



# Getting Started with Blackboard 9 for Teachers

<http://blackboard.ksbe.edu>

Blackboard 9 is a learning management system that can be used to enhance your face to face class by creating an online environment for interaction between students and with the teacher. This tutorial will show you how to use Blackboard's Announcements, communication tools and grading feature.

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## Login to Blackboard

1. Launch a web browser and enter the URL for the Kamehameha Schools Blackboard site.
2. Enter your **Username** and **Password**.  
Then press the **Login** button.  
You will be given access to the Kamehameha Blackboard Homeroom with all of your courses.

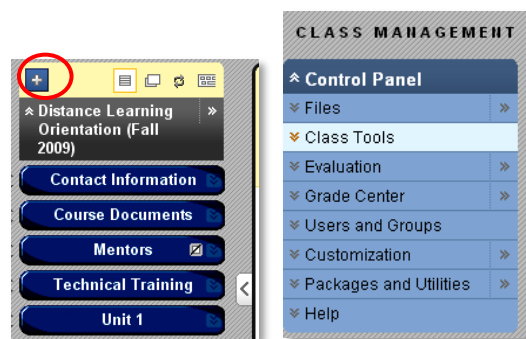
<http://blackboard.ksbe.edu>



## Blackboard Course Interface

The Blackboard interface is customized using two panels - the Course Menu and Course Management Control Panel.

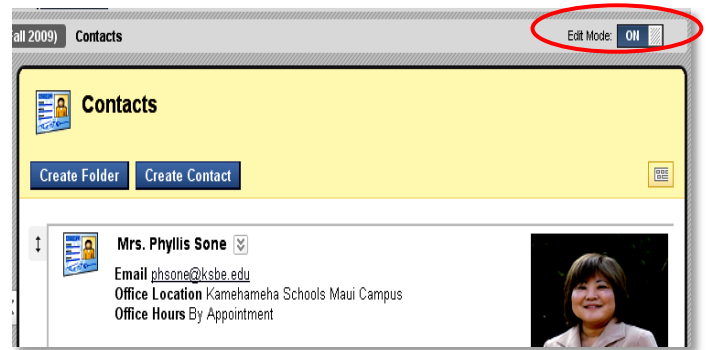
1. **The Course Menu** has buttons that link to other pages of content, tool pages, and possibly links to files, images or web pages.



2. **Teacher vs Student view:**

You can conveniently **toggle between the instructor and student views** with the **Edit Mode** button. Use **Edit Mode ON** to add or modify tools, create content, download student work and manage the course. Use **Edit Mode OFF** for the student view.

**Note:** There are some differences between instructor and student mode even when Edit mode is OFF (student view), so it's always a good idea to log in as a practice student on a different browser to check.



3. **Course Menu visibility:** Blackboard 9 uses chevrons called “action buttons” that reveal or conceal additional options in drop down menus. Click the action button to the left of “Distance Learning” to hide or reveal the Course Menu.

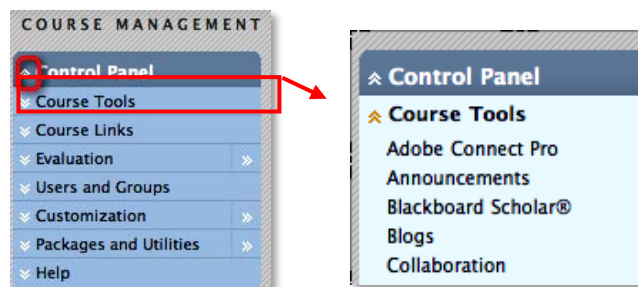


### ***Control Panel (available to teachers only)***

Once in your course you will customize its appearance and contents via the Control Panel. These options are available only to users with instructor access.

#### ***View the Control Panel:***

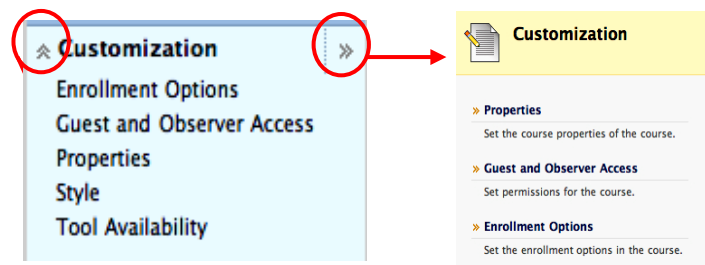
1. The Control Panel is located below the Course Menu.
2. A Control Panel item may have several sub-items such as the Course Tools item shown here.



3. **Control Panel views:**

Click the **left action button** for any subpanel and a drop down menu of options appears.

Click the **right action button** to display the subitems with a short explanation in the right window (the order may differ).





# Content Areas

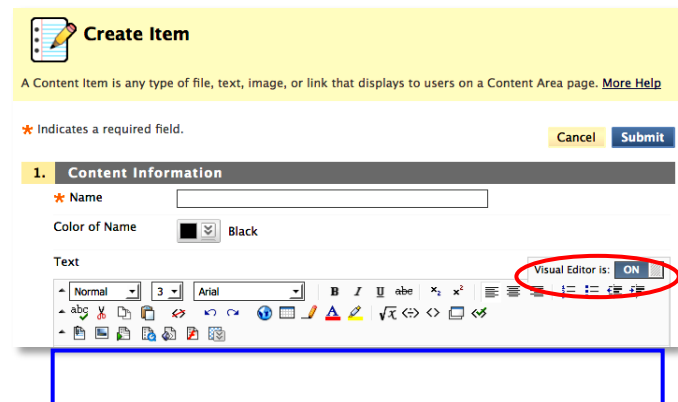
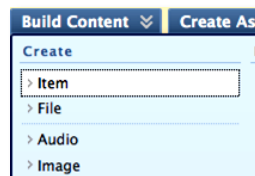
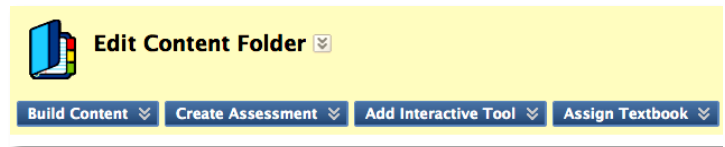
## Adding links and course content

Content Areas are pages to which you can add files, images and movies or tools to link to. “Items” are pages to which you can add a combination of these elements in a single page. In this tutorial you’ll learn to create an Item. Add individual files and images similarly.

### Building Content – adding an Item

1. Click the **Course Menu** button for the page you want to add the item to. The page opens.
2. Click the **Build Content** tab.
3. In the **Create** column choose **Item**.
4. Enter a **name** for the item. You can use spaces and capitalization.
5. Type into the text box below.
6. Make sure the **Visual Editor** is **ON**. Use the toolbar to format the font, use bullets and numbering, add links or images.

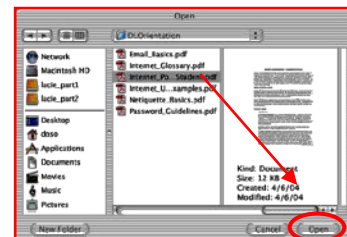
If you’re familiar with HTML you can turn the Visual Editor OFF to enter text and HTML tags.



### To add an image:

1. Click the **picture** button. Click a button for the file’s current location:
2. **Browse My Computer:**
  - Locate the file on your computer. Double-click it or click **Open**.

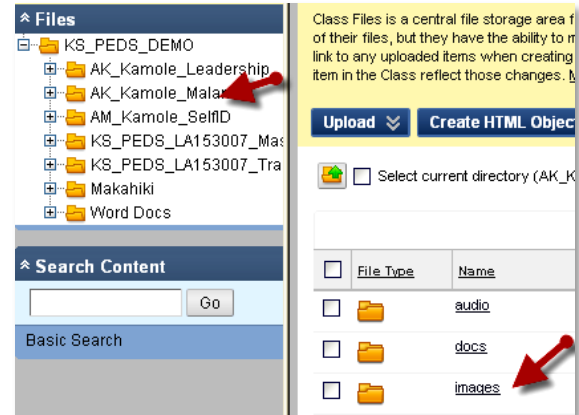
It uploads to the Blackboard course files folder and appears in your item.



- Format the image:
  - Enter **Alt text** for screen readers,
  - Add a **link** if you want the image to be clickable,
  - Choose whether to open it in a new window or the same window.
  - Set the size if desired.
- Click **Submit**.

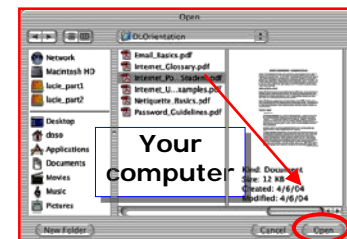
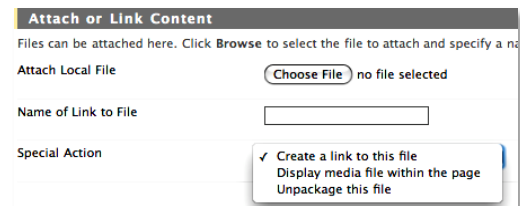
### 3. Browse Class (recommended)

- To insert an image that's already in your course files folder, click Browse Class.
- Your Blackboard course files folder opens. Click the unit folder in the left column. Locate the "images" folder or wherever the file was placed, and double-click to open it.
- Single click the image file to select it. Click the Submit button. Note: if you double-click the image, it will open, but not be inserted.
- Format as above.



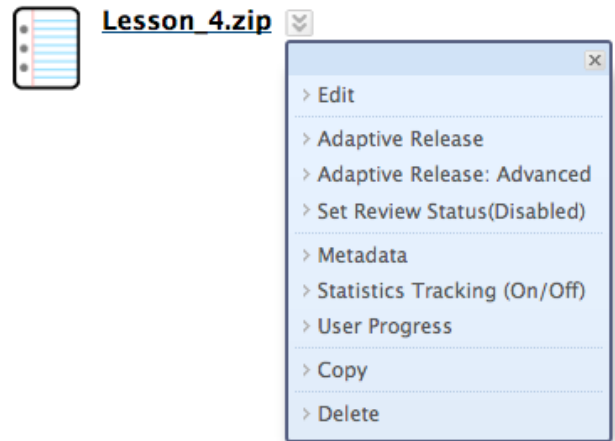
### To attach a file to the Item:

1. Click the **Choose File** button and locate the file on your computer. **Double-click the filename** or click the filename once to select it. Click **Open** to attach it.
2. It will appear as an **Attachment** link on the content page. Keep in mind the students' software when creating attachments for them to view or use.



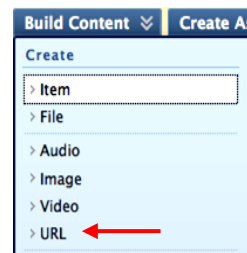
3. Next select **display Options**:
  - a. **Click Yes or No to:**  
**View** the Item now or  
**Track** the student views.
  - b. **Select Date and Time Restrictions** to display the Item between specific dates. To display it indefinitely, leave this unchecked.

4. Click the **Submit** button.  
 A link to your item is now on the content page.
5. **To edit a posted item:**  
 Click the action button to the right of the item for the drop down menu.
  - a. **Edit** returns you to the Item creation page.
  - b. **Adaptive Release** sets requirements that must be met before the student is allowed access to this assignment.
  - c. **Copy** copies it for another course and
  - d. **Delete** removes it. Caution, this is a permanent deletion.



### Adding A Web Link

1. Open the desired **Content Area page** in the Course Menu **or a Content Item**. Click the **Build Content** tab then the **URL** icon. The External Link page will open.
2. Type a Name for your external link. Enter the **URL** (web address) of the external site.



Type a **Description** of the site and instructions. If desired, attach a file and set availability options as you do for a content item. Click the **Submit** button.



## Downloading Completed Assignments for Grading

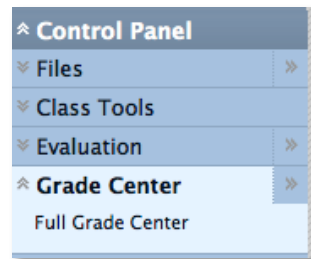
1. Open the **Evaluation** menu in the Control Panel. Choose **Grade Center**.

In the Gradesheet locate the assignment you want to download. Click the **action button at the top** of the assignment's column next to its name.

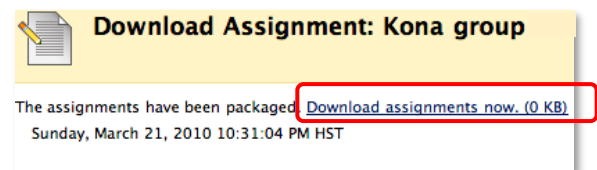
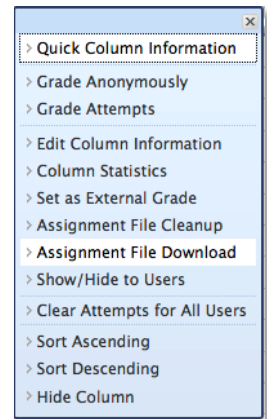
In the drop down menu choose **Assignment File Download**. (Note: you can also clear previous attempts here).

2. **Select users:**  
Click the checkbox next to the desired students. To select **all** students click the box at the top of the list. Click the **Submit** button.
3. Your files are packaged in a single zipped file. Click the **Download assignments now** link. Click **OK**.

### Control Panel

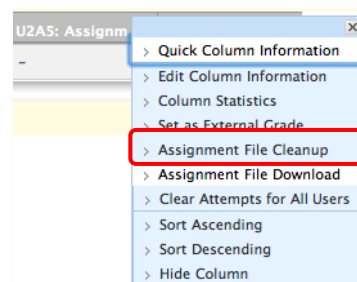


### Download Assignments



## To remove the downloaded files from Blackboard

1. First, make sure you have the assignments *safely* downloaded.
2. Then select **Grade Center** in the Evaluation Control Panel.
3. **Locate the Assignment** in the Gradebook. Click the **right action button at the top** of the assignment's column.
4. Select **Assignment File Cleanup**.
5. Select the students whose assignments you've downloaded. Click **Submit**, then the OK button. Their assignments are removed from the list.





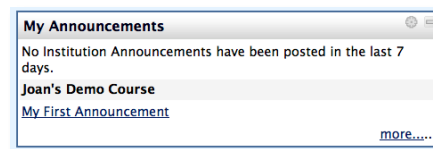
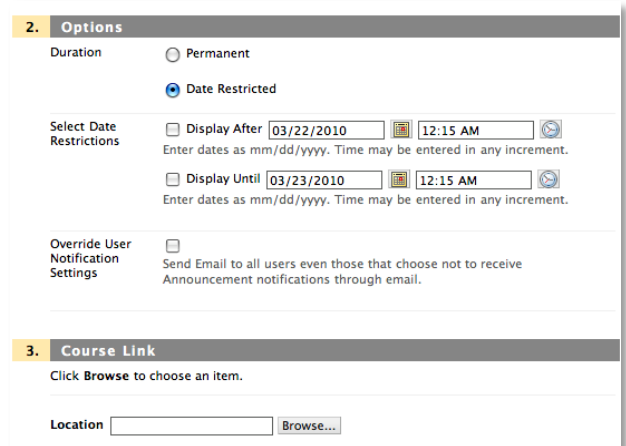
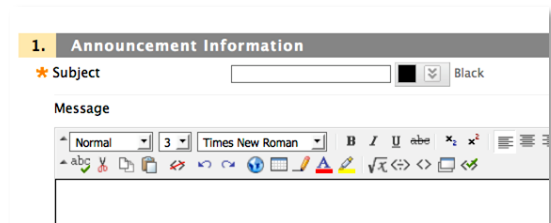
# Course Tools - Announcements

## Adding links and course content

Announcements are a good way to post information and tips for your students as often as you need to. Your course opens to the Announcements or they can click on its course menu button. You must have **Edit Mode ON** to create or edit an Announcement.

### To Create an Announcement:

1. Open the **Announcements** page by clicking its Course Menu button.
2. Click the **Create Announcement** button.  
Enter a Subject and the announcement.  
**Format** the announcement using the formatting toolbar.
3. **Select Announcement options:**
  - a. **Duration:** if you choose Date Restricted, set the desired date range.
  - b. **Automatic email notices** can be sent although the students must login to Blackboard to read the announcements. You can choose to override users who have chosen not to receive email notices if it's a critical message.
  - c. If desired, browse and choose a **Course Link**. This links the assignment to that page in the course.
4. All announcements appear:
  - on the Announcements page,
  - in the My Announcements module on the Homeroom page. Clicking the **more...** link takes them to the Announcements page.







## Course Tools - Contact Information

The Contact Information page allows instructors to post contact information about themselves, teaching assistants, technical staff and guest speakers. This page provides students with a resource to look up email addresses, office hours and other staff information.

**To add your instructor profile to the Contact Information area:**

1. Click the **Instructor or Contacts course menu** button. Fill in the requested information to create your profile.

The 'Contacts' page has a yellow header with a 'Create Folder' and 'Create Contact' button. The 'Profile Information' form includes fields for Title, First Name, Last Name, Email, Work Phone, Office Location, and Office Hours. The example data shows: Title: Kuma, First Name: Kelly, Last Name: Oua, Email: kuma@kuba.edu, Work Phone: (808)-757-0279, Office Location: Kamehameha Schools, Office Hours: Tuesday - Friday 8:00 - 4:00, Also by appointment.

2. **To include your photo**, click **Browse** and locate and attach or change your image from your computer.  
Include a personal link to your Web page if you wish.  
Click the **Submit** button.

The 'Options' section includes a 'Make the Profile Available' toggle (Yes/No), an 'Attach an image' instruction, a 'Current Image' field (None), an 'Attach Image' button with a 'Browse' button, and a 'Personal Link' field with a text input showing 'http://'.



## Discussion Board

Threaded Discussions

The Discussion Board has forums covering different topics for students to respond to and respond to each other. The student “*Ins and Outs of Blackboard*” handout walks you through this feature so we’ll concentrate on setting this tool.

**To access the Discussion Board:**

1. Click the **Discussion Board button** on the Course Menu.
2. The Discussion Board tool page opens with a list of forums, posts and participants.

Note: To view the Discussion Board forums **for a group**, in the Groups area below the



The 'Discussion Board' page has a yellow header with a 'Create Forum' button. Below is a table with columns 'Forum' and 'Description'. The first forum is 'Paths to the Past' with a description: 'The worn paths of the countryside hold many tales. Share some of your important life adventures.' and two numbered questions: '1. What paths have you traveled in your journey?' and '2. Describe three such adventures.'

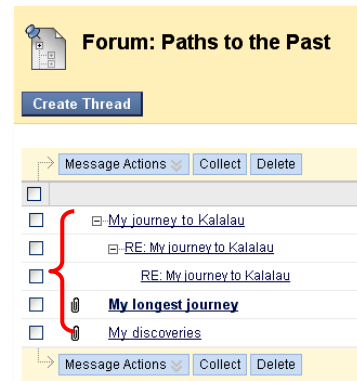




Course Menu click the left action button for that group. Then choose Group Discussion Board. The group's forums will be listed.

3. A list of postings to the forum you selected appears with responses indented under each post. Click any post to read it.

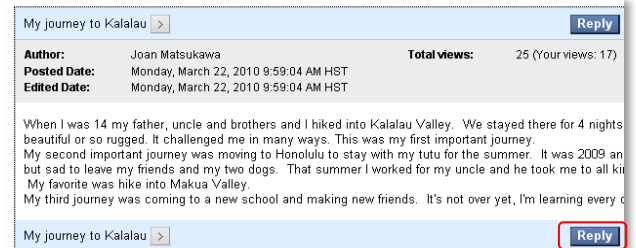
Click either **Reply** button to comment back to the student.



4. To search for an individual's postings or a topic use the **Search** feature.

Be sure to choose All Forums in Course unless you are interested in only the current forum.

Search  in  ☐ After  ☐ Before



5. **Set the dates of availability** for the forum. Clicking "Available" and not After and Until dates makes it available now and indefinitely.

**2. Forum Availability**

Available ☒ Yes ☐ No

Enter Date and Time Restrictions ☐ Display After   ☐ Display Until

6. **Select the Forum Settings.**
  - a. **Allow File Attachments** when documents need to be included with a discussion post.
  - b. **Allow Members to Create New Threads** lets students create new discussion threads.
  - c. Click the **Submit** button.

**3. Forum Settings**

☐ Allow Anonymous Posts

☐ Allow Author to Delete Own Posts

☐ All posts

☒ Only posts with no replies

☐ Allow Author to Edit Own Published Posts

☐ Allow Post Tagging

☐ Allow Users to Reply with Quote

☒ Allow File Attachments

☒ Allow Members to Create New Threads





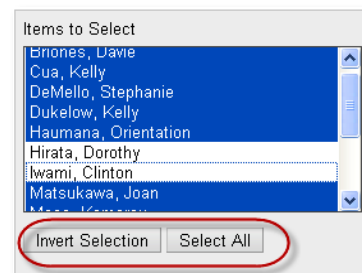
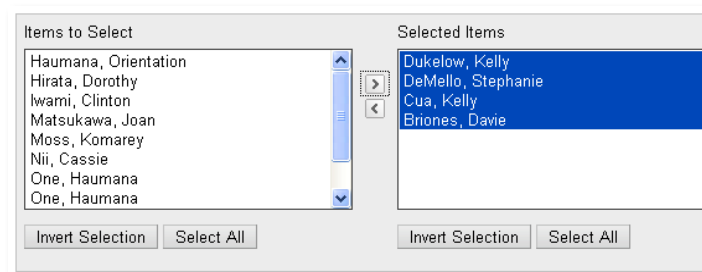
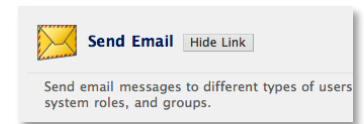
## Course Tools - Sending E-mail


1. On the **Communications** tools page click the **Send Email** button then **Select Users**.
2. **Emailing Select Users.**

To choose a single recipient click their name and press the right arrow. Press the left arrow to deselect an individual.

  - a. **To select multiple nonadjacent names**, select the first with a single click then Control-click while you click the last one.
  - To select multiple adjacent names**, Shift-click each person.
  - b. **To select all but a few members** such as all students but not the mentors, select those members first, then click the Invert button. All others will now be selected, or you can click Select All for everyone.
3. Type a subject and a message. Attach a file if desired. Then click the Submit button to send it. You will receive a copy of the message.

**Note:** even if you include a message to several students, the student receives a message with only their name on it. You receive a copy of the master email but it won't have addressees on it.



 Remember, messages are sent from, but not received in Blackboard. The message Subject will include the course name.





# User Management

## Users and Groups

The User Management area allows the instructor to manage students enrolled in the course. The administrators will enroll the students for you. You can then view student lists, edit their identifying data and create virtual groups for collaborative projects.

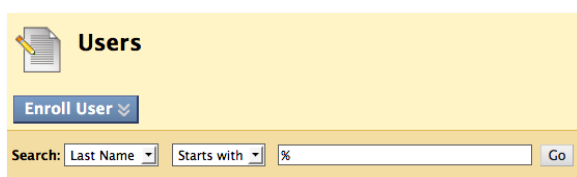
### *For a list all students:*

1. Select **Users** in the **Users and Groups** section in the Control Panel.



2. In the **Search** menus select what you want to search for, First Name, Last Name and the criteria.

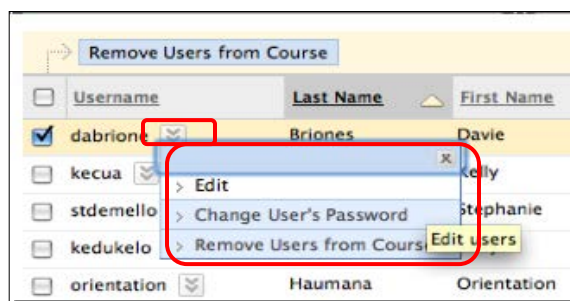
**To search for ALL enrolled persons**, make sure you're in Edit ON Mode, then simply type **%** in the search box. Click the **Go** button.



The user name, first and last name, email and role of each user are listed.

3. **To edit a user**  
Click the drop down **action button to the right** of their name to see your options.

**To change a user's password:**  
Reset the password to their original Blackboard password. Email the student immediately asking them to change it to something of their choosing.

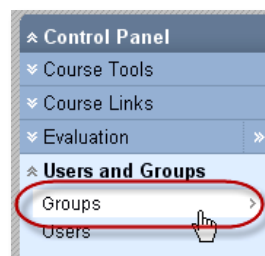


## Create and Manage Groups

You can organize students into work groups and give them a separate place for interacting and sharing files and assignments.

### To add a group:

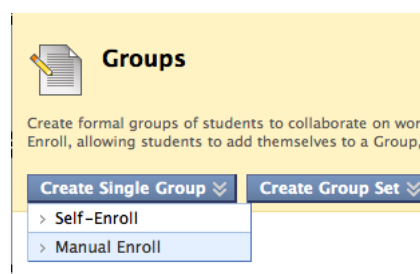
1. Select **Groups** in the **Users and Groups** Control Panel.



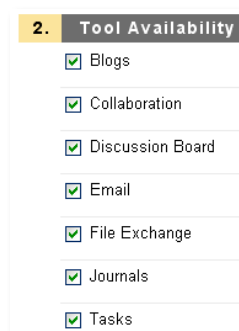
2. Click the **Create Single Group** button to create a new group.

Select Self-enroll or Manual (teacher) Enroll.

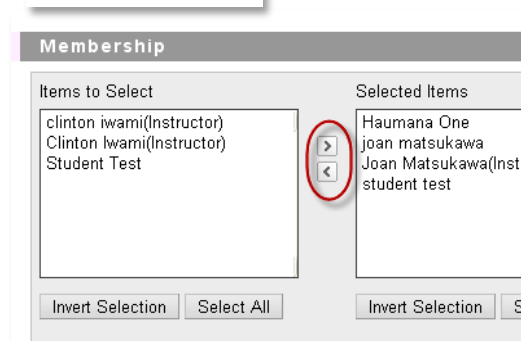
3. Type a **Name** and **Description** of the group.



4. **Check the Tools** you want the group to have access to for their group work



5. **Select the group members** and click the right arrow to move them to the Selected Items section.
6. Click the left arrow if you need to remove someone from the group.
7. Click **Submit**.



8. **To view group members, their assignments and privileges:**

- c. Select the Group in the **My Groups** area below the Course Menu.
- d. Click the **left action button** to see the group's privileges. Click any item to view and edit it.

You can also click the Group's **right action button** to open the group module page. Tools and items are displayed here. Click any item to view the group's work.

The screenshot displays the Blackboard user interface. On the left, the 'My Groups' section lists 'Group 1', 'Kona Group', and 'Oahu Moku Puni I Group'. Red circles highlight the left and right action buttons next to 'Group 1'. To the right, a dropdown menu for 'Group 1' is open, showing options: Collaboration, File Exchange, Group Blog, Group Discussion Board, Group Journal, Group Tasks, Send Email, Group Homepage, Customize Group Banner, and Customize Group Color. Below this, the 'Group Properties' section is visible, containing 'Group Description' (a text area with a sample description), 'Group Members' (a list with expand/collapse icons), and 'Group Tools' (a list of links: Collaboration, File Exchange, Group Discussion Board, and Send Email). To the right of 'Group Properties' is the 'Group Assignments' section, which contains a link to 'Kona group assignment test'.



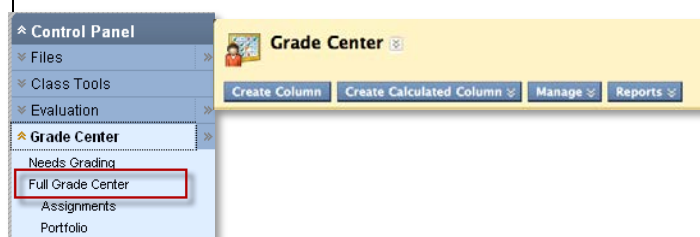


# Grades

The Blackboard 9 Grade Center gradesheet includes scores for assignments and tests that are either automatically or manually entered. You can download the grades for entry into another grading software program or upload grades into Blackboard. Graded items will be set up in the gradesheet for you. Here's how to enter or change grades, download assignments and modify how columns are displayed.

1. Go to the Control Panel.  
Click **Grade Center** and choose **Full Grade Center**.

The Grade Center opens.



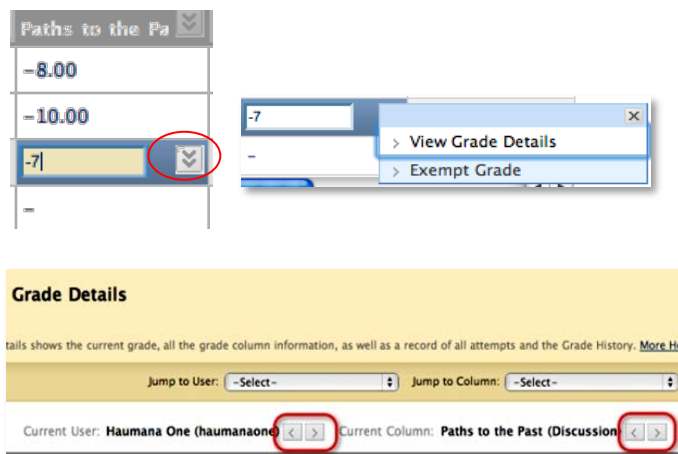
## Entering Grades:

**Graded items are in columns. Each student has a row** with their grades.

The first few grayed columns are “**fixed**” and will always be visible even when you scroll right.

Column headers and each grade cell have **action chevrons** for more options.

2. **Entering Grades**  
**Click in the cell** and enter the grade. Press the **Enter** key. The next student's grade cell will automatically become active. Continue through the class list.
3. **To edit a grade or view its details** click the action chevron to the right of a student's grade and choose **View Grade Details**.
4. The page opens for the selected user and current grade item. When done you can **scroll** to another user or another grading item for the same user using the left and right arrows.



1. **Change a grade** by typing in the new grade and clicking the **Override** button.

2. **Multiple attempts**, if allowed, are listed.

On group assignments, the user who submitted the attempt is also listed

3. Click the **Edit Grade** button to enter **Feedback** for the user that will display when they check their Gradesheet, and to add **Grading Notes** viewable only by you.

**Current Grade Value**

Current Grade Value: **-10.00** **Override**

User: Haumana One (haumanaone)

Student ID

Column: **Paths to the Past (Discussion)** **Details**

Grade Type: **Score**

Description

**Attempts**

Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes
Mar 22, 2010 9:30:06 PM (Completed)	Mar 22, 2010 9:30:06 PM	-10.00		

**Attempts**

Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes
Mar 22, 2010 9:29:53 PM (Completed)	Mar 22, 2010 9:29:53 PM	-8.00		

**Clear Attempt**  
**Edit Grade**

### *To view an individual student's grades:*

1. Select **Full Grade Center** from the Grade Center Control Panel.
2. **Locate the student** in the gradesheet and click the **right action chevron** next to the student's name.
3. Choose **View User Statistics**. Note also the Email link you can use later.
4. Student contact information and a list of all assignments, grades and items to be graded will display.
5. **To change a grade**, return to the grade sheet and click in the cell for the student's score for that assignment.

test student

Hide Other Rows  
**View User Statistics**  
Browse Adaptive Release Status  
Email User  
Hide User

**User Statistics**

Jump to User: **-Select-**

Current User: **Haumana One (haumar)**

**Student Details**

User: Haumana One (haumanaone)

Student ID

Contact: Phone (Home)  
Phone (Work)  
[jmatsuka@hawaii.edu](mailto:jmatsuka@hawaii.edu)

Items Completed: 67% (6 of 9)

**Category Statistics**

Category	Average	Graded	In Progress
Assignment	1.50%	4	-
Discussion	0%	1	-
SafeAssignment	0%	-	-

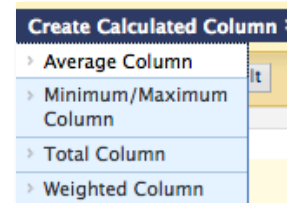




### Customizing your gradesheet:

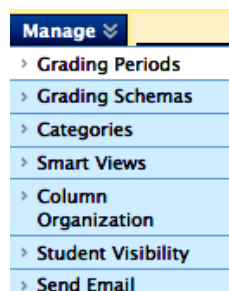
A **Calculated Column** uses entered grades to calculate a score.

A **Weighted Column** uses the grading structure you choose to figure out the final grade.



### Some Manage options you can change:

1. In the Grace Center click the **Manage** action chevron.



2. **Smart Views** lets you select and view only students who meet criteria (high or low) you set for an assignment.

Tip: temporarily rearrange the columns to minimize the horizontal scrolling once you're ready to enter their grades.

eria

☐ **Class Group** View one or more Class Groups.  
☒ **Performance** View specific users based on their performance on a single item.  
☐ **User** View individual users.  
☐ **Category and Status** View items by their category and status.  
☐ **Custom** Build a query based on user criteria.

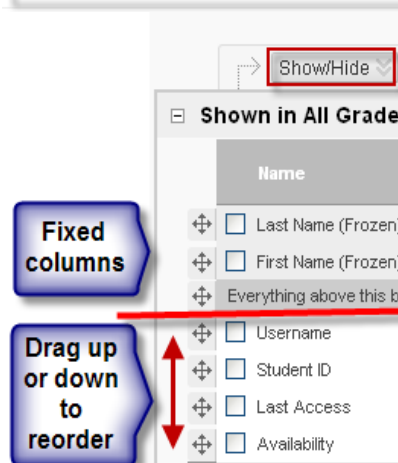
Select the user criteria to include

User Criteria:	Condition:	Value:
Grade on Our Kuleana ( Score )	Less than	70

3. **Column Organization** lets you **drag columns** to position them.

“**Fix**” columns by dragging them above the gray line.

Click the checkbox next to an item, then click **Show/Hide** to reveal or hide it from students.



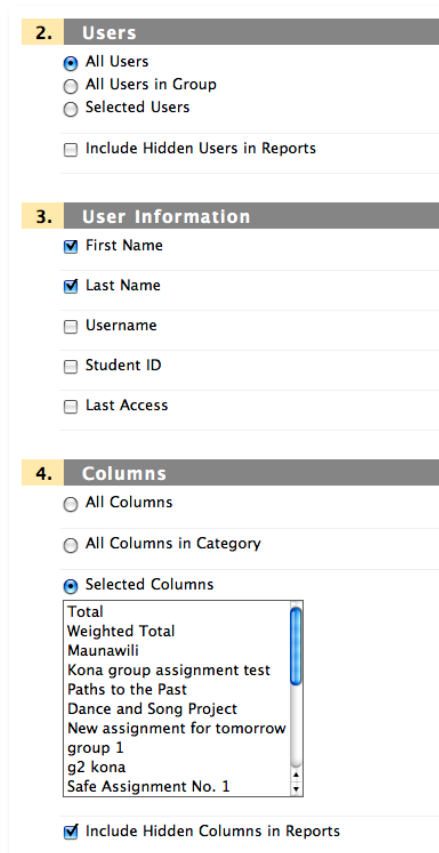
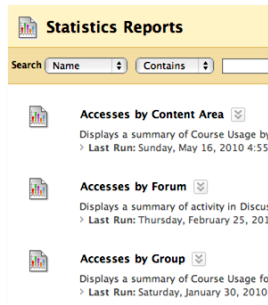
4. **Send email** opens an email message for selected students.



## Evaluation – Class Reports (statistics)

There are two kinds of course reports, **Tracking Reports** and **Grade Reports**.

1. **Tracking Reports** count the number of times students access certain features of the course.
  - a. In the **Evaluation Control Panel** choose **Tracking Reports**. Click the action button for the **type of report**, then **Run**.
2. **Grade Reports** are probably more useful.
  - a. In the Evaluation Control Panel choose **Grade Center**. Click the **Reports** button.
  - b. Choose to include:
    - selected or all **users**,
    - specific User Information **fields**
    - choose All Columns, by Category or Selected Columns: To select more than one column, click the first one, then hold the **Control** key down while you click the others.
    - A **header** and **footer** you create, and a **signature** line.
  - c. Click **Submit**.



This sample report has a **header**, all **grading items**, a **footer** and a signature line. Such a report is created in table format for each student so you can easily:

- print them as individual sheets for each student, or
- copy and paste them into a Word, email or other document as a series of tables.

**Print Report**

Grade Center Reports can be printed using the browser's Print button. [More Help](#)

**Unit 2 Grade Report for joan matsukawa** Joan's Demo Course( VSDL\_Joan\_Demo ) May 12, 2010

Here are your grades for Unit 2. There were some great projects and paper. Maika'ii

Grade Information	
Item	Grade
Total	-8.00
Maunawili	-
Kona group assignment test	-
Paths to the Past	-8.00
Dance and Song Project	-
New assignment for tomorrow	-
group 1	-
g2 kona	-
Safe Assignment No. 1	-
Geology of the Islands	-

Good job. Let's move on!

Signature: \_\_\_\_\_

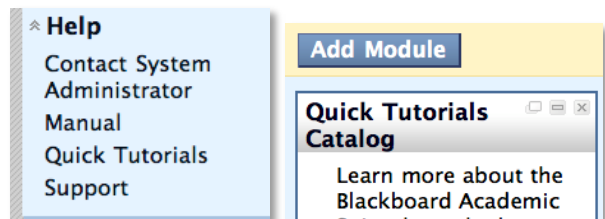


## Help

Online and Print Help

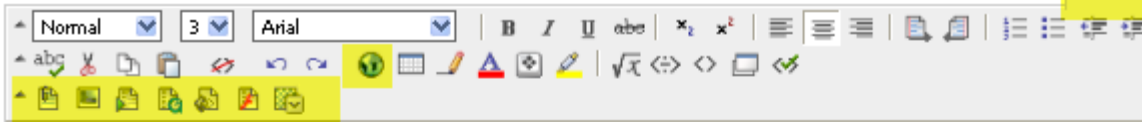
The Help area allows the instructor to research the Blackboard from several sources.

1. In the **Help Control Panel** click the links for the help Manual or Quick Tutorials.
2. Do not click the Contact System Administrator or Support links.
3. For other **questions and help** contact Colleen Robinson at <corobins@ksbe.edu>.



Text

Text Editor is: **ON**



Item pages will display when the viewer opens the content page it's placed on. You can have:

- formatted text,
- images,
- embedded or linked videos, and
- web links
- links to files they can click to download.

If you prefer you can also attach a file in the Attachments area below. This attached file will appear at the top of the item page rather than within the page.



Here is a linked file. [Getting Started With the Grade Center PDF.pdf](#)





## Class 1



### Sample Item

Item pages will display when the viewer opens the content page it's placed on. You can

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Here is a linked file. [Getting Started With the Grade Center PDF.pdf](#)



[Moolelo-Hawaiian Stories and Myths.pdf](#)



[Moi keha.pdf](#)

