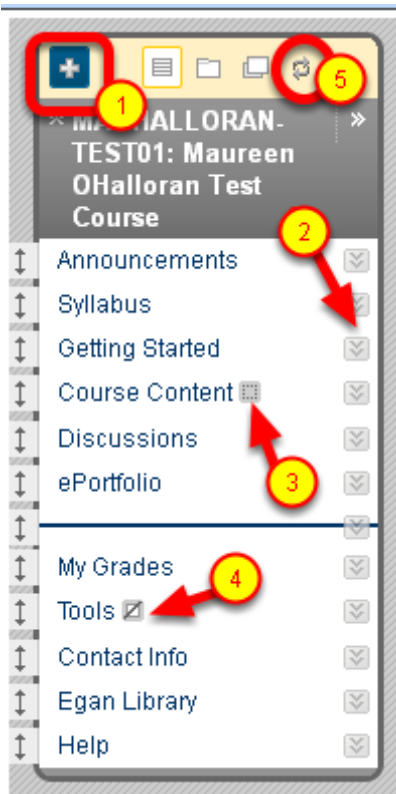
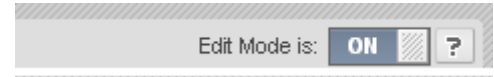


Blackboard Essentials

Turn **Edit Mode** on or off in the upper right of your course site – with Edit Mode off, your view will be more similar to the student view.



The Course menu

In the upper left of your Blackboard course is the Course Menu.

(1) Customize the Course Menu by clicking on the plus sign in the upper left.

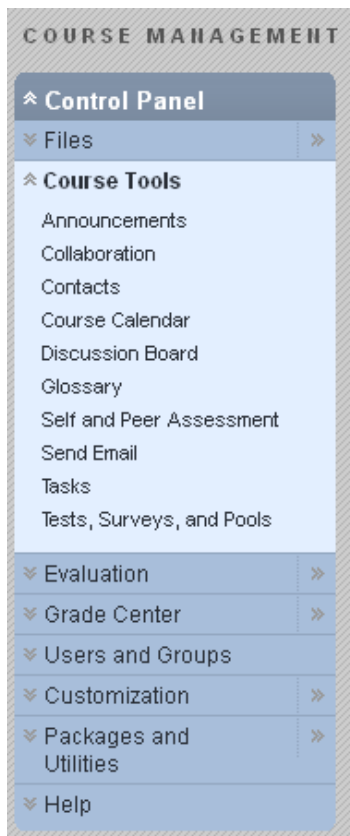
(2) Use the drop-down menus next to each menu item (two downward facing arrows) yield a list of options allowing you to rename, delete or hide menu items.

(3) An empty square next to the menu item means it is an empty content area – empty menu items will not show for students

(4) A square with a slash through it indicates the menu item is hidden from students – you can show the item using the drop-down menu.

You can get a better idea of which items are visible or hidden by switching off edit mode.

(5) Note also the “refresh” button at the top of the course menu. As you edit the course menu it may be necessary to refresh it.



The Control Panel

The Control Panel is found below the Course menu. This is similar to Instructor Tools in UAS Online. Click on any category to expand it.

Tools and Content Areas

The most common things you'll add to the course menu are Tools, Content Areas, and External Links.

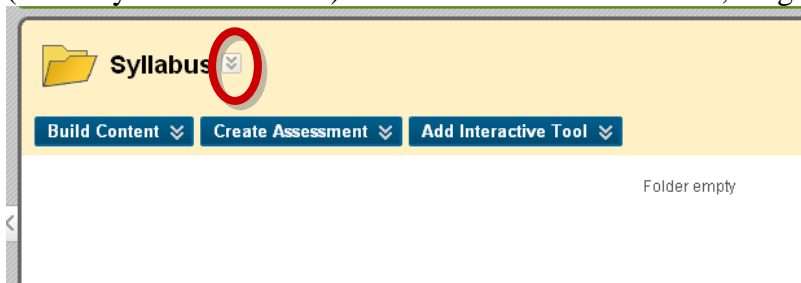
Tools include such things as Announcements, Discussion Board, My Grades (the Student's grades – you'll access the Grade Center from the Control Panel), etc. Simply choose "Create Tool Link" using the plus sign and you'll get a list of tools.

Content Areas are where you'll post course content, links and assignments. You choose the names of your content areas. This replaces both the Assignment and Resources area from UAS Online. In the the course menu shown, the Content Areas are currently Syllabus, Getting Started and Course Content.

External Links are links to external website – in this course menu, the link Egan Library goes to the Egan library website.

Content Areas

When you click on the link to a new Content Area it will be blank – use the buttons at the top to add content including both Resources (files, information or links) and Assignments (tests, assignments (formerly known as tasks) and links to discussion board, blogs wikis, etc.

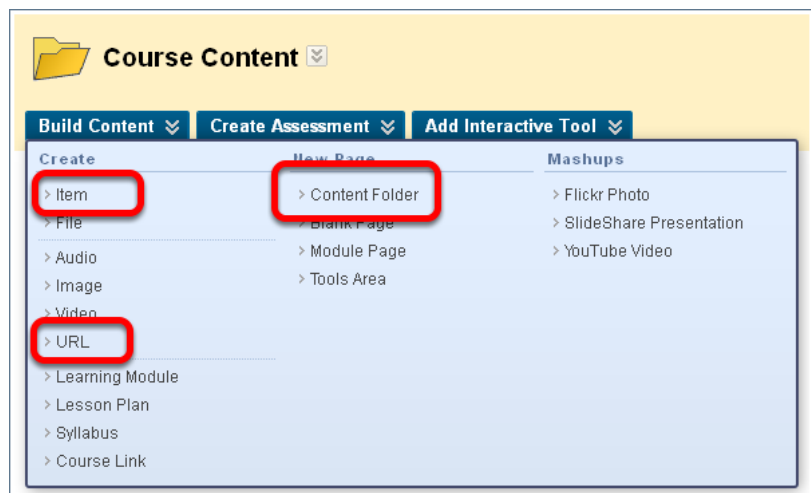


Note above there is another dropdown menu next to the name of the Content Area ("Syllabus" in this case.) Be on the lookout for these dropdown menus as they will allow you to edit and change options.

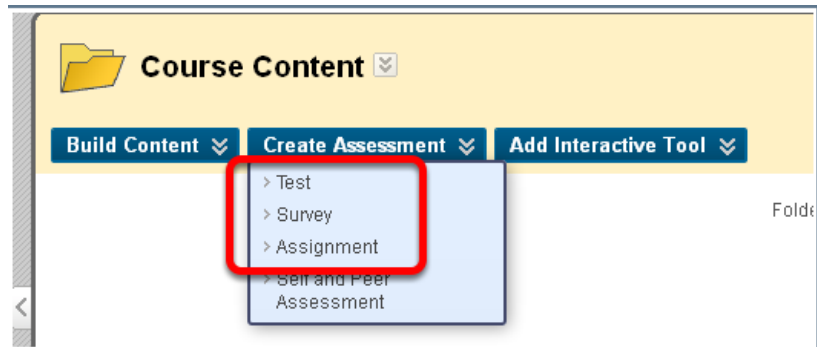
The most common things to add to a content area are as follows:

From the "Build Content" menu":
add

- an **Item** (text and/or attached file),
- a **URL** (external link) or
- a **Content Folder** (sub-folder to organize content)

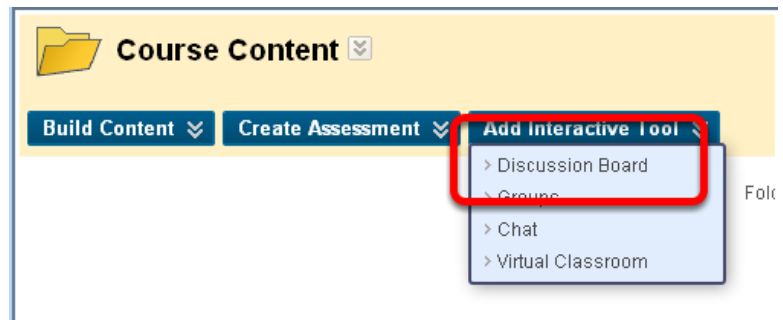


From the “**Create Assessment**” menu: add a **Test**, **Survey** or “**Assignment**”. Blackboard Assignment is analogous to a UAS Online Task – use this when a student will turn in a paper or other file(s). Tests may be computer graded or essay.

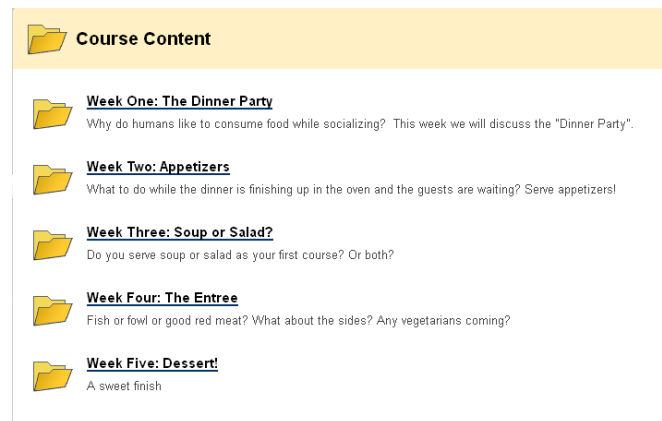


NOTE – use a Blackboard “Assignment” ONLY when a student is turning in a paper or other file(s). This tool will allow you to add instruction and attached file(s) and provide a place for the student to upload one or more files. For a reading assignment (for example) – use an Item to describe the required reading. For a Discussion Board assignment, use the Discussion Board link under Add Interactive Tool.

From the “**Add Interactive Tool**” menu: add a link to a specific **Discussion Board** forum – use this when giving an assignment students will submit on the Discussion Board. In the future, blogs, wikis and other interactive tools will appear on this menu.



In Blackboard you can organize your course content so that UAS Online Resources (files and links) and Assignments (quizzes and tasks) are combined in the same Content Area or Folder. Use Folders to organize the course content and assignments. For example, a folder for a given week or unit can contain all the content and assignments associated with that week or unit. Visibility of folders can be controlled by date



After creating a folder, click on its name to enter – you’ll find it is a new Content Area with Build Content, Create Assessment, and Add Interactive Tool buttons – add all the items, links, and assignments associated with that week or unit.

For more about Blackboard – visit <http://ondemand.blackboard.com> . Additional tips and help will be posted at <http://blackboardhelp.wordpress.com> and on the UAS website (www.uas.alaska.edu/idc/). Stay tuned for additional training opportunities either live or on Elluminate.

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UAS Online to Blackboard

UAS Online	Blackboard
Announcement	Announcement
	Content Area A “Content Area” is a holder for content (text, images, files, video links, etc.), interactive tools (links to Discussion Board, Blog, Wiki) and assessments (Tests, Assignments)
Categories (in the Resources Section)	Course Menu and Folders Content is organized using the customizable course menu and folders
Resource (File and description)	Item An “Item” consists of text (and possibly graphics) and can include one or more attached files. It can be date restricted if necessary.
Resource (Link)	URL Adds a link to an external website and can include a description
Quiz, Essay, Survey	Test, Survey, Pool Tests can be computer graded (multiple choice, matching etc) or essay. They can be date restricted, password protected and give various levels of feedback. Tests are automatically linked to the gradebook.
Task	Assignment An “Assignment” is used for submission of papers or other electronic files. It includes instructions and assignment file(s). They can be date restricted. Assignments are linked to the gradebook where feedback including returned papers can be entered.
Webmeeting	Illuminate (to come)
Discussion Board/Forum	Discussion Board Forums in the Discussion Board can be linked to the gradebook.
Blog, Wiki	Blog, Wiki (Campus Pack – to come)
ePortfolio	ePortfolio (links to existing portfolio)
Gradebook	Grade Center
Student Progress Report	“My Grades”