Blackboard 9.1: Level II

Handout Objectives

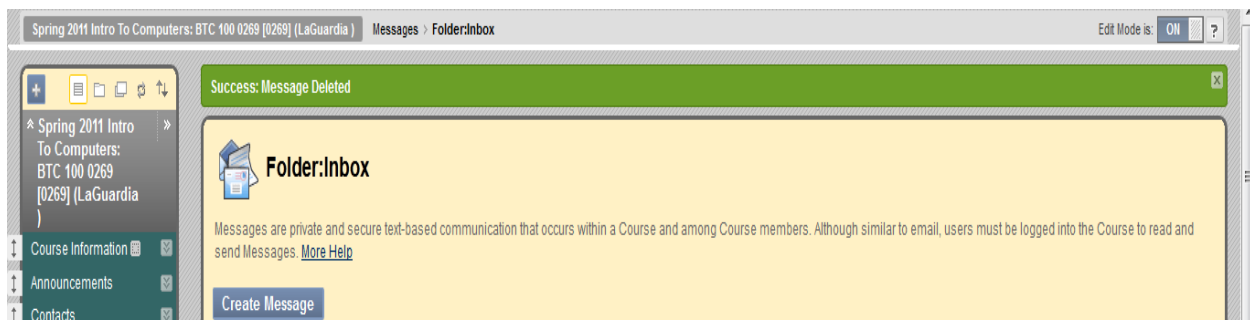## I.   Messaging

Step 1 - Select **Course Tools** (in the control panel) then select **Messages.**
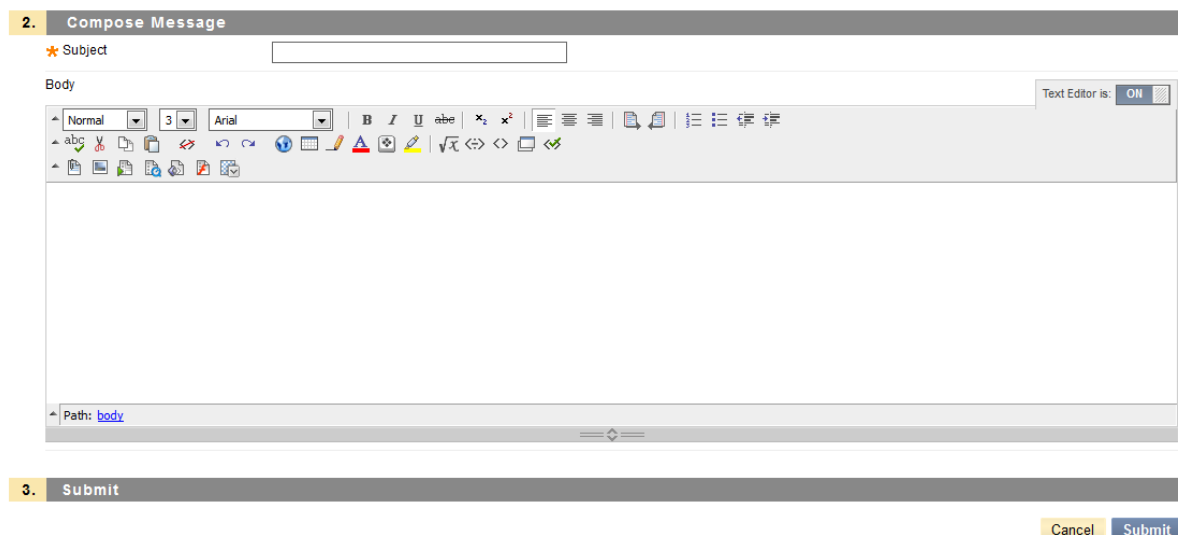

LaGuardia Community College
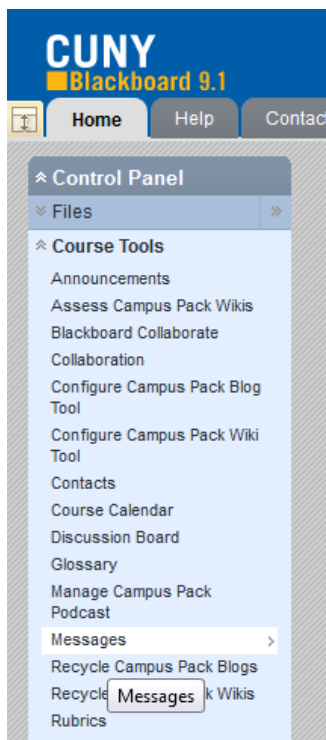
Step 2 – Select Create **Message**

**Step 3 –** Select **TO** and start selecting a Recipient or Recipient,
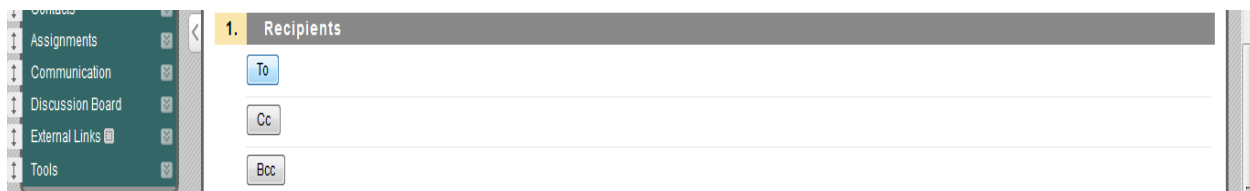
Step 4 - Type in a Subject and Body and Select **Submit** to send email to student.

II. Uploading a "Audio, Image, or Video"

Step 1 – Select **Course Documents** (in the Menu) then hover over **Build Content**. Once there you will see that you may select **Audio**, **Image**, or **Video**. Depending on what you are looking to upload select correctly. (Each has similar chooses and options.)
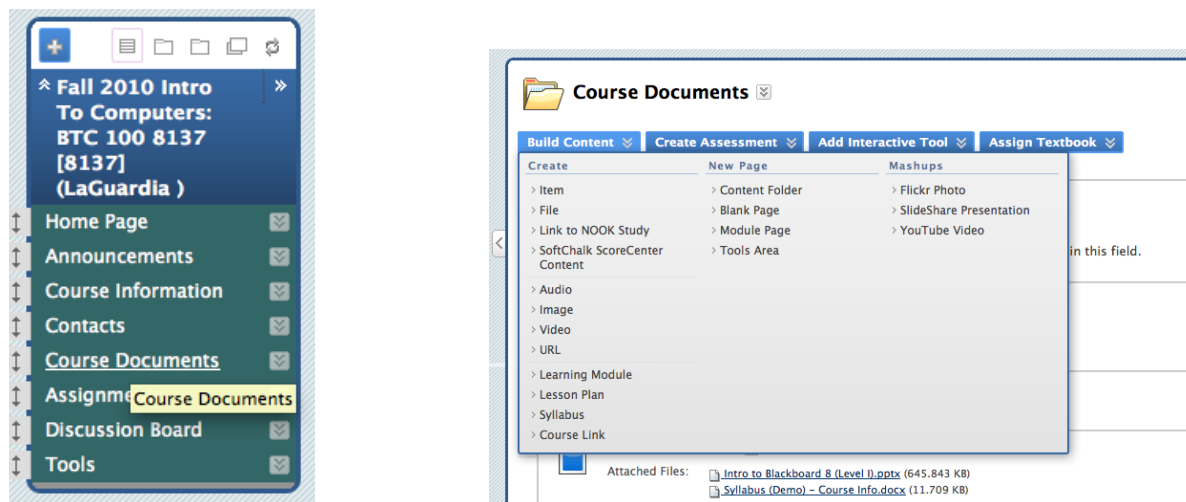
Step 2 – Read which one refers to you choose:

A. Audio: **Find File** by *"Browse My Computer"* then name the file, you can *Include Transcript* if you have it. There are audio options that you have; *Autostart* and *Loop*, *Autostart* will play the file upon the student opening, and *Loop* will keep playing the file over and over again. *Standard options* deals with seeing it, tracking number of views, and Date & Time Restrictions.

B. Image: **Find File** by *"Browse My Computer"*, *"Browsing Course"*, or *"Browse Mashups"* then select the name of the file. Next step give the file a Name, "Alt Text" is optional will give the link in Course Information a different name other than the file name. If the Audio file has a description may input it now. Image options refers it how the image will be displayed on the course page. *Standard options* deals with seeing it, tracking number of views, and Date & Time Restrictions.

C. Video: **Find File** by *"Browse My Computer"*, *"Browsing Course"*, or *"Browse Mashups"* then select the name of the file. Next step give the file a Name, There are Video options that you have; *Autostart* and *Loop*, *Autostart* will play the file upon the student opening, and *Loop* will keep playing the file over and over again. *Standard options* deals with seeing it, tracking number of views, and Date & Time Restrictions.

Step 3 – After all the required information is typed in and/or selected, then click **Submit**.

III.   Creating "Groups"

**Step 1** – In the **Control Panel** "users and groups" click on the "Double Up Arrows" and select **Groups**.

Step 2 – Hover over **Create Single Group** or **Create Group Set** and select either *Self Enroll or Manual Enroll* or **Random Enroll** (under Create Group Set).

Step 3 – Fill out information then **Check** off only the tools you want available for the group then hit **Submit**. *With Self-Enroll there is an option where you have to have a signup method and set a certain amount that each group can have.*
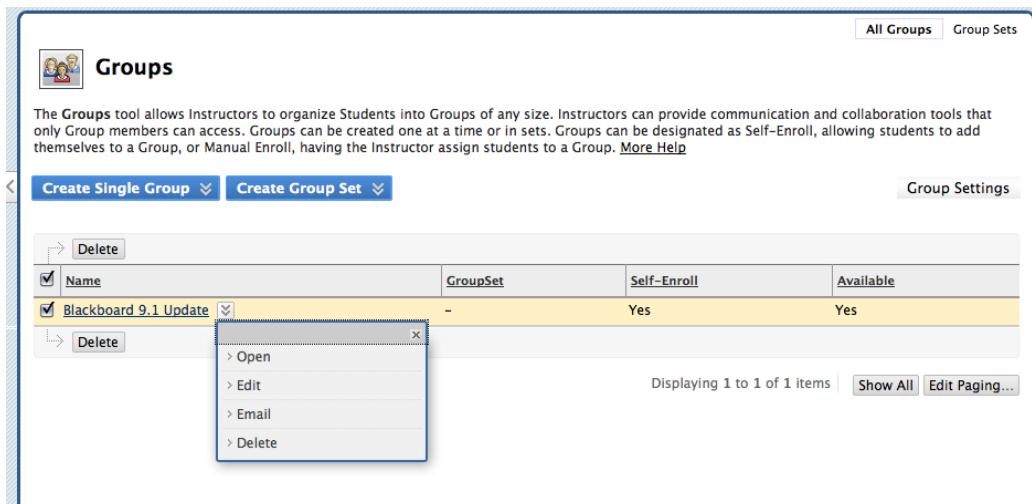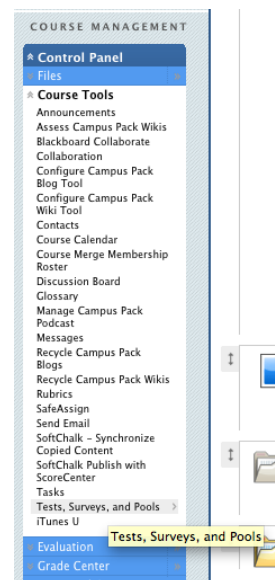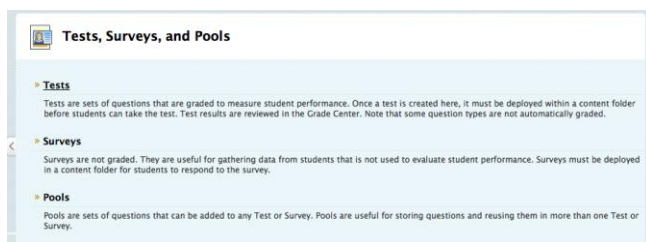

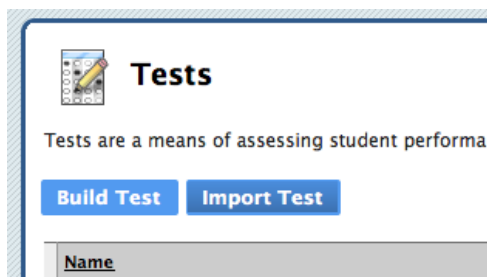Step 4 – To delete a group **Check the Box** select **Delete**.

IV. Creating "Tests"

Step 1 – To create a test, under **Control Panel** select **Course Tools** then click on **Test, Surveys, and Pools**.

Step 2 – Click **Test**

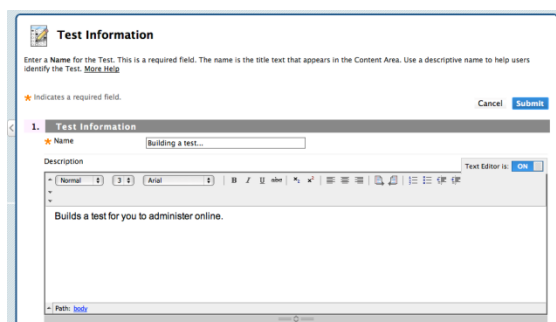**Step 3** – Click on **Build Test**.

Step 4 – Enter the name for the Test, Description, Instructions, then click **Submit.**
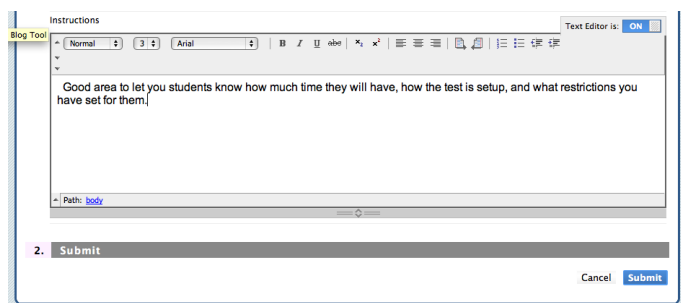
Here is where you can describe the test; what will be covered, how many questions there are on the test and a breakdown of the type of questions.

Here you should be letting your students know how the test is being administered, time frame to complete, if you will allow back tracking, if all the questions appear at once. In essence what settings & restrictions you have set for the test.
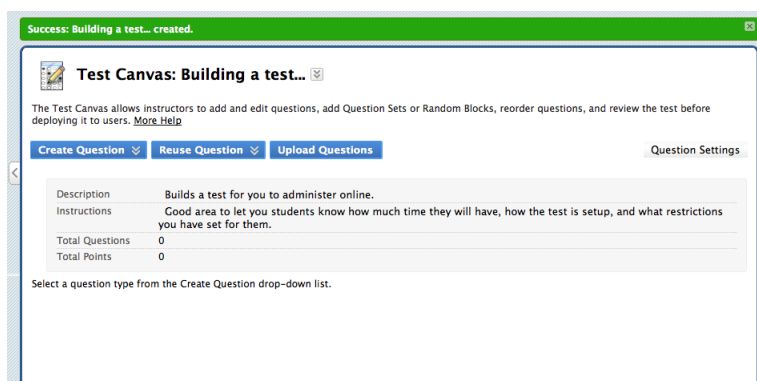

Once you have entered Description & Instructions, and clicked submit. You can now start building the test questions.

**Step 5** – Hover over **Create Question** and select the type of question (**e.g. Multiple Choice**). There are over 15 different types of questions that can be created. It is hard to get into each of them and explain them but each of them goes through the same motions.
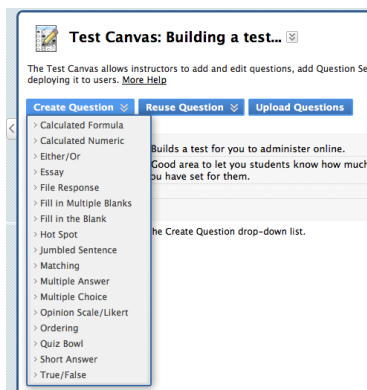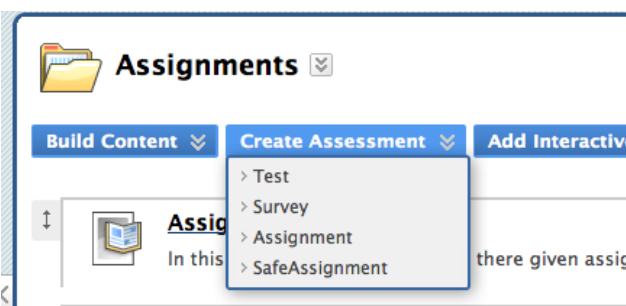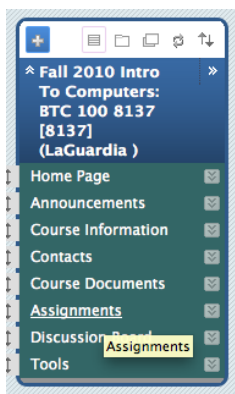

This part is where you get into the several types of questions that can be created and you start working on questions

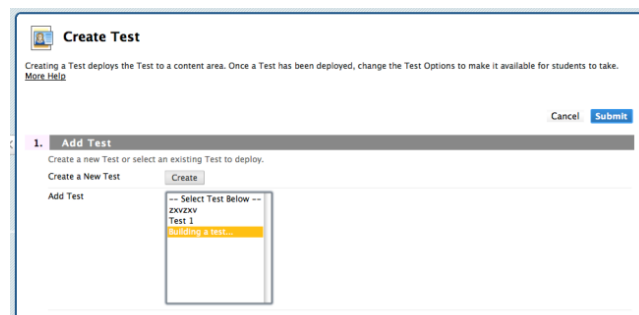**Step 6** – Fill out question information; be sure to select the **Correct Answer** and **Submit**.
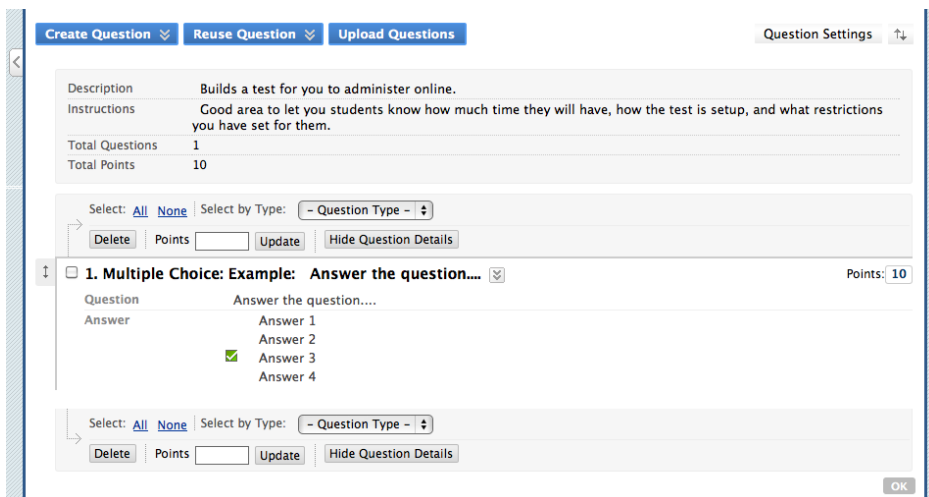
Step 7 – To deploy the test under assignments click on **Assignments** (in Menu) under **Create Assessment** select **Test**.
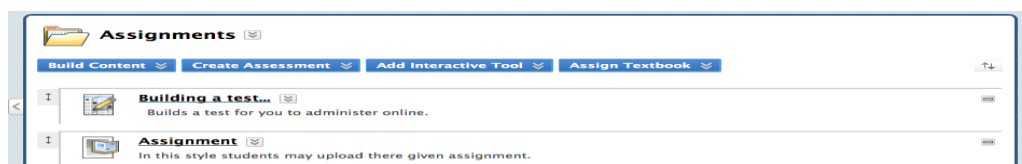
Step 8 – **Select your Test**'s name and click **Submit**.

Step 9 – Under test options, make sure **Make Available** is selected then fill in any specifications and click **Submit**.
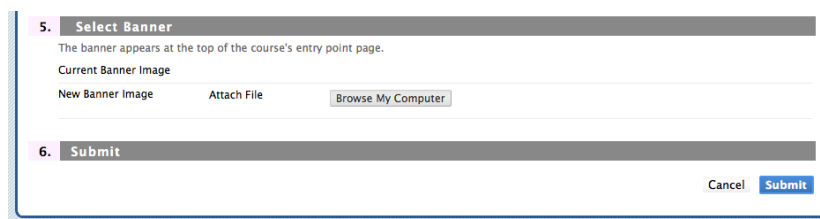
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ep 10 – (Optional) you can drag assignments to rearrange in the order you desire.

VII - Upload a Banner

Step 1 - Start off with choosing or designing a banner for your class. In Control Panel select **Customization**, and then click on **Style**.

Step 2 – Scroll down to Option 5, **Select Banner**, and then click **Browse My Computer**.

Step 3 – Under **My Desktop** select your banner then click **Open** and then click **Submit**.
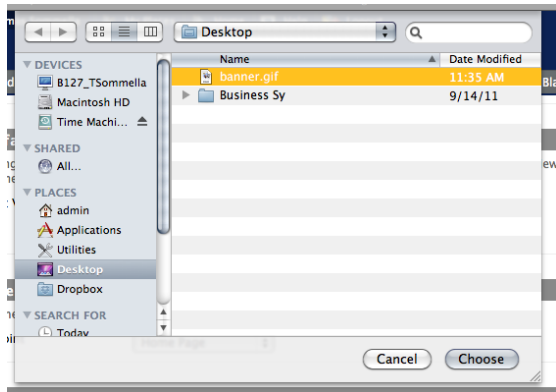
Step 4 – Your banner will show up on your **Home Page**.

End of Handout Objectives.

Please visit www.YouTube.com/LaGCCISMD for more information.