Blackboard 9.1 “How To” Manual

Beginner
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Getting Started

I. Requesting a shell (i.e. framework giving students access to your course):
   a. Go to the Lindenwood Web page http://www.lindenwood.edu/
   b. Click on Blackboard.
   c. Click on Request Blackboard Shell.
   d. Enter your Lindenwood University email address and password and click Submit.
      NOTE: Before completing this step you should know the Course ID, name, and section
      as that is how the drop down menu is setup.

II. Logging in:
   a. Go to the Lindenwood Web page http://www.lindenwood.edu/
   b. Click on Blackboard.
   c. Click Access Blackboard.
   d. Log in using Blackboard ID and password emailed to your Lindenwood account when
      created. NOTE: This will be different from the email/faculty portal ID and password.

III. Changing Password:
   a. Click on the down arrow next to your name, and then click Settings. Next click Personal Information, then select Change Password.
      b. Type in your new password and click Submit. You may want to make it the same
         password as your email and portal login to make it easy to remember and consistent.
IV. Helpdesk functions:
   a. Lindenwood Blackboard Helpdesk – only for problems with username and password.  
      Blackboard@lindenwood.edu.
   b. For 24/7 Service Support on Blackboard issues—
      http://d2.parature.com/ics/support/default.asp?deptID=8385. This link is available
      from the sign on screen or by clicking Help once logged in to Blackboard.
“How To”

V. Managing Home and Course tabs:

   a. From the Home tab, click the (personalization) icon in the My Courses area.

   b. Check or uncheck the boxes as desired to change the display of the courses listed.
   \textbf{Note:} Courses with no boxes checked will not be displayed on the home screen but will still be available from the Personalize: My Courses screen.

   c. Click and hold the arrow on the left side to move the courses into a different order.

   d. Click \textbf{Submit} or the changes will not be saved.

   e. Repeat the process from the Courses tab by clicking the (icon) in the Course List area.

   f. Personalization: Home – Personalizing your \textbf{Home Page}.

      i. Click on \textbf{Personalize Page}.

      ii. Select desired \textbf{Theme}.

      iii. Click \textbf{Submit}.
VI. How to Stylize Your Blackboard Interface *(optional)* - this is the layout before making changes:

![Blackboard Interface](image1.png)

**Note:** Before making any changes verify that the edit mode is set to **ON** in the top right corner of the screen. **Edit mode in the OFF position displays the screen as a student would see it.**

a. Changing menu option names:
   i. Click on the *down arrow* (🔽) to the right of the menu option,
   ii. Select the *Rename Link* option;
   iii. Type the new name and click the *green check mark* to save the change.
   iv. Rename Home Page to *Course Home*, *Information* to *Instructor Information*, *Content* to *Course Information*, and *Help* to *User Guide.*
b. Adding Content Area menu options:
   i. Click the icon at the top of the menu list,
   ii. Click Create Content Area,
   iii. Use Weekly Content as the name, click available to users, and Submit,
   iv. Repeat for Weblinks if this option is applicable for your course.

c. Adding Tools Area menu options:
   i. Click the icon at the top of the menu list;
   ii. Click Create Tool Link;
   iii. Use Announcements with announcements type, click available to users, and Submit;
   iv. Repeat with Check My Grades. Link to My Grades type (see example) and Send email with email type.

e. Creating dividers:
   i. Click the icon at the top of the menu list;
   ii. Click Create Divider;
   iii. Repeat until three dividers have been created.

e. Deleting menu option or dividers:
   i. Click on the down arrow ( ) to the right of the desired option or divider;
   ii. Click delete to delete menu option or divider.
   iii. Click and hold the icon and drag the menu options and dividers into place to change the order of the menu option. When completed, the menu should look like this:
Course Customization:

i. Under the Control Panel menu click on **Customization**, then **Teaching Style**, ii. Under section 3, **Select Menu Style**, click **Buttons** then the ☰ icon by **Button Library**, iii. Use the drop down menus to select **Striped** and **Rounded Corners**, iv. Select **Black Yellow** – see example on the following page.

v. Scroll down to paragraph 4, **Select Course Entry Point**, and use the dropdown menu to select **Course Home** if it is not already selected.
vi. Scroll down to paragraph 5, *Select Banner*, and attach the SBEbanner.jpg file to the course. It can be found on the P: drive, School of Business and Entrepreneurship folder. If you are not in the School of Business and have a preferable banner, you may add your own.

vii. Click **Submit** to save changes.

g. Changing the *Course Home page* (optional):

i. Click the ☐ icon on the *My Tasks, Needs Attention, My Calendar, To Do, and Alerts* menus to delete them from the screen.

ii. Click on *What’s New* and drag it to the right side of the screen. **Note:** If they are accidentally deleted click on *Add Course Module* and the appropriate check box to add it back to the screen.

iii. Once complete your course should look like the following.

![Course Home Page Image]

VII. Adding Files to Your Course (**option 1**):

i. Under *Control Panel*, Click on *Content Collection*;

ii. Next click on the *Course ID*;
iii. Click **Upload** and then click **Upload Files**;

iv. With this function you are able to upload multiple files at once, by **drag & drop**. (This is also made easier if your files are organized as well.)
v. Click **Submit** to upload files.

i. **Adding Files to Your Course (option 2):**

   i. Under **Control Panel**, Click on **Files**;

   ii. Next click on the **Course Name**;

   iii. Click **Create Folder**;
v. Open the File Folder and click **Upload**, then click **Upload Files**.

v. With this function you are able to upload multiple files at once, by **drag & drop**. (This is also made easier if your files are organized as well.)
vi. Click **Submit** to upload files.

VIII. Adding Course content: Content can be added in one of many locations in the course. Below is a description of the course content tabs and the information each should contain.

- **Instructor Information.** This area is used for contact information, instructor bio, and teaching philosophy.
- **Course Information.** This area is used to include the syllabus and textbook information as well as any other details specific to the course.
- **Weekly Content.** This area holds the bulk of the materials for the duration of the course. PowerPoint slides, assignments, and projects can be added in this area. Using folders
and dividing the material by week was deemed the “best practice” by the SB&E on-line team.

a. Creating Content folder:
   i. Click on Build Content, then Content Folder;
   ii. Type a name for the folder,
   iii. Click Submit. It should look like the screen below.

![Weekly Content](image1)

b. Assigning textbook:
   i. Click on Assign Textbook, then Search for Textbook;
   ii. Use the dropdown menu to select the search criteria. If located, click Select. If not, click Cancel and then repeat step i. using the Manual Entry Textbook option and type in the information for the text.
   iii. Click Submit. It should look similar to the screen below.

![Course Information](image2)

c. Uploading a document:
   i. Click on Build Content, then File;
   ii. Browse to find the file. **NOTE:** When locating your file, remember to Click on Browse Course. **TIP:** Wherever possible use .PDF versions of the files loaded to enable easier viewing of the document by the students.
   iii. Modify the name as needed to the desired screen display;
iv. Click Yes to open in a new window;
v. Click Yes if tracking of student views is desired;
vi. Click Submit;

d. Adding a Web link:
i. Click on Build Content, then URL;
ii. Type in the desired name for the link and the URL for the side. Include the http:// part of the Web address. Note: It may be easiest to copy from the desired website and paste in this field.
iii. Click Yes to open in a new window;
iv. Click Submit.

e. Adding a Turnitin Assignment:
i. Click on Add Interactive Tool, then Turnitin Assignment;
ii. Follow the instructions on the screen to create the assignment. Note: Once created through Turnitin, the assignment will show up as a Grade Center column. If the assignment is a group assignment the grades will have to be manually applied to all members upon grading.

f. Adding YouTube video:
i. Click on Build Content, then YouTube Video;
ii. Search for the desired video, then click Select;
iii. Under paragraph 2, Mashup Options, change the view to Embed Video and Show YouTube information to No. See the example that follows.
Additional Help/Resources

IX. Helpful Information:
   a. Web links (These links are also available on the Login Screen and under the Services tab within blackboard)

      First Time Users- http://www.lindenwood.edu/online/tips.html

      24/7 Service Support- http://www.lindenwood.edu/online/tips.html


      Blackboard Faculty Tutorials– http://www.lindenwood.edu/technology/blackboard/facultyTutorials.html

      Blackboard Student Tutorials– http://www.lindenwood.edu/technology/blackboard/studentTutorials.html

b. On Demand Learning Center – this area contains various videos and supporting documents to help you work in Blackboard.

   i. From the Home tab click On Demand Learning Center;
ii. Click on the area where additional help is needed,

iii. Select the desired video clip or PDF file.