

# **The Center for Teaching, Learning, & Technology**

**Instructional Technology Workshops**



**Intro to Blackboard 9.1  
Service Pack 13**

**Albert Robinson / Delwar Sayeed**

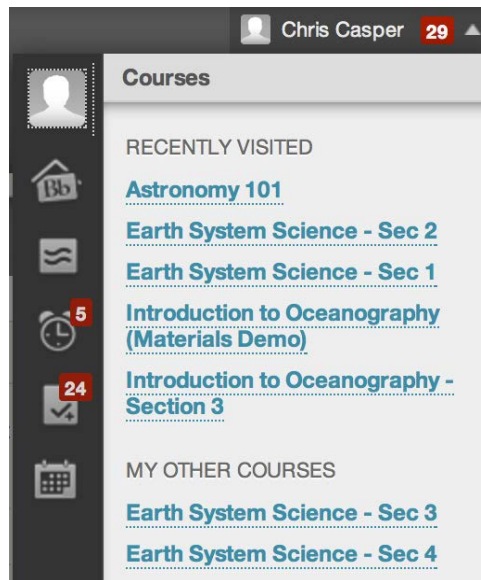
**Faculty and Staff Development Programs**



**Colston Hall Room 226  
718-289-5100 ext. 3142**

## GLOBAL NAVIGATION MENU AND MY BLACKBOARD:

You can access **My Blackboard** from the global navigation menu by clicking the arrow next to your name at the top of any page.



**My Blackboard Tools: Click a tool in the menu to access the page.**



**Bb Home:** Gives you an overview of the items that are due and recently graded. You can move your mouse pointer over View to reveal your grade. Bb Home displays the five most recent activities relevant to you.



**Calendar:** Lets you Review everything you have due and be reminded of when you need to complete it.



**Posts:** Displays the latest posts in the courses and organizations you are enrolled in and follow. For example, you can see when a classmate/student submits a blog post in your course.



**Updates:** Lets you review a list of notifications alerting you to important events and information. For example, you can see when an assignment has been graded.



**My Grades:** View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course.



Home



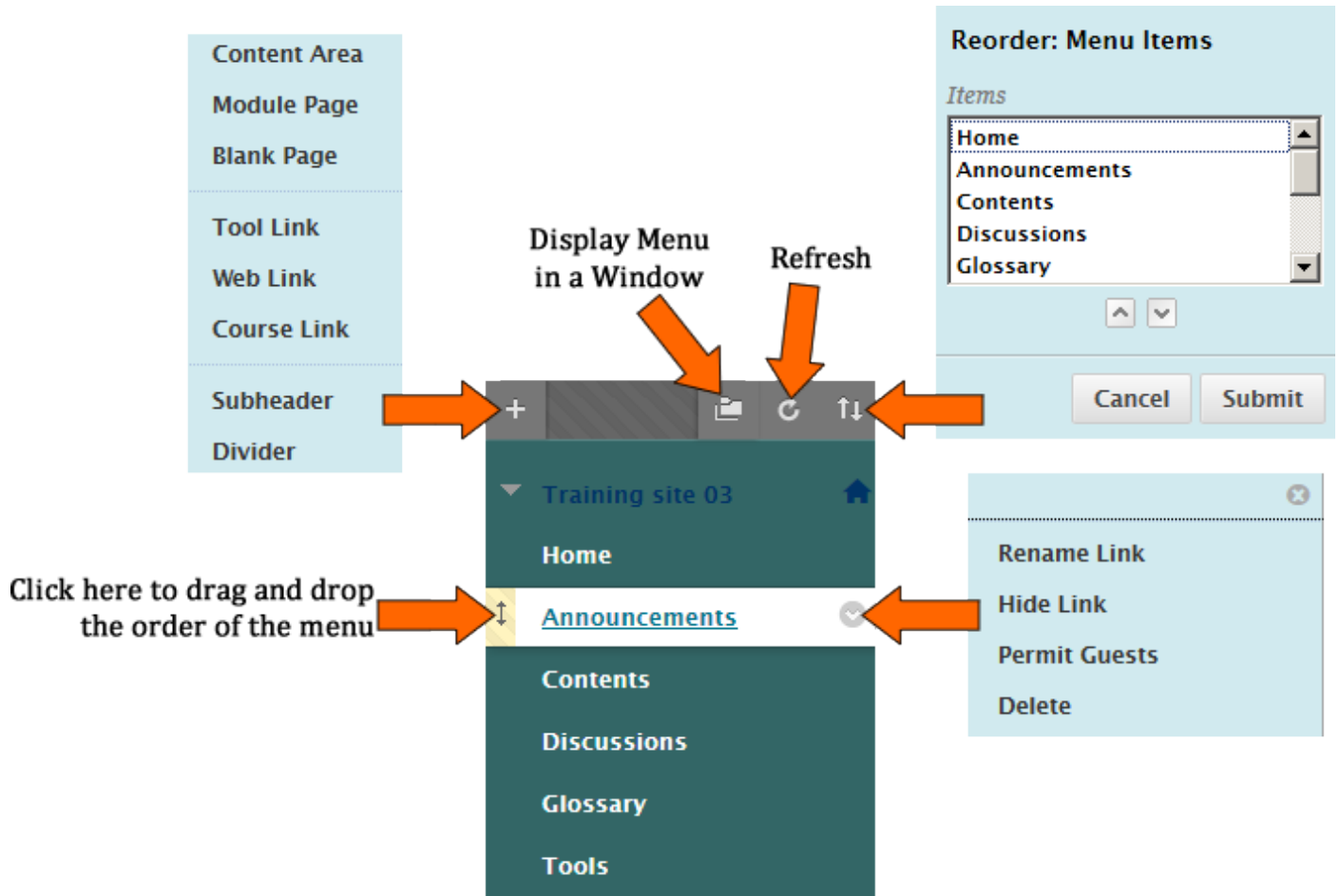
Help: Blackboard manuals, tutorials, and more.

### THE CONTROL PANEL:

The **Control Panel** is located in the left hand navigation area, under **Course Management**. This is where instructors add and adjust course settings and functions.



### MANAGING THE COURSE MENU:



## MODIFYING THE COURSE MENU STYLE:

1. Under the **Control Panel**, click on **Customization**.
2. Click the **Teaching Style** link.
3. Under Option 3, choose a **Menu Style**.
4. Click on the plus sign next to the Button Library label and choose a button Type and Shape.
5. After you make your selections, click the **Submit** button.

### Select Menu Style

Preview

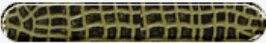
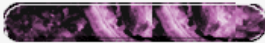

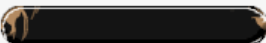
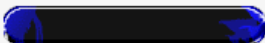
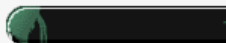
▶ Training site 03  
(BXCC\_OIT\_03)

Style

Text  Buttons

Button Library

Button Type  Button Shape  Button Color  Search

		
Alligator	Amethyst	Aquarium
		
Aquarium Brown	Aquarium Blue	Aquarium Green

## ADD AN ANNOUNCEMENT:

1. Click the **Announcements** link in the Course Menu.
2. Press the **Create Announcement** button.
3. Type in a Subject and add the text of the announcement.
4. Click **Submit**.

### Create Announcement

*New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.*

[More Help](#)

\* Indicates a required field.

Cancel

Submit

#### 1. Announcement Information

\* Subject

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Insert Link, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Table of Contents, Insert Page Number, Insert Page Break, Insert Comment, Insert Code, Insert HTML, Insert CSS, Insert Table of Contents, Insert Page Number, Insert Page Break, Insert Comment, Insert Code, Insert HTML, Insert CSS.

Path: p Words:0

**ADD A COURSE BANNER:**

1. Under the **Control Panel**, click on **Customization**.
2. Click the **Teaching Style** link.
3. Scroll down to number five (Select Banner).
4. Press the **Browse My Computer** button and navigate to where you have the image file saved that you want to upload.
5. After you find and select the file you want to upload, click on the **“Open”** button.

**5. Select Banner**

*The banner appears at the top of the course's entry point page.*

Current Banner  
Image

New Banner Image    Attach File

Browse My Computer



**6. Submit**

*Click Submit to proceed. Click Cancel to quit.*

Cancel

Submit



6. Press the **Submit** button.

The banner appears at the top of the **“Announcements”** page.

**ADD FACULTY INFORMATION:**

1. Under the course Menu, Click on the **Tools** button.
2. Click on **Contacts**.



Contacts

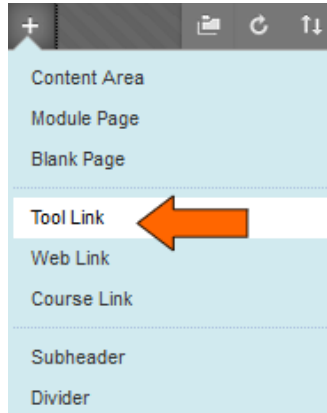
Hide Link

*Instructors can post contact information about themselves and others.*

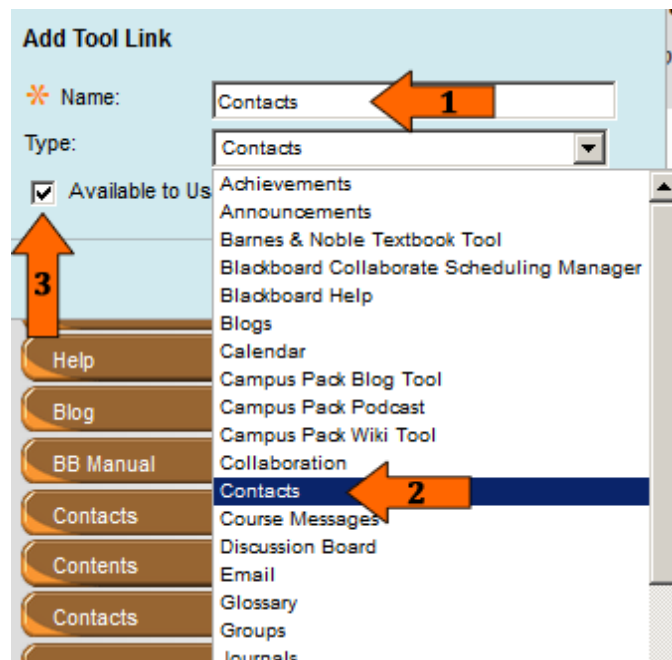
3. Click on the **Create Contact** button.
4. Type in contact information.
5. Click **Submit**.

## ADD A TOOL LINK: (CONTACTS)

1. Click on the '+' icon on top of the course menu.
2. Select **Tool Link** from the popup menu.



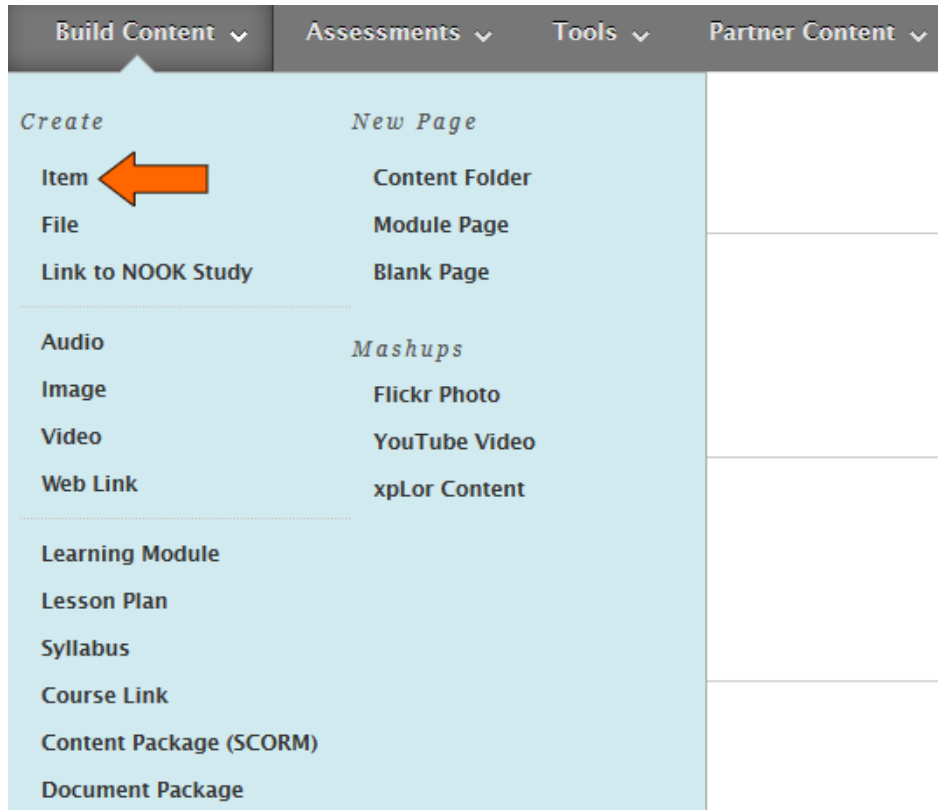
3. In the next popup window, give the **Tool Link** a name (i.e. Contacts).
4. From the drop down menu select **Contacts**.



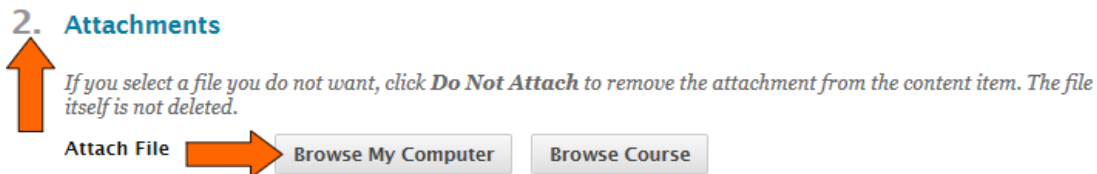
5. Check the box "**Available to Users**".
6. Click **Submit**.

## ADD A COURSE DOCUMENT:

1. Under a Content Area, select the area where you would like to add a document.
2. Click on the **Build Content** button.
3. Click on the **Item** link.



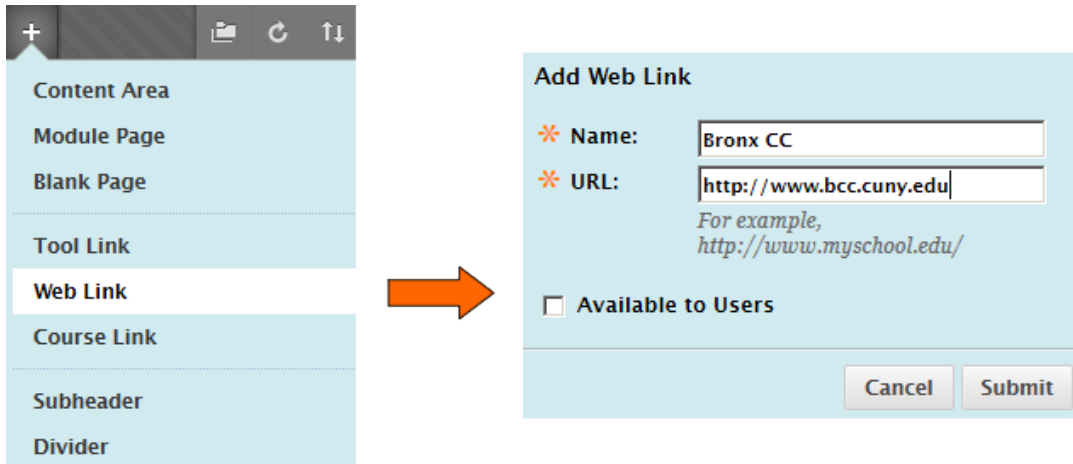
4. Type a name for the item you are adding (this is a required field).
5. Enter a description in the text box if you wish (optional).
6. To add a document from your computer:
  - a. Scroll down the page until you see **Attachments**.
  - b. Click on the **Browse My Computer** button.



- c. The Choose File Upload window will pop up that displays your local and network drives. Find and highlight the file you would like to add and click the **“Open”** button.
- d. Click the **Submit** button in the bottom right corner.

#### ADD AN EXTERNAL LINK:

1. Click on the **plus sign** at the top of the course menu.
2. Click on **Web Link**.



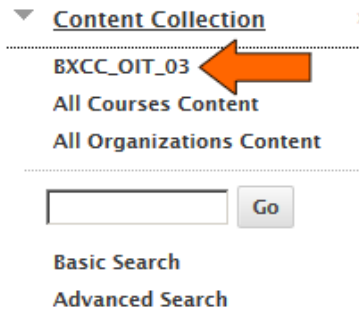
3. Type in a name for the link.
4. Type or paste in a URL.
5. Click **Submit**.
6. The External Link is added to your course menu.



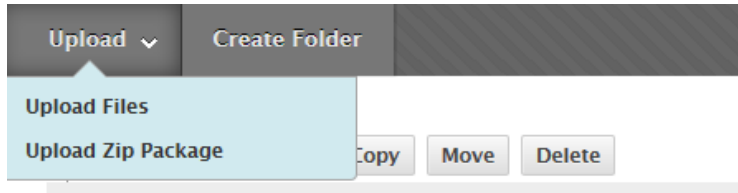
**USING THE FILES REPOSITORY (CONTENT COLLECTION):**

1. Under the Control Panel, click on **Content Collection**.
2. Click on the course ID.





- 3. Click on the **Upload** button.
- 4. Click on **Upload Files**.



### Single File upload window

## Upload Single File

*Upload a single file to this folder.*

\* Indicates a required field.

#### 1. File Information

*Browse to select a file to upload.*

\* File

No file selected.

If selected, the system automatically overwrites the existing file with the same name.

#### 2. Options

Select Options

Lock File

An item can be unlocked only by the person who locked it. Locking an item prevents other users from overwriting and versioning.

Share Comments

If Comments are Shared, users with Read permission may view and add Comments.

Enable Versioning


If Versioning is enabled, overwriting or editing a file will create a new Version.

### Multiple Files upload window

In the multiple files upload interface. Users can drag and drop the files from a location on their computer to the Course Files repository. Uploading multiple files and folders requires the latest Java plugin. If the plugin is not available, use the Single File option to add files one at a time.

## Upload Multiple Files and Folders

After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploads. Uploading folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the [Single File](#) option to upload files.

Name	Size	Remove
		

To begin uploading, drag and drop files and folders here.  
Or, you may click Browse.

### MAKING YOUR BLACKBOARD COURSE AVAILABLE TO YOUR STUDENTS:

1. Under the control panel, click on **Customization**.
2. Click on **Properties**.
3. Under **Set Availability**, click **Yes** to make the course available.

#### 3. Set Availability

*Make this course available to users?*

Make Course Available  Yes  
 No

4. Click **Submit**.