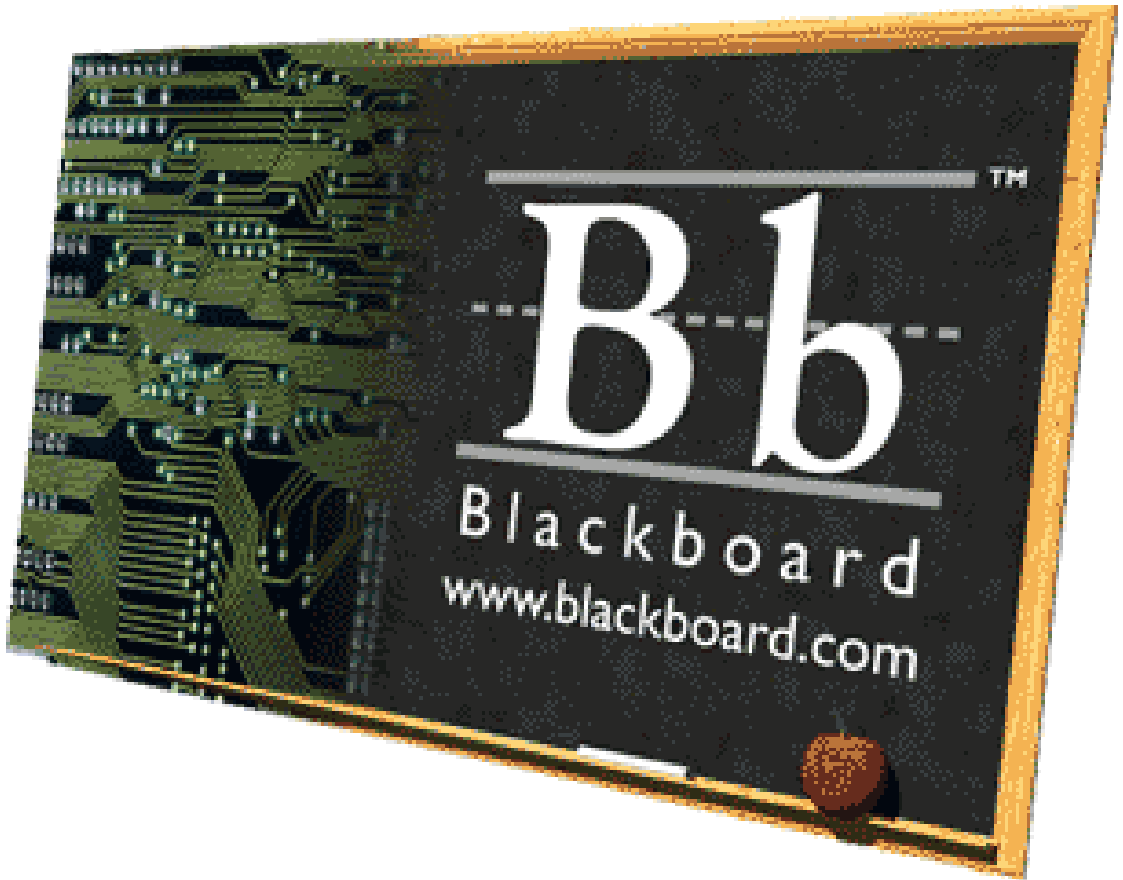


# Tutorial for Blackboard 9.1



Alex Ikeuchi

Kamehameha Schools Hawaii

Blackboard 9.1

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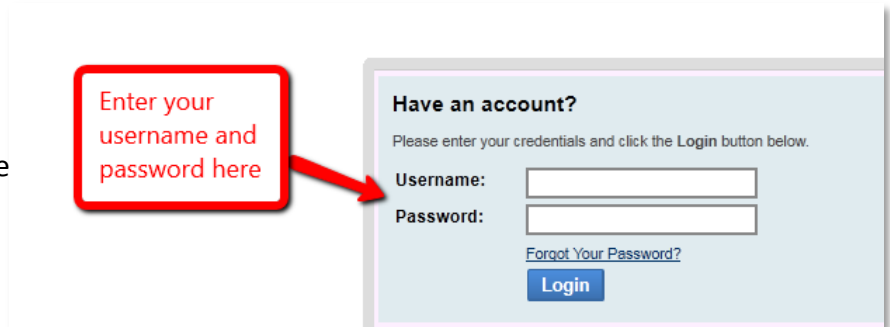
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# Logging In

1. In your address bar, go to ***http://bb.ksbe.edu/***

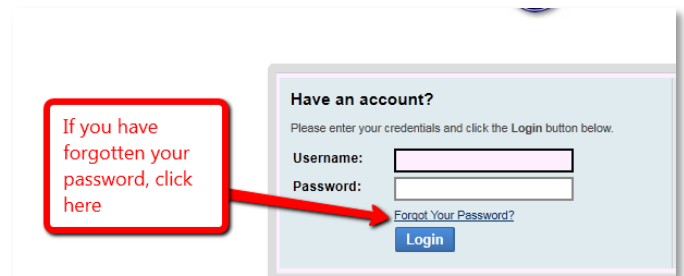


2. Enter your username and password within the respective fields.

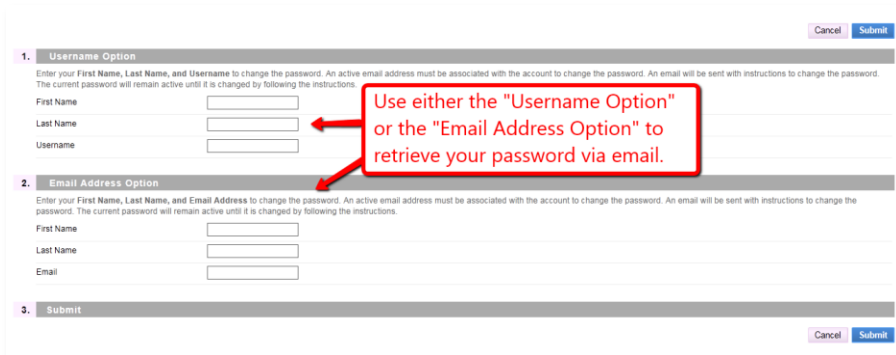


# Forgot Password

1. If you have forgotten your password, click the ***Forgot Your Password?*** link above the ***Login*** button.

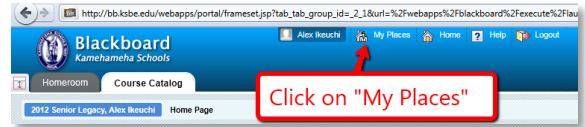


2. Use either the ***Username Option*** or the ***Email Address Option*** to retrieve your password. Go to your email and follow the steps instructed to you from the blackboard email message.

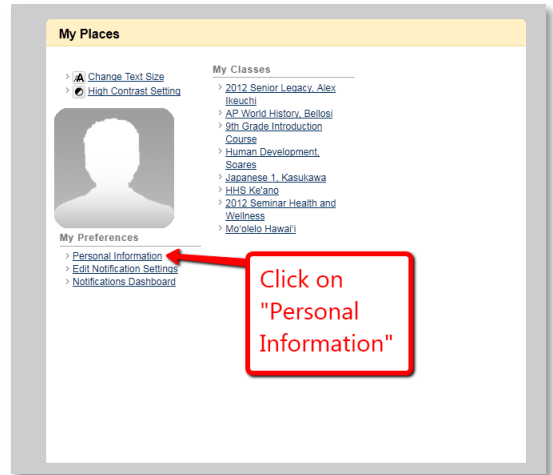


# Changing Your Password

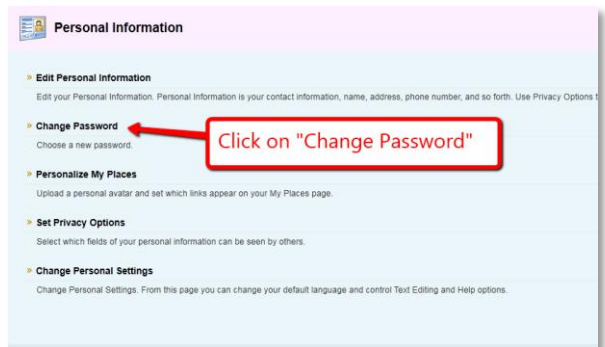
1. On the top of the page, click on **My Places**.



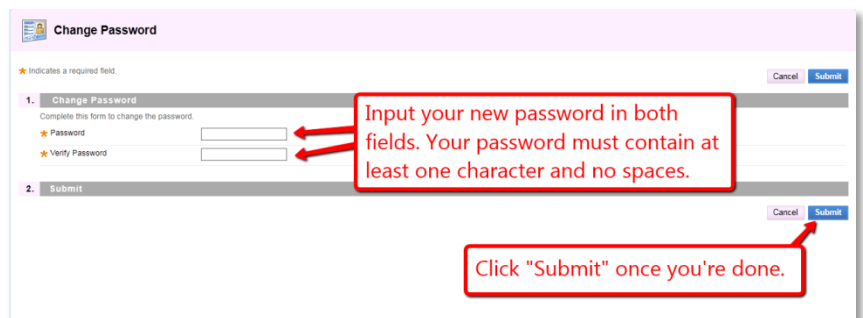
2. A new page should appear. From here, click on "Personal Information"



3. Click on **Change Password**.

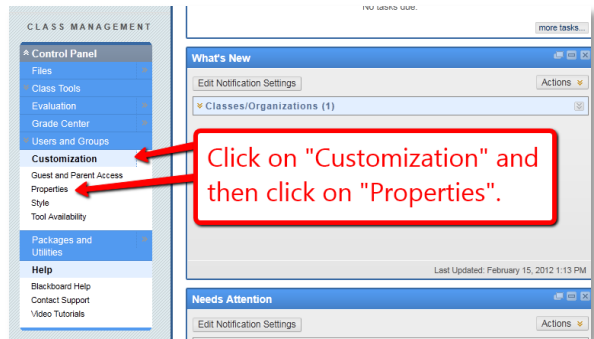


4. Input your new password in the **Password** field and then again in the **Verify Password** field. Your password should contain at least one character and no spaces. Click on the **Submit** button.

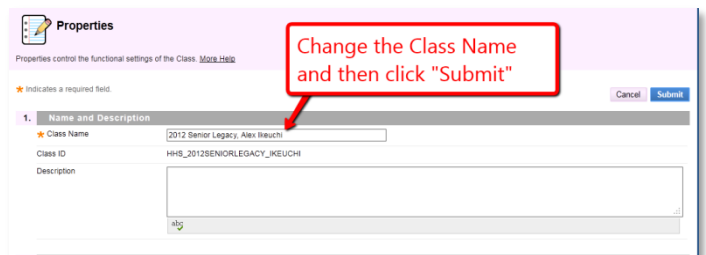


# Changing Class Title

1. In the **Control Panel**, click **Customization** and then **Properties**.

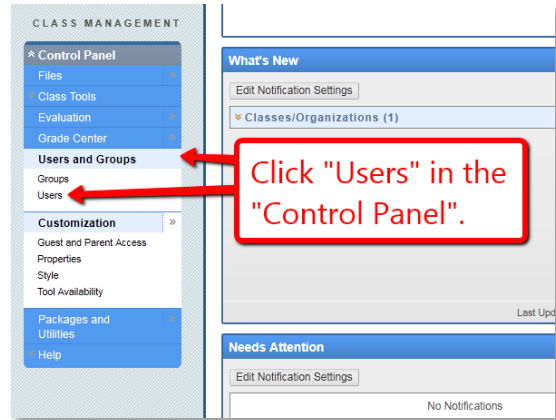


2. Change the class name in the **Class Name** field. Then click **Submit**.

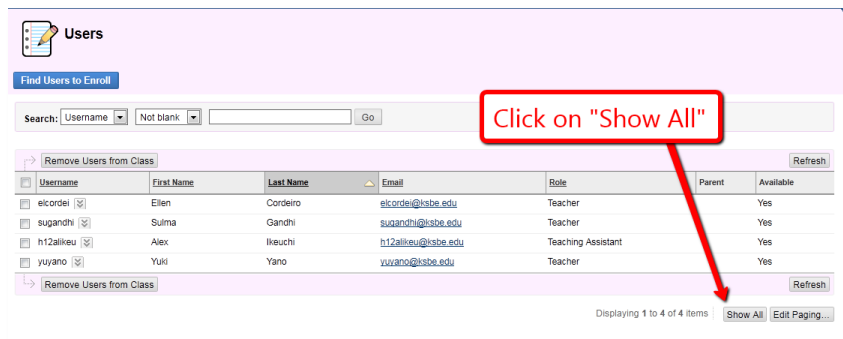


# Viewing List of Users

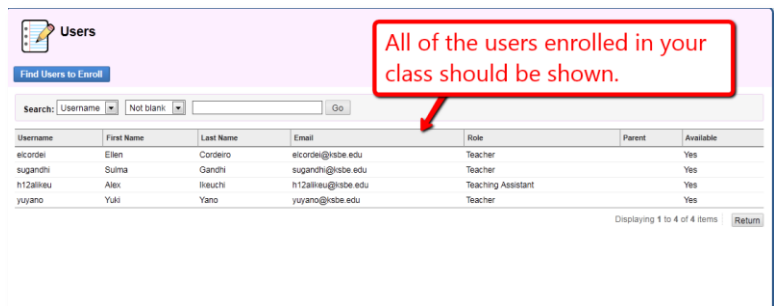
1. Within the **Control Panel**, click on **Users** in the **Users and Groups** section.



2. On the **Users** page, click on **Show All**.

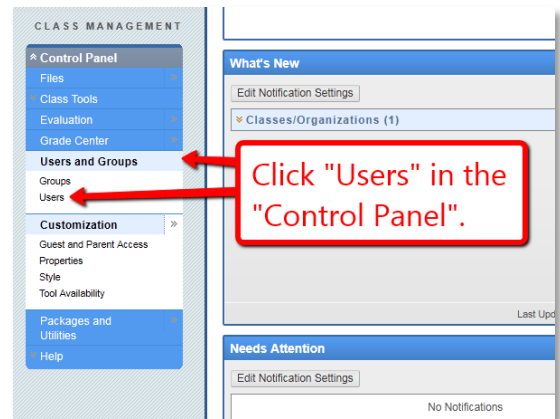


3. A list of all of the users enrolled in your class should appear.

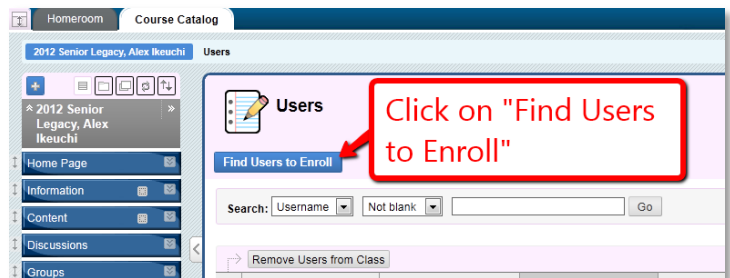


# Enrolling Users

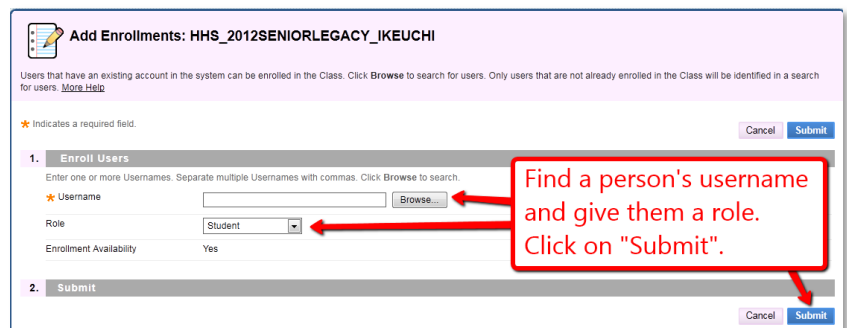
1. Within the **Control Panel**, click on **Users** in the **Users and Groups** section.



2. On the **Users** page, click on **Find Users to Enroll**.

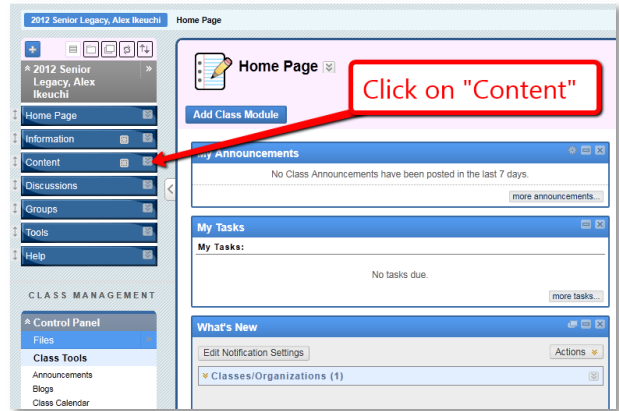


3. Find a user's username by using **Browse**. Give the user a **Role** and then click **Submit**.

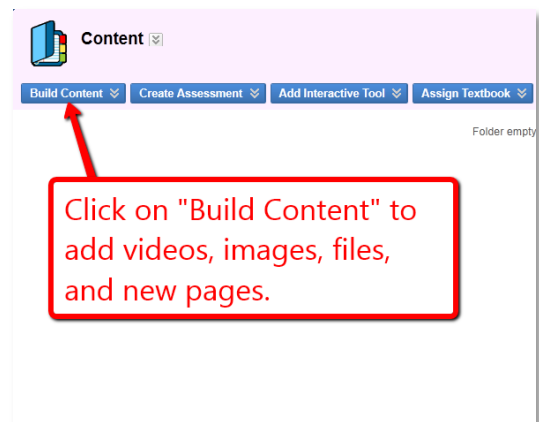


# Adding Content

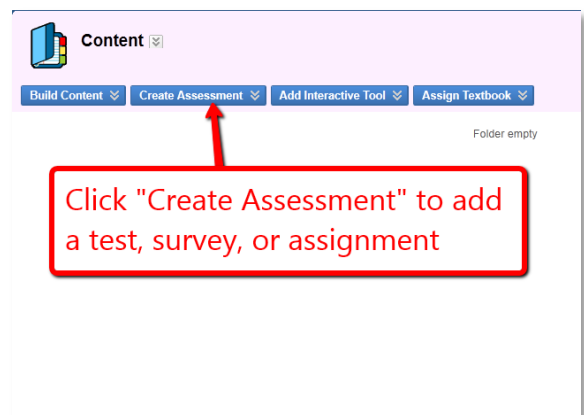
1. Click on **Content** in the sidebar of your page.



2a. Roll your mouse over **Build Content** and choose to add videos, images, files, new pages, etc.



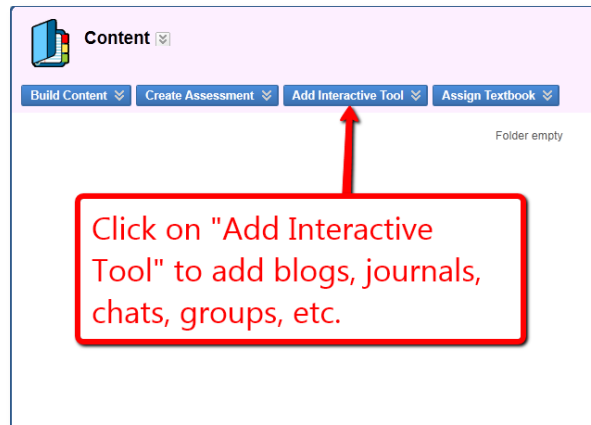
2b. Roll your mouse over **Create Assessment** and choose to add a test, survey, or assignment



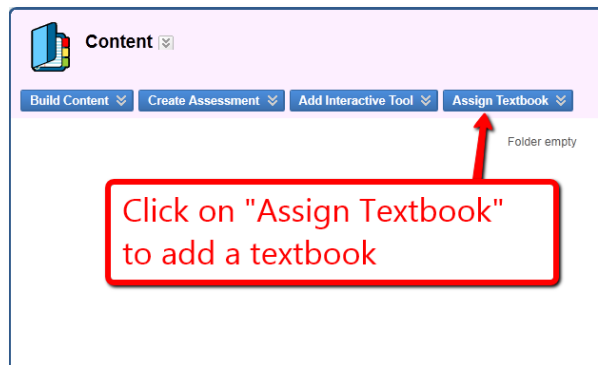


# Adding Content Continued

2c. Roll your mouse over **Add Interactive Tool** and choose to add blogs, journals, groups, etc.

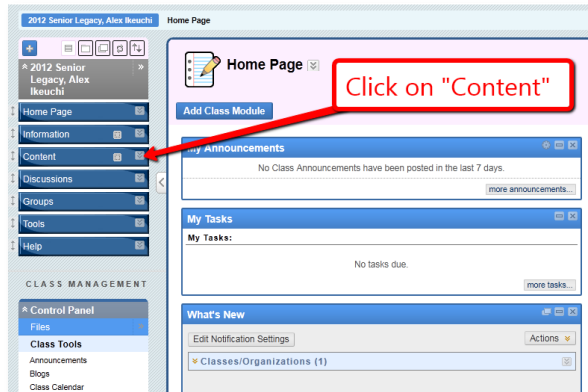


2d. Roll your mouse over **Assign Textbook** and either search for a textbook or add it in manually.

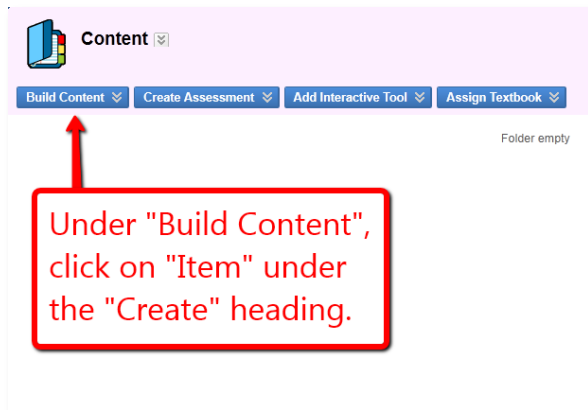


# Adding a Document

1. Click on **Content** in the sidebar of your page.



2. Roll your mouse over **Build Content** and under **Create** click **Item**.



# Adding a Document Cont.

3. Add a title in the **Name** field for your folder.

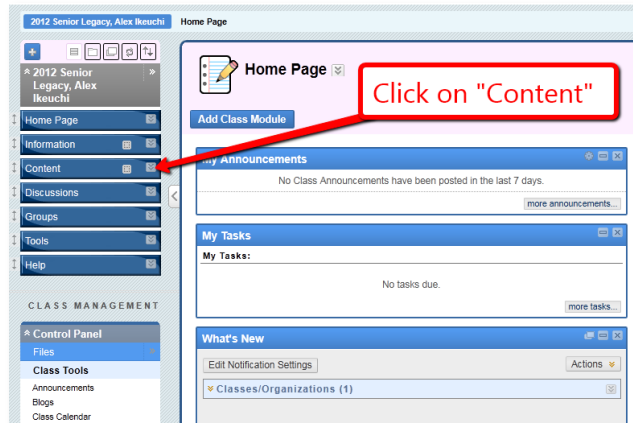
The screenshot shows the 'Create Item' form. At the top, it says 'Create Item' and 'A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or folder. [More Help](#)'. Below this, there's a note: '\* Indicates a required field'. The form is divided into sections. The first section is '1. Content Information'. It has a required field for 'Name' (indicated by a star), a 'Color of Name' dropdown set to 'Black', and a 'Text' editor with a rich text toolbar. A red box highlights the 'Name' field with an arrow pointing to it, and the text 'Add a title in the "Name" field.' is written inside the box. 'Cancel' and 'Submit' buttons are at the top right.

4. Click on **Submit**. Descriptions, attachments, or viewing options can be added, but those are **optional**.

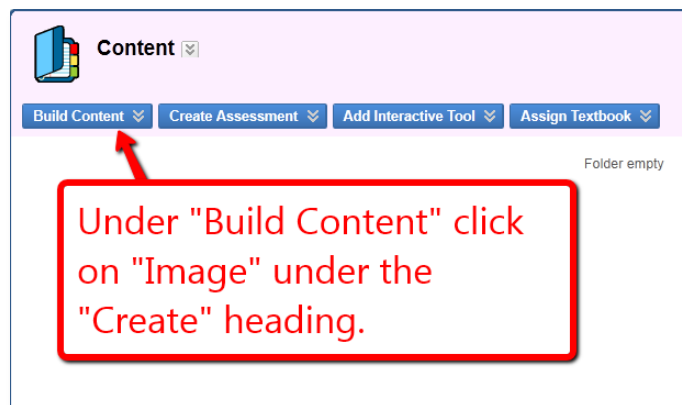
The screenshot shows the 'Create Item' form at step 4: 'Submit'. The path is 'Path: back'. There's a checkbox for 'Save as HTML Object'. The second section is '2. Attachments', with a note: 'Attach a file from a local drive or Class Files. All attached files are saved in Class Files. Click Do Not Attach to remove the attachment. The file itself is not deleted.' There are 'Attach File' buttons for 'Browse My Computer' and 'Browse Class'. The third section is '3. Options', with 'Permit Users to View this Content' set to 'Yes', 'Track Number of Views' set to 'No', and 'Select Date and Time Restrictions' with 'Display After' and 'Display Until' fields. A red box highlights the 'Submit' button at the bottom right with an arrow pointing to it, and the text 'Click on "Submit". Optionally, you can add attachments or viewing options beforehand.' is written inside the box. 'Cancel' and 'Submit' buttons are at the bottom right.

# Adding Images

1. Click on **Content** in the sidebar of your page.



2. Roll you mouse over **Build Content** and under **Create** click **Image**



# Adding Images Cont.

3. Click on one of the three **Browse...** buttons to select an image. Create a title.

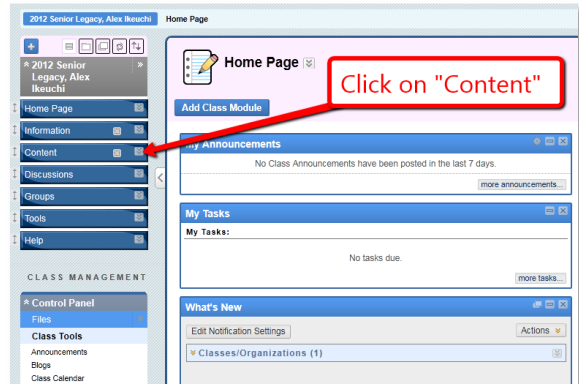
The screenshot shows the 'Create Image' form at step 1, 'Select Image File'. At the top, there are three buttons: 'Browse My Computer', 'Browse Class', and 'Browse Mashups'. Below these are input fields for 'Name', 'Color of Name' (set to 'Black'), 'Alt Text', and 'Long Description'. A red callout box with arrows pointing to the 'Browse' buttons contains the text: 'Browse your computer, class, or mashups to find your image. Create a title.'

4. Customize your image by filling in the optional fields under **Image Options** and **Standard Options**. Click **Submit**.

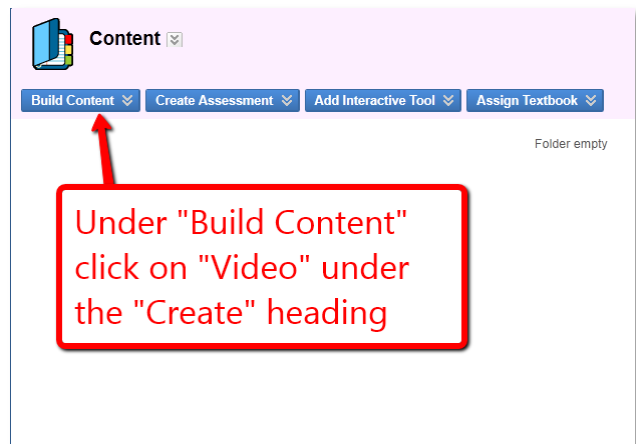
The screenshot shows the 'Create Image' form at step 2, 'Image Options' and 'Standard Options'. Under 'Image Options', there are radio buttons for 'Original' and 'Custom', a 'Border' dropdown menu (set to 'None'), an 'Image Target URL' field, and 'Open Target in New Window' radio buttons (set to 'Yes'). Under 'Standard Options', there are radio buttons for 'Permit Users to View this Content' (set to 'Yes'), 'Track Number of Views' (set to 'Yes'), and 'Select Date and Time Restrictions' with 'Display After' and 'Display Until' date pickers. A red callout box with arrows pointing to the 'Image Options' and 'Standard Options' sections contains the text: 'Customize your image. Select viewing options for your image. Finally, click submit.'

# Adding Videos

1. Click on **Content** in the sidebar of your page.



2. Roll you mouse over **Build Content** and under **Create** click **Video**.



# Adding Videos Cont.

3. Click on one of the three **Browse...** options to find a video. Give the video a title. Customize your video.

**Create Video**

Select a video to show on the page. The video player will appear directly on the page. Set the height and width options to display the video at the right size, and include a transcript for those that cannot see or hear the video. When uploading an MP4 file, you have the option of including a SMI transcript file. Otherwise, use a separate text file in the same folder to provide a transcript for the video. [More Info](#)

★ Indicates a required field.

Cancel Preview Submit

**1. Select Video File**

★ Find File

★ Name

Color of Name

**2. Video Options**

Dimensions  Original  Custom

Autostart  Yes  No

Loop  Yes  No

Find a video either through browsing your computer, class, or mashup (youtube). Give the video a title. Customize your video.

4. Select viewing options for your video. Click **Submit**.

**3. Standard Options**

Perm Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  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.

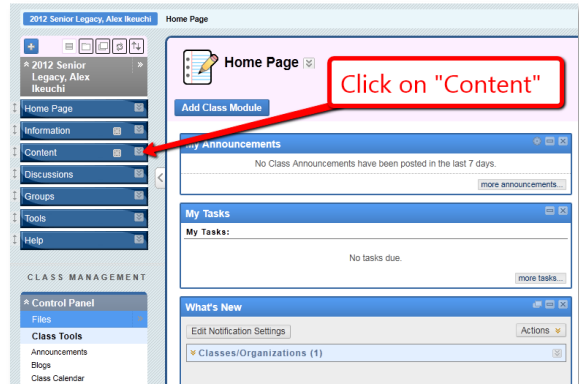
**4. Submit**

Cancel Preview Submit

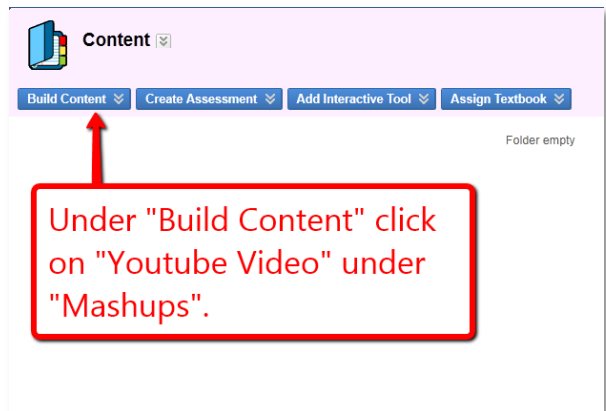
Select viewing options for your video. Click "Submit"

# Adding Videos Using Youtube

1. Click on **Content** in the sidebar of your page.



2. Roll you mouse over **Build Content** and under **Mashups** click **Youtube Video**.



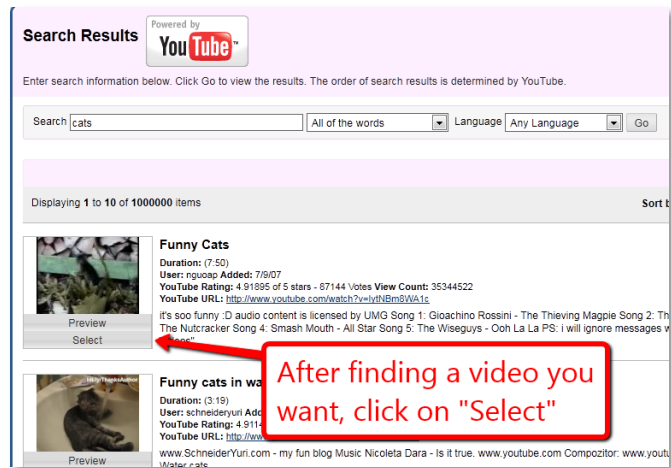
3. Search for a video within the **Search** field.



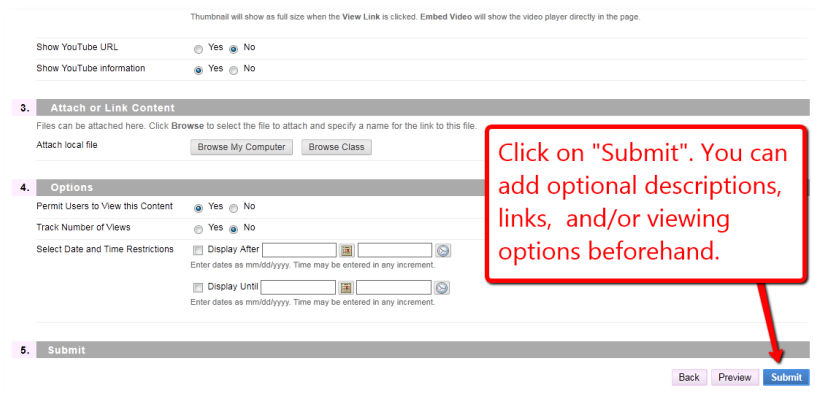


# Adding Videos Using Youtube Cont.

4. Click on **Select** under the thumbnail of the video you want.

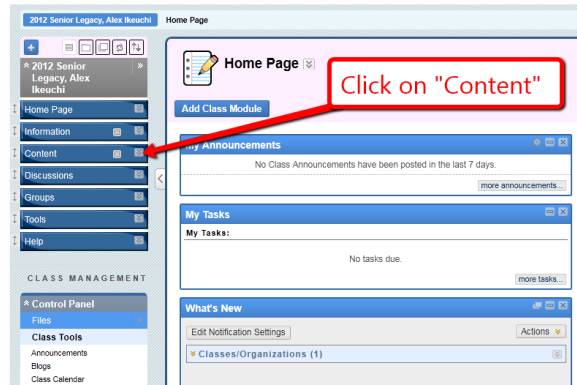


5. Click on **Submit**. Descriptions, links, or viewing options can be added, but those are **optional**.

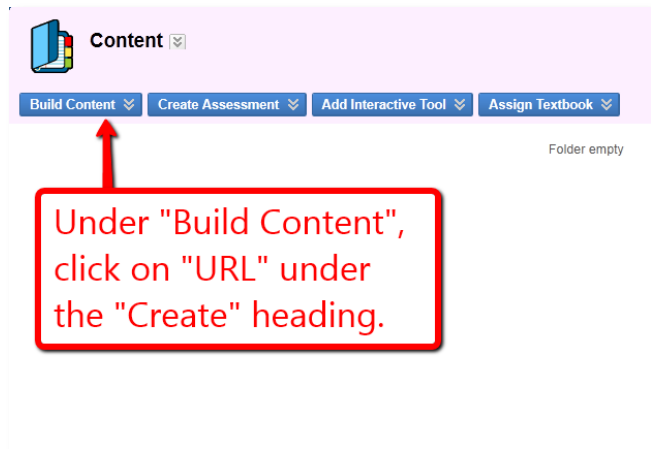


# Adding Links/URLs

1. Click on **Content** in the sidebar of your page.



2. Roll you mouse over **Build Content** and under **Create** click **URL**.



# Adding Links/URLs Cont.

3. Add the URL and a title for it in their required fields.

**Create URL**

A URL is a shortcut to a Web resource. Add a URL to a Content Area to provide a quick access point to relevant materials. [More Help](#)

\* Indicates a required field. Cancel Submit

**1. URL Information**

\* Name

\* URL

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

Add a title and the URL in their respective fields

4. Click on **Submit**.  
Descriptions, attachments, or viewing options can be added, but those are **optional**.

**3. Attachments**

Attach a file from a local drive or Class Files. All attached files are saved in Class Files. Click Do Not Attach to remove the attachment. The file itself is not deleted.

Attach File Browse My Computer Browse Class

**4. Options**

Permit Users to View this Content  Yes  No

Open in New Window  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

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

Display Until

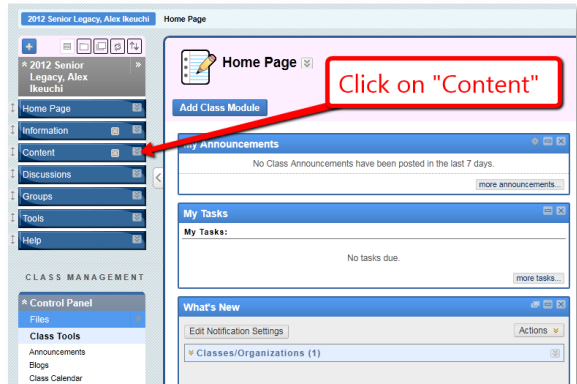
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**5. Submit** Cancel Submit

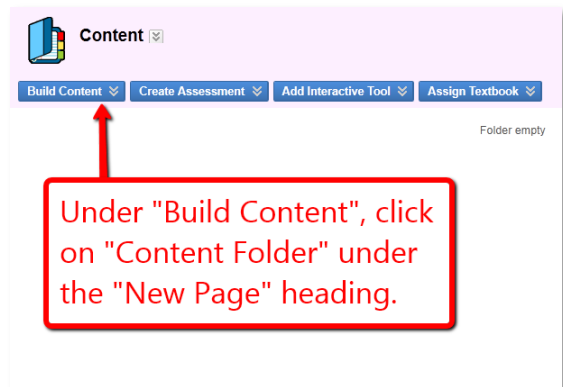
Click on "Submit". Optionally, you can add descriptions, attachments, and/or viewing options beforehand.

# Adding Folders

1. Click on **Content** in the sidebar of your page.



2. Roll your mouse over **Build Content** and under **New Page** click **Content Folder**.



# Adding Folders Cont.

3. Add a title in the **Name** field for your folder.

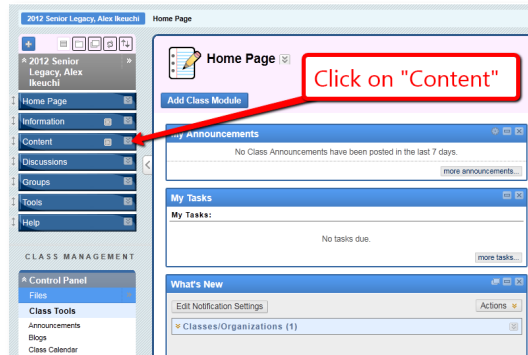
The screenshot shows the 'Create Content Folder' form. The title is 'Create Content Folder'. Below the title is a description: 'A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)'. There is a 'Cancel' button and a 'Submit' button. A star icon indicates a required field. The first section is '1. Content Folder Information'. It contains a 'Name' field with a red box around it and a red arrow pointing to it. Below the 'Name' field is a 'Color of Name' dropdown menu set to 'Black'. There is also a 'Text' field. A red callout box with the text 'Add a title in the "Name" field.' points to the 'Name' field.

4. Click on **Submit**.  
Descriptions or viewing options can be added, but those are **optional**.

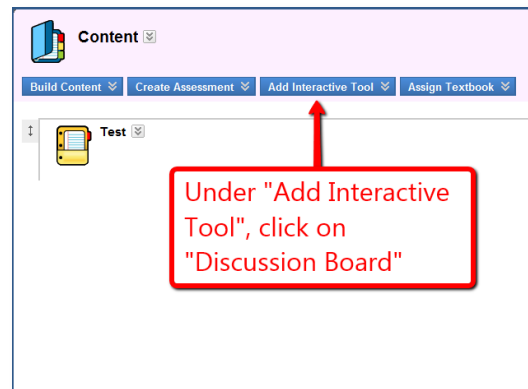
The screenshot shows the 'Options' section of the 'Create Content Folder' form. It includes a 'Path' field with the value 'body'. Below that is a 'Save as HTML Object' checkbox. The '2. Options' section contains several settings: 'Permit Users to View this Content' with radio buttons for 'Yes' (selected) and 'No'; 'Track Number of Views' with radio buttons for 'Yes' (selected) and 'No'; and 'Select Date and Time Restrictions' with checkboxes for 'Display After' and 'Display Until', each with a date input field. A red callout box with the text 'Click on "Submit". Optionally, you can add a description or viewing options beforehand.' points to the 'Submit' button at the bottom right of the form.

# Adding Discussion Boards

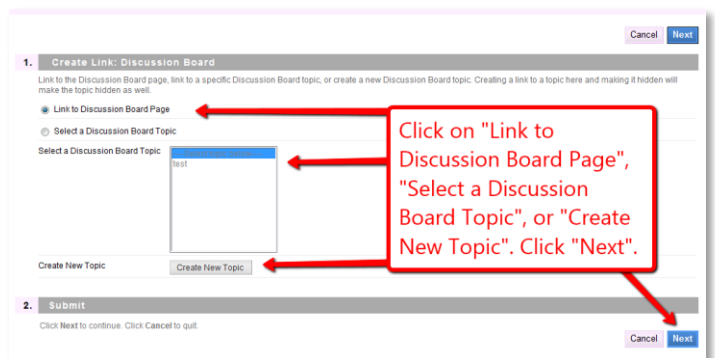
1. Click on **Content** in the sidebar of your page.



2. Roll your mouse over **Add Interactive Tool** and click **Discussion Board**.

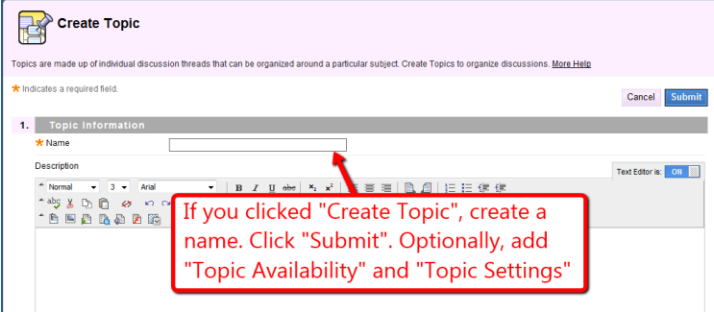


3. Click on **Link to Discussion Board Page**, **Select a Discussion Board Topic**, or **Create New Topic**.



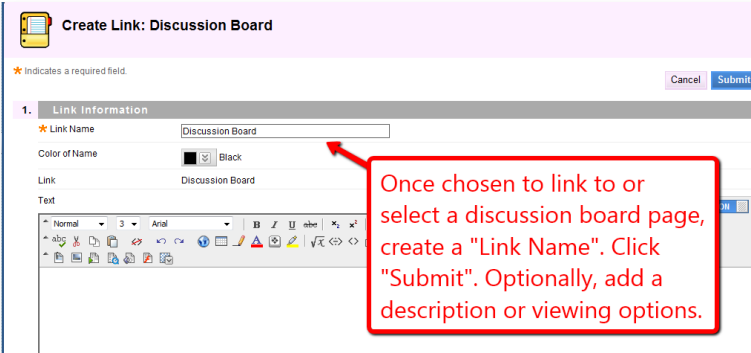
# Adding Discussion Boards Cont.

4a. If you clicked **Create Topic**, create a **Name**. Click **Submit**. Topic Availability or Topic Settings options can be added, but those are **optional**.



If you clicked "Create Topic", create a name. Click "Submit". Optionally, add "Topic Availability" and "Topic Settings"

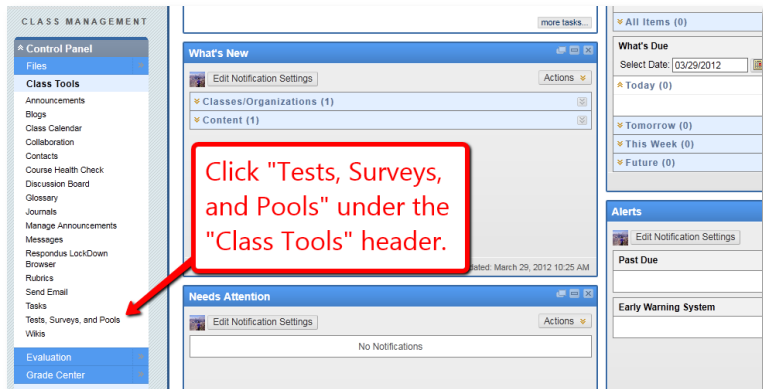
4b. Once a link or discussion board page is selected, create a **Link Name**. Click **Submit**. Descriptions or Viewing Options can be added, but those are **optional**.



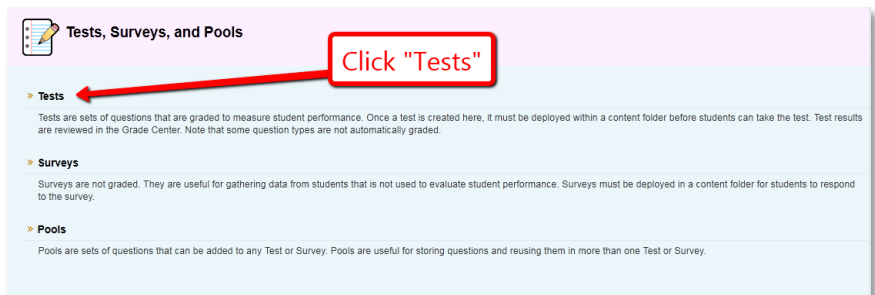
Once chosen to link to or select a discussion board page, create a "Link Name". Click "Submit". Optionally, add a description or viewing options.

# Adding Tests

1. Click **Tests, Surveys, and Pools** under the **Class Tools** header.



2. Click **Tests**.



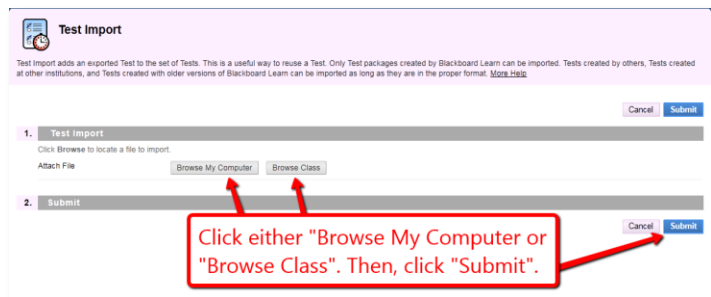
3. Click either the **Build Test** or **Import Test** buttons to either create a new test or upload a test from the computer or blackboard, respectively.



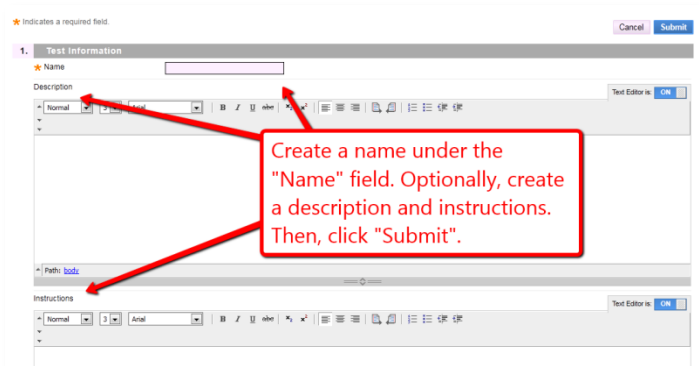


# Adding Tests Cont.

4a. If you chose to import a test, click either the **Browse My Computer** or **Browse Class** buttons to find a test from your computer or blackboard. Click **Submit**.

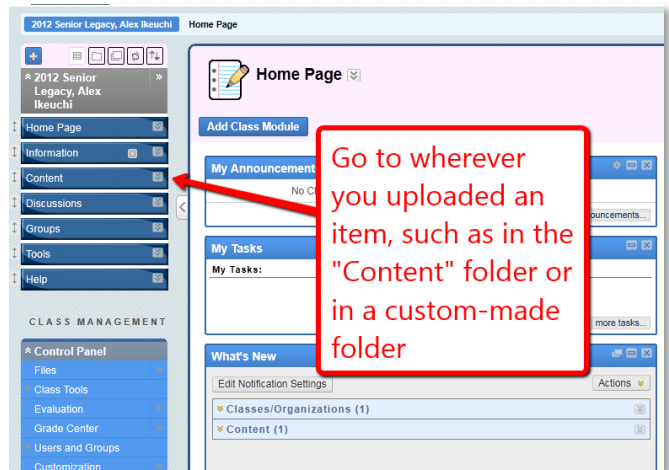


4b. If you chose to create a new test, create a name in the **Name** field. Click **Submit**. Descriptions and instructions are optional.

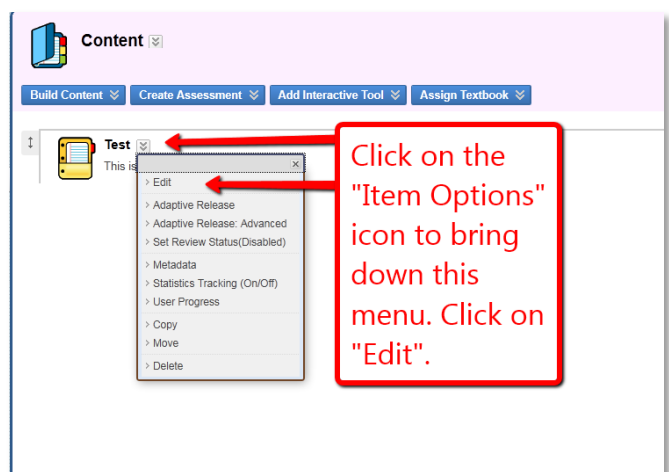


# Editing Content

1. Go to the content you want to delete, possibly in the **Content Folder** or a **Custom-made Folder**.



2. Click on the **Item Options Icon** to bring up a drop-down menu. Click on **Edit** at the top of the list.



# Editing Content Cont.

3. You can edit either the name in the **Title** field or the description in the **Description** field.

**Edit Item**

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or folder. [More Help](#)

\* Indicates a required field.

Cancel Submit

1. **Content Information**

\* Name

Color of Name

Text

Normal Arial Bold Italic Underline Link Unlink Image Video Audio Embed Code

This is a test.

Text Editor is:  ON

Here, you can edit either the "Name" or the "Description"

4. Click on **Submit**.  
Descriptions or viewing options can be edited as well.

\* Path: body

Save as HTML Object

2. **Attachments**

Attach a file from a local drive or Class Files. All attached files are saved in Class Files. Click Do Not Attach to remove the attachment. The file itself is not deleted.

Attach File

3. **Options**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  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.

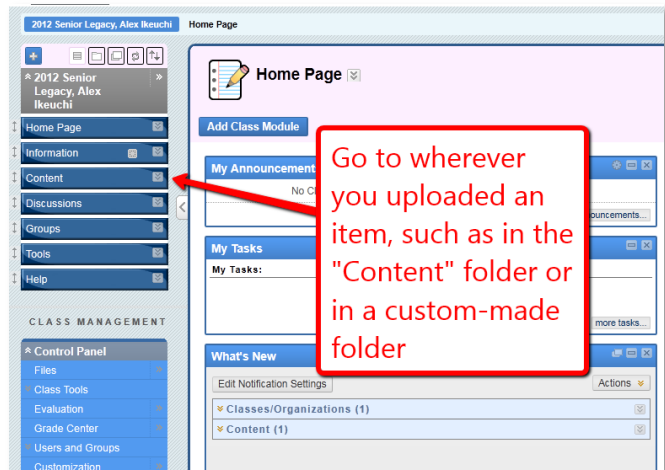
4. **Submit**

Cancel Submit

Click on "Submit". Optionally, you can edit the attachments or the viewing options beforehand.

# Deleting Content

1. Go to the content you want to delete, possibly in the **Content Folder** or a **Custom-made Folder**.



2. Click on the **Item Options Icon** to bring up a drop-down menu. Click on **Delete** at the bottom of the list.

