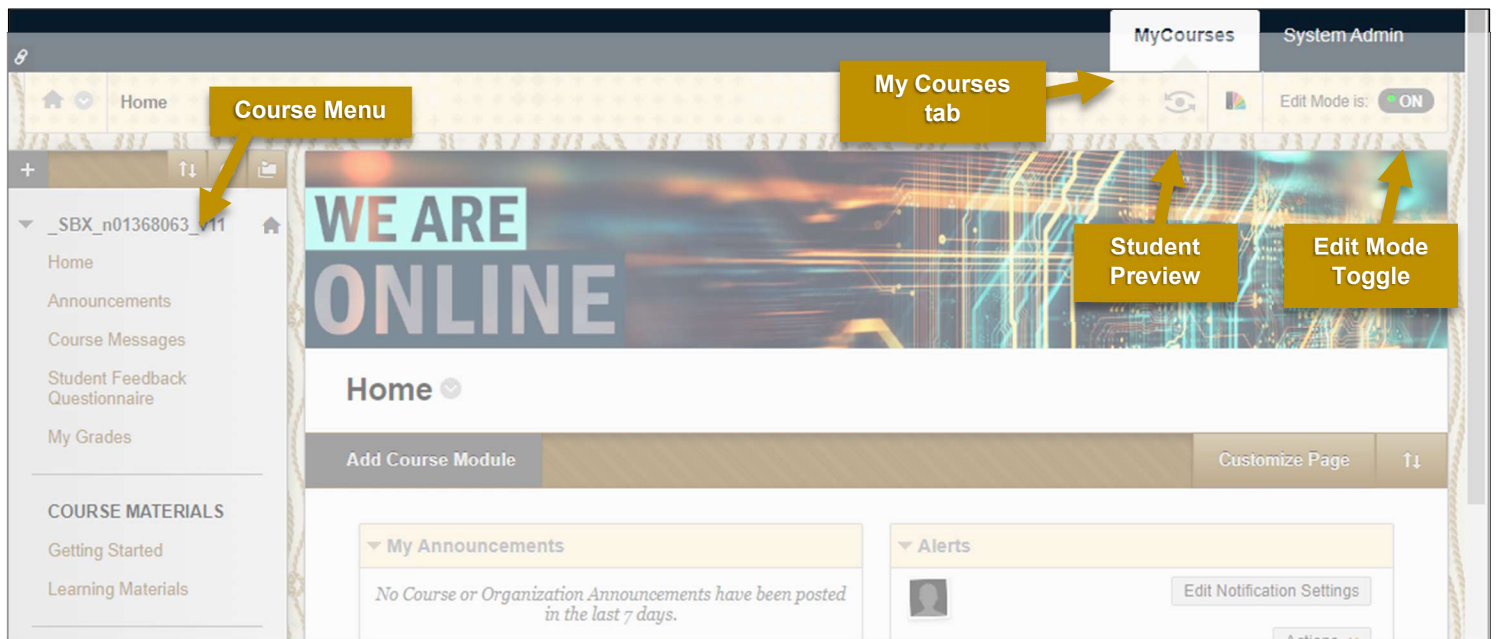




Blackboard Learn Basics



NAVIGATING BLACKBOARD


Identifying the Course Registration Number (CRN)

When requesting help, the Blackboard Support team will need the CRN for your course.

1. Navigate to the **My Courses** tab.
2. Locate the course.
3. Note the numbers that start your course (e.g. 1234.202050).

Using Student Preview Mode

Use Student Preview to view a course exactly as student sees it.


1. Select the **Enter Student Preview** icon . The student preview bar appears at the top of the webpage indicating the **Student Preview mode is ON**.
2. To exit the student preview, select **Exit Preview**.
3. If prompted, select one of the following options:
 - **Keep the preview user and all data** to save all data and actions while you were in preview mode. This creates a temporary student profile (e.g. Smith_PreviewUser) that will appear in your student list.
 - **Delete the preview user and all data** to delete any data or actions you made.
4. Select **Continue**.

Hiding/Showing a Course Menu Item

1. In the Course Menu, point to the item you want to hide.

2. Select the **drop-down arrow** next to the content area name and then select **Hide Link** or **Show Link**, as required.

Reordering Content in the Course Menu

1. Point to the left of an item you want to reorder and your cursor will change shape to a **four-headed arrow** .
2. Drag and drop the item to its new location.

APPLYING THE HUMBER TEMPLATE

Downloading the Humber Template

1. Go to www.humber.ca/bb91help.
2. Select **Instructor Help > Getting Started > Humber Template**.
3. At the top left of the page, select **Download Humber Template here**.
4. If prompted, select the location where you want to save the file. Chrome typically downloads the template zip file to the Downloads folder on your PC.
5. **Do not open the file.** If you unzip the file, Blackboard will not be able to import it.
Note: MAC users may need to disable the feature that automatically unzips files.

Applying the Humber Template to a Course Site

1. Navigate to the course to which you want to apply the template.
2. Scroll to the bottom of the Course Management area of the course menu.
3. Select **Packages and Utilities > Import Package/View Logs**.
4. Select **Import Package**.
5. On the Import Package page, under the Select a Package section, choose **Browse My Computer**.

6. Locate the Humber Template zip file, select it and then select **Open**.
7. Scroll down to the Select Course Materials section, and choose the **Select All** button.
8. **Uncheck** the box for **Announcements**.
9. Select **Submit**. A status bar at the top of the screen indicates progress.
10. Refresh your page to see the results.
Note: This process may take a few minutes to complete.

COPYING A COURSE

Copying Between Courses

You can copy content from one course to another. **ALERT:** Be careful to select the correct courses in the correct order.

1. Navigate to the course containing the content you want to copy.
2. Scroll to the bottom of Course Management area of the course menu and select **Packages and Utilities > Course Copy**.
3. To select the destination course where you want to send the content, locate **Destination Course ID** and select the **Browse** button.
4. Locate and select the destination course.
5. Under **Select Course Materials**, select the content you want to copy.
6. **Uncheck Announcements**.
7. Select **Discussion Board > Include only the forums, with no starter posts**.
8. Select **File Attachments > Copy links and copies of the content (include entire course home folder)**.
9. Select **Submit**. A status bar at the top of the screen indicates progress.
10. Navigate to the new course to see the changes. *Note: This process may take a few minutes to complete.*

COMMUNICATING

Creating an Announcement

1. In the Course Menu, select **Announcements**.
2. On the Announcements page, select **Create Announcement**.
3. Enter a **Subject** and a **Message**.
4. To time the announcement for a later date, change **Duration** to **Date Restricted** and select the dates.
5. For critical announcements (i.e. class cancellations), select **Send a Copy of this Announcement Immediately**. Blackboard will send the announcement to the students' email addresses associated with Blackboard.
6. To include a link to an area within this course, select **Browse** and select the area.
7. To send the announcement, select **Submit**.

Send a Course Message

Course messages are similar to email, however, they remain within the course.

1. In the Course Menu under the **Control Panel**, select **Course Tools > Course Messages**.
2. On the **Course Messages** page, select **Create Message**.
3. Select the **To** button.
4. Select the name of a specific user on the left, and select the **>** arrow to move the name to the recipient's area on the right.
5. Complete the **Subject** and **Body** fields.
6. To attach files, click **Browse**.
7. To send the message, select **Submit**.

Send an Email

Send an email to people in your course without launching a separate email program. Note: This feature is not connected to Course Messages.


1. In the Course Menu, select **Control Panel > Course Tools > Send Email**.
2. On the **Send Email** page, select the group of users you want to email.
3. If sending a message to specific individuals or groups, select the name in the left column and select the **>** arrow to move the name to the Selected area on the right.
4. Complete the **Subject** and **Message** fields.
5. To attach files, select **Attach a file**.
6. To send the message, select **Submit**.

ADDING CONTENT

Adding Items to the Course Menu

1. In the Course Menu, select the **+** icon in the top left corner.
2. To create a space where you can upload learning content, select **Content Area** and give it a **Name**.
3. To add a tool from the Control Panel, select **Tool Link**, add a **Name**, and in the **Type** drop-down list, select the tool.
4. To make the item visible for students, check **Available to Users**.
5. Select **Submit**. The new item appears at the bottom of the Course Menu above Course Management.
6. Move the item where you want it to appear.

Hide a Course Menu Item

1. Hover on the item you want to delete and select the drop down arrow to the right.
2. Select **Hide Link**. This icon  appears next to all items that are hidden from students.

Uploading a File to Your Course

1. In the Course Menu, select the content area where you want to add content, such as Learning Materials.
2. On the content area page, point to **Build Content** and select **Item**.
3. Enter a name and then select **Browse My Computer**.
4. Locate the file you want to share and select **Open**.
5. Select **Submit**.

Creating a Content Folder

Organize your content with folders.

1. In the Course Menu, select the content area where you want to add a folder.
2. On the content area page, point to **Build Content** and select **Content Folder**.
3. On the **Create Content Folder** page, add a **Name**.
4. Complete additional fields as desired, and select **Submit**.
5. To add content to the folder, you must first select the folder to open it.

ASSIGNMENTS

Creating Assignments

1. Go to the content area where you want to place the assignment (e.g. Assignments on the Course Menu).
2. On the action bar, point to **Assessments > Assignments**.
3. On the Create Assignments page, enter the assignment **Name** and **Instructions**.
4. To attach files, click **Browse My Computer** and select the files.
5. To set a due date for the assignment, complete the **Due Dates** field. (With a due date, Blackboard will label late submissions.)
6. Under **Grading**, enter the **Points Possible**. Note: This is not the weight.
7. If you want to restrict the visibility of the assignment, under the **Availability** section, select your desired dates.
8. Click **Submit**.

GRADING

Manually Creating a Grade Column

For assignments and tests, Blackboard automatically creates a column in Grade Center. However, you can also manually create columns.

1. In the Course Menu, under the **Control Panel**, select **Grade Center > Full Grade Center**.
2. On the **Full Grade Center** page, select **Create Column**.
3. On the **Create Grade Column** page, enter the **Column Name**.
4. In **Primary Display**, select how you want the grade to display to students.
5. Enter the **Points Possible**. (This is not the weighted value.)
6. Select **Submit**.
7. Your new **Grade Column** appears as the last column in the **Full Grade Center**.

Creating a Weighted Total Column

1. In the Full Grade Center, select **Create Calculated Column > Weighted Column**.
2. On the Create Weighted Column page, provide a **Column Name**.
3. Scroll down to the **Select Columns** section.

4. In **Columns to Select**, select columns and click the **>** arrow to move the column name to the Selected Columns area.
5. If you want to include a category, select it in **Categories to Select** and use the **>** arrow to the right to move it to Selected Columns.
6. In the **Selected Columns** box, enter the **weight percentage** for each column/category.
7. Ensure that **Total Weight** adds to 100%.
8. For **Calculate as a Running Total**, select:
 - **Yes** (recommended) to calculate a current grade based on work completed. This calculation includes only grades you have entered. Blackboard ignores empty cells so it is necessary to enter zero grades for correct calculation.
 - **No** to calculate a current grade based on all columns you selected. Blackboard assumes zeros for work not yet completed. This can make the weighted total appear artificially low.
9. Select **Submit**.

Editing and Deleting Grade Center Columns

1. On the **Full Grade Center** page, select the drop-down arrow of the column you want to edit or delete.
2. To edit a column, select **Edit Column Information**.
3. To delete a column, select **Delete**. Confirm your action when prompted. Note: You cannot delete a column with submissions.

Entering a Grade in Grade Center

1. On the **Full Grade Center** page, select the grade box where you want to enter a grade.
2. Enter the new grade and then press **Enter** on your keyboard.

REQUEST A SANDBOX

Request a DEV or Sandbox Course

To request a Blackboard course site for development or experimental purposes, complete and submit an eForm.

1. Go to its.humber.ca and select **Submit an eForm**.
2. Scroll down to the bottom left to locate the **Learning Management System** Section.
3. Select **Request a Development Course or Sandbox Site**.
4. Complete the form and select **Submit Form**. Allow one business day for processing.

For more help with Blackboard, contact the Instructional Support Studio

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