

Blackboard Basics

The system administrator creates shells for all courses in Blackboard. The shell may contain the following content areas:

- Announcements
- Syllabus
- Lectures
- PBL
- Schedule


Instructors have the ability to modify these areas as well as remove or add new ones. In this tutorial, we will learn how build a course from this default shell.

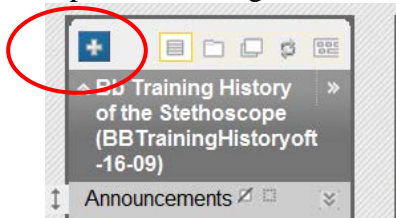
Adding Content to a Course

Begin building your course by logging into your Blackboard course. For the purpose of this tutorial I will be using the History of Stethoscope training course.

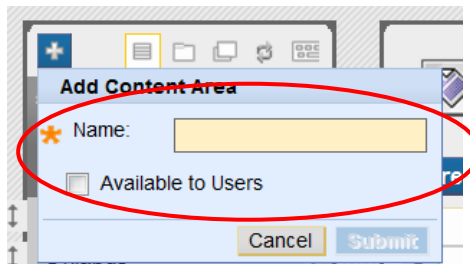
Notice that the side menu navigation displays the major content areas as links

Below the navigation for the course is a gray box with a link to the Control Panel. The Control Panel is the instructor's gateway to modifying the course. Click **Control Panel** to proceed to the course development area.

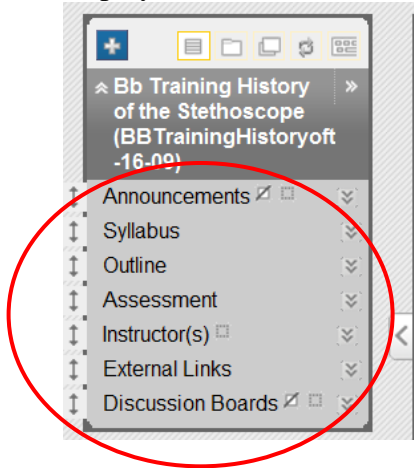
- To add new links to the sidebar menu, click the , **Create Item** button, on the top of the Manage Course Menu area.




- Click "Create Content Area" from the pull-down menu
- Type the name of content area you wish to add in the *Name box.
- Be sure to make the item , "Available to Users", so check the Box
- Click **Submit**.



- You will return to the Manage Course Menu page where your new content area, is displayed.



To the left of each menu item is . Click and hold the mouse on this icon to drag the menu item to a new position in the list.

- Repeat steps 2 through 5 to create content areas for Outline and Assessment. Change the order of the content areas as necessary to be the following:
 - 1 Announcements
 - 2 Syllabus
 - 3 Outline
 - 4 External Links
 - 5 Assessment
 - 6 Instructor(s)
 - 7 Discussion Board

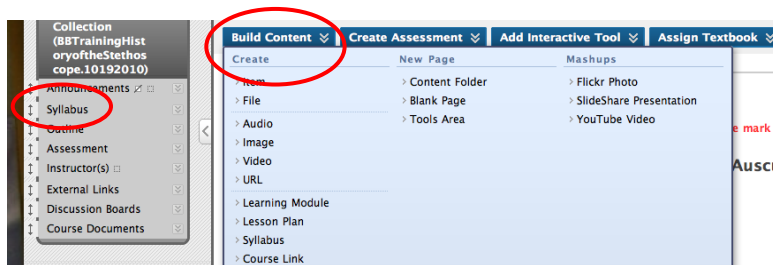
As you add an item to the Menu, the content area is also created.

Build Content in your Course

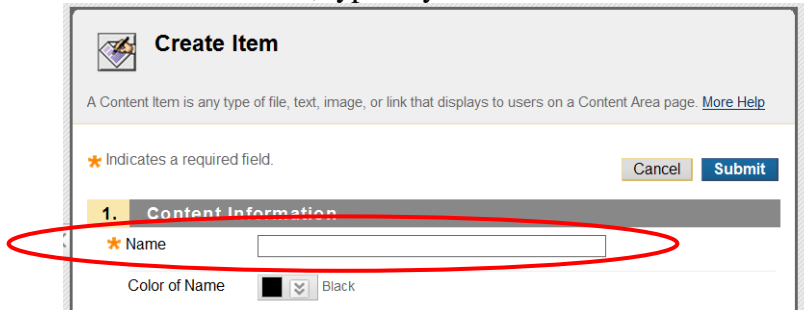
The Build Content drop down list contains all the types of content you can create within your course. There are options to create content, create a new page. All of this content can be organized in folders to create a structure and flow through the Course.

To add content to a newly created Content Area, click the left side navigation menu to navigate to the specific Content area of your course. For the purpose of this tutorial I will add content to the syllabus area.

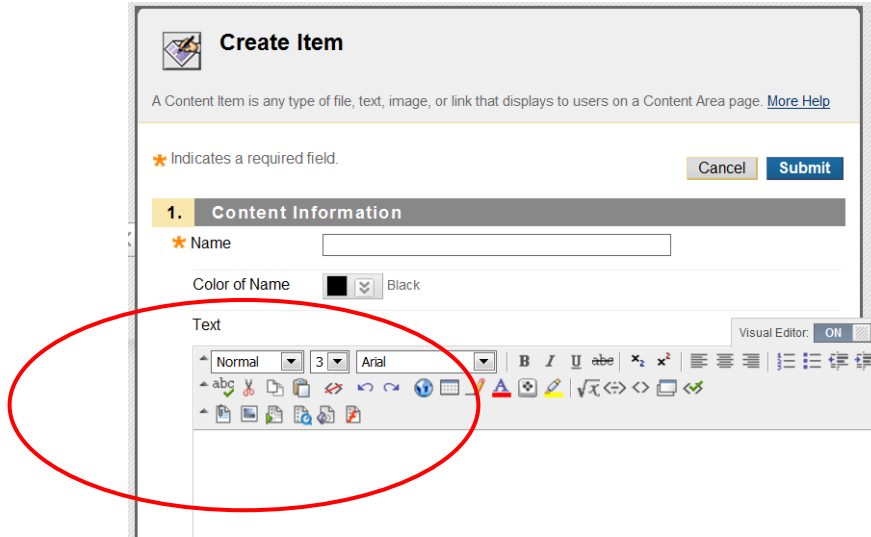
- Click on the menu item “Syllabus”.
- Click the **Build Content** tab across the top horizontal menu, then click, “item”.



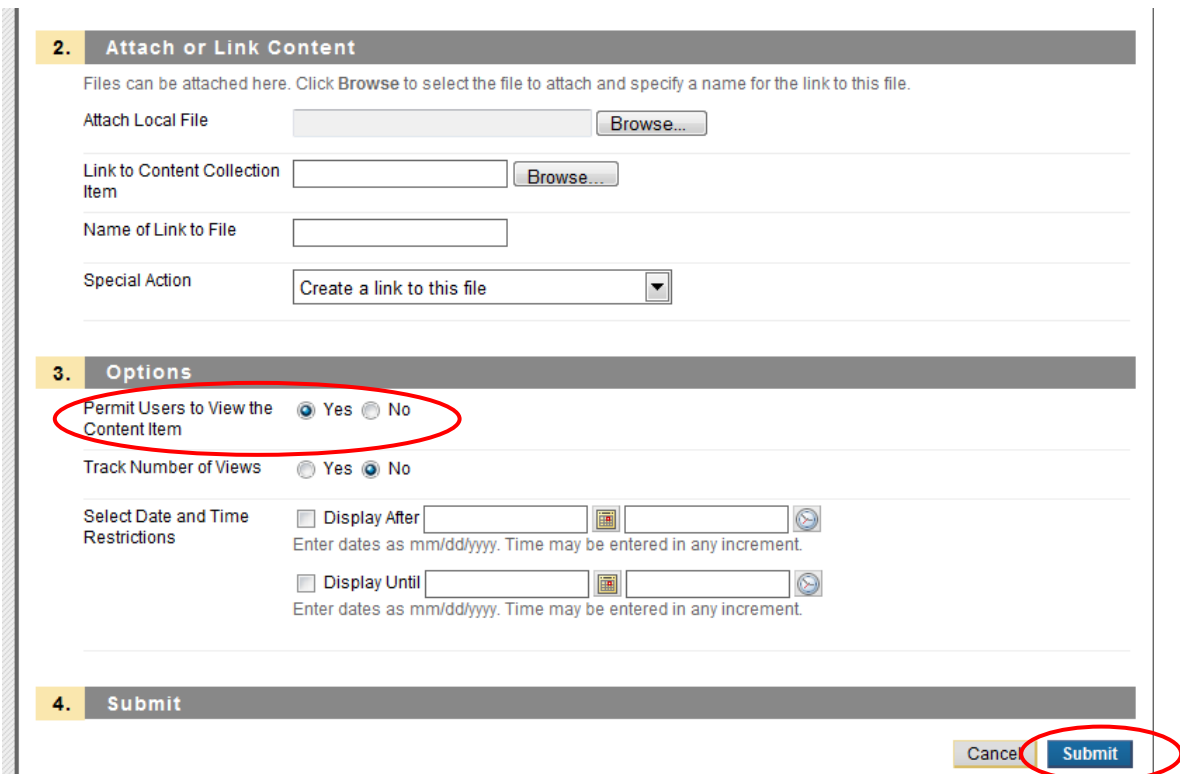
- In the next window, type “Syllabus” in the *Name Box.



- In the **Text Area** add the content from your syllabus document by either typing it directly in the text box or copying it from NotePad and pasting it into the text box area. *It is not recommended that you copy and paste from MS Word into the text box. There will be formatting issues which are difficult to remove if you do so.*



- Under the **Options** area click “Yes” to *Permit Users to View the Content Item*.
- Click “Submit”.

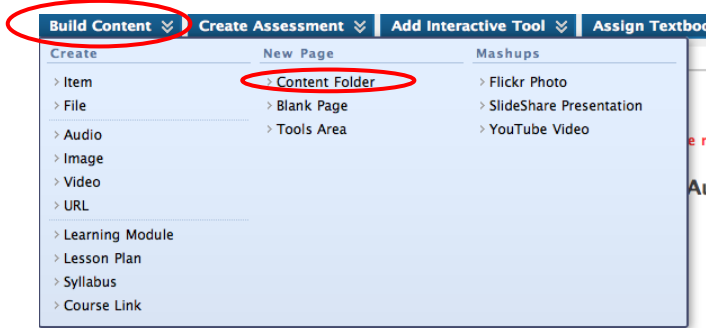


Adding files, URL's and folders are also created through the **Build Content** Menu

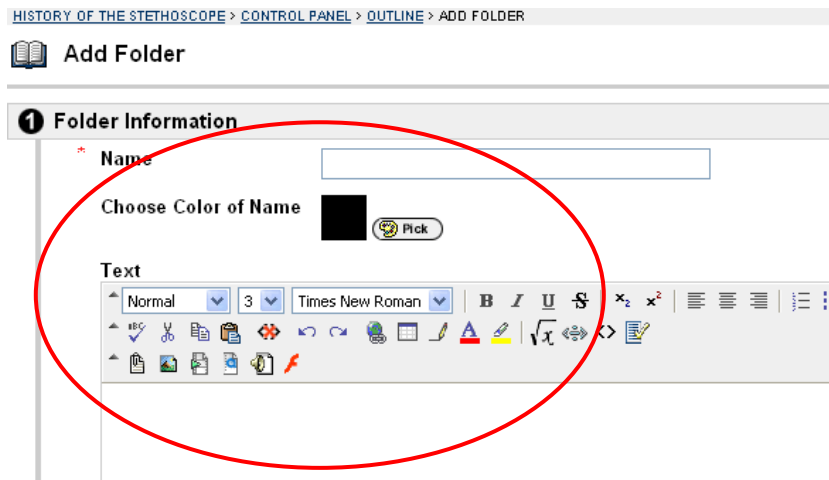
Add folders to Content Areas

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

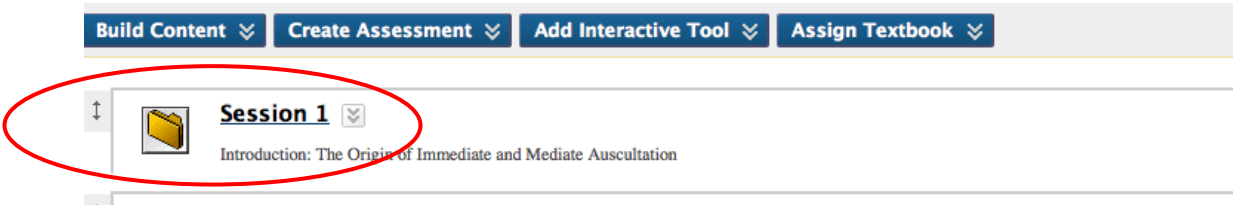
- From the **Build Content** tab, choose **Content Folder**.



- 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**.



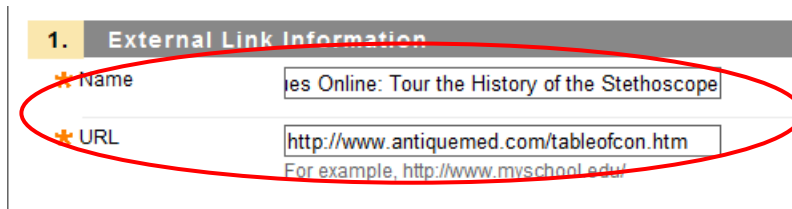
1 External Link Information

* **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**.

Customization Menu (under Control Panel)

Properties

Properties control the functional settings of the Course. Use them to change the Name and Description of the Course, the availability of the Course, how the Course appears in the Course Catalog, and the default language to use.

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★ Indicates a required field.

1. Name and Description

★ Course Name

Description

2. Classification

Subject Area

Discipline

3. Set Availability

Make this course available to users?

Make Course Available Yes No

4. Set Course Duration

Duration Continuous Select Dates

Start Date
Enter dates as mm/dd/yyyy

End Date
Enter dates as mm/dd/yyyy

Days from the Date of Enrollment

- By default, the Course Availability is set to Unavailable. You must change it in order for your students to see the course.
- Course Duration allows you to make the length of the course continuous or date specific.
- You can explore the other options at your leisure. The URM is not using Categorize Course or Observer Access at this time.

Style

The Style settings control how the Course appears to users. Settings include identifying the first page Users see when they open the Course, the appearance of the menu, and how content items appear in folders. In addition, a banner may be added to the top of the Course.

- Allows you to change the look of the Navigation menu.
- Allows you to set the menu display in Quick view or Detail view.
- Allows you to set the Course Entry Point.

- Course Banner allows you to place a branding image on the Announcements page only.

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1. Select Menu Style

Preview

⌘ Bb Training
History of the
Stethoscope
(BBTrainingHis
toryoftheStetho
scope11-16-
09)

Menu Item 1
Menu Item 2
Menu Item 3

Style Text Buttons

Background Color

Text Color

2. Course Menu Display

Choose the default view of the Course Menu.

Default Menu View Folder View List View

Permit Both Views

3. Default Content View

Content View Icon Only Text Only Icon and Text

4. Select Course Entry Point

Select the first page users see when entering the Course from the list below.

Entry Point

Adding Assignments to your Course

Assignments allow the instructor to collect homework, papers or other text or files from students through Blackboard. The files or text will all be aggregated in one place and the instructor can view the assignments through the **Grade Center**. The assignments can be graded.

- Go to the **Content Area** that would like to add the assignment to. Click the **Create Assessment** tab from the horizontal menu in the. Select **Assignment** from the drop down menu.

- Be sure to make your assignment available to students and enter all related criteria. When finished click “Submit”.

4. Availability

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts Allow single attempt
 Allow unlimited attempts
 Number of attempts:

Limit Availability 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.

Track Number of Views

5. Due Dates

Submissions are accepted after this date, but are marked Late.

Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

6. Recipients

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt

Recipients All Students Individually
 Groups of Students

- View the [Grade Center](#) documentation, for instructions on working with student assignments.