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ACCESSING BLACKBOARD AND FINDING YOUR COURSE

1- In your web browser, navigate to www.cuny.edu

2- Click on the Blackboard button

3- Enter your CUNY Portal username and password and click the Log-in button
Note: If you are teaching a class and it does not show under My Courses module, please verify that you are listed as “Instructor of Record” for the course in SIMS.

MAKING YOUR COURSE AVAILABLE

All course sites are created unavailable by default at the beginning of each semester. Until a course is made available by the instructor, it cannot be viewed by students or visitors. Courses that have not yet been made available on the system will have the (unavailable) label appear next to the course in the My Courses module. To make a course available:

1- In the Control Panel area, click the Customization link
2- In the submenu click on Properties link to open the Properties page on the right
3- In the Set Availability section, select the “Yes” radio button and click Submit when done

4- Blackboard page will open with the Home tab active. Courses you are teaching are displayed in the My Courses module.
EDIT MODE

Note: In order for you to follow these short tutorials you should have Edit Mode on.

ADD A CONTENT AREA

Content areas in the course are places where you can put course content. They are displayed in the course menu on the left of the course page. You may want to add other content areas that you think will be helpful to the teaching process.

Adding a Content Area (Course Menu) to a Course

1- Turn the Edit Mode ON

2- From the Course menu, hover your mouse over the “Plus” button and in the list that appears, click on Create Content Area item

3- Type the name of the content area

4- Set the availability by checking the box below, and click Submit
Deleting and changing the Content Area display order

1. Turn the Edit Mode ON
2. To change the order of items, click on handle button (the vertical double-headed arrow) and drag it up or down to where you want this area to be.
3. To delete a content area, click on the double-chevron on the right of the area and select Delete on the list. Confirm by clicking OK.

Note: A small dotted rectangle next to the name of the content area/course menu shows that the content area is empty.

CREATING A FOLDER

Folders are useful for organizing and structuring content in a Content Area. For example, instructors may add folders for each week of the course to a Content Area, or organize the Content Area by topic.

Once a folder is created, content and additional subfolders may be added to it. Follow the steps below to learn how to create a folder:

1. Turn the Edit Mode ON
2. Click on the Content Area you wish to add the folder
3. Press the Build Content Action Link button and from the drop down list, click Content Folder
ADDING SYLLABUS AND OTHER DOCUMENTS
To upload a syllabus or any other types of document (such as: Word, PDF, PowerPoint, Spreadsheet or image) do the following:

1- Turn the Edit Mode ON
2- Click on the Content Area you wish to add the file
3- Hover your mouse over the Build Content Action Link button
4- Under Create column click the Item link
5- Set any date and time availability if necessary, and when finished click Submit
ADDING ANNOUNCEMENTS

The Announcement is a very useful tool in communicating with your students. Announcements appear not only in the Announcement page inside the course, but also in the Blackboard Home tab.

To add an announcement

1- Turn the Edit Mode ON

2- Click Announcements link in the course menu

5- Complete the Content Information fields

6- In the Attachments section, click Browse My Computer to locate the file you want to upload

7- Click Submit

6- In the Attachments section, click Browse My Computer to locate the file you want to upload
SENDING EMAIL TO STUDENTS

Instructors can use the Blackboard course site to communicate with students in the course by using the Send Email feature.

To send an email

1. Click the Tools content area

2. Select the Send Email link

Optional: You can send the announcement as an email to all users in the course by checking the box in the Email Announcement section.

4. Enter the title and the text of the announcement

5. Click Submit
3- Select the group you want to send the email to by clicking on the respective link

4- Enter the subject and message of your email

5- Click Submit

BLACKBOARD ON DEMAND MOVIE
Watch it
<http://ondemand.blackboard.com/r91/movies/bb91_student_sending_email.htm>
LIST/MODIFY USERS

Instructors can view students’ names and their email addresses in Blackboard.

1- Click Users and Groups section of the Control Panel and then click the Users link

2- All users in the course will appear in the display area

3- To change a user’s role, click on the Action Link button next to the username

4- Click Change User’s Role in Course

5- Select the role you want to assign

6- Click Submit

ADDING GROUPS

There are several options for group creation: self-enroll groups, manual enroll groups, randomized enrollment in groups, group set creation and student created groups.
To create a group

1. Click Users and Groups section of the Control Panel and then click Groups

2. To create a single group, click the Single Group Action Link button and then Self-Enroll or Manual Enroll

3. To create multiple groups, click the Create Group Set Action Link button and then Self-Enroll, Manual Enroll, or Random

4. Fill the mandatory and necessary fields that appear on screen

To delete a group

1. Select the group you want to delete by checking the Action Link button next to it and then click the Delete button

2. Click the Delete button

BLACKBOARD ON DEMAND MOVIE

Watch it

<http://www.blackboard.com/quicktutorials/Bb9_Groups_Create_Groups_Add_Students.htm>
CREATING ASSIGNMENTS

Instructors can create an assignment in Blackboard as a way for students to submit course work. A column is automatically created for each assignment in the Grade Center.

To create an Assignment

1. Turn the Edit Mode ON
2. Click on the Content Area you wish to create the assignment
3. Hover your mouse over Create Assessment Action Link button
4. Click Assignment
5. Enter the name and instructions for the assignment
6. If you want to attach a document for the students to read click on the Browse My Computer button
7. Enter points possible for this assignment
8. Set the options you desire in the Availability section
9. Click Submit

BLACKBOARD ON DEMAND MOVIE
Watch it
<http://ondemand.blackboard.com/r9/movies/Bb9_Course_Content_Create_Assignments.htm>
To find students’ assignments

1- In the Control Panel area click Grade Center, and then Assignments.

2- Locate the column for the assignment (it has the same name you entered when you created the assignment).

3- Hover your mouse over the cell where the column matches with the student and click the Action Link button.

4- Click the View Grade Details link.

5- Click the View Attempt button.

6- To open the file, click the file’s link.

BLACKBOARD ON DEMAND MOVIE
Watch it
<http://ondemand.blackboard.com/r91/movies/bb91_grade_center_viewing_grade_details.htm>

ADD A DISCUSSION FORUM
Discussion Board forum is the place where the conversation happens online. A forum usually poses a question to the class. To create a forum, follow these steps.

CUNY’s Blackboard Training Task Force
1- In the Course menu click Discussions

2- Click the Create Forum button

3- Enter the Forum name and instructions

4- Select the appropriate options for availability and settings

5- Click Submit

BLACKBOARD ON DEMAND MOVIE
Watch it
<http://ondemand.blackboard.com/9/movies/Bb9_Discussion_Board_Creating_a_Forum.htm>

CUNY's Blackboard Training Task Force
Creating Threads

Students answer the questions by creating **threads**. Students click the forum’s link and once inside, they click on Create Thread to type in their answer.

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1- To read and reply to a thread, you need to access the forum and click on the thread’s name. Click the **Reply** (or **Quote**) button to reply to the thread.

2- Type in the response in the **Message** box or attach it.

3- In the **Attachments** section, click **Browse My Computer** to locate the file you want to upload.

4- Click **Submit**.
GRADE CENTER

All gradable items created for a Course through Blackboard automatically generate columns in the Course’s Grade Center.

Manually Creating Grade Center Columns

To create a column in the Grade Center, follow these steps:

1. In the Control Panel, click Packages and Utilities and in the submenu click Course Copy.
2. Select ‘Copy Course Materials into an Existing Course’.
3. Click Browse to find the destination course.
4. In the new window, find the course you wish to copy materials into, select the radio button and then click Submit.
5. Select all boxes you wish to copy into the new course. DO NOT select Enrollments.
6. Click Submit.
1. In the Control Panel area click Grade Center, and then Full Grade Center

2. Click Create Column button

3. Enter a Column Name. This is a formal name for the column

4. Enter a Description. A description will help instructors identify the column

5. Select a Primary Display and a Secondary Display from the drop-down menu

6. Enter Points Possible (mandatory field)

7. Choose if you want to include this column in the Grade Center calculation column (Weighted Total), make this column visible to students, or Show Statistics (average and median) for this column in students' "My Grades" section, so that they can compare their results with the class average

8. Click Submit

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BLACKBOARD ON DEMAND MOVIE
Watch it
<http://www.blackboard.com/quicktutorials/9_GradeCenter_create_column.htm>