Blackboard 9 Quick Guide

Making Courses Available

1. Go into your course
2. Under **Control Panel**, click on **Customization**
3. Then click on **Properties**
4. Under section 3 **Set Availability**, click **Yes**
5. Click **Submit**

Setting your Start Page

1. Your Syllabus or the Announcement page as the Start Page
2. Go into your course
3. Under **Control Panel**, click on **Customization**
4. Then click on **Style**
5. Under Section 4 **Select Course Entry Point**, click on the drop down menu
6. Then select the entry point you desire
7. Click **Submit**

Editing Course Home Page

1. Click on double downward arrow next to words Home Page.
2. Click on Edit from choices given

a. Edit Name (optional)
b. Select to permit users to personalize page (optional). Allows users to add or remove modules from home page.
c. Under Options, select who you would like have access to your Home Page. May choose to only allow users, your students access but not others.

3. Click on Page Banner

a. Allows for customization of banner for length of Home Page.
b. Make changes desired in Text Editor allows you to add picture, flash animations, etc. to your banner. Refer to Text Editor information for descriptions of the icons.
c. Click on Submit.

Course Groups: Creating a Group

1. Go into your course
2. Under **Control Panel**, click on **Users and Groups**
3. Then click on **Groups**
4. Then click on **Create Single Group**
5. Click on **Manual Enroll**
6. Enter a Group **Name**
7. Enter a Description on how to use the group and what you want them to do
8. Select the tools students will need, under **Tool Availability** (Tools include blogs, wikis, journals, email and discussion board.)
9. **Allow Personalization** (If you want them to personalize the group page with modules that only that student can view.)
10. Select Group **Members** (Hold CTRL key and you can click and select more than one at a time.)
11. Click on arrows between Items to Select and Selected Items to move the names over under Selected Items. (Remember to add yourself to all groups so you can monitor the groups progress.)
12. Then click **Submit**
13. The new group appears on the Groups Page.

Blackboard 9 Quick Guide

Creating Group Sets

1. Go into your course
2. Under **Control Panel,** click on **Users and Groups**
3. Then click on **Groups**
4. Then click on **Create Group Set**
5. Click on **Random Enroll or Manual Enroll**
6. Enter a Group **Name**
7. Enter a Description on how to use the group and what you want them to do
8. Verify that **Group Available** is marked Yes
9. Select the tools students will need, under **Tool Availability** (Tools include blogs, wikis, journals, email and discussion board.)
10. **Allow Personalization** (If you want them to personalize the group page with modules that only that student can view.)
11. If you choose **Random Enroll**, you can determine group membership by the number of groups you select or choose the number of students for each groups.
12. If you choose **Manual Enroll** then select Group **Members** (Hold CTRL key and you can click and select more than one at a time.)
    a. Click on arrows between Items to Select and Selected Items to move the names over under Selected Items. (Remember to add yourself to all groups so you can monitor the groups progress.)
13. Then click **Submit**
14. The new group appears on the Groups Page.

Student Roster

1. Go to your Course
2. Scroll down to Control Panel box
3. Click on Users and Groups
4. Click on Users
    a. All users then list in a roster.
    b. Sort by last name or by any of the other columns.

Course and Content Availability Dates

To make course available:

1. Navigate to your course. Under **My Courses.**
2. Click on **Customization**
3. Click on Properties
4. In section **3** click **Make Course Available**
5. Click **Submit**

For individual content items:

1. Click on **Files**
2. Click appropriate **Course**
3. Click document and hand icon on the right column

How to make available:

1. Click on course name
2. Click on content
3. Click on appropriate folder
4. Under document click on double down arrow
5. Click on edit

6. Under section two, click YES to permit users to view this content.
7. To make document available only on certain times, check the box and insert appropriate times.
8. Click submit

CREATING A TOOL LINK

1. Go into your course
2. On the top left is a plus sign button. Click that button
3. Select **Create Tool Link**
4. Enter a **Name** for the Link
5. Select the Tool **Type** to add
6. Click the check box next to **Available to Users**
7. Then click **Submit**
8. You can arrange where the link appears by clicking on the up/down arrow, holding and dragging your mouse where you want the link to appear.

1. To put the tools in a content area.
2. Click on the content area where you want the tool
3. Point to **Build Content**
4. Select **Tools Area** from drop down list
5. Select the tool you want
6. Click **Next**
7. Enter **Name** for tool link
8. Enter **Description** for the tool link
9. Under **Options**, make the link **Available**

a. Other **Options**

   i. **Track Number of Views**
   ii. **Date Restrictions**

10. Click **Submit**
11. The link will appear at the bottom of your content area

SPELL CHECK

1. Click on Content
2. Click double down arrow and choose Edit
3. Click Spell Check (the button with the ABC and green check mark)

WORKING WITH TEXT

1. Open a content area
2. Edit an item
3. Insert an image from computer, course files, or a URL link.
4. Click submit
5. Preview the image within the text editor
6. Reposition the image after added

To insert a link:

1. Highlight the desired text
2. Click Link
3. Choose the appropriate link
4. Enter the URL
5. Click submit

LEARNING MODULE

1. Access a content area
2. Open a learning module
3. Add content to the learning module. Browse items on your computer, or in course files

4. Enter a name for the added content
5. Set the options to view the content
6. Click submit
7. Change the order by dragging items, or using the tools
8. Submit
9. Refresh the table of contents.

CREATING CONTENT FOLDERS

1. Go to course page
2. Click on content link
3. Make sure "edit mode" is set to ON
4. Click on build content
5. Click on content folder
6. Name content folder
7. Choose availability for content folder
8. Click submit

a. To add items click on the content folder's name.

USE SAFEASSIGN

1. Go into your course
2. Go to a Content Area
3. Point to **Assessment** button
4. Choose **Safe Assignment**
5. Enter a Name for the Assignment
6. Enter the Points Possible (This will be shared with the Grade Center.)
7. Enter the Instructions
8. **Make the assessment available**, select Yes
9. **Track Number of Views**, select your choice
10. **Available Dates**, select date and time range of assignment
11. **Draft**, allows students to see the results
12. **Urgent Checking,** system will know it is a high priority
13. **Student Viewable**, select your choice
14. **Optional Announcement,** allows you to create an announcement for the assignment
15. Click **Submit**

TO VIEW SAFEASSIGNMENT SUBMISSIONS

1. Go into your course
2. Click on **Course Tools** under Control Panel
3. Click on **Safe Assign**
4. Select **SafeAssigment**
5. Click on **Checkmark Icon under SA Report** to see report for specific student
6. Review the report.

CREATING COURSE LINKS

1. Go to your course
2. Click on Content
3. Go to where you want link
4. Click on Build Content
5. Click on Course link
6. Click on Browse
7. Select the area you want to link to such as a blog
8. Type in Name
9. Type in Description of Link
10. Select Options
11. Click Submit