

Blackboard Basics

About Blackboard

Blackboard is a web-based learning environment with four primary areas of functionality:

- **Content Management** — an online storage area for course materials
- **Communication** — asynchronous and synchronous collaboration tools, and an email tool
- **Assessment** — survey, test and quiz capabilities, and a grade book
- **Control Panel** — a toolkit for instructors, providing overall management utilities.

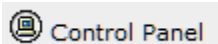
Setting Up Your Course

1. **Requesting a Blackboard Site**
To have blackboard site created for your course, complete the form located at <http://www.xu.edu/blackboard/bbform.html>. This form may also be available through the 'Library and Technology' tab on the Portal.
2. **Accessing your Blackboard Site**
You can easily access your Blackboard courses by logging into MyXU. Simply choose the "My Courses" tab.
3. If you have trouble accessing the Blackboard LMS from MyXU, use the following alternative URL: <http://blackboard.xu.edu>.

The login and password for this entry point will be the same as your MyXU login and password.

Change your Announcement

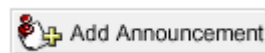
1. Click on the Control Panel



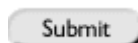
2. Click on Announcements



3. Click on the "Add Announcement" button

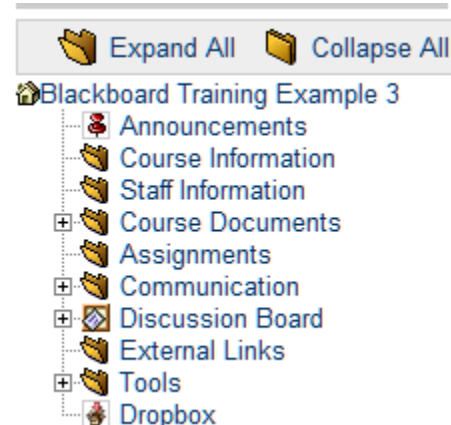


4. Add a Subject and a Message.
5. Determine any date restrictions.
6. Add a course link if applicable [see 'about course links'].
7. Decide if you want the announcement to be sent via Blackboard email.
8. Click Submit.



About Course Links

1. Course links make it possible to link to another section in Blackboard. When you have the option for a course link, first choose the Browse button.
2. A window will pop up with an expandable outline of your course.



3. Find the appropriate section and click on it. The window will close and your link will be added to the form field.

Blackboard Basics

Add Content

- From the course menu, browse to the section you would like to add content to (Course Documents, Course Information, etc.)

Announcements
 Course Information
 Staff Information
 Course Documents
 Assignments
 Communication
 Discussion Board
 External Links
 Tools
 Dropbox

- Click on 'Edit View' (in the top right corner).

[EDIT VIEW](#)

- Choose what you would like to add. You have several options including:

Item Folder External Link Course Link Test

An Item: PowerPoint Files, Word Documents, etc.

A Folder: To organize your content. Folders must be set up FIRST (before you add in the content).

An External Link: A link to anywhere on the web

A Course Link: See 'About Course Links'

Test: Add a Blackboard Test.

- You also have additional options under the 'Select' drop-down menu including adding Discussion Boards, Wikis, Blogs, Podcasts, an Assignment, or a Chat Room.

Select:

Changing Folder Order

- To change the folder order, simply adjust the numbers in the drop-down menu next

to each content item.



1 Chapter 1 Reading
 Enabled: Statistics Tracking
[Chapter 1 Article](#) (851 KB)
 Article about chapter 1



2 Chapter 1
 Enabled: Statistics Tracking
 Chapter 1 stuff

Edit an Item

- From the course menu, browse to the section you would like to add content to (Course Documents, Course Information, etc.)

Announcements
 Course Information
 Staff Information
 Course Documents
 Assignments
 Communication
 Discussion Board
 External Links
 Tools
 Dropbox

- Click on 'Edit View' (in the top right corner).

[EDIT VIEW](#)

- Choose whether you would like to Modify, Manage, Copy, or Remove the item.

Modify: Edit the content

Manage: Review the status, add statistics tracking, add metadata to increase the searchability of the item.

Edit Staff Information

- Click on the Control Panel

[Control Panel](#)

- Click on 'Staff Information'

[Staff Information](#)

Blackboard Basics

3. If you have many instructors you may want to divide them into folders. Just click on the 'Folder' button to do this.
4. To add an instructor profile, click the 'Profile' button.

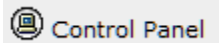


5. Add in all of the appropriate details.
6. Attach a profile image if you would like.
7. Attach a URL if you would like (for example, if this faculty member has a staff page online).
8. Click Submit.

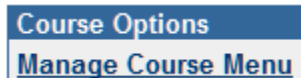


Modify the Course Menu

1. To modify the course menu buttons, first click on the Control Panel



2. Choose 'Manage Course Menu'.



3. You can reorder the menu easily. Follow the directions given in the 'Change Folder Order' section of this handout
4. To add a new button / section, click on one of the buttons at the top. The options are to add a Content Area (similar to the 'Course Documents' section that comes by default), a Course Link (See 'About Course Links'), an External Link, or a Tool Link.
5. The Tool Link options include: Address Book, Blogs, Calendar, Discussion Board, Dropbox, Groups, Podcast, etc.

