



DARE TO DO MORE

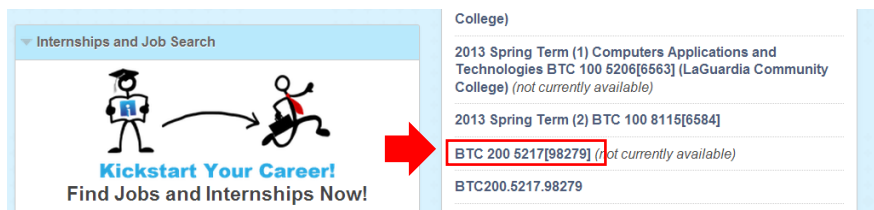
Blackboard 9.1: Level I

Handout Objectives

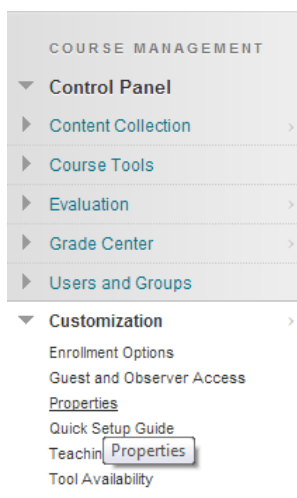
- I. Making course "Available"*
- II. Creating "Announcements"*
- III. Inserting "Staff Information"*
- IV. Uploading "Course Documents"*
- V. Creating "Assignments"*
- VI. How to Send Emails to Students*
- VII. Creating Discussion Forums*

I. Making course “Available”

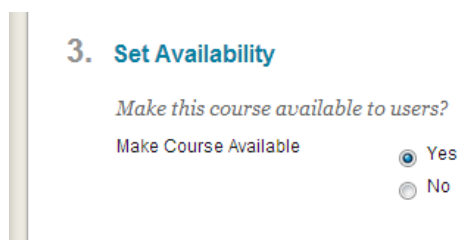
Step 1 – Under **My Courses** click on the **Course Link**



Step 2 – In the **Control Panel** under **Customization** click on **Properties**.



Step 3 – Under **Set Availability** to make course available, click **Yes**.



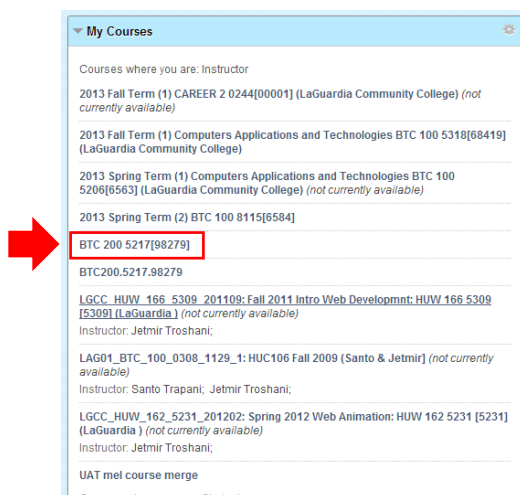
Step 4 – To Complete Process on the bottom right click **Submit**.

7. Submit

Click Submit to proceed. Click Cancel to quit.

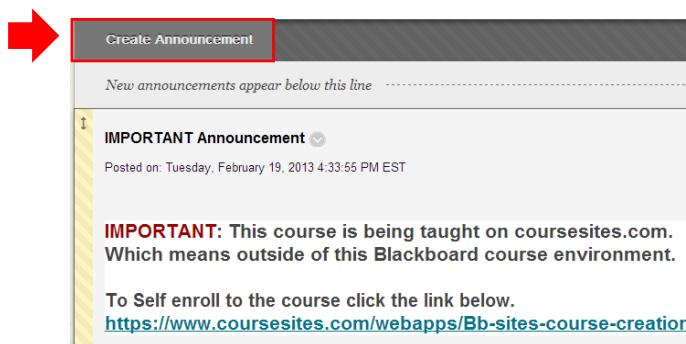
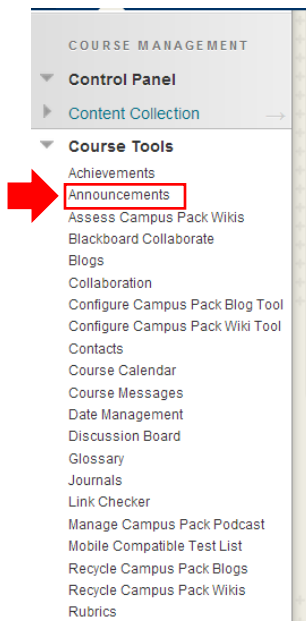


Step 5 – Your course is now available. (You can see the “**Unavailable**” is no longer showing up next to the course.)



II. Creating “Announcements”

Step 1 – Once you have made your course Available. Select **Announcements** (in the menu) then click **Create Announcements**.



Step 2 –Fill out announcements information then click **Submit**.

✱ Subject: Meeting [Color: Black]

Message

There will be a meeting held Friday afternoon at 1pm.

Path: p Words:10

2. Web Announcement Options

Duration: ☐ Not Date Restricted ☒ Date Restricted

Select Date Restrictions

☐ Display After [] [] []
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [] [] []
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement ☐ Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected


3. Course Link

Click **Browse** to choose an item.

Location: [] **Browse...**

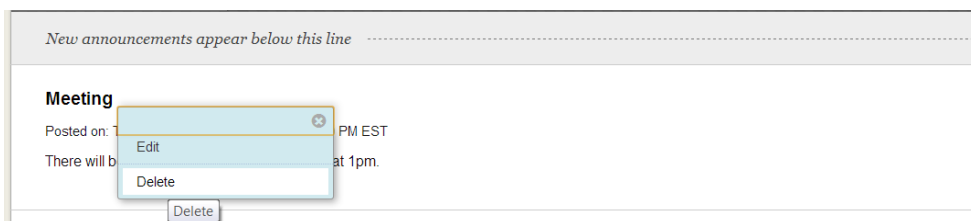
4. Submit

Click **Submit** to finish. Click **Cancel** to quit.

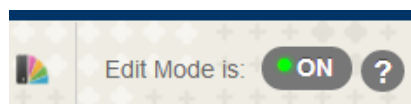
 **Submit**

Always click “Cancel” or “Submit” when complete. Try not to use the back & forward buttons in the browser.

Step 3 – To delete click the **Arrow Tab** located next to the Announcement.

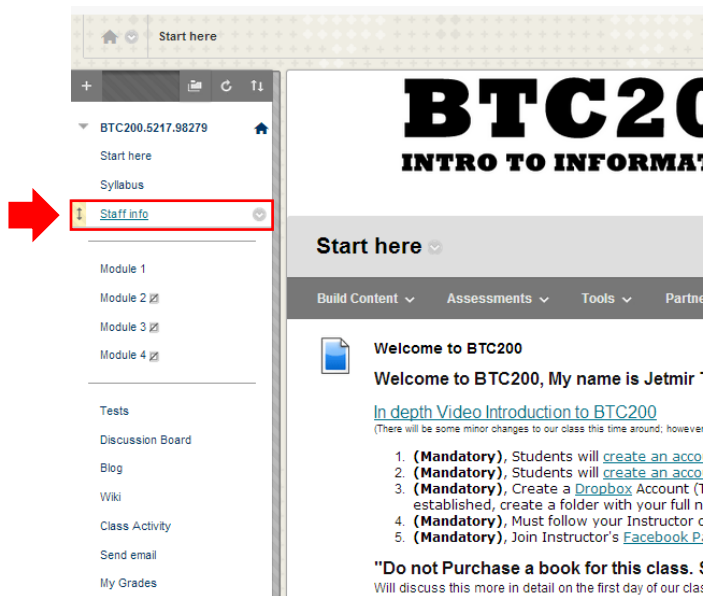


Step 4 – (Optional) to see what your students will see be sure to turn off “**edit mode**” Can be found in the upper right corner under the navigation menu.

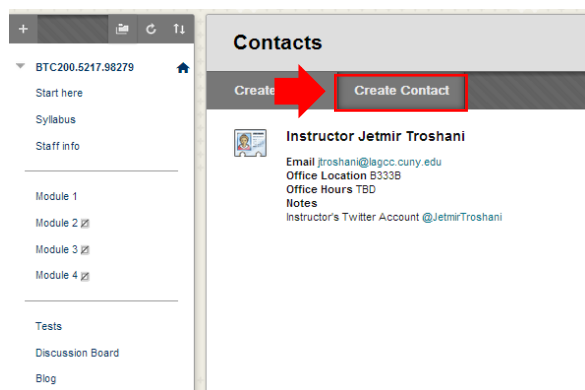


III. Inserting “Staff Information”

Step 1 - Once you have accessed your course click **Staff Info**



Step 2 - Click on **Create Contact**



Step 3 - Fill out the necessary fields.

Create Contact

* Indicates a required field.

1. Profile Information

Provide an email address and a title, first name, or last name.

Title

First Name

Last Name

* Email

Work Phone

Office Location

Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Only required field is your email, all others are optional.

Step 4 - Click Submit

3. Submit

Click **Submit** to finish. Click **Cancel** to quit.

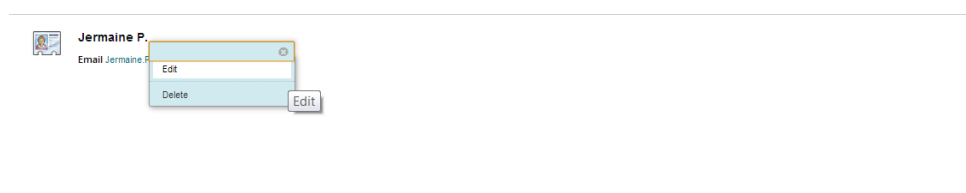
Step 5 - Your profile will look as shown below

Jermaine P.

Email Jermaine.Pindney@live.lagoc.cuny.edu

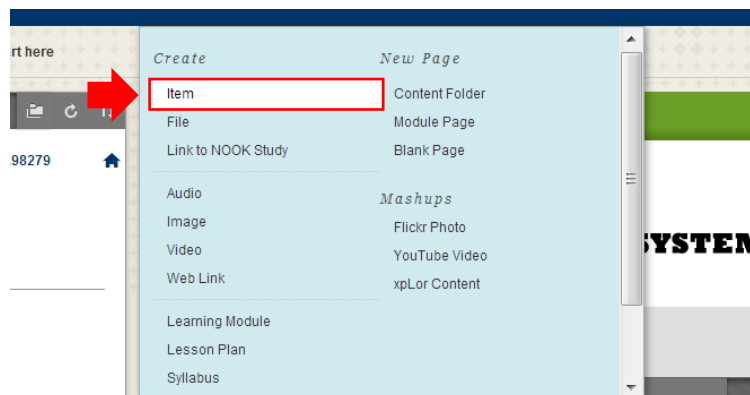
You may also upload a picture of yourself if you so choose. It just adds to the course for the student, to have a face to their instructor.

Step 6 - To **edit** or **delete** select the double arrow.



IV. Uploading Course “Documents”

Step 1 - Once you have accessed your course hover over **build content** – **create** and select **item**



Step 2 - Title your document, select **Browse My Computer to upload.**

Name: item1

Color of Name: Black

Text

Path: p Words: 0

2. Attachments

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File **Browse My Computer** Browse Course

File Name	Link Title	File Action	Item's Alignments
case study.txt	case study.txt	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

Step 3 - Click Submit

4. Submit

Click Submit to proceed. Click Cancel to quit.

Submit

Step 4 - To delete hover over Double Arrows and Delete

5. Attachments

Adaptive Release

Adaptive Release: Advanced

Set Review Status(Disabled)

Metadata

Statistics Tracking (On/Off)

User Progress

Copy

Move

Delete

Attached item1 item options (0 B)

V. Creating “Assignments”

Step 1 - Click on your Course

College)

2013 Spring Term (1) Computers Applications and Technologies BTC 100 5206[6563] (LaGuardia Community College) (not currently available)

2013 Spring Term (2) BTC 100 8115[6584]

BTC 200 5217[98279] (not currently available)

BTC200.5217.98279

LGCC_HUW_166_5309_201109: Fall 2011 Intro Web Developmnt: HUW 166 5309 [5309] (LaGuardia) (not currently available)

Instructor: Jetmir Troshani;

LAG01_BTC_100_0308_1129_1: HUC106 Fall 2009 (Santo & Jetmir] (not currently available)

Instructor: Santo Trapani; Jetmir Troshani;

LGCC_HUW_162_5231_201202: Spring 2012 Web Animation: HUW 162 5231 [5231] (LaGuardia) (not currently available)

Instructor: Jetmir Troshani;

UAT mel course merge

Step 2 - To create a link for easier access to assignments hover over **Plus Sign** and select **Content Area**.

Content Area

Module Page

Blank Page

Tool Link

Web Link

Course Link

Subheader

Divider

Module 4

Tests

Discussion Board

Blog

Wiki

Class Activity

BTC200

INTRO TO INFORMATION SY

Start here

Build Content Assessments Tools Part

Welcome to BTC200

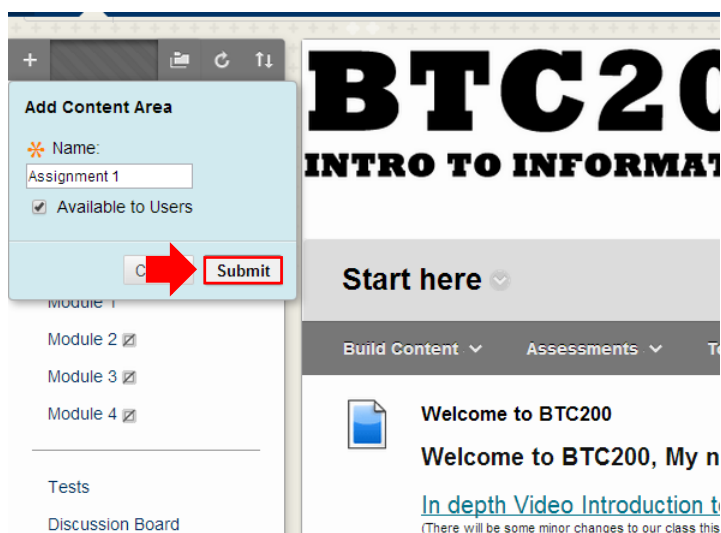
Welcome to BTC200, My name is Jetmi

[In depth Video Introduction to BTC200](#)

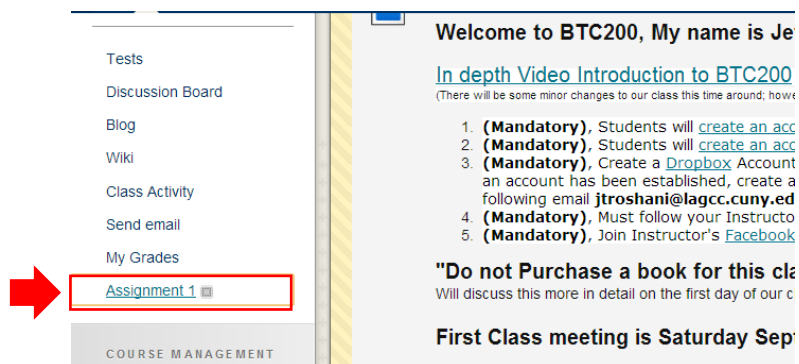
(There will be some minor changes to our class this time around; however ti

1. **(Mandatory)**, Students will [create an account](#)
2. **(Mandatory)**, Students will [create an account](#)
3. **(Mandatory)**, Create a [Dropbox](#) Account (If an account has been established, create a fol... following email jtroshani@lagcc.cuny.edu

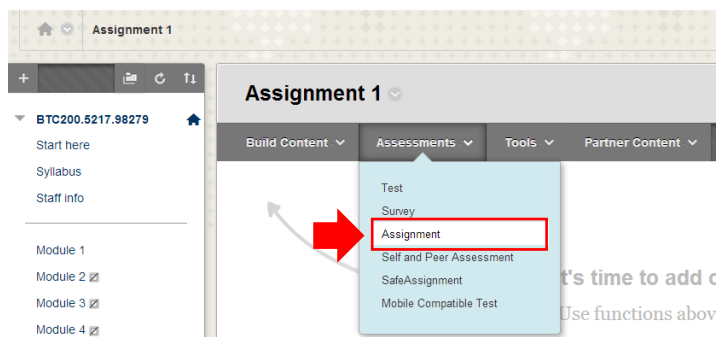
Step 3 - Fill in the **Name/Assignment** and click to **Make Available to users** then click **Submit**.



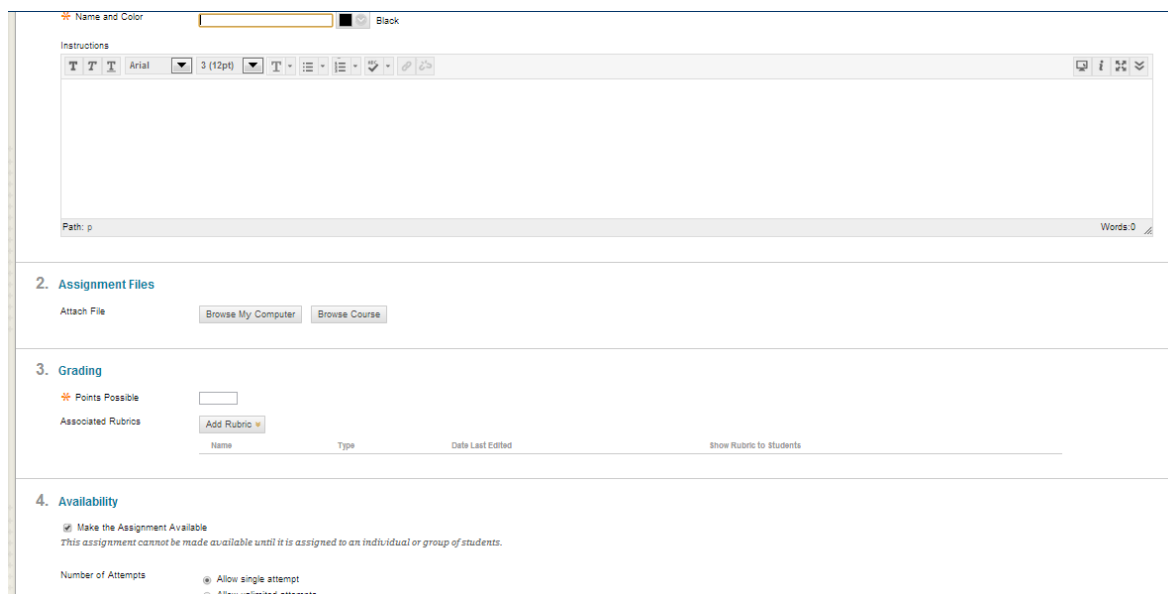
Step 4 - Click the new **Assignment Link** on the left panel



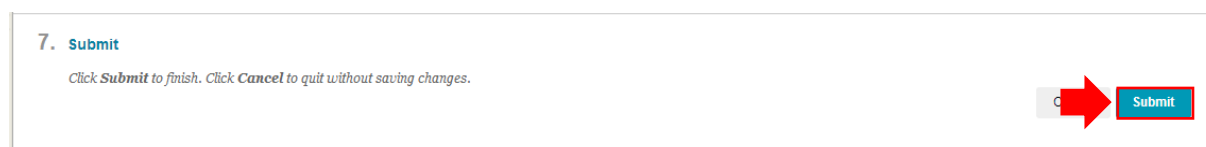
Step 5 - Hover over **Assessments** and click **Assignment**



Step 6 - Fill out the necessary fields.

A screenshot of the Blackboard 'Assignment 1' configuration page. The page has a header with 'Name and Color' (set to 'Black') and 'Instructions' (with a text editor). Below the instructions is a 'Path' field. The main content area is divided into four sections: 1. 'Assignment Files' with 'Attach File' and 'Browse My Computer'/'Browse Course' buttons. 2. 'Grading' with 'Points Possible' (a text input field) and 'Associated Rubrics' (an 'Add Rubric' button). 3. 'Availability' with a checkbox 'Make the Assignment Available' (checked) and a note 'This assignment cannot be made available until it is assigned to an individual or group of students.' 4. 'Number of Attempts' with radio buttons for 'Allow single attempt' (selected) and 'Allow unlimited attempts'.

Step 7 - Click **Submit**

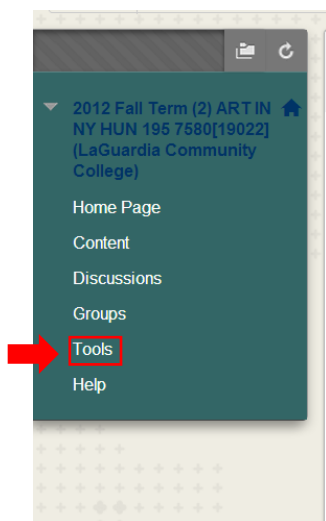
A screenshot of the Blackboard 'Submit' button. The button is labeled 'Submit' and is highlighted with a red box. A red arrow points to the button. The button is located in the bottom right corner of the page.

Step 8 - Your assignment should look as shown below.

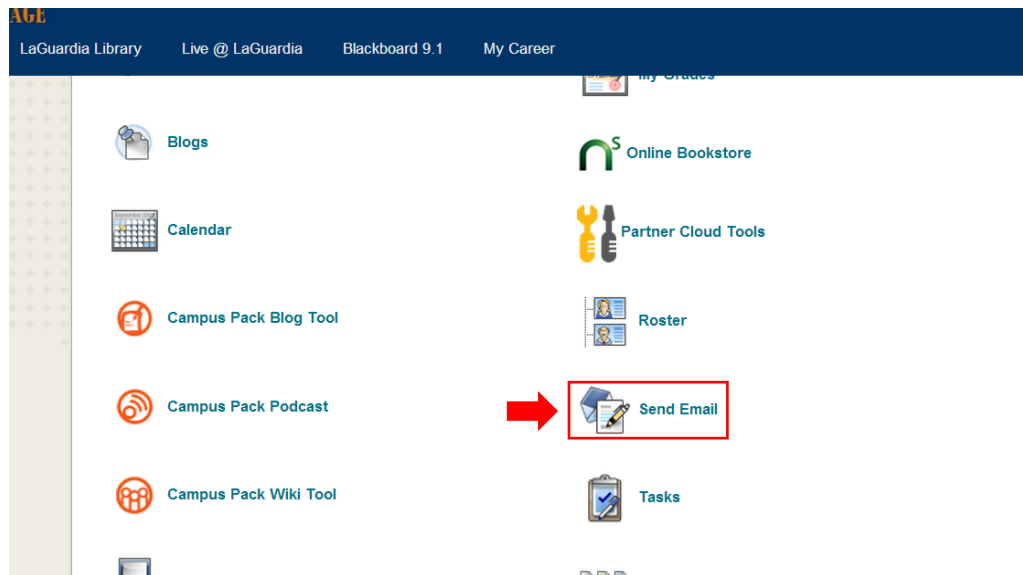


VI. How to send Emails to Students

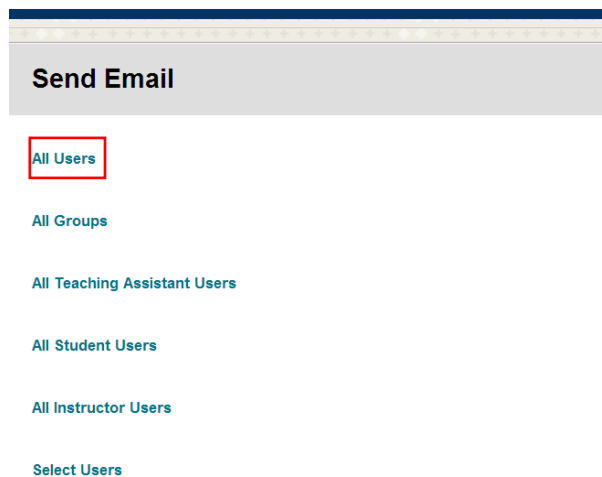
Step 1 – To begin Click **Tools** from the course menu.



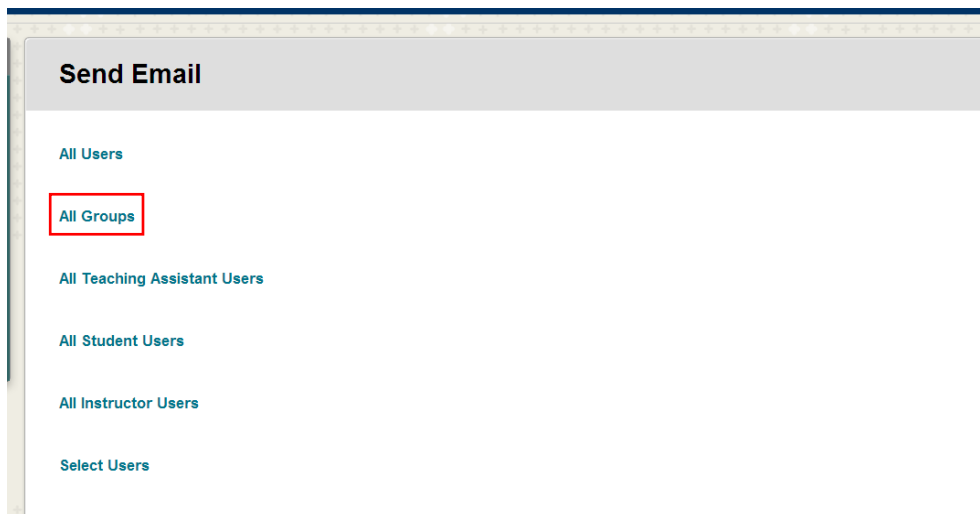
Step 2 – Click **Send Email**



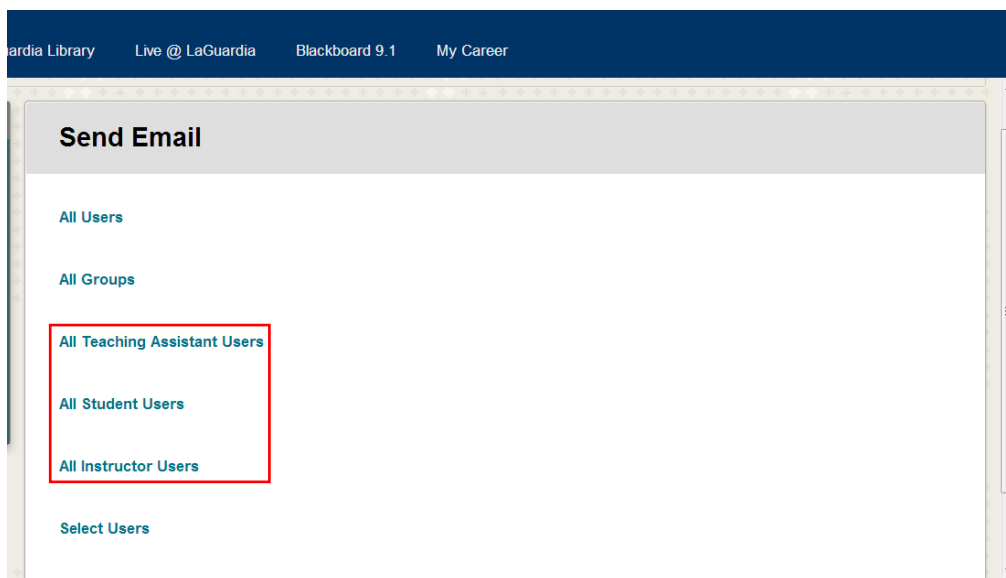
Step 3 – You have the option to send emails to **All Users** in your course.



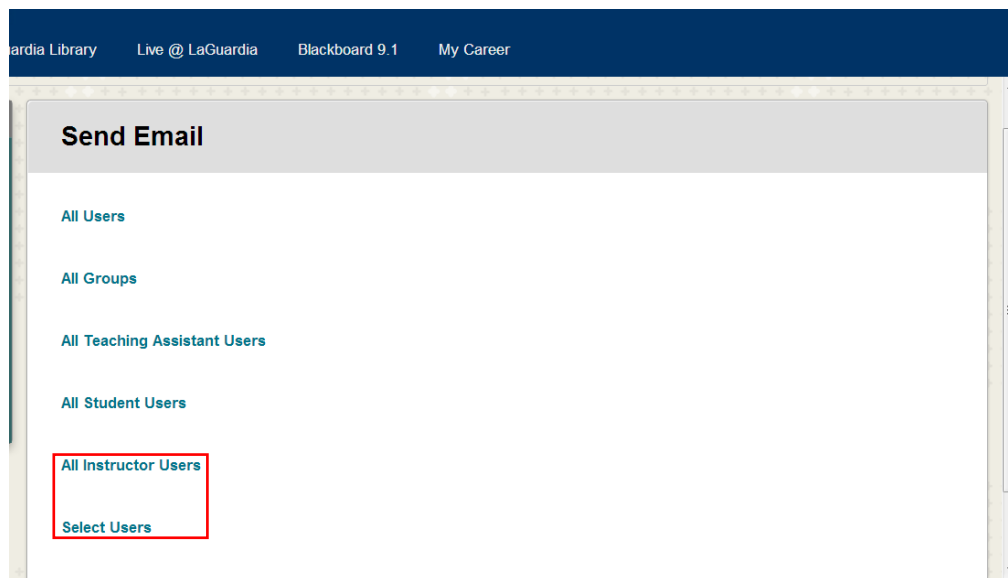
Step 4 – You have the option to send emails to **All Groups**.



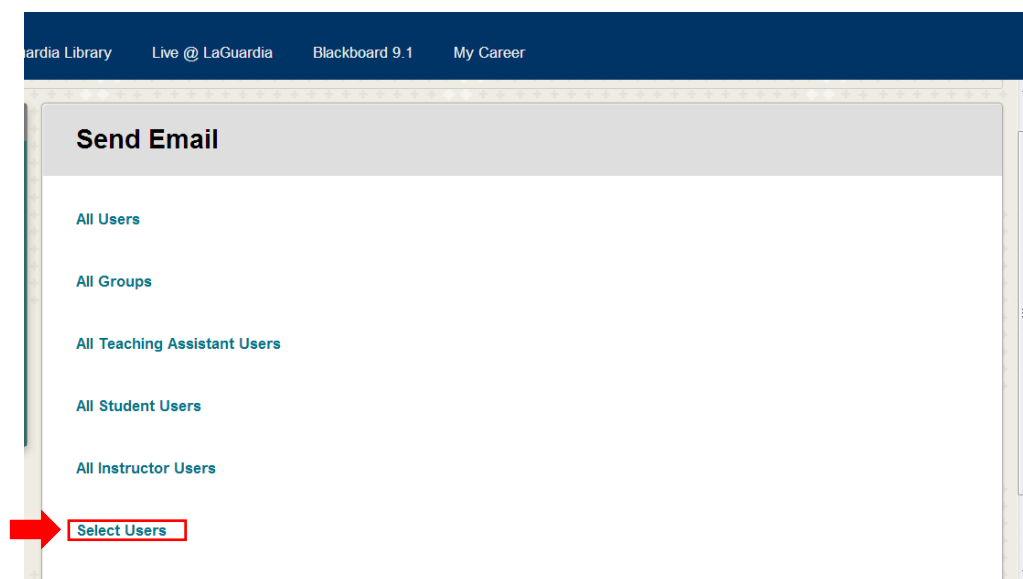
Step 5 – You have the option to send emails to different users such as **Teaching Assistants Users, Students Users and Instructors Users**.



Step 6 – You have the option to send emails to Selected Users or Selected Groups.



Step 7- Send the email to Selected Users, Click **Select Users**



Step 8 – Choose your recipients in the Available to Select box and move them to the Selected item box.

The screenshot shows the 'Select Users' dialog box in Blackboard 9.1. At the top, there's a navigation bar with 'Guardia Library', 'Live @ LaGuardia', 'Blackboard 9.1', and 'My Career'. Below this, the 'Users' section is visible. The main area is titled 'Select Users' and includes a note: '* Indicates a required field.' There are 'Cancel' and 'Submit' buttons. Under the '1. Email Information' section, the 'To' field is marked as required. Below this, there are two lists: 'Available to Select' and 'Selected'. The 'Available to Select' list contains the following names: Fermin, Rosmary, Mateo, Gisel, Miller, Kimberly, Pavicek, Martin, Peguero, Camila, Persad, Jordan, Pierre, Rodolphe, and Diackney, Jermaine. The 'Selected' list is currently empty. At the bottom of the lists, there are buttons for 'Invert Selection' and 'Select All'.

Step 9 – Hold down on the Control key (Ctrl) on the PC or the Command Key on the MAC to select multiple users.

This screenshot is similar to the previous one, showing the 'Select Users' dialog box. In this step, multiple users in the 'Available to Select' list are selected, indicated by blue highlights. The selected names are: Fermin, Rosmary, Mateo, Gisel, Miller, Kimberly, Pavicek, Martin, Peguero, Camila, Persad, Jordan, Pierre, Rodolphe, and Diackney, Jermaine. The 'Selected' list remains empty. The 'To' field is still marked as required, and the 'Cancel' and 'Submit' buttons are present at the top right.

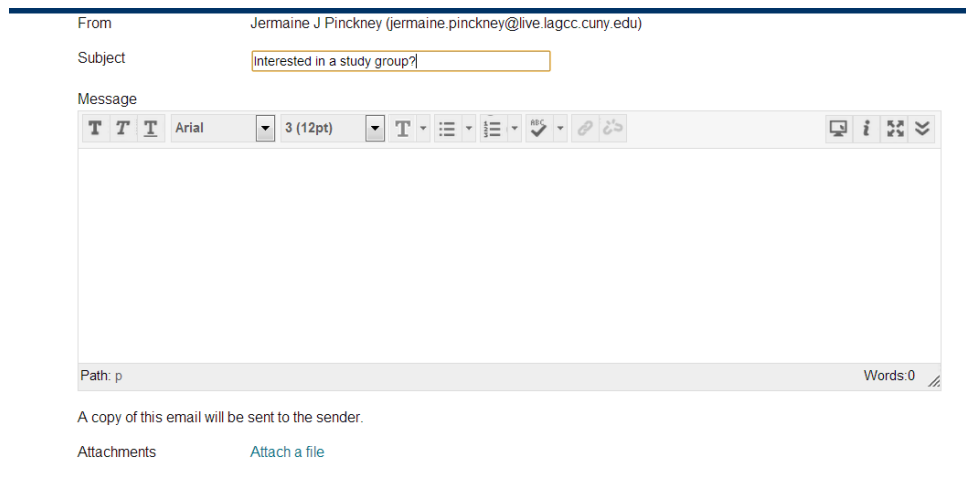
Step 10 – Click the arrow that's facing the right as shown the picture below.

The screenshot shows the 'Select Users' dialog box. At the top, there's a header with 'Guardia Library', 'Live @ LaGuardia', 'Blackboard 9.1', and 'My Career'. Below the header, there's a 'Select Users' title bar. A note says '* Indicates a required field.' There are 'Cancel' and 'Submit' buttons. The main section is titled '1. Email Information'. Under 'To', there's a list of users. The list is divided into 'Available to Select' and 'Selected'. The 'Available to Select' list includes: Almanzar, Alexander; Aziz, Simab; Chavaria, Jose; Chin, Lili; Corbin, Dallas; Fermin, Rosmary; Miller, Kimberly; and Daviera, Camila. The 'Selected' list includes: Mateo, Gisel; Pavicek, Martin; and Persad, Jordan. A red arrow points to the right-pointing arrow button between the two lists. At the bottom, there are 'Invert Selection' and 'Select All' buttons for both lists.

Step 11 – Type the Subject of the email.

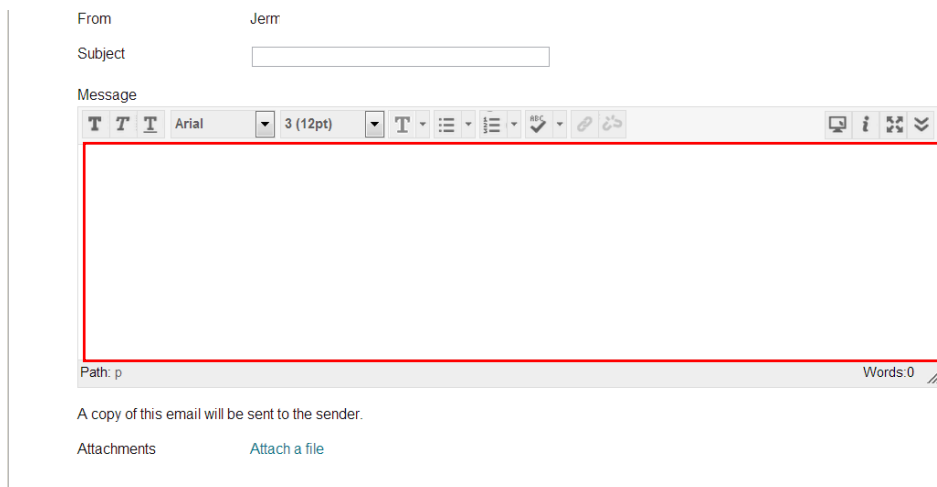
The screenshot shows the email composition screen. At the top, there's a header with 'LaGuardia Library', 'Live @ LaGuardia', 'Blackboard 9.1', and 'My Career'. Below the header, there's a 'From' field with a redacted email address. The 'Subject' field is highlighted with a red box. Below the 'Subject' field, there's a 'Message' section with a rich text editor. The editor has a toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, unlink, and insert. Below the editor, there's a 'Path: p' field and a 'Words: 0' counter. At the bottom, there's a note: 'A copy of this email will be sent to the sender.' and an 'Attachments' section with a link to 'Attach a file'.

Step 12 – The Subject of the email should look like the picture below.



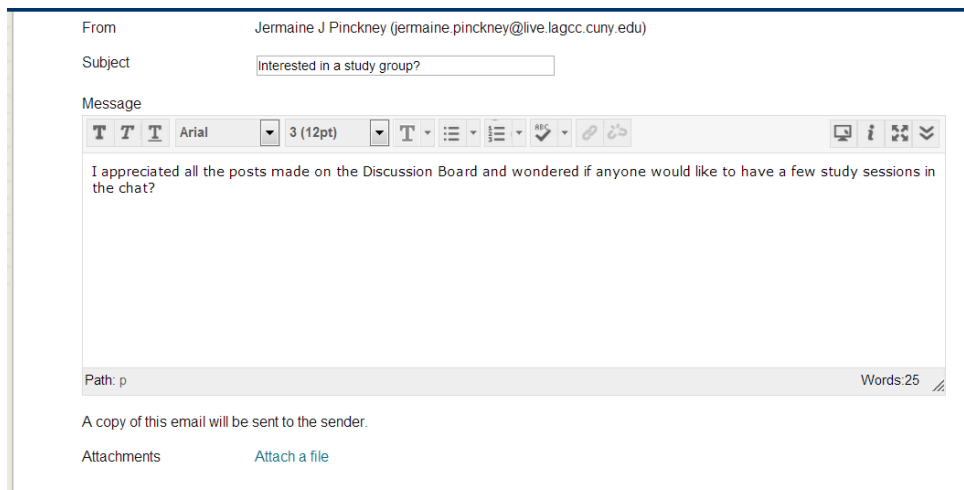
This screenshot shows the email composition interface in Blackboard. The 'From' field is populated with 'Jermaine J Pinckney (jermaine.pinckney@live.lagcc.cuny.edu)'. The 'Subject' field contains the text 'Interested in a study group?'. Below the subject field is a rich text editor with a toolbar showing options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, and unlink. The message body is currently empty. At the bottom of the editor, it shows 'Path: p' and 'Words:0'. Below the editor, there is a note: 'A copy of this email will be sent to the sender.' and an 'Attachments' section with a link to 'Attach a file'.

Step 13 – Then compose your message.



This screenshot shows the same email composition interface as in Step 12, but with the message body area highlighted by a red rectangle, indicating where the user should compose their message. The 'From' field is 'Jerrr', and the 'Subject' field is empty. The rich text editor toolbar is visible above the highlighted area. The bottom of the editor shows 'Path: p' and 'Words:0'. Below the editor, the same note and attachment link are present: 'A copy of this email will be sent to the sender.' and 'Attachments Attach a file'.

Step 14 – Your message should look like the picture below.



The screenshot shows the Blackboard message composition interface. At the top, the 'From' field is populated with 'Jermaine J Pinckney (jermaine.pinckney@live.lagcc.cuny.edu)'. The 'Subject' field contains the text 'Interested in a study group?'. Below these fields is a rich text editor with a toolbar showing options for bold, italic, underline, font color, background color, text color, font size (set to 12pt), bulleted list, numbered list, link, and unlink. The message body contains the text: 'I appreciated all the posts made on the Discussion Board and wondered if anyone would like to have a few study sessions in the chat?'. At the bottom of the editor, a status bar shows 'Path: p' and 'Words: 25'. Below the editor, a note states 'A copy of this email will be sent to the sender.' and there is an 'Attachments' section with a blue link that says 'Attach a file'.

Step 15 – You have the options to add attachments. **Click Attach a file.**



This screenshot is a closer view of the bottom portion of the message composition screen. It shows the 'Attachments' section with the 'Attach a file' link highlighted by a red rectangular box. A red arrow points directly to this link. Below the attachments section, the text '2. Submit' is visible. At the bottom right, there are two buttons: a grey 'Cancel' button and a blue 'Submit' button.

Step 16 – Click Submit

A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

2. **Submit**

Step 17 – A notice will appear that indicate that Email was sent Successfully.



VII. Creating Discussion Forums

Step 1 - To create a Discussion Board/Forum access your course.


▼ My Announcements

No Institution Announcements have been posted today.

No Course or Organization Announcements have been posted today.


[more announcements...](#)

▼ Internships and Job Search



Kickstart Your Career!
Find Jobs and Internships Now!

What are you searching for: Where:

Powered by:


▼ CitizenCUNY

▼ My Courses

Courses where you are: Instructor

2013 Fall Term (1) CAREER 2 0244[00001] (LaGuardia Community College)

2013 Fall Term (1) Computers Applications and Technologies BTC 100 5318[68419] (LaGuardia Community College)

2013 Spring Term (1) Computers Applications and Technologies BTC 100 5206[6563] (LaGuardia Community College) (not currently available)

2013 Spring Term (2) BTC 100 8115[6584]

BTC 200 5217[98279] (not currently available)

BTC200.5217.98279

LGCC_HUW_166_5309_201109: Fall 2011 Intro Web Developmnt: HUW 166 5309 [5309] (LaGuardia) (not currently available)

Instructor: Jetmir Troshani;

LAG01_BTC_100_0308_1129_1: HUC106 Fall 2009 (Santo & Jetmir) (not currently available)

Instructor: Santo Trapani; Jetmir Troshani;

LGCC_HUW_162_5231_201202: Spring 2012 Web Animation: HUW 162 5231 [5231] (LaGuardia) (not currently available)

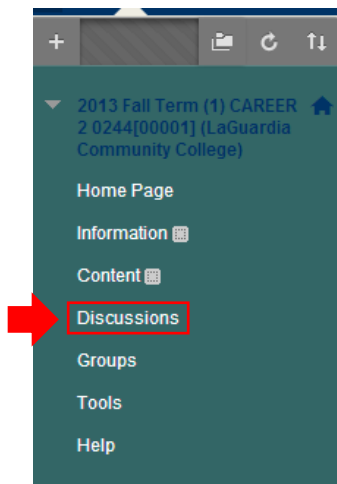
Instructor: Jetmir Troshani;

UAT mel course merge

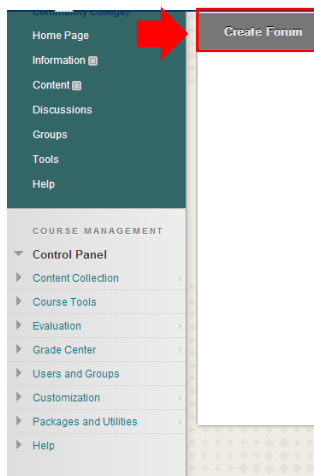
Courses where you are: Student

2013 Spring Term (2) Critical Thinking HUP 102 7996[1624] (LaGuardia Community

Step 2 - Select the **Discussions** Link



Step 3 - Click **Create Forum**.



Step 4 - Enter the **Name**, Description and make forum **Available** for users to view

1. **Forum Information**

Name

Description

T **T** **T** Arial 3 (12pt) [font size dropdown] [font color dropdown] [background color dropdown] [bulleted list] [numbered list] [link] [unlink] [undo] [redo]

Path: p Words: 0

2. **Forum Availability**

Available ☒ Yes ☐ No

Enter Date and Time Restrictions

☐ Display After [calendar icon] [time icon]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [calendar icon] [time icon]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Step 5 - Be sure to select any specific settings you may like offered to students

3. **Forum Settings**

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies ☒ Standard View
☐ Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade ☒ No Grading in Forum
☐ Grade Discussion Forum: Points possible:
☐ Grade Threads

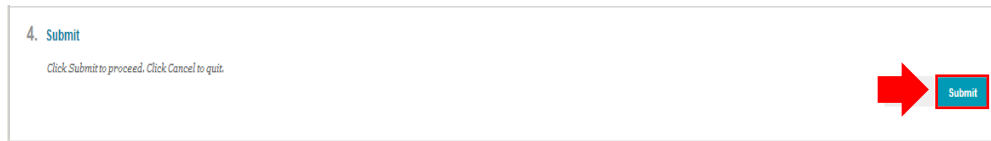
Alignments ☐ Forum alignments
☒ Thread alignments

Subscribe ☐ Do not allow subscriptions
☐ Allow members to subscribe to threads
☒ Allow members to subscribe to forum
☐ Include body of post in the email
☒ Include link to post

Create and Edit ☐ Allow Anonymous Posts
☐ Allow Author to Delete Own Posts
☐ All-posts
☒ Only posts with no replies
☐ Allow Author to Edit Own Published Posts
☒ Allow Members to Create New Threads
☒ Allow File Attachments
☒ Allow Users to Reply with Quote
☐ Force Moderation of Posts

Additional Options ☐ Allow Post Tagging
☐ Allow Members to Rate Posts

Step 6 - Click **Submit when finished**



End of Handout Objectives.

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