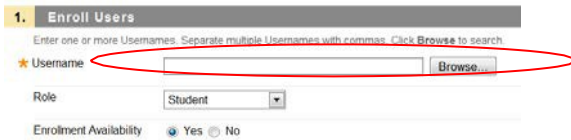


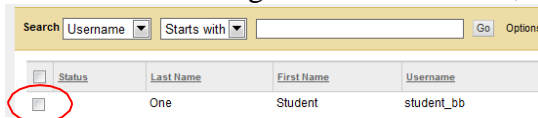
## Course Management for Instructors

### Enroll a user

- From the Course Control Panel under **Users and Groups**.
- Click **Users**.
- Click the **Enroll User** button
- Select “Find Users to Enroll”.
- Search for user, by either typing in the correct user name or “browsing” the Blackboard username list.



- If browsing for a BB username, click the box next to their name to select them.



<input type="checkbox"/>	Status	Last Name	First Name	Username
<input type="checkbox"/>	One	Student		student_bb

- Click the “submit” button.

### Change users role to Instructor

- User must already be enrolled.
- Click the **Options Menu**, “double arrow” (☰), next to the user name you would like to modify.
- Select **Change User’s Role in Course**.
- Click the appropriate radio button next to the new role.
- Click “Submit”.

### Set up an Access Code (this is optional)

(Like a password, so that only your members or those you designate will have the ability to get into the course.)

- Go to your **Course Control Panel**.
- Select **Customization**.
- Select **Enrollment Options**.
- Make sure check box is checked next to "Require access code to enroll".
- Change text next to "Require access code to enroll", and pick a code of your choosing.
- Click “Submit”.

## Make your Course Available

(All Blackboard Courses are created unavailable by default so that students don't access the course before the Instructor is ready.)

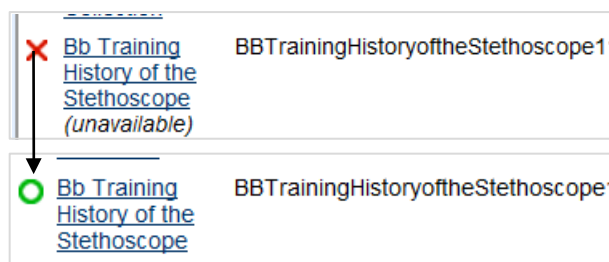
### OPTION 1

- Go to your Course Control Panel.
- Select **Customization**.
- Select **Properties**.
- Go to Set Availability.
- Set to Yes.
- Click

“Submit”.

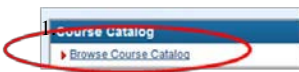
### OPTION 2

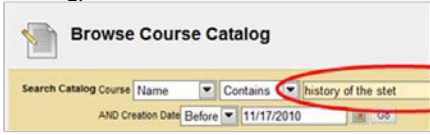
- From the “My URM” tab.
- Click once on the red “X”.
- The red “X” will turn to a green “O”, making the course available.

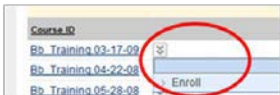


## Self-enroll in a Course, instructions for students

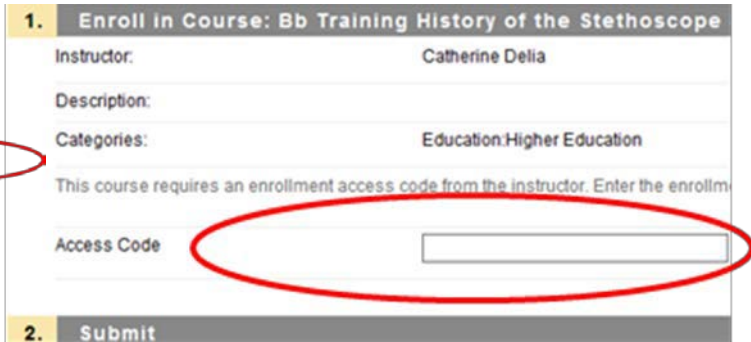
- Click the **Courses** tab select "Browse Course Catalog".
- Search for the course name in the search box (only courses that have been made available will display).
- Once you have found the course, click the “double arrow” (⇅) next to the course name (NOT the Course name).
- Click “Enroll”.
- If necessary, enter the Access Code provided by your Instructor. If you don't have one or you get an Access Denied message, please contact your Instructor for the correct access code.
- Click “Submit”.

1. 

2. 

3. 


4. *This area will only show IF an Access Code is needed*



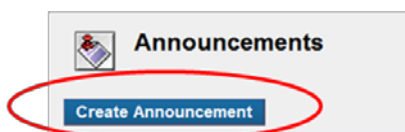
1. **Enroll in Course: Bb Training History of the Stethoscope**  
 Instructor: Catherine Delia  
 Description:  
 Categories: Education:Higher Education  
 This course requires an enrollment access code from the instructor. Enter the enrollment access code.  
 Access Code:   
 2. **Submit**

## Adding Announcements

- To add an announcement click on the **Control Panel** link in the side navigation bar.
- In the box marked **Course Tools** click **Announcements**, this will bring up the announcements page.

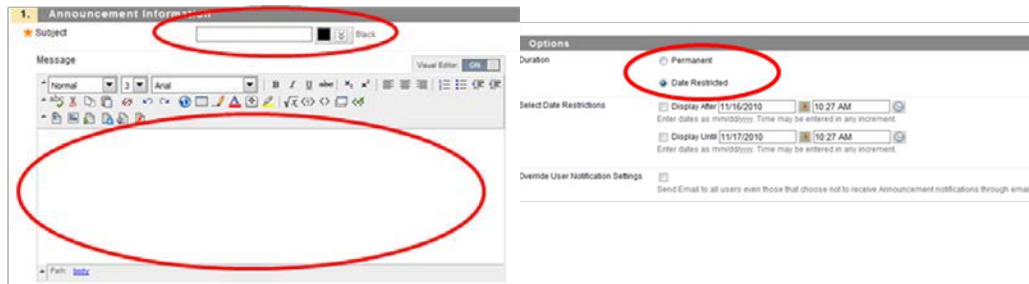



- Under the “Announcements” banner is a button called “Create Announcement”, click this button.

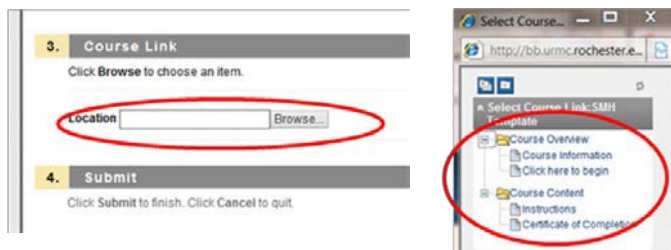


- Enter the subject of the announcement.

- Enter the text of the announcement using the text editor.
- Do not use the “Permanent announcement” Option.
- Additionally the display after and until dates and time can be set using the choose date restrictions.



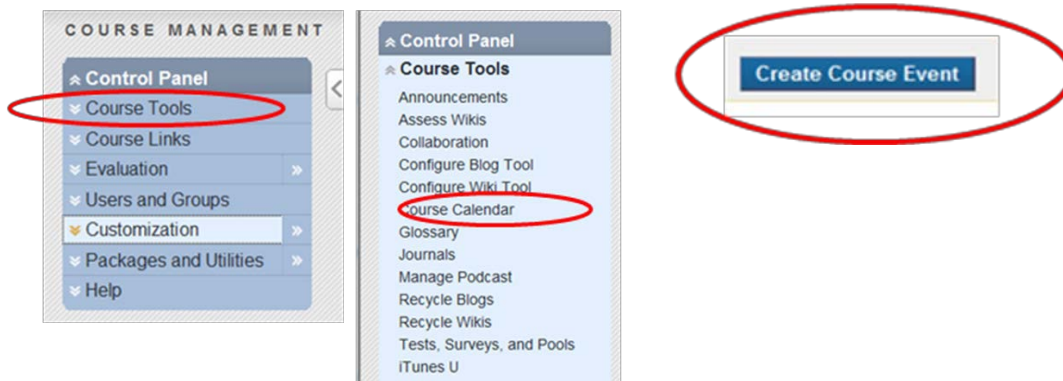
- You can also create a course link relevant to the announcement by clicking the browse button next to the location field to bring up the course map, here you can select an item or folder you wish to link to.



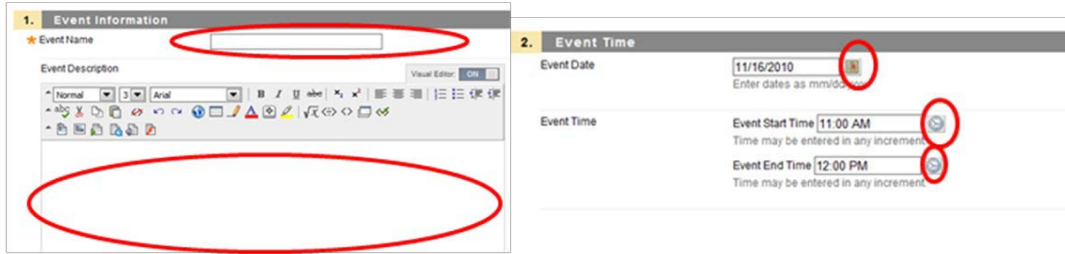
- Once you have finalized your announcement click “Submit”.

## Adding Calendar Events

- In the **Control Panel**, under **Course Tools** click **Course Calendar**
- Click the “Create Course Event” button.




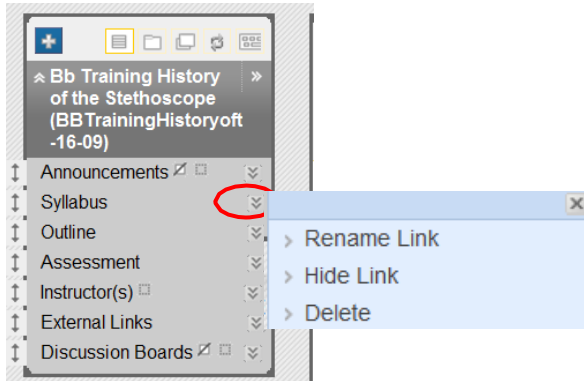
- Enter a name and description for the event.
- You can set the day and time restrictions using the pull down menus for start and end times in the Event Time section. Your event must be at least 5 minutes.
- Once you have finalized your event click “Submit”.




## Creating and modifying menu items using the Manage Course menu

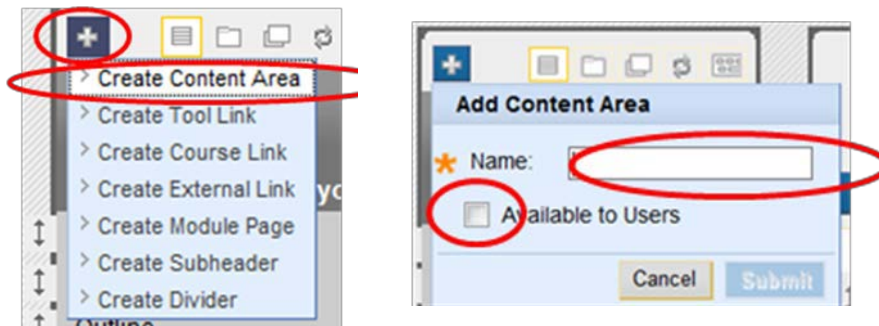
*(Please do not modify or delete the Announcements item, as this is an important piece of the template.)*

- Menu items can be modified using the “double arrow” button  that is to the right of each item.
- Once that button is clicked you have the option to; Rename a link, Hide a link, or Delete the link.



## Adding Content Area Link to the Menu

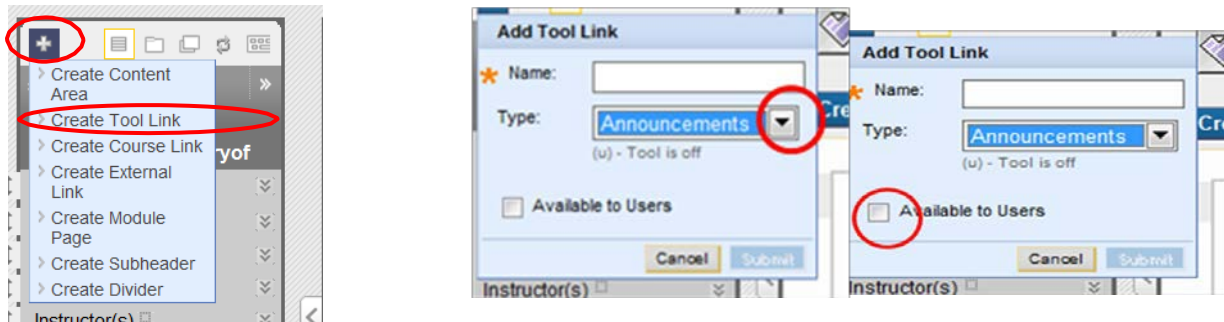
- Click the **Create Item** button  on the top of the Manage Course Menu box.
- Select **Create Content Area**.
- Type in the name of your menu item in the box provided.
- Clicking the box next to “Available to Users”, will allow observer access, or make available for student/participant users specifies the user access level.
- Click “Submit”.



## Adding a Tool Link to the Menu

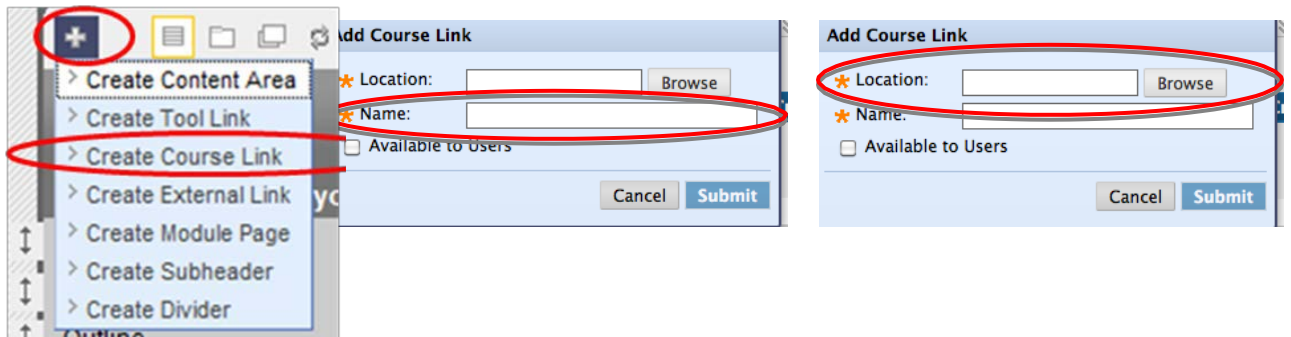
A tool link is a link to a tool blackboard offers such as email, calendar, or the discussion board.

- From the **Create Item** button, select **Create Tool Link**, from the drop down menu.
- Select the type of tool you would like to add, from the pull down menu next to the word “Type.” Example: Calendar.
- Then type a corresponding name for the link in the **Name** field.
- Note: You can make this content area available or unavailable to student or participant users.
- Clicking the box next to “Available to Users”, will allow observer access, or make available for student/participant users specifies the user access level.
- Click “Submit”.



## Adding a Course Link to the Menu

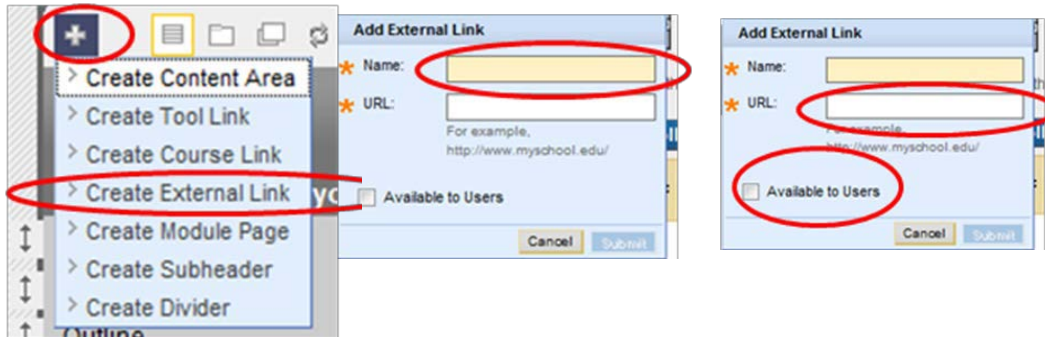
- To add a new Course link which links to different sections within the Course, click the **Create Item** button in the Manage Course Menu area.
- Select, **Create Course Link**, from the drop down menu.
- Type an appropriate name in the **Name** field for the course link.
- Then browse for the location.
  - A window will pop up displaying the Course map. Select the location to link to by clicking on it, the path name to that link will appear in the location field. In order to select a link location deeper in the course click the "+" next to the content area name within the Course map.
- Click “Submit”.



### Adding an External link to the Menu

Creating an external link provides a direct link to a URL from the Course menu.

- From the **Create Item** button, select **Create External Link**, from the drop down menu.
- Type an appropriate name in the Name Field for the external link.
- Enter an appropriate URL for the link in the URL field.
- Once again the user access level can also be specified by clicking the box next to “Available to Users”.
- Click “Submit”.

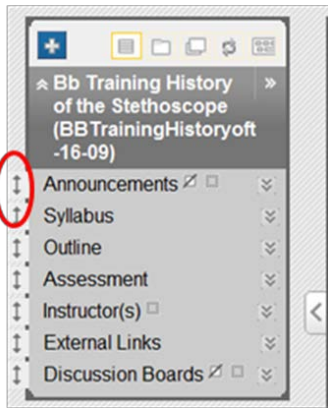


### Changing the order of the Menu items

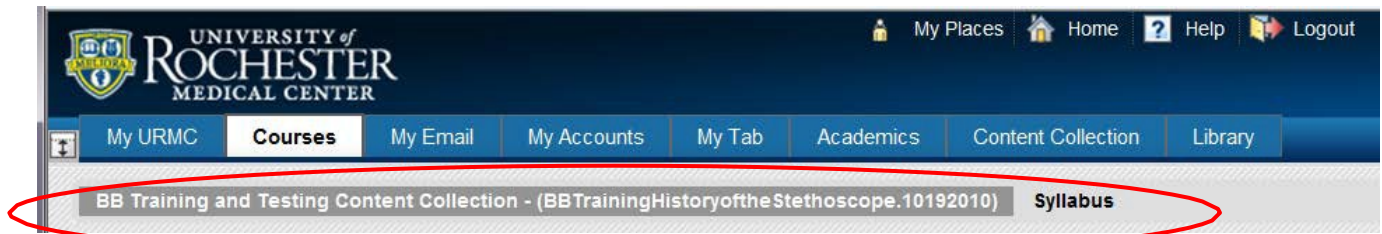
After adding a link and clicking “ok”, you can see it displayed on the Manage Course Menu page. To re-

arrange the order of the links within the menu,

- Click and drag the vertical arrow, that is to the left of the link you want to move, and move it to the desired position in the list.
- Release the mouse button to set the position.



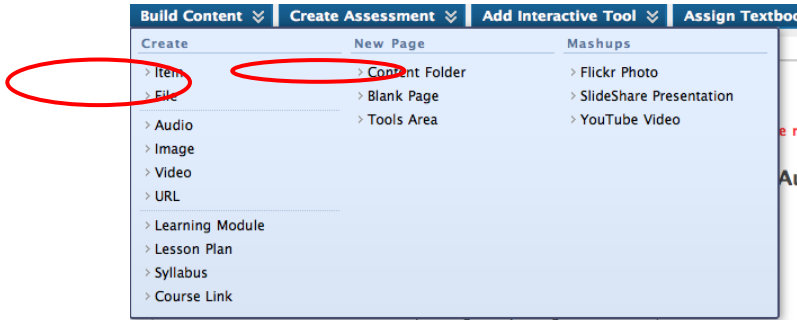
**To View your menu**, click on the Name of the Course in your breadcrumb navigation at the top of the page.



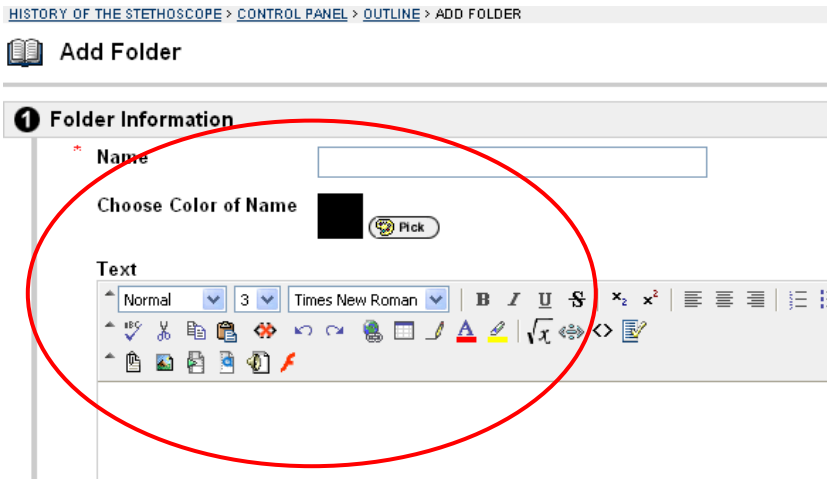
### Add folders to Content Areas

Navigate to the Content Area you wish to create folders in.

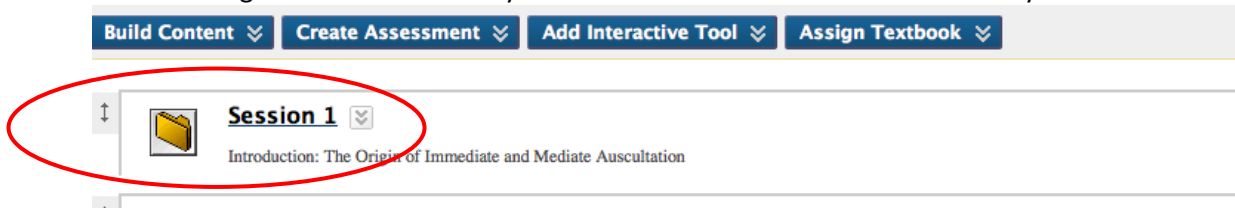
- From the **Build Content** tab, choose **Content Folder**.



- In the next window, next to the \*Name field, type the name of the folder



- Click **Submit**.
- Returning to the Content Area you now have a folder icon next to the text you entered.

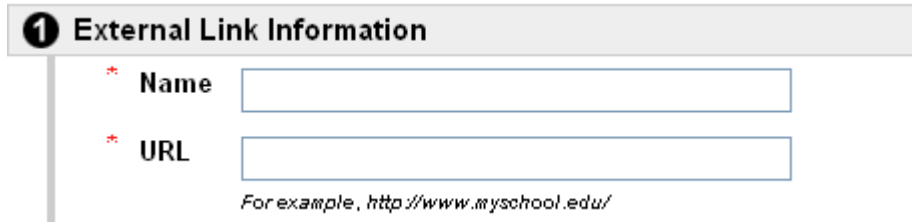


- Repeat the process for each folder you wish to add.
- Items, Files and URL's are added to folders the same way they are added to Content Areas, in your course.

## Add External Links

Begin by clicking **External Link** from the **Course Menu** on the left side menu.

- On the horizontal menu, click the **Add Interactive Tool** tab, and then click **External Link with Menu**.



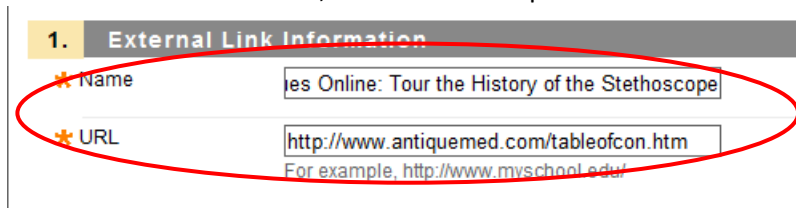
**1 External Link Information**

\* **Name**

\* **URL**

*For example, <http://www.myschool.edu/>*

- It is recommended that you copy and paste the URL for the external link from the web address to the URL field. If desired, a detailed description of the link could also be added.



**1. External Link Information**

\* **Name**

\* **URL**

*For example, <http://www.myschool.edu/>*

- Click **Submit**.

## Help

For additional help in any of these areas you can click on Manual in the Help section of the Control

Panel. Or contact Blackboard support through these means: [blackboard@urmc.rochester.edu](mailto:blackboard@urmc.rochester.edu), 275-6865.