in the box when your cursor is in that box. From the menu that displays, select “Attempt (date),” which is the last item in the list. (For grading a discussion, you need to click “Grade User Activity” instead of “Attempt.”)




5. If the file is in Word or PDF format, the document will display right on the grading page. There will also be a link to download the file on the right side of the page. If the format isn’t one of the supported types, like .mov, then it won’t display and will only have a download link available.
6. You enter a grade in the Grade box on the right side of the page.
7. You can also type feedback to the student if you like or attach a file. Click the down arrow under where it says Attempt to open this area. (The “Add Notes” area is for you to make private comments that only you see.) Click Submit.



How to Grade a Discussion Forum (alternate method):

1. Open the Discussions link in the menu on the left.
2. Move your cursor to the end of the forum you want to grade and a down-pointing arrow will appear. Select “Grade” from the menu that displays.
3. Click the Grade button in the row for a student to have the posting open for you to view it and to enter a grade. You can also type feedback to the learner. Click Submit when done.

<input type="checkbox"/>	Student	Joe	joe.student	3	1.00	
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Note that if you click into the Forum, there will be a “Grade Discussion Forum” button at the top that takes you to the same grading page.

