



# Instruction Manual For Faculty





# BLACKBOARD FACULTY GUIDE

## TABLE OF CONTENTS

### Blackboard Basics

Blackboard Terms.....	4
Global Navigation Menu.....	5
Managing Your Course Menu.....	6

### Customizing Your Course

Selecting a Course Entry Point.....	7
Adding a Banner to Your Course Entry Point.....	7
Creating a Banner in PowerPoint.....	8

Student Preview Mode.....	9
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### Course Content (Items, Files, Videos, Audio, etc.)

Adding Course Content .....	10
Which Content Item Should I Use?.....	11

### Assessments (Tests, Surveys, Assignments, etc.)

Adding Assessments .....	12
--------------------------	----

### Tools

Adding Tools to Your Course.....	13
Integrating Third Party Tools (Pearson MyLab, Cengage Learning, etc.).....	14
Calendar.....	15
Discussion Boards.....	16
Announcements.....	17
Emails.....	18
Rubrics.....	19

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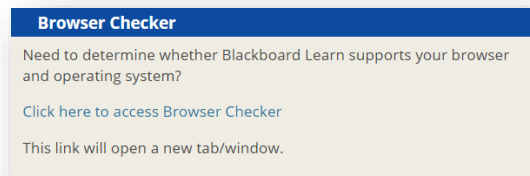
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# BROWSER REQUIREMENTS

Blackboard Learn is a browser-based application where you can work on and submit assignments and other coursework. It is important that you use compatible and up-to-date browsers with Blackboard.



Use the **Browser Checker** on the Blackboard **Welcome** page



	Desktop OS Browser Versions	Mobile and Tablet OS Browser Versions*
Android Browser	Not available	4+
Chrome**	36+	35+
Edge**	20+	20+
Firefox**	31+	Unsupported
Internet Explorer	11+	Unsupported
Safari	6+	6+

\*Mobile versions of these browsers are not supported for Blackboard Learn 9.1 at this time, although users may have success using them.

\*\* Google Chrome versions 42+, Mozilla Firefox versions 52+, and Microsoft Edge do not support NPAPI-type plug-ins, including Java plug-ins and many media browser plug-ins. Blackboard doesn't support these browsers for use in the following circumstances: 1) with embedded media types that require third-party NPAPI plug-ins for viewing and 2) the multiple-file upload interface located in the Content Collection, although the other multiple-file upload interfaces are supported on these browsers.

## Technologies not supported

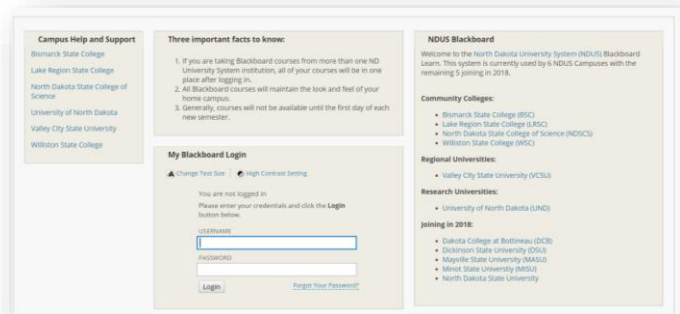
- Windows XP
- Windows, Mac OS, and Linux systems not running a supported browser
- Internet Explorer versions 10 and lower which are no longer supported by Microsoft; Internet Explorer on mobile devices
- Firefox versions 30 and lower on desktop; all Firefox versions on mobile devices
- Chrome versions 35 and lower (version 34 and lower on mobile devices)
- Safari versions 5 and lower
- JRE 5 for Blackboard Learn Original user interfaces



# LOG IN & OUT OF BLACKBOARD

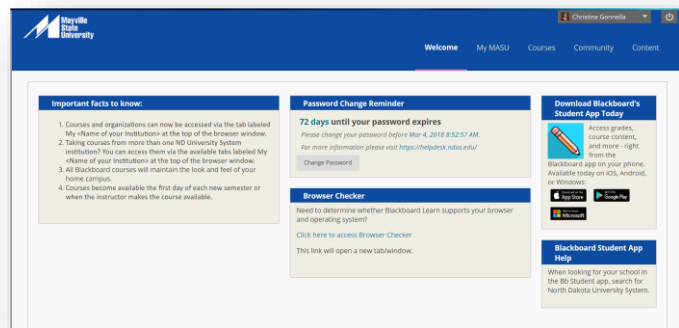
## LOGIN

1. Go to <https://blackboard.ndus.edu> (this address will change in early 2018).
2. Type in your Campus Connection credentials to complete the **Username** and **Password**
3. Press the **Login** button



When you login, you will see the look and feel of your “home” institution. In this example, you see the Mayville State University logo and Mayville blue backgrounds and accents.

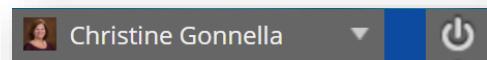
- Campus Connection derives the home institution based on a variety of information.



## LOGOUT

In the upper right corner of the screen, the logout button is next to your name.

Click the **logout** button once to logout of Blackboard.



Closing out of your browser will not log you out right away. For security reasons, try to make it a habit to use the logout button.



Use the **Windows key** + **L** to Lock access to your computer

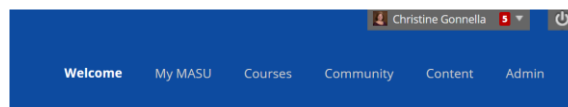


Blackboard

# BLACKBOARD TERMS

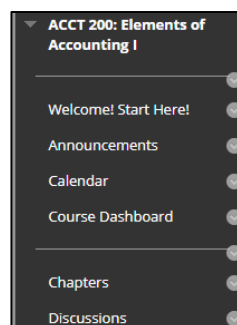
## Global Navigation Menu

- Menu located in the upper right corner of the screen.
- Access by clicking on your name.
- Customizable and always available.



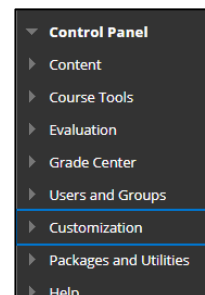
## Course Menu

- The menu on the left hand side of your course.



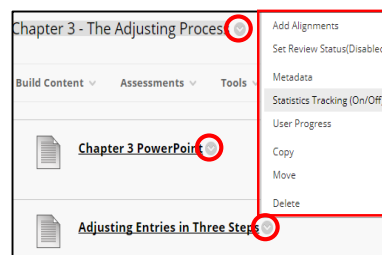
## Control Panel

- Menu located below the course menu.
- This menu is not visible to students.



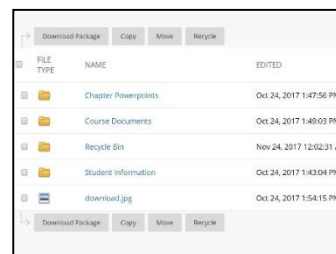
## Contextual Menu

- A menu indicated by the gray arrow/chevron icon to the right of each item in your course.



## Content Collection

- An area where you can store and share documents

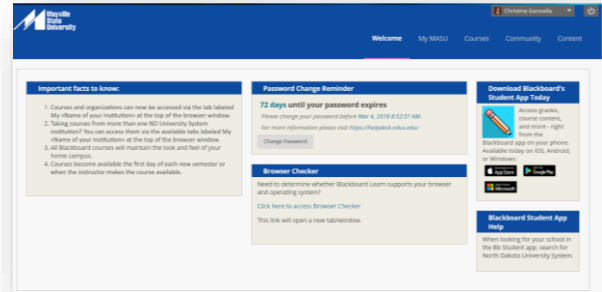


# TAB NAVIGATION

## Welcome page

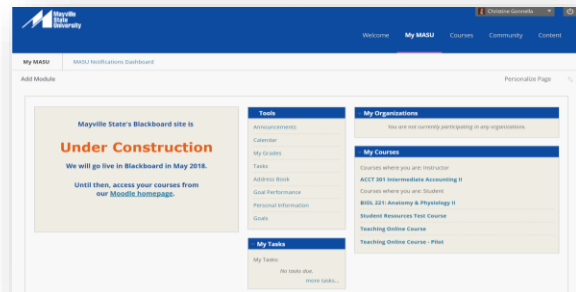
Logging in takes you directly to the **Welcome** page.

- Everyone in the North Dakota University System (NDUS) lands on this page. It is institution-agnostic.
- Only System-level information will be published here.
- This page will not change often.



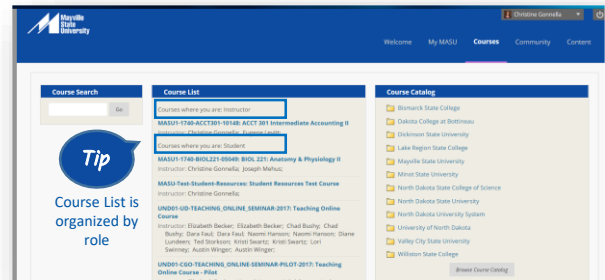
## My MASU page

- Click the **My MASU** tab to view the Mayville State home page.
- Each institution with which you are associated, whether as an instructor or as a student, will have tab for you to access their home page.
- Some items on this page are customizable (see Customize your Homepage)



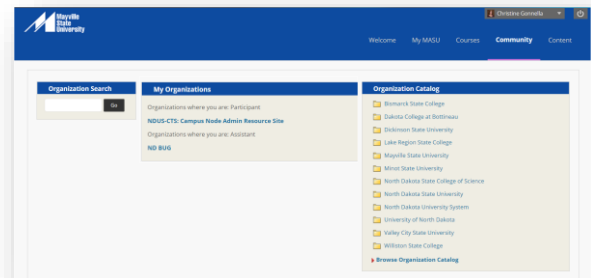
## Courses page

- **Course Search:** A search will return all courses in the system that match your search. You will only have access to those in which you are enrolled.
- **Course List:** Displays the courses in which you are enrolled. Organized by role.
- **Course Catalog:** Browse or search all courses in the NDUS.



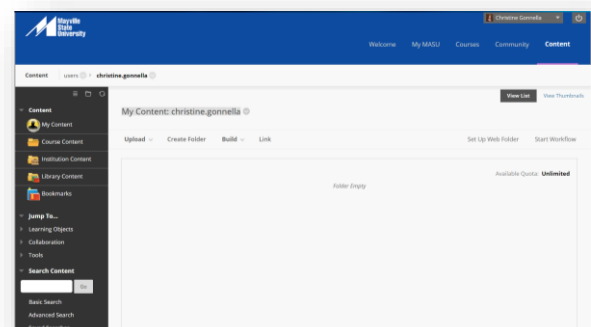
## Community page

- **Organization Search:** A search will return all courses in the system that match your search. You will only have access to those in which you are enrolled.
- **My Organizations:** Displays the courses in which you are enrolled. Organized by role.
- **Organization Catalog:** Browse or search all organizations in the NDUS.



## Content page

Content for all courses in which you are enrolled can be accessed and managed from the Content page.














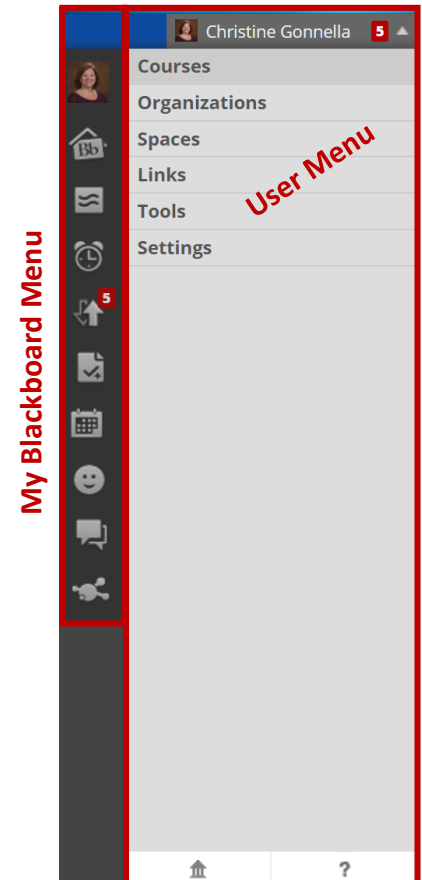
Blackboard®



# GLOBAL NAVIGATION MENU

**My Blackboard Menu** and the **User Menu** are available everywhere in Blackboard Learn and give you a personalized view of your learning environment. **My Blackboard Menu** provides access to due dates, users, and social tools that help you discover, connect, communicate, and collaborate with your Blackboard learning network. The **User Menu** provides access to all your courses and your personal settings, such as text size and personal information. Access the menu next to your name in the page header.

	Tool	Description
My Blackboard Menu	 Bb Home	Summary page that lists announcements, graded items, the five most recent posts, and upcoming calendar events
	 Posts	Shows posts, comments and replies from discussion boards, blogs, wikis, people and spaces you follow, etc., since your last login.
	 Updates	Shows announcements and changes to courses from most recent to oldest.
	 My Grades (students only)	Displays all grades for all courses in one location. Also shows recently graded items.
	 Retention Center (instructors only)	Displays Bb-compiled reports designed to alert you of any students who may be falling behind on their work. Blackboard analyzes information such as missed deadlines, poor grades, and most recent access dates to help you identify these students for each of your courses.
	 Calendar	Calendar includes due dates from all courses. Users can customize the view, the colors, and which courses are displayed. New events can be added from here.
	 People	Find and interact with peers, classmates and instructors. Follow to receive alerts when they post.
	 Messages	Communicate within Bb with anyone who has a profile in Bb, even those outside of MSU. You must be logged in to Bb to send and receive My Blackboard messages.
	 Spaces	This tool provides an area for you to create groups to communicate and work collaboratively.
User Menu	Courses	Displays the courses in which you are enrolled based on which you visited most recently.
	Organizations	Displays the organizations in which you are enrolled based on which you visited most recently.
	Links	Links to frequently used applications, websites and services
	Settings	Allows users to select which notifications are received.
	 Home icon	Links to blackboard.com
	 Help icon	Links to <b>Behind the Blackboard</b> for manuals, tutorials and more.

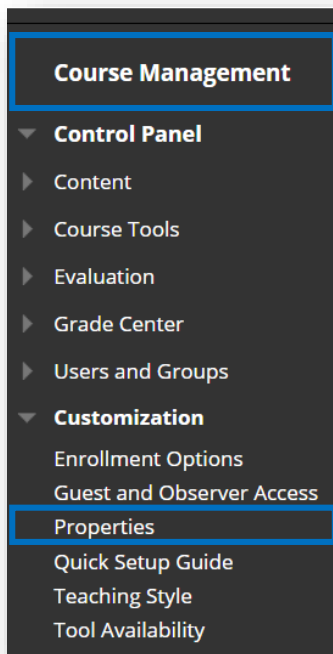




# HOW TO CHANGE A COURSE NAME

Take these steps:

In the course shell > **Course Management** Menu > **Customization** > **Properties** > in the Name and Description, find the **Course Name** > Make your changes > Click **Submit**



**Properties**  
*Properties control the functional settings of your course. Fields marked with an asterisk are required. [More Help](#)*

\* Indicates a required field.

**NAME AND DESCRIPTION**

\* Course Name

Course ID MASU1-1740-PHYS211-05031

Description  
  
Character count: 23

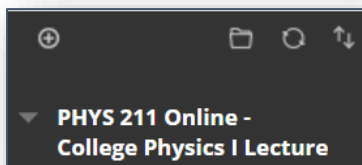
Click **Submit** to proceed. Click **Cancel** to go back.



Instructors can change the Course Name but not the Course ID.

## Course Name

Instructors can change the course name as long as it includes the Course prefix (PHYS), number (211) and name (College Physics I Lecture).



## Course ID

Automatically assigned by Campus Connection when the course shell is created.

- The Course ID **cannot be changed by anyone**
- The Course ID is dictated by the following naming convention:
- Institution ID-Term-Course prefix and number-Class/Section number (example below)

**NAME AND DESCRIPTION**

\* Course Name

Course ID



Blackboard

# MANAGING YOUR COURSE MENU

New items can be created on your course menu and current items can be deleted or modified.

Select the plus sign to add one of the following menu items:

**Content Area:** A blank area where you wish to add course content (e.g., Assignments, Exams, Lessons, Course Materials, etc.)

**Module Page:**

**Blank Page:** Creates a direct link to a blank page where you can add any content item (e.g. PowerPoint, Journal Article, etc.). The description will not be displayed.

**Tool Link:** Creates a direct link to any tool within the Blackboard course (e.g. Discussion Board, Announcements, Wikis, Pearson MyMath Lab, etc.)

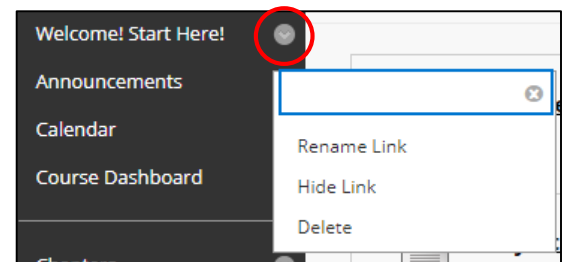
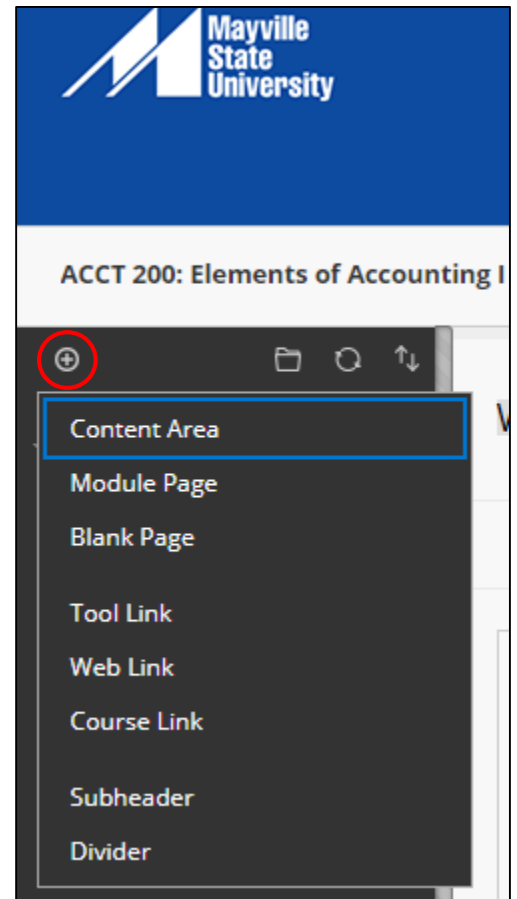
**Web Link:** Creates a direct link to any website outside of Blackboard

**Course Link:** Creates a direct link to content previously existing in the course (e.g. Final Exam that is currently available in your course)

**Subheader:** An inactive link that allows you to divide your content area into sections

**Divider:** A line that divides menu buttons into groups

To **edit** any existing Course Menu item, click the item's contextual menu icon (gray arrow). You will have the option to Rename Link, Hide Link, or Delete Link



# CUSTOMIZING YOUR COURSE

Take these steps:

SP17 MASU CIS 385 - Multimedia Tools



Customization > Teaching Style

## Selecting a Course Entry Point

The course entry point is the first area users see when they enter a course. We have set all entry points to the Welcome! Start Here! page. You may change this if you wish.

**SELECT COURSE ENTRY POINT**

Select the first area users see when entering the course from the drop-down list below.

Entry Point: Welcome! Start Here! ▾

**SELECT MENU STYLE**

Preview: Announcements  
Calendar  
Course Dashboard  
Chapters  
Discussions  
Tools  
Your Instructor  
My Grades  
Student Resources

## Adding a Banner

You can add a banner image to appear at the top of the course entry point. Banner images work best in PNG or JPG format and approximately 480x80 pixels. After uploading a banner, view it under varying conditions (resize browser, expand and collapse course menu, use monitors of varying sizes) to ensure it looks as intended. See the next page for instructions on creating a banner in PowerPoint.

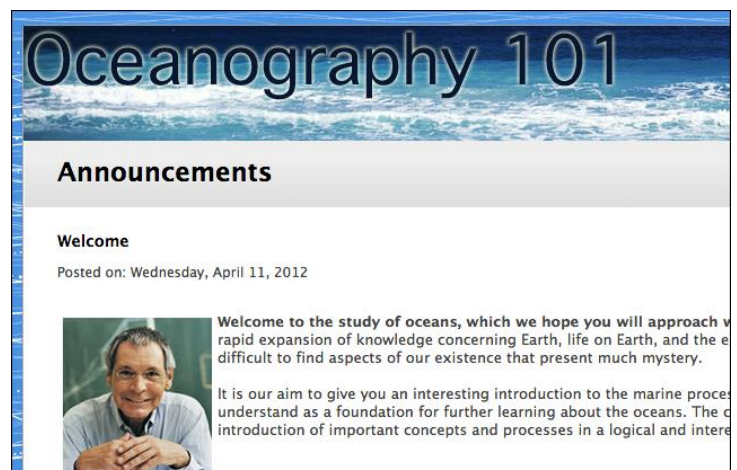
**SELECT BANNER**

The banner appears at the top of the course's entry point page. We recommend using a banner approximately 480 by 80 pixels because users resize browser windows and use monitors of varying sizes and resolutions. If your banner exceeds the width of the page, it will be cropped.

Current Banner Image:

New Banner Image: Attach File Browse My Computer

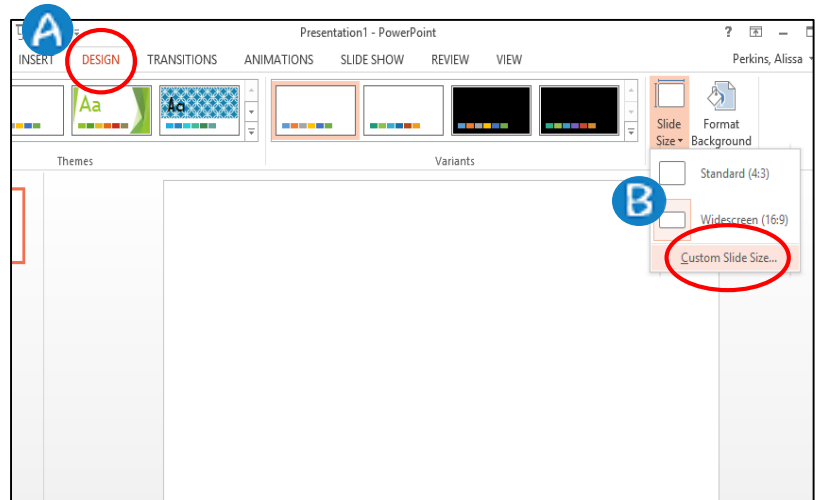
Banner Alt Text:



# CREATING A BANNER IN POWERPOINT

**A** After opening PowerPoint, choose the **Design** tab

**B** Slide Size > **Custom Slide Size**



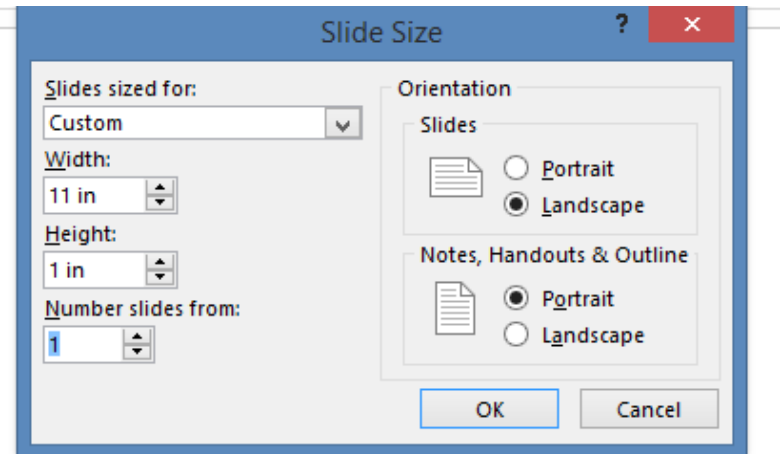
Update the Slide Size settings with the following information:

Slides sized for: Custom

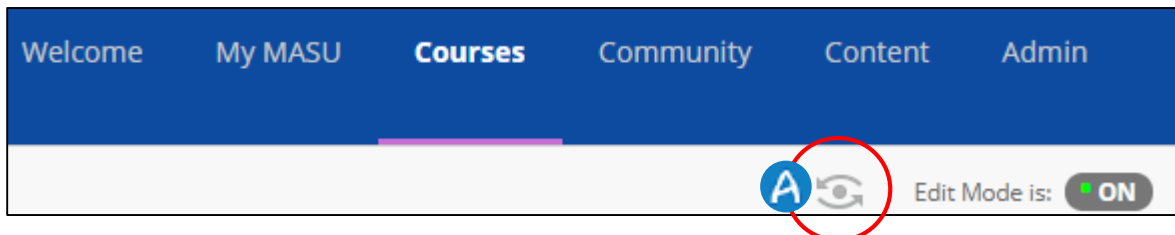
Width: 11 in

Height: 1 in

You may now create your banner. Save the PowerPoint as a JPEG image and upload to Blackboard using the instructions on the previous page.



# STUDENT PREVIEW MODE



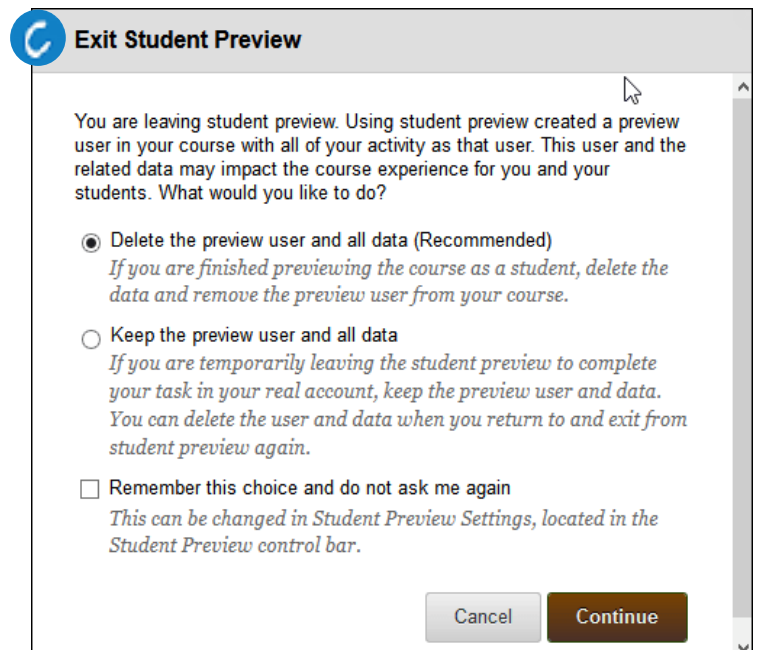
To access Student Preview mode, click on the eye icon (A) on the top right of your menu in Blackboard. With student preview, you can experience your course exactly as your students do. While in student preview mode, you can submit assignments and tests, create discussion threads and view student tools, such as My Grades.

When you enter student preview mode, the orange student preview bar (B) appears at the top of each page.



Student preview creates a student account called the preview user account, logs you in as that student and enrolls you in the current course. When you exit the student preview, you're prompted to keep or delete the preview user and its associated data (C). It is recommended you remove the preview user and its associated data. This will remove all activity conducted or created as the user (including test attempts, assignment submissions, grades, and discussion posts).







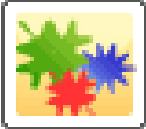

If you need to test a feature from the student perspective, you can Keep the preview user and data until you are done testing.



Blackboard

<https://youtu.be/JCrAQewg7Is>

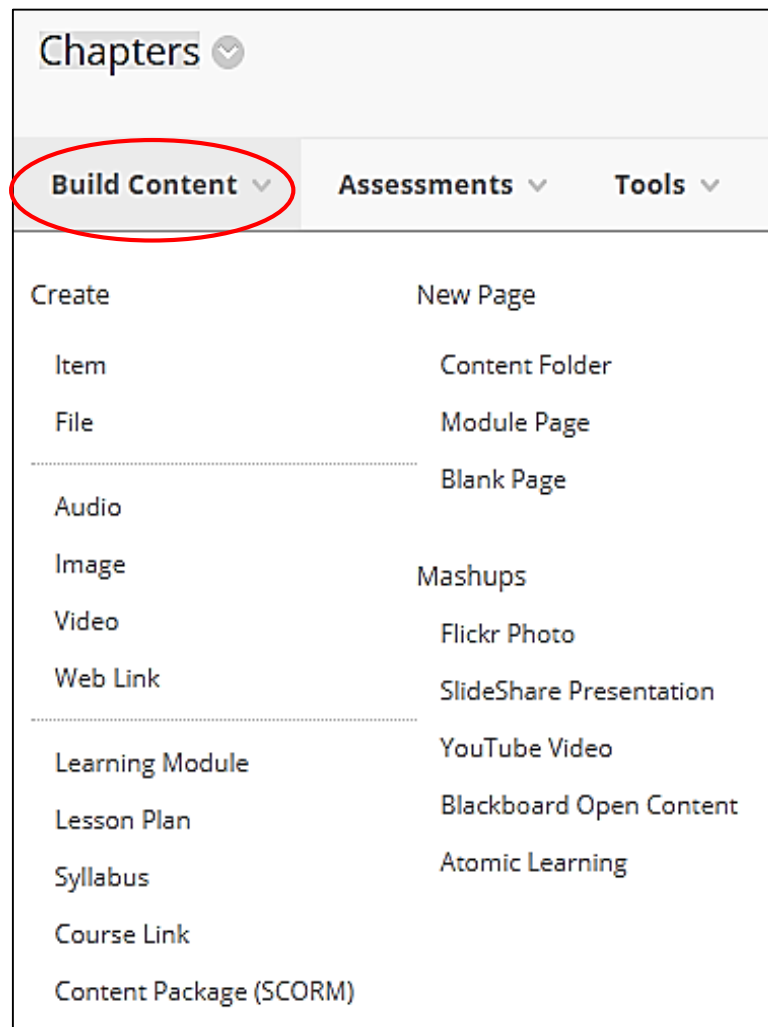
# Blackboard Icons

Feature	Bb Icon
<b>Course Content: Item</b> An item containing content pertaining to the course.	
<b>Course Content: File</b> A file of content or information pertaining to the course.	
<b>Course Content: Folder</b> A folder into which course materials can be added and organized.	
<b>Learning Module</b> An organized collection of content presented together	
<b>URLs (external links)</b> A connection or link to a website outside of a Blackboard course.	
<b>Video</b> A video that has been saved and uploaded.	
<b>Mashup (multimedia)</b> Incorporate audio and video into your course through the Mashup > Kaltura Media option	
<b>Course Link</b> A link or jump from within a course to somewhere else in <i>the same</i> course.	

# ADDING COURSE CONTENT

You can add course content (course materials, syllabus, etc.) to any Content Area in your course.

Select the **Build Content** button in the area in which you want to add content.  
Select from the options in the screen shot below.










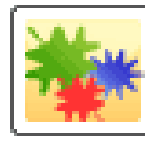



How do I know what type of content to use?!

Check out the table on the next page to help you determine what to use!



# WHICH CONTENT ITEM SHOULD I USE?

I want to...	How To	Bb Icon
Create an area of text to remind students of an upcoming due date	Create an Item > Edit Title and Description	
Upload a single file (PowerPoint, PDF, etc.) and include a description	Create an Item > Edit Title and Description > Attach File from computer or Content Collection	
Upload a group of files (Chapter 1 PowerPoints and Study Guide) and include a description	Create an Item > Edit Title and Description > Attach Files from computer or Content Collection	
Upload a single file (PowerPoint, PDF, etc.) with <b>no description</b>	Create a File > Edit Title > Attach File from Computer or Content Collection	
Insert a link to direct my student to the Mayville State University website or any other site outside of Bb.	Create a Web Link > Edit Title, URL, & Description	
Create a collection of all Chapter 1 instructional materials, such as PPTs, and include a table of contents	Create a Learning Module > Edit Title > Add Content	
Create a folder of all Chapter 1 content (notes, assignments, tests, etc.)	Create a Content Folder > Edit Title, Description > Submit. Open Folder > Add Content	
Create a link to a new page in Blackboard that lists recommended readings	Create a Blank Page > Edit enter Title and enter Content	
Upload a video that I have saved	Create a Video > Edit Title > Upload File from computer or Content Collection	
Embed a video that I found on YouTube	Create a Mashup: YouTube Video > Search for & Select Video > Edit Title & Description	
Add a link to a Final Exam you have in a different content area	Create a Course Link > Edit Title, Location, & Description	

# ADDING ASSESSMENTS

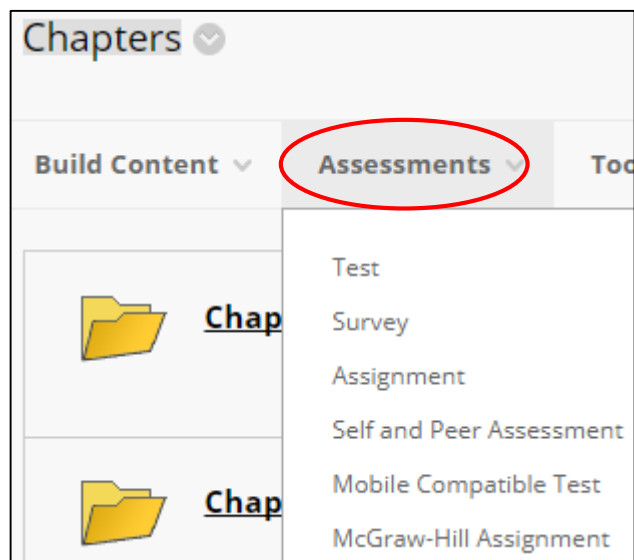
## (tests, surveys, assignments, etc.)




You can add course assessments (test, surveys, assignments, etc.) to any Content Area in your course.

Select the **Assessments** button in the area in which you want to add item. Select from one of the following options:

- Test
- Survey
- Assignment (Drop-Box)
- Self and Peer Assessment
- Mobile Compatible Test
- McGraw-Hill Assignment

Now you can create your assessment and edit the settings, such as point values, number of attempts, timers on tests, etc.



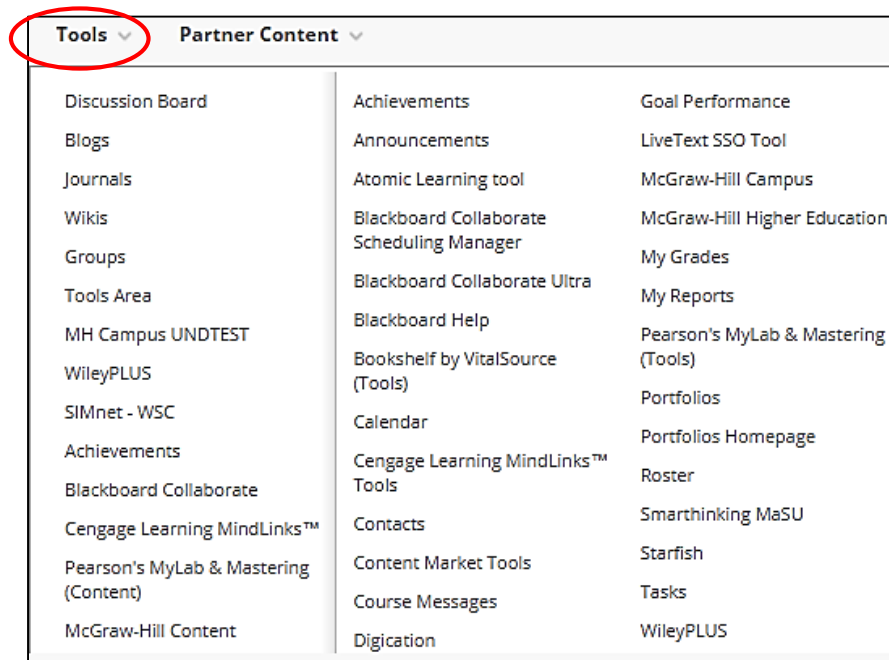
Assessment Type	Blackboard Icon
Test	
Survey	
Assignment	



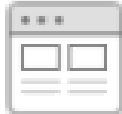
# ADDING TOOLS

## (discussion board, journals, etc.)

You can add tools to any Content Area in your course.

Select the **Tools** button in the area in which you want to add item. You can select from the options in the screen shot below.



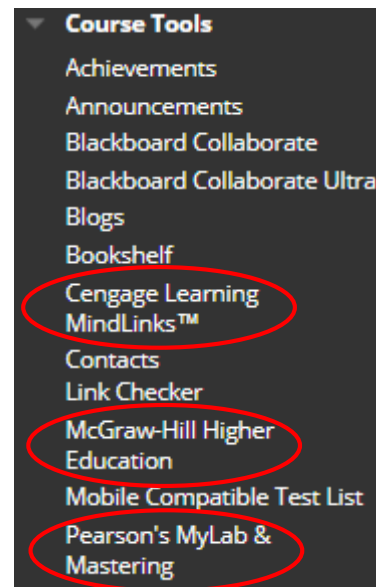
Popular Tools	Blackboard Icon
Discussion Board	
Journals	
Wikis	

# INTEGRATING THIRD PARTY TOOLS WITH YOUR COURSE

(Pearson MyLab, Cengage Learning, etc.)

Under the **Course Tools** menu, choose which third party tool you want to use in your course.

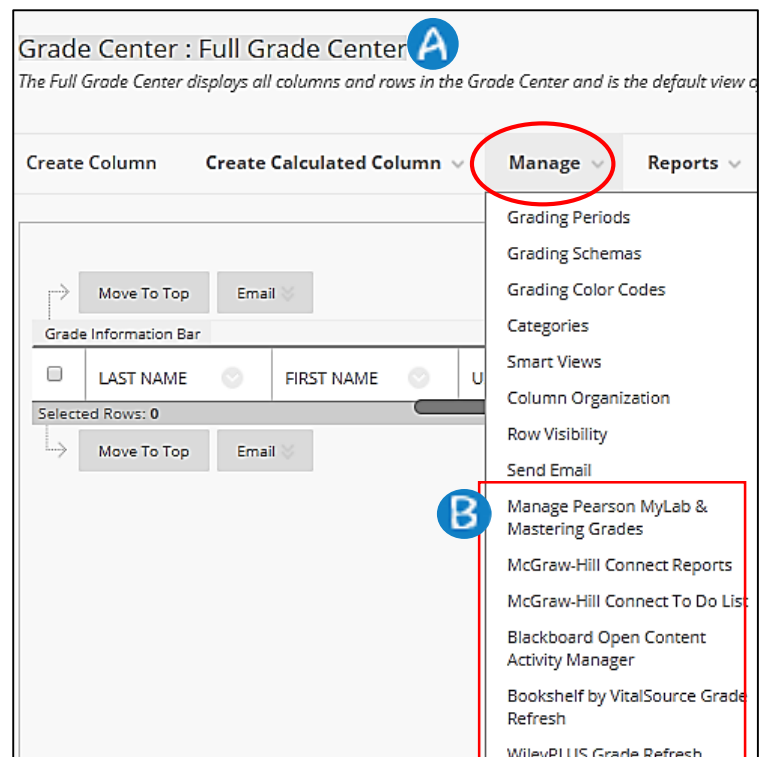
This will take you to a corresponding menu in which you can pair your Blackboard course to content within the third party tool.



**A** To sync these tools with the Grade Center, go to **Course Management > Grade Center > Full Grade Center**

**B** Select **Manage** choose the product you would like to sync, and follow the on-screen instructions.

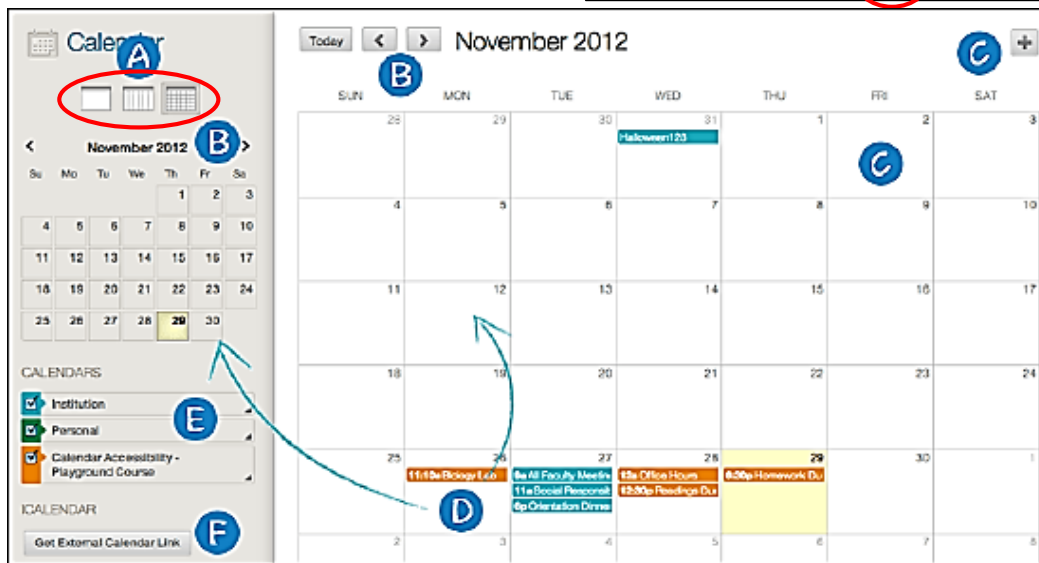
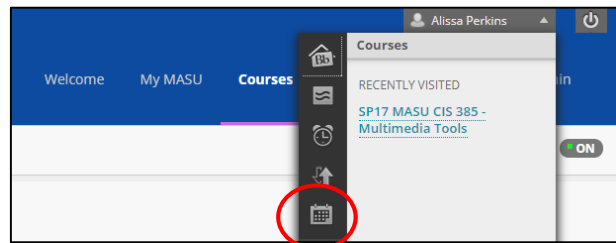
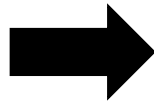
Keep in mind... Each tool has different steps. Contact Extended Learning if you need assistance.



Blackboard

# USING THE BLACKBOARD CALENDAR

Accessing the Calendar



- A** View events by day, week, or month
- B** Use the arrows to navigate to another month
- C** Select the plus (+) to create a new event. You can also select a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description.
  - When instructors create an assignment with a due date, a calendar event is automatically created and visible to students
- D** Select an event to manage it. You can also select and drag an event to change the date.
- E** Select the calendars you want to show, such as institution, personal, or course. By default, all calendars are visible. You can change the color of each calendar to suit your preference and to easily determine which events correspond with each calendar.



Blackboard®



<https://youtu.be/OaZBBDKvSMc>

Take these steps:

[Discussion Board](#) > [Create Forum](#)


It also limits your grading options.



## FORUM SETTINGS

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Viewing Threads/Replies ☒ Standard View

 ☐ Participants must create a thread in order to view other threads in this forum.  
*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

Grade ☒ No Grading in Forum

☐ **Grade Discussion Forum:** Points possible:

☐ Grade Threads

Alignments ☒ Forum alignments

☐ Thread alignments

Subscribe ☐ Do not allow subscriptions

☐ Allow members to subscribe to threads

☒ Allow members to subscribe to forum

☐ Include body of post in the email

☒ Include link to post

Create and Edit ☐ Allow Anonymous Posts

☐ Allow Author to Delete Own Posts

☐ Allow Author to Edit Own Published Posts

☒ Allow Members to Create New Threads

☒ Allow File Attachments

☒ Allow Users to Reply with Quote

☐ Force Moderation of Posts

Additional Options ☐ Allow Post Tagging

☐ Allow Members to Rate Posts

# SENDING ANNOUNCEMENTS

Take these steps:

SP17 MASU CIS 385 - Multimedia Tools

Announcements

Announcements are an ideal way to post time-sensitive information. Add announcements for due dates, changes to syllabus, corrections/clarifications of materials, and exam schedules.

If you choose ***Date Not Restricted***, the announcement is visible until you remove it.

Select the ***Email Announcement*** check box to send students an email containing the announcement.

## 2. Web Announcement Options

Duration

☐ Not Date Restricted

☒ Date Restricted

Select Date Restrictions

☐ Display After

☐ Display Until

Email Announcement

☐ Send a copy of this announcement immediately

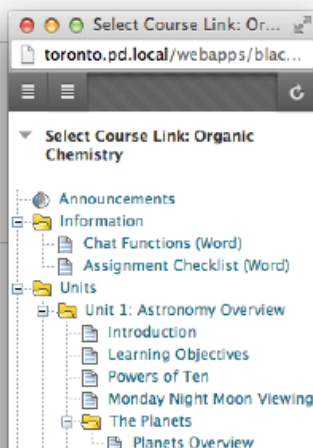
## 3. Course Link

Click **Browse** to choose an item.

Location

Browse...

## 4. Submit





# SENDING EMAILS

Take these steps:

SP17 MASU CIS 385 - Multimedia Tools

Send Email

**A** You can send an email through Blackboard without launching a separate email program, such as Outlook. You can send emails to individual users or to groups of users. Blackboard keeps no record of your email. It can be found in the Sent folder in your Outlook email account.

Instructors may also email students from the Grade Center. Click the drop down arrow by a student's name and select Email User

**B** Instructors may also email students from the Grade Center. Click the drop down arrow by a student's name and select Email User

**A** **Select Users**

\* Indicates a required field.

Cancel Submit

1. **Email Information**

\* To

Available to Select	Selected
Akbar, Mina	
Casper, Chris	
Chu, Cathy	
Cooper, Ashby	
Dubois, Alyssa	
Durand, Porter	
Farrell, Andy	

Invert Selection Select All Invert Selection Select All

From Cathy Chu (cchu@myschool.com)

Subject

Message

Rich text editor toolbar: Bold, Italic, Underline, Paragraph, Arial, 12pt, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Undo, Redo, Spell Check, etc.

**B**

Move To Top Email Sort C

Grade Information Bar

Last Name	First Name	Username	Student
ACCOUNT	ALUMNI		
ACCOUNT	FACULTY		
ACCOUNT	GUEST		
ACCOUNT	PROSPECTIVE		
ACCOUNT	STAFF		
ACCOUNT	STUDENT		
Barricklow	Sherry - Student		
Kenward	Kim	kim.student	
Student	John	john.student	

Context menu for 'Sherry - Student':

- Hide Other Rows
- View User Statistics
- Browse Adaptive Release Status
- Email User
- Hide Row



<https://youtu.be/znPR4uzEM7M>



Blackboard

# CREATING A RUBRIC

Take these steps:

SP17 MASU CIS 385 - Multimedia Tools

Rubrics > Create Rubric

Enter a title and description for your rubric. Choose a rubric type: (A)

- **No Points:** Provide feedback only
- **Points:** Each level of achievement has a single point value
- **Point Range:** Each level of achievement has a range of values
- **Percent:** Each item's possible points determines the percentage
- **Percent Range:** Each level of achievement has a range of values.

Type a title (B) for each row or column, give a point or percentage value, and type a description for the criteria and the associated level of achievement.

You can associate rubrics with assignments, blogs, journals, wikis, discussion forums, threads, essay, short answer, and file response test questions. Access the item's settings menu (C) to associate a rubric.



Blackboard



<https://youtu.be/ReR0icb-4Vk>

# MAKE A COURSE AVAILABLE

A course must be made available before students enrolled in the course can view or access the course and its content. However, you may want to make a course unavailable during the building process or after a scheduled course has finished.

Below the course menu, go to **Control Panel > Customization > Properties > Set Availability**

1. Select **Yes** or **No**.
2. Optionally, when you make a course available, you can choose one of these options in the **Set Course Duration** section:
  - **Continuous** (default) to leave the course available without a specified start or end date.
  - **Select Dates** to choose a start and/or end date. The start and end **times** are set automatically. The start time is midnight and the end time is 11:59:59.
  - **Days from the Date of Enrollment** to specify a specific length of time users have to access the course after enrolling. This option is best for self-paced courses.
3. Select **Submit**.

**COURSE MANAGEMENT**

- ▼ **Control Panel**
  - Content Collection →
  - Course Tools →
  - Evaluation →
  - Grade Center →
  - Users and Groups →
- ▼ **Customization**
  - Enrollment Options
  - Guest and Observer Access
  - Properties
  - Quick Setup Guide
  - Teaching Style
  - Tool Availability

**SET AVAILABILITY**

*Make this course available to users?*

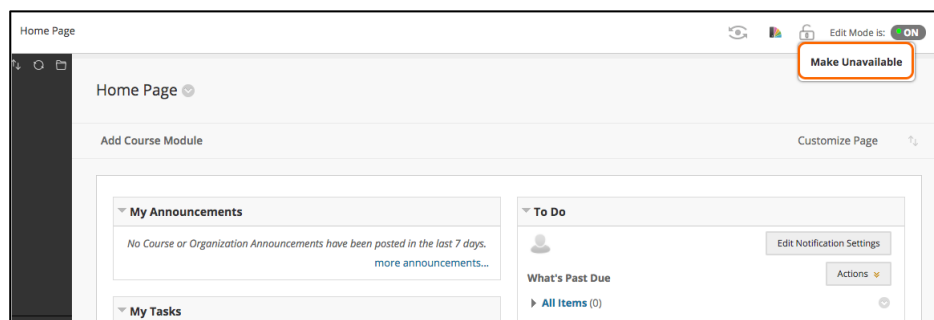
Make Course Available ☒ Yes ☐ No

**SET COURSE DURATION**

Duration ☒ Continuous ☐ Select Dates ☐ Days from Enrollment

You can control when your course is private—or unavailable—to your students. For example, you may not want students to access your course during the building process.

You can also quickly change the availability of your course in the main home page. At the top management area next to Enter Student Preview, select the Make unavailable icon.



Blackboard®



<https://youtu.be/MH0-BExpzpw>