TABLE OF CONTENTS

Blackboard Icons ........................................................................................................................................2
Announcements ............................................................................................................................................3
   Why Use Announcements? ..........................................................................................................................3
   How to Create an Announcement ............................................................................................................3
   How to Modify or Remove an Announcement ..........................................................................................6
Items ...........................................................................................................................................................7
   Why Use Items? .......................................................................................................................................7
   How to Create an Item ...............................................................................................................................7
   How to Modify or Remove an Item ............................................................................................................10
Assignments ................................................................................................................................................11
   Why Use Assignments? ............................................................................................................................11
   How to Create an Assignment ................................................................................................................11
   How to Modify or Remove an Assignment ..............................................................................................14
Discussion Boards ......................................................................................................................................16
   Why Use Discussion Boards? ................................................................................................................16
   How to Create a Discussion Board ........................................................................................................16
   How to Edit a Discussion Board ..............................................................................................................22
Learning Teams ..........................................................................................................................................25
   Why Use Learning Teams? .......................................................................................................................25
   How to Create a Learning Team ...............................................................................................................25
   How to Modify a Learning Team .............................................................................................................29
Monitoring Learning Teams ..................................................................................................................32
   Replying to Learning Teams ..................................................................................................................36
Gradebook ..................................................................................................................................................38
   Adding Assignments to the Gradebook ..................................................................................................39
   Modifying Assignments in the Gradebook ............................................................................................41
   Removing Assignments from the Gradebook ..........................................................................................44

↑ - click this symbol throughout the document to return to the table of contents
Blackboard Icons

Blackboard uses icons to help users recognize items within the course materials. You will see the following icons within the course.

- **COURSE LINK** – A link to another place within the course; also a link to a discussion board
- **ASSIGNMENT** – A specific task for students to complete and turn in
- **EXTERNAL LINK** – A link to a website outside Blackboard
- **ITEM** – Information for students (e.g. reading assignment)
- **FOLDER** – A place that holds a collection of related items (e.g. assignments, links etc.)
- **TEST** – An assessment tool

The icons below are all associated with team work on Blackboard.

- **Group Discussion Board** – A discussion board available only to the selected team
- **Group Email** – Allows team members to email each other directly
- **Group File Exchange** – Allows team members to share files
- **Group Virtual Classroom** – Allows team members to enter a “classroom” environment
Announcements

Why Use Announcements

When students open a Blackboard shell the announcements window appears first. This section assists with guiding students towards the goals for the week or for the course. There are several ways to use this feature:

- Provide an introductory welcome to the class
- Post key information for students each week
- Email urgent messages or important announcements at the same time you make announcements within the shell

How to Create an Announcement

To create announcements, complete the following steps:

1. Access the Control Panel by selecting the link located on the lower half of the main menu.
2. Select the **Announcement** link located within the **Course Tools** box on the left side of the screen.

3. Select **Add Announcement** by clicking the icon located just below the announcement heading.
Create your message by following steps A through E.

A. Enter a subject title that pertains to the text of your message.
B. Add your message.
C. Determine if any date restrictions are needed.
D. Provide a course link back to the subject of your message if required. A course link will allow the students to view the location in the shell highlighted by the announcement.
E. Check the box for sending the announcement as an email if you want your students to read the announcement immediately.

4. Click Submit, located in the lower right of the screen to save the announcement, and then click OK to accept.

5. The screen should refresh to the window the shell opens to each time (see step one for creating an announcement). Review your work by clicking the Announcement tab located on the main menu.
How to Modify or Remove an Announcement

To modify announcements, complete the following steps:

1. Access the Control Panel by selecting the link located on the lower half of the main menu.

2. Select the Announcement link located within the Course Tools box on the left side of the screen.

3. Click Modify. The window will refresh with the announcement. Follow steps 4-6 above to revise your announcement.

To remove announcements, complete the following steps:

1. Access the Control Panel by selecting the link located on the lower half of the main menu.

2. Select the Announcement link located within the Course Tools box on the left side of the screen.

3. Click Remove. A window with a warning will appear: “This action is final and cannot be undone. Remove this item?” Select OK. The window will refresh and your announcement will no longer appear.
Items

Why Use Items?

You can use items to communicate information to your students, such as reading assignments. Students can read Items, but they cannot submit assignments for grading through an Item link.

How to Create an Item

To create an Item, complete the following steps:

1. Select the Course Materials tab located on the main menu.
2. Switch from the **Display View** to the **Edit View** by clicking the link located on the right side of the window.

3. Click **+ Item** on the left side of the screen.
4. Your screen will refresh to show the Add Item menu.

   A. Enter a title that reflects the nature of the Item.
   B. Use the text box to explain the Item.
   C. Attach files or information that will help with the Item.
   D. Apply any date restrictions, track the number of views, or make the Item available to students
   E. Click Submit to add your Item.

5. Click OK to finalize the process.
The screen refreshes to show your completed Item:

![Course Materials]

How to Modify or Remove an Item

To modify items, complete the following steps:

1. Select the Course Materials tab located on the main menu. Switch from Display View to Edit View.

2. Click Modify or Remove. Modify takes you back into the screen you see in step 4 above, while clicking Remove will cause a pop-up screen to appear, asking if you really want to remove your Item. Click OK to remove your Item.
Assignments

Why Use Assignments

The Assignment feature in Blackboard is a great way to track and collect student work. When you create an assignment within the Course Materials section, the assignment automatically appears in your gradebook. There will be no questions from students about which assignments need to be completed or if you received their submission. You will have an electronic record of their work and your students will be able to view their current grade with your comments instantly.

How to Create an Assignment

To create assignments, complete the following steps:

1. Select the Course Materials tab located on the main menu.
2. Switch from the **Display View** to the **Edit View** by clicking the link located on the right side of the window.

3. Select the **Assignment** option from the drop down menu located on the right side of the window. Click **Go** once you have selected **Assignment** in the drop down field.
4. Create the assignment.

A. Enter a title that relates to the content of the assignment.
B. Enter the number of possible points that can be earned.
C. Add instructions.
D. Attach any handouts required to complete the assignment.
E. Apply any date restrictions, track the number of views, or make the assignment available to students.

5. Click Submit, located in the lower right of the screen to finish, and then click OK to accept.
6. Review your work by clicking the **Course Materials** tab. To get an idea of what the students will see, switch back to the display view.

Refer to the **Gradebook** section for more information about managing assignments.

**How to Modify or Remove an Assignment**

To **modify** assignments, complete the following steps:

3. Select the **Course Materials** tab located on the main menu. Switch from **Display View** to **Edit View**.

4. Click **Modify**. The window will refresh with the assignment. Follow steps 3-5 above to revise your assignment.
To **remove** assignments, complete the following steps:

1. Select the **Course Materials** tab located on the main menu. Switch from **Display View** to **Edit View**.

2. Click **Remove**. A window with a warning will appear: “This action is final and cannot be undone. Remove this item?” Select **OK**. The window will refresh and your assignment will no longer appear.
Discussion Boards

Why Use Discussion Boards

Each course contains two standard discussion boards, Ask the Professor and Class Discussion Board. If these do not provide exactly what you need for the course discussion boards then you can add more. Discussion boards can align with weekly lectures to keep students connected to the content of a course between class sessions. Students can use the discussion boards to post questions about research or assigned readings.

Discussion boards can be organized by housing them within modules; they can also appear in the Course Materials tab. Name the discussion boards with titles that pertain to key concepts from lectures.

How to Create a Discussion Board

To create discussion boards, complete the following steps:

1. Access the Control Panel by selecting the link located on the lower half of the main menu.
2. Select the **Discussion Board** link located within the **Course Tools** box on the left side of the screen.

3. Click the main discussion board link (typically the first listed).
4. Click the icon highlighted below to add a discussion board (they are also called forums).

![Discussion Board Icon]

5. Follow Steps A through C to create the discussion board (see the image on the next page).

   A. Provide a title and description for the discussion board. **Be sure to save a copy of the text from the description.** Select what you’ve written and copy it so you can use the information to create a link to the board.

   B. Determine the parameters of the discussion board (there are defaults that will appear and can be modified).

   C. Click **Submit** to save the discussion board.
6. The screen will refresh and a list of discussion boards for the shell will appear. To view a discussion board, click the appropriate link. The order of discussion boards can be modified by using the drop down field posted to the left of the discussion board.

To link the discussion board to a specific location within the shell, complete the following steps.
1. Select the tab that will house the discussion board. Switch from the **Display View** to the **Edit View** by clicking the link in the upper right hand corner of the screen.

2. The screen will refresh to the following image. Select **Discussion Board** from the drop down field located on the right side of the screen. Then click **Go**.
3. The **Add Link: Discussion Board** section will appear. **Select a Discussion Board forum** from the list and click **Next** to continue.
4. To complete the process of adding the link, follow steps A through C.

   A. Insert the copied text from step 5 above into the Text box.
   B. Determine if the discussion board should be available or hidden. Use the date restrictions to assist with hiding the discussion board.
   C. Click Submit to save the discussion board link. The screen will refresh to reveal the section where the link has been placed. Students can access the discussion board via the Discussion Board tab or from the new location.

How to Edit a Discussion Board

To modify, remove, or copy a discussion board complete the following steps:

1. Click Discussion Board. The window will refresh to reveal the discussion boards for the course.

2. Determine which discussion board you would like to modify, remove, or copy. Then select the appropriate task you would like to perform and click the corresponding button. Follow steps a, b, or c to complete the task.
a. To **modify** the discussion board, make the necessary changes and click **Submit** to save the revised discussion board.
b. To remove the discussion board, confirm the action by clicking **OK**. The screen will refresh and the board will no longer be visible. **Caution!** When you perform this action all threads in this discussion board will no longer exist.

c. To **copy** a discussion board, provide a name for the discussion board, determine if you want to copy the **entire forum** or the **forum settings only**, and select the location. Click **Submit** to finish the process.
Learning Teams

Why Use Learning Teams

Faculty can further enhance the effectiveness of the learning teams through Blackboard. Within Blackboard, there is a group component that allows for file sharing, group discussions within a team, and emailing. This feature is housed under the Learning Teams tab. This section will help to facilitate learning outside of the classroom, increase communication within a learning team, and provide a virtual workspace for project completion.

How to Create a Learning Team

To create learning teams, complete the following steps:

1. Access the Control Panel by selecting the link located on the lower half of the main menu.
2. Select the **Manage Groups** link located within the **User Management** box on the right side of the screen.

3. Select the group you wish to modify first by clicking **Modify**, located on the right side of the screen.
4. The screen will refresh to reveal the following image. Click **Add Users to Group** to enroll students in their respective learning teams.

![Image of Add Users to Group](image1.png)

5. Add students to the learning team by completing the following steps:

   a. Click **List All** from the three tabs located at the top of the selection box.

   ![Image of List All](image2.png)

   b. The screen will refresh to reveal notes regarding the **List All** option. Click **List All**, located in the lower right corner of the selection box.

   ![Image of List All](image3.png)
c. The screen will refresh to reveal the students enrolled in the course. Check boxes will appear next to each name. Enroll students by marking the respective check boxes, and click **Submit** (see example below).

***Students are already assigned to official learning teams. To obtain the official learning team assignments contact the class representative for the cohort.

6. Often learning teams will have selected a name. You can modify the heading for each team to increase ownership of the team’s site within the Blackboard shell. To modify the name for the learning team, follow steps 1 through 3 above, making sure to click **Group Properties** from the Manage Group section.
7. The window will refresh to the image below. Rename the group and click **Submit**. Your changes will be saved and the students will be able to view their team’s name when they click the **Learning Teams** tab.

![Image of Blackboard interface showing group properties and options]

How to Modify a Learning Team

To **modify** a learning team complete the following steps:

1. To remove a student from a learning team, complete the following steps:

   a. Follow steps 1 through 3 from the section above, and then click **Remove Users from Group**.

![Image of Blackboard interface showing manage group options]

---

Faculty Blackboard Tutorial
©2008 Baker University School of Professional & Graduate Studies 29
b. Click **List All** from the three tabs located at the top of the selection box.

c. The screen will refresh to reveal notes regarding the **List All** option. Click **List All**, located in the lower right corner of the selection box.
d. Check boxes will appear next to each name. Remove students by marking the respective check boxes, typing the word **Yes** as it appears, and clicking **Submit** (see example below).

2. To review your work, go through the steps above, making sure to click **List Users in Group**. You will be able to view each group of students.
Monitoring Learning Teams

As the instructor, you have access to your learning teams’ tools. You can use your access to:

- Monitor each team’s work
- Provide feedback when appropriate

Click **Learning Teams** in the course menu.
Click the **Learning Team** whose work you want to review.

![Learning Teams](image)

- **Learning Team 1**
- **Learning Team 2**
- **Learning Team 3**
- **Learning Team 4**

Click **Group Discussion Board**.

![Group Page: Learning Team 1](image)

- **Group Discussion Board**
- **Collaboration**
- **File Exchange**
- **Send Email**
- **Group Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily</td>
<td></td>
</tr>
<tr>
<td>Amanda</td>
<td></td>
</tr>
</tbody>
</table>
You’ll see all of Learning Team 1’s forums. If you want to make sure that your teams are using their discussion boards, this screen gives you some useful information:

A. This section shows you how many posts there are in the forum.

B. Here you can see how many people are taking part in the discussions on each forum.

Click Learning Team 1 Discussion if you’d like to read what the students have posted.
You can click any of the posts to see what the students are talking about.
Replying to Learning Team Discussion Boards

Replying lets you offer students feedback, but if you do not reply to a thread, the students will not know that you have read their forums. To reply, click the thread or post you want to address. The thread you select will:

A. Be highlighted in blue.
B. Appear in the bottom frame.

As you can see, there are three Reply buttons:
Number 1 replies to the first post in the thread—no matter which post you’re reading! Numbers 2 and 3 reply to the post you’re reading. Make sure you reply correctly to avoid confusion. When you reply, you have three steps:

A. You can rename your response.
B. Enter your message in this box.
C. Click Submit to post your reply.

Your reply appears right in the thread.
Gradebook

The Gradebook feature is an assignment management system. It can be used to accomplish the following:

- Electronically collect student work
- Track cumulative grade status for each student
- Provide immediate feedback to students
- Offers students 24/7 access to their grade status

Click Control Panel to find Gradebook.

This is the opening screen when you click Gradebook.
From this screen, you can add Items (in this case, Item means assignments), manage Items, change the gradebook settings, download or upload grades, view individual student grades, view grades for the entire class, access assignments to be graded, and provide feedback to students on those assignments.

**Adding Assignments to the Gradebook**

Assignments can be put into the Gradebook in two ways:

**One:** When you create a graded assignment using the **Assignment** and/or **Discussion Board** selection from the drop down menu and you assign a point value, the assignment automatically appears in the gradebook.

**Two:** You can manually enter an Assignment into the Gradebook using the **Add Item** link.

**Caution:** When you use **Add Item**, be sure to name the assignment exactly what you originally named it. Modifying the name at all will cause the Gradebook NOT to recognize the assignment.

Click **Add Item**

You have many options open to you when you **Add Item**.

**A. Item Name:** Add the assignment name.

**B. Category:** You may assign a category in the drop down menu, but it’s not required.
C. **Description**: A brief explanation of the assignment.

D. **Due Date**: We strongly recommend adding this date so students can see it when they view their grades.

E. **Points Possible**: We strongly recommend adding this information as it allows the Gradebook to calculate for you.

F. **Display As**: Choose an option as to how you want the grade displayed.

G. **Make Item Available to Users**: This makes the assignment visible (or not visible) in the Gradebook to students.

H. **Include Item in Gradebook Calculations**: Check NO only if you do not want the item included (extra credit, for example).

I. When you’re finished, click **Submit**.
Modifying Assignments in the Gradebook

You may **Modify** an assignment once it is in the Gradebook.

If you need to modify one assignment, click the assignment you want to **Modify**.

Click **Modify Gradebook Item**
Make any modifications to the information on the screen. Click **Submit**.

If you need to modify multiple assignments, click **Manage Items**.
Select the Item you want to modify and click **Modify**.

The Item can be modified from this screen. Click **Submit**.
Removing Assignments from the Gradebook

Assignments can be removed from the Gradebook using the Manage Items link. The sample page we have been using, however, does not offer that option because all the assignments were added to the Gradebook using the Assignment function. To remove these assignments, you must return to the location in the shell where you created the assignment and remove it from there.
The sample below includes assignments that were added within the Gradebook; therefore these Items may be removed using the **Remove** button.

<table>
<thead>
<tr>
<th>Order</th>
<th>Item Name</th>
<th>Category</th>
<th>Due Date</th>
<th>Status</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Stress and Disease Discussion Board</td>
<td>Forum Grade</td>
<td>2/2/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>1</td>
<td>SRRS Assignment</td>
<td>Assignment</td>
<td>2/3/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>1</td>
<td>Week One Discussion Board</td>
<td>Forum Grade</td>
<td>2/2/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>2</td>
<td>Psychology, Anger and Stress</td>
<td>Forum Grade</td>
<td>2/5/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>3</td>
<td>PNR Discussion</td>
<td>Forum Grade</td>
<td>2/9/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>4</td>
<td>Meditation Discussion</td>
<td>Forum Grade</td>
<td>3/9/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>5</td>
<td>Spirituality Discussion Board</td>
<td>Forum Grade</td>
<td>2/16/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>6</td>
<td>Autogenic Discussion</td>
<td>Forum Grade</td>
<td>2/16/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>7</td>
<td>Visualization Discussion</td>
<td>Forum Grade</td>
<td>2/16/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>8</td>
<td>Spirituality Exploration Paper</td>
<td>Assignment</td>
<td>2/24/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>9</td>
<td>Relaxation Experiment</td>
<td>Assignment</td>
<td>3/5/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>10</td>
<td>Coping Strategies II</td>
<td>Forum Grade</td>
<td>3/1/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>11</td>
<td>Coping Strategies II</td>
<td>Forum Grade</td>
<td>2/23/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>12</td>
<td>Relaxation Discussion Board</td>
<td>Forum Grade</td>
<td>3/1/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>13</td>
<td>Relaxing and Coping</td>
<td>Forum Grade</td>
<td>3/1/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>14</td>
<td>Relaxation Techniques Discussion Board</td>
<td>Forum Grade</td>
<td>3/8/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>15</td>
<td>Week Six Discussion Board</td>
<td>Forum Grade</td>
<td>3/8/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
<tr>
<td>16</td>
<td>Final Discussion Board</td>
<td>Forum Grade</td>
<td>3/15/08</td>
<td>Notify</td>
<td>Remove</td>
</tr>
</tbody>
</table>