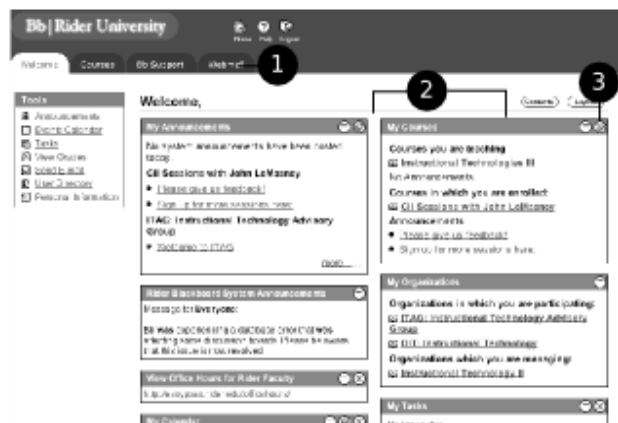




Rapid Reference: Introduction to Blackboard

Getting Started

Welcome Page in Blackboard



1. Blackboard Tabs:



- Welcome Tab**- Page where you can access the courses you are teaching.
- Courses Tab**- View different courses offered by Rider.
- Blackboard Support Tab**- Link to an FAQ data base that can help answers questions about Blackboard.
- Webmail Tab**- Link to the Rider webmail interface.

2. My courses:

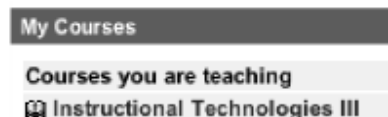
This area lists the courses you are teaching (or enrolled in) for the semester. Your courses from the previous semester appear here as well. You will use the links in this box to access your course page in Blackboard.

3. Modify Course List:

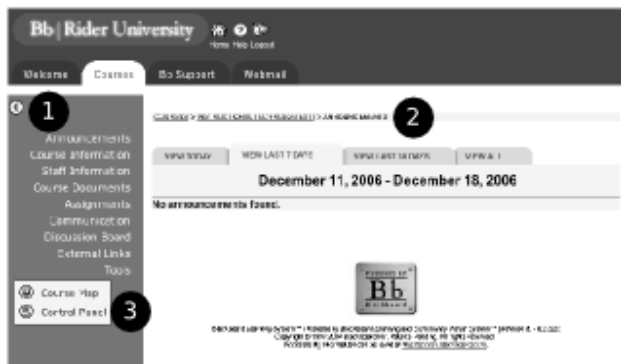
If you only want you current semester courses to show, you can modify your **My Courses** list here. Just click on the pencil icon to modify the course list.

Opening a Course Page in Blackboard

- In the Welcome page, click on the course link you want to modify under **My Courses: Courses you are teaching**.



Course Page in Blackboard



- 1. Course Menu (Navigation Menu):** Contains the links to your course areas and course content (this is the same view your students see).

- 2. Breadcrumbs:** Breadcrumbs are a series of links that take you back to previous pages you have viewed. It helps you get back to the current page in your course you want to view.

- 3. Control Panel:** All course administration is done through the **Control Panel**. This is the link that allows you add and modify contents of the course. Click on the **Control Panel** or the icon to access the **Control Panel**.

Control Panel

Instructional Technologies II - Instructional Technology		Instructor
Content Areas	Assignments	User Management
Course Information	External Links	List, Modify Users
Course Documents		Enroll Users
Course Tools		Manage Courses
Announcements	Send Email	Assessments
Course Calendar	Discussion Board	Test Manager
Staff Information	Collaboration	Backup Manager
Tasks	Email Desktop	Pool Manager
		Course Statistics
Course Options		Help
Manage Course Menu	Import Course Content	Support
Manage Tools	Import Package	Manual
Settings	Export Course	Contact System Administrator
Rebuild Course	Archive Course	

- Control Panel:** The **Control Panel** is broken up into 6 different sections:

- Content Areas
- Course Tools
- Course Options
- User Management
- Assessment
- Help



Rapid Reference: Introduction to Blackboard

Course Content Areas

Adding Items to Your Course Content Area

You will choose which area out of the 4 you will add content. Click on the link for Course Information (syllabus), or Course Documents (reading guides, chapter summaries etc.), or Assignments, or External Link (hyperlinks to webpages).



1. To add an item, click on the item button in the menu.

2. Type a name in the box, or choose one from the drop down.

3. Enter text (description) in the text box provided.

4. To add and attach the file you want to upload, click on the browse button and find the file on your hard drive.

5. **Name the link of the file.** Without a link, your students will not have anything to click on and download the documents. A good naming convention for the link is the name and what format it is in like text file or .jpg for image.

6. For the Special action choose **Create a Link to This File.**

7. Under **Options** choose:
Make Content Available: Yes
Add Offline Content: No
Track Number of Views: Yes
Add Metadata: Yes

For date restrictions, it's always a good idea to leave them as the default (which is none).

8. When you are finished, click the submit button.

Creating a Folder

1. To add a folder, click on the folder button in the menu.

2. Type a name in the box, or choose one from the drop down.

3. Enter text (description) in the text box provided.

4. Under **Options** Make folder available (to students): Yes

For date restrictions, it's always a good idea to leave them as the default.

5. When you are finished, click the submit button. **To add content to your folder, click on the folder to open it. Then add an item to add the content.**

Note: You can add External links by following the same steps as adding an item.

Course Tools

Adding An Announcement

1. Under **Course Tools** in the **Control Panel** click on **Announcements.**

2. Click on the Add Announcement button .

3. Type a subject into the text box provided (ex. Test Cancelled).

4. Type a message you want to send to the users of your course.

5. Choose date restrictions if you want for the announcement. All announcements by default appear on the page for 7 days. If you choose to **Always show this announcement**, it will always appear on the announcements page, no matter what you add.

6. If you want to link to a section in your course, click the Browse button and choose course location.



7. When you are finished, click Submit .

User Management

My Roster

1. Under **User Management** in the **Control Panel** click on **List/Modify Users.**

2. To see everybody, click the List All tab.

3. Click the List All button. Now you will see a list of all your users and their emails. If you click on their email links, you can email a student via Blackboard.

*Need help with Blackboard? Please call 609-896-5000 **x7489** for the Blackboard Helpline