



Getting Started - Course Environment

June 2011

Login to Blackboard

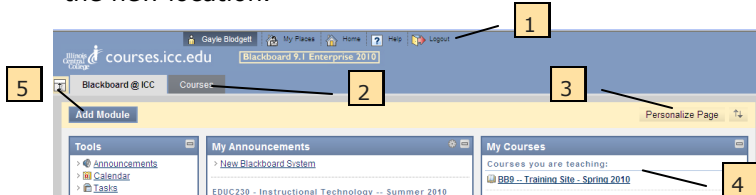
Login to Blackboard by clicking on the *Blackboard* link on the ICC home page or from this web address –

<http://courses.icc.edu>

Enter your *Username* and *Password* and click **Login**.

Blackboard @ ICC

The entry page in Blackboard can be configured by clicking on the individual boxes and dragging them to the new location.



1. **Header Frame**—access to My Places, Home, Help, Logout
2. **Tabs**—navigation shortcuts
3. **Personalize Page** —allows customization of display screen
4. **Content Frame**—displays modules that contain user information.
5. **Add Module** -- Module Pages are specialized content pages that present content in discrete boxes. The modules that appear on this page can be arranged in any order.

The **Tools**, **My Courses** and **My Announcements** are default modules on the page and can not be deleted. Other modules can be added and deleted as needed.

Opening a Course

Both courses you are teaching and courses you are enrolled in are listed on the page. Click on the name of the course you want to open –

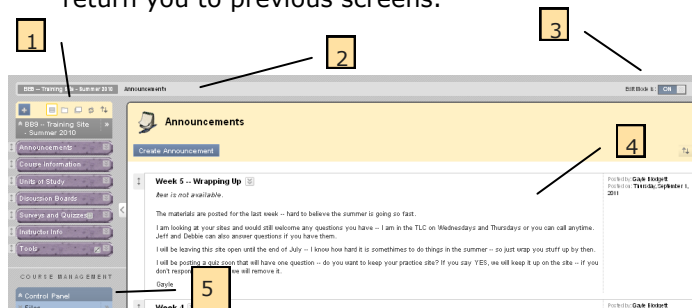
Screen Layout

1. **Course Menu** - the course menu includes each of the buttons that have been created for the course and the tools to modify the menu.

Questions?

Contact the Teaching & Learning Center
tlc@icc.edu (309)694-8908

2. **Breadcrumbs**- this is the bread crumbs trail (think Hansel & Gretel), clicking on the links will return you to previous screens.

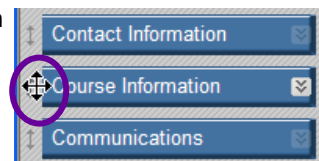


3. **Edit Mode** - allows you to change views on the content screen — **ON** is instructor's view (which means you will see the controls to make changes) and **OFF** is student's view (this is what the students will see)
4. **Content Frame** - main area of the window where materials are displayed.
5. **Control Panel** - the interface for managing the content, features and appearance of a course. This is only available in a course where you are an instructor or a teaching assistant. Students do not see the *Control Panel*.

The course menu can be modified with **Edit Mode** set to **ON**.

Arranging Items

Move the cursor to hover over the up/down arrow next to the menu it until the cross arrows appear. Left click the mouse to "grab" the item and move the mouse to "drag" it to its new location. Release the mouse and the item will "drop" in to place.



Hiding the Course Menu

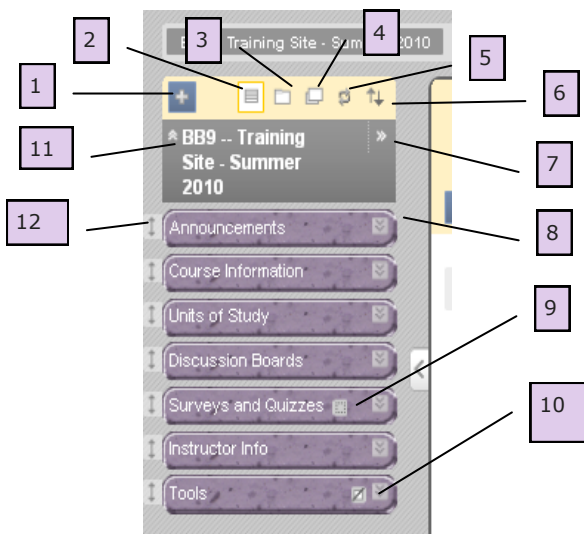
The course menu can be hidden to provide a full screen view of the content area of the course. This is especially helpful when working in the *Grade Center*.



Click on the < symbol next to the content area to hide the menu. When the menu is hidden, click on the > symbol to display it again.

Course Menu

The *Course Menu* provides the tools needed to add/remove/change buttons, to reorder the display of the buttons, and to hide buttons from students. *Edit Mode* must be **ON** to use the course menu features.



1. **Create Item** - create content areas, tool links, course links, external links, module pages, subheaders, and dividers.
2. **List View** - displays the menu as buttons or text (depending on your preference).
3. **File View** - lists menu items in a tree structure which can expand or collapse.
4. **Display Menu in a New Window** - opens a new window to display the menu.
5. **Refresh** - refreshes the display to show changes.
6. **Keyboard Accessible Reordering** - allows you to use the keyboard to select items to reorder.
7. **Go to Entry Page** - takes you to the entry page for the course (the default is the Announcements page).
8. **Contextual Menu** - displays the drop-down list of actions that are associated with an item.
9. **Empty Content Area** - indicates that nothing is stored in the area and the button will not be seen by students.
10. **Content Blocked** - this button has been disabled and will not be seen by students.
11. **Collapse Menu** - this will collapse the menu (this is handy if you have a large menu and you want to hide it while you work in the *Control Panel*).
12. **Drag/Drop** - this indicates that the item can be selected and moved to a new location by dragging and dropping it.

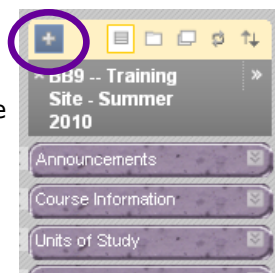
Creating Items

Additions to the course menu are created by clicking on the + (*Plus Sign*) at the top of the menu.

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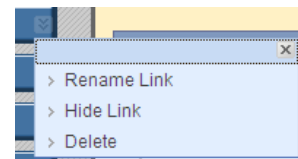
- > **Content Area** - creates an area to display course content. Folders, items, assignments and links can be added. Provide a name for the link and indicate if it is available for students.
- > **Tool Link** - creates a link to one of the tools available in the course site -- no content can be added to a tool link. Enter a name for the link, select a tool from the drop-down list and indicate if the link is available for students.
- > **Course Link** - creates a link allowing the student to go to another area of the course site - no content can be uploaded. Enter a name for the link, browse to find the area in the course site and indicate if the link is available for students.
- > **Create External Link** - creates a link to an external website. Enter a name for the link, enter the web address (the url) and indicate if the link is available for students. It is best to copy and paste the web address to make sure it is correct.
- > **Create Module Page** - creates a page where modules with information can be displayed for students. No content can be uploaded to Module Page.. Enter a name for page and indicate if the link is available for students.
- > **Create Subheader** - creates a subheader to organize the menu for the students. A subheader is a label - no content can be added and there is no link to any other area of the course site. Enter a name for the subheader.
- > **Create Divider** - creates a line to divide areas of the menu. No content can be added and there is no link to any other area of the course site.



Modifying Course Menu Links

Click on the double down arrow or chevron on the right side of the item you want to modify. The options available for the item will be displayed. The typical choices are:

- **Rename Link** - changes the display name on the menu item.
- **Hide Link** - makes the link unavailable for students, but still accessible for the instructor.
- **Delete** - removes the link from the site (this can not be undone so you are prompted to confirm it). **Removing a content area removes the link AND all of the materials that were included with it.**



Using the Control Panel

The *Control Panel* is visible along the left side of the content frame below the *Course Menu*. Each of the sections can be expanded to show the options included by clicking on the double down arrow to the left of the name. When provided, the double arrows on the right provide quick access to the menus.

Files

Files provides central file storage that is accessible directly from the course. You can link to items in the course files area when creating course content. Course files within each course display content for that specific course, not for other courses taught by the instructor.

Course Tools

Tools provide students access to specific functions within Blackboard.

Announcements

Use this link to create, change or delete assignments. Announcements can be set to display by date ranges or they can be on site until you choose to delete them.

Blogs

Blogs are an open communications tool for students to share their thoughts. There are three types of blogs: course, individual, and group.

Collaboration

Provides access to set up virtual classrooms and office hours.

Contacts

Enter your contact information for students to see here.

Course Calendar

Used to create a calendar of important dates.

Discussion Board

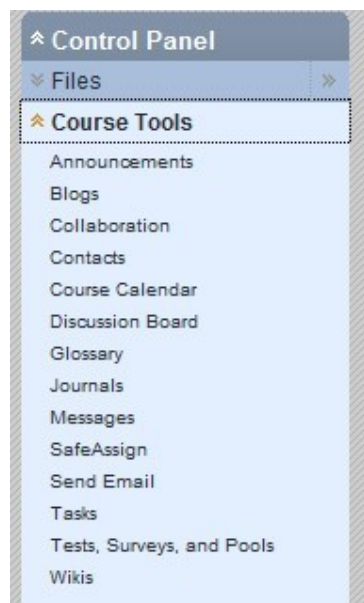
This page lists every discussion board, including those that are specific to groups. Click on a specific discussion board to access its forums.

Glossary

Each entry in the glossary consists of a term and its definition. Terms can be added manually on this page or by uploading a data file that contains many terms and definitions.

Journals

A journal is self-reflective tool for students. Only the



student and the instructor are able to comment on journal entries.

Messages

Messages are private and secure text-based communications that occur within a course among course members. Although similar to email, users must be logged into the course to read and send messages. Messages can be organized in Folders, marked as Read or Unread, moved to other Folders, or deleted.

SafeAssign

You can use this tool to check plagiarism and citation of credit in student documents. Files can be submitted by students directly from the assignment feature or can be submitted by instructors through this tool. This is where you come as the instructor to check SafeAssign reports.

Send Email

Instructors can send email to all or selected individual students, groups, teaching assistants or instructors

Tasks

This tool allows you to create task or to do lists within Blackboard.

Tests, Surveys, Pools

This page provides access to all tests, surveys and pools. Questions can be added, deleted, exported or imported from this page.

Wikis

Wikis are used to create a collaborative space within a course where all students can view, contribute, and edit content. A dashboard that displays student contributions is available for the instructor to use when grading.

Evaluation

This page provides access to the tools to help you evaluate student performance.

Course Reports

Student activity is tracked for the entire course and can be viewed as a whole or for the following individual areas:

Content Areas, Groups, Forums.

Performance Dashboard

The Performance Dashboard provides an up-to-date report on the activity for all students. Information appears in a table format. Click the arrow in the header row of a column to sort the table data by that column.



Questions?

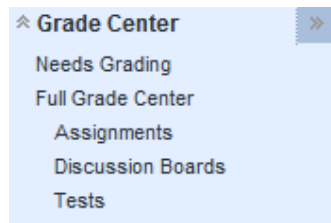
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Grade Center

In the interactive view of the *Grade Center*, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the *Grade Center* and the *Enter* key to submit a grade. Four views are provided -- select from Needs Grading (displays all items submitted through graded sources that have not been graded), Full Grade Center (displays all grades and students that are not hidden), Assignments (displays all grade columns the use the assignment feature) or Tests (displays all grade columns for tests and surveys). Additional views can be created and customized by the instructor.

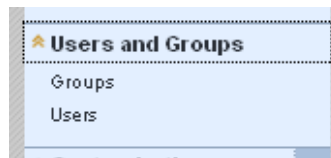


Users and Groups

Create groups, list the students in the course, enroll, and remove users with the features on this page.

Groups

Create formal groups of students to collaborate on work. Groups can be created one at a time or in sets. Groups can be designated as self-enroll or manual enroll. There is also an option to allow students to create and enroll in their own groups.



Users

Enroll users by searching for them using first name, last name, username, or email address. Display students enrolled by searching on the same fields. List all students by selecting *Not Blank* from the drop down list. Modify the availability of a student by selecting the double-down arrow next to the *Username*. Deleting users from a course deletes all of the grade and contact information associated with the users. Deleted users cannot be restored to the course, however, it is possible to re-enroll a user into a course.

Dropped Students

If you need to preserve the grades or assignments for a student that has dropped the class -do not delete them. Change their availability in the class to NO. This prevents the students from accessing the course site and keeps their records intact.

Customization

Use these options to configure the course site to your specifications.

Properties

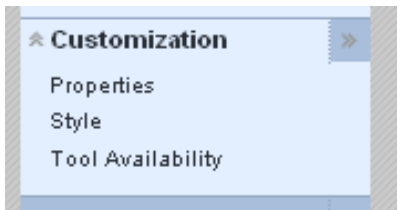
Use this link to edit the display name of the course and to make the course available/unavailable to students.

Style

This link provides access to features to configure the buttons and menu and upload a banner.

Tool Availability

Use this page to control what tools can be used within the course site. The tools must be available here to be linked or accessed within the course.



Packages and Utilities

The course site management tools are within this menu.

Bulk Delete

Allows you to remove information in batches -- this should be done at the end of each semester.

Check Course Links

Use this option to check the links to content with your courses.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or into an different Course.

Export Course does not include any user interactions - only content, settings, and tools.

Archive Course creates a package as a permanent record of a course and includes all students, grades and private information in course at the time of the archive.

Import Course Cartridge

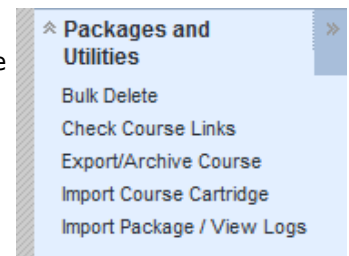
Course cartridges from publishers can be imported using this feature.

Import Package/View Logs

An Import package is a .ZIP file of exported course content. Importing a package into an existing course copies the content of the package into the course. Import packages do not include user enrollments or records.

Help

Provides access to the online Blackboard Learn Instructor manual and email contact of the System Administrator.



Other faculty members can be enrolled in your class site. Search for them by name or by user ID and enroll them just like you would a student. On the enrollment screen, change the role of the faculty member from student to teaching assistant.