

Blackboard for Dummies

Guided Notes for Blackboard at Illinois Central College

Introduction

- ICC has “The Blackboard Learning System Basic Edition”. See p. 2 for further explanation. This version of the system does not provide access to certain features described in the Blackboard for Dummies book, including Adaptive Release and the Performance Dashboard.
- As an instructor in Blackboard, the “Control Panel” is where everything starts. There is also a featured called “Edit View” we will explore.
- The Blackboard Administrator is your best friend! You may need other help from the Help Desk, the Teaching and Learning Center and “techie” colleagues.

Self Assessment

- You know how to access the Internet from your home and from work.
- You know what we are referring to when we say “Blackboard”.
- You know where to find files on your computer.
- You have access to Blackboard.
- You wish to setup an environment in Blackboard related to education.
- You have access to Blackboard features as arranged by ICC; not all features will apply!

Part I: What's Blackboard All About?

At the end of this section, participants will be able to:

1. Login to Blackboard and access the Blackboard @ ICC page, a course in which he/she is enrolled as a student and a course to which he/she has instructor access.
2. Identify and use the link to the Control Panel.
3. Describe the purpose of the Control Panel.
4. Identify and use the “bread crumbs” or the navigation trail.
5. Access Blackboard through the ICC Website or the direct URL (<http://courses.icc.edu>)
6. Determine when to contact the ICC Help Desk (and when to refer students) for technical support and when to contact the Teaching and Learning Center staff for instructional support.
7. Switch between the Quick View and Detail View in a course site.

8. Identify Communication Tools; Announcements, Staff Information, Course Calendar, Tasks, Send Email, Discussion Board and Collaboration.

9. Describe Assessment features; question types, grade weighting, grade display, grade book options.

10. Switch between Display View and Edit View of a content area of a course.

11. Upload a syllabus document to a content area (see Post your syllabus, p. 25)

12. Add an Assignment (see Give online assignments, p. 27)

13. Add a gradebook item (see Set up your Gradebook, p. 28)

14. Add a discussion forum (see Start discussion topics, p. 30)

Part II: Easing into Blackboard

- All students, faculty and staff are assigned a Blackboard username by the college. See “Student Technology Services @ ICC” for more information on student accounts.
- Faculty may “enroll” faculty and staff colleagues as “students” in their course for the purposes of peer review. If a faculty role needs to be switched to instructor for team teaching or other reasons the faculty member may first enroll his/her colleague as a student then request that the TLC staff change the faculty role from student to instructor.
- Blackboard Basic does not include the Adaptive Release feature described in *Blackboard for Dummies*.
- Blackboard Basic does not include the Messages feature described in *Blackboard for Dummies*.

At the end of this section, participants will be able to:

1. Enroll users into a course site.
2. Describe and use the “batch enrollment” process.
3. Remove users from a course.
4. Create a group.
5. Select and use group tools.
6. Remove users from a group.

7. Manage a course menu by modifying, adding, hiding and removing menu items.

8. Describe and use the unique properties of menu items; Content Area, Tool Link, Course Link, External Link.

9. Modify the Course Design/Course Menu properties.

10. Create and upload a course banner.

11. Manage Blackboard Tools from the Control Panel. (Blackboard Basic does not include Chalk Title, Check Links, Copy Files to Collection, Messages, Course Portfolios, Content Collection or Glossary Manager.)

12. Describe and use the features of the Text Box Editor (see yellow cheat sheet inside the front cover of the book.)

13. Add an Item.

14. Add an Item and attachment.

15. Describe and use Quick Edit.

16. Add an External Link item in a content area and an External Link button to a course menu.

17. Add and use folders to organize course content.

18. Modify, copy and remove course content.

19. Add an announcement.

20. Add a faculty profile with or without a picture.

21. Add, plan for and manage a discussion through a discussion forum on the discussion board.

22. Post and reply to a discussion board thread.

23. Manage discussion board threads by collecting, locking and removing.

24. Describe and create an archive of a discussion forum.

25. Join and participate in a collaboration session; lightweight text and Virtual Classroom.

26. Send an email through Blackboard.

Simple Steps to Using Blackboard

Adapted from *Blackboard for Dummies* by Southworth, Cakici, Vovides and Zvacek

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Starting a Brand-New Course	Facilitating a Course	Life in the After-Course
<ol style="list-style-type: none">1. Create a course (request through Patrice at phess@icc.edu)2. Enroll users3. Set up the course environment4. Post course material5. Give pre-assessments<ol style="list-style-type: none">a. Discussion Boardb. Survey Managerc. Assignmentd. Test Manager6. Choose the proper tools for your course.7. Choose your communication methods.<ol style="list-style-type: none">a. Discussion Boardb. Collaboration (chat room)c. Send Email	<ol style="list-style-type: none">1. Assess learners.<ol style="list-style-type: none">a. Test Managerb. Survey Managerc. Pool Managerd. Assignment Toole. Discussion Boards2. Provide feedback about learner progress3. Update course content; modify, copy or remove	<ol style="list-style-type: none">1. Review your course2. Update the course3. Migrate the course (in ICC terms, “Archive and Recycle”)