Blackboard 8 (Grade Center)

Blackboard - is LaGuardia’s online system for course web sites. Professors use Blackboard to share course materials and communicate with their students.

Accessing Blackboard - Log in at [http://www.cuny.edu](http://www.cuny.edu) > Portal Log-in/Blackboard/eSIMS > Blackboard 8 Direct, enter your CUNY Portal username and password. (If you encounter any trouble when logging in, contact the Blackboard Help ([jtroshani@lagcc.cuny.edu](mailto:jtroshani@lagcc.cuny.edu)) or stop by Software Support Assistance Center, B127 for help with your username and password. Blackboard is accessible both on- and off-campus.)

Handout Objectives:

1. Making the course “Available”

2. Course “Announcements”

3. Uploading “Course Information”

4. Uploading “Course Documents”

5. Creating “Assignments” Style I & II

6. How to Send Email to students

7. Creating Discussion Forums
Making a course “Available”

To make a Blackboard course unavailable or available to students, you first need select the course from the list. Notice that if the class is not available, the text (unavailable) will be present underneath the course.

Click on the Control Panel Link

Scroll down to the Course Options section and click on Settings.

Then click on Course Availability.
To set the availability to visible or invisible to users, click on the given choices (Yes or No) and then click Submit to apply the desired setting.

You will receive a confirmation that your actions were successful, Simply Click on OK to acknowledge.
Select the **Home** tab to go back to the list of courses.

Looking at your course list, you can see that the text (unavailable) is no longer present; this means that you have successfully made the course via blackboard available to all students within that class.

### Creating “Announcements”

Course announcements allow the instructor to communicate with the students, any upcoming events, information, schedule changes and reminders can be posted here to allow the students stay up to date with any changes within the class.

To Begin, Select your desired course from the list, please keep in mind that this will only work for courses that are currently set to available. Select **Control panel** from the tools section.
Click **Announcements** in the Course Tools Section.

Click on **Add Announcements**

Enter your **Subject line** and **Message** in the available textboxes.

You are able to specify the dates and times that the announcement will display along with option to add a course link, which can redirect the student to a folder that has available data that the student could use based on the announcement.
By clicking on the E-mail box below you are able to send an e-mail message to all students stating that a new announcement has been posted to their blackboard account. When done, click Submit to finalize and post your announcement.

Email Announcement

Email will be sent immediately to all course users. Note that Course Links will not be included in the email.

Email this announcement to all course users.

Submit

* Required Field

Click Submit to finish. Click Cancel to quit.
Your success receipt appears to notify you of the post, then click on OK

<table>
<thead>
<tr>
<th>Announcement Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement added.</td>
</tr>
<tr>
<td>Type Your Subject Here</td>
</tr>
<tr>
<td>Type your message / announcement to your students here.</td>
</tr>
<tr>
<td>2011-02-20 11:14:35 AM</td>
</tr>
<tr>
<td>OK</td>
</tr>
</tbody>
</table>

You can now view announcements, modify and even remove them depending all from this location. When done, simply click ok once more to close out the announcements section.

<table>
<thead>
<tr>
<th>Announcements</th>
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</thead>
<tbody>
<tr>
<td>Add Announcement</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VIEW TODAY</th>
<th>VIEW LAST 7 DAYS</th>
<th>VIEW LAST 30 DAYS</th>
<th>VIEW ALL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>February 13, 2011 - February 20, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun, Feb 20, 2011 -- Type Your Subject Here</td>
</tr>
<tr>
<td>Type your message / announcement to your students here.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modify</th>
<th>Remove</th>
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Posted by: Mic

| OK |

### Uploading “Course Information”

By placing the Course Information; Course Description, Syllabus, and Textbook Information on blackboard the students are able to reference back to it at any time. This is a great reference to those that might have lost the syllabus during the semester.
To upload a syllabus simply click on the corresponding class, (Keep in mind that it must be set to available in order to complete this task.)

Click on **Control Panel** and then select **Course Information**, this is the proper location where the course description, syllabus and textbook information should be placed.

We can see that the folder is empty, click on **Item** to begin the steps to populate the syllabus.
Type in the corresponding name; the red asterisk means that this is a mandatory step and must be entered.

Section 2 Allows us to browse for an existing file (Syllabus or Photo of the version of textbook you are using) that can be uploaded to blackboard as a link that the students could download. Section 3 allows us to specify when the content is shown and the amount of times students have visited the site. Once finished Clicking the Submit Button in section 4 will apply all your settings.
Uploading an existing file (Syllabus or photo) is fairly simple, by clicking **Browse** you are able to search your storage devices for the file that you would like to post. The final outcome should look like this:

![Course Information](image1)

**Course Syllabus**
Class Syllabus (9.883 Kb)
The syllabus could be typed or pasted here. The text written in this box will be

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**Uploading “Course Documents”**

Course documents allow the professor to share relevant course data / documents with the students this helps the student’s complete tasks that are required throughout the semester. This process is fairly simple and similar to the uploading syllabus section; the only difference is the location of where these documents are placed.

Go back to the **Control Panel** select **Course Documents** and as before Click on **Item** complete any options to your liking, when you are completely satisfied click on **Submit**.

![Add Item](image2)

![Content](image3)

![Options](image4)

![Submit](image5)
Creating “Assignments”

The Assignments section allows the professor to post a class assignment on blackboard. This allows the professor and student to stay in communication even after the class is over, it allows the student to have a record of what assignments are required.

To create assignments simply go back to the Control Panel.

<table>
<thead>
<tr>
<th>Content Areas</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information</td>
<td>Assignments</td>
</tr>
<tr>
<td>Course Documents</td>
<td>External Links</td>
</tr>
</tbody>
</table>

Select Assignments; just follow the same steps as the previous objectives to successfully post the Assignment for all students. Depending on what kind of Assignment, you are looking to upload. You have several styles that can be chosen from. We will cover Style I & Style II, Style I is a simple “+ Item” & Style II is “Special +” then, select “Assignment” from drop down menu.

The only real difference from the other steps is that the title you specify will describe what content is being displayed.

Creating Discussion Forums

The key to attracting the student’s attention is to interact with them as frequently as possible. Make the class interesting, allow them to explore the course, submit their feelings and opinions about the matter. Their inputs will be a great output to other students in the class as well as to the professor; in which these discussions can be used to focus on areas that students really need help on.
To start discussions select the corresponding course and click on **Discussion Board** *(Note: There is no need to go to the control panel for this option)*. Simply click on **Forum** to start your post.

Once Forum is selected you will be taken to the specifications page that allows the ways that the discussions are handled.

**Section 1:** Enter the name and description. In the body choose a question or topic based on the course and post it here so that the students can interact and leave their feedback.

**Section 2:** Specify your availability by selecting the dates, times of the discussion.

**Section 3:** Specify what can be done to the post and what cannot be done. Files attachments, Editing Capability, Post ratings etc...
Section 4: This is the last step to the discussion post, submitting your post will finalize your settings for all to see.

Sending E-mail to Students

This great feature allows the professor to send an actual e-mail to the student’s registered Cuny address. This is the easiest way to get in touch with all students in the class without having the hassle of asking them for
their individual e-mails. Blackboard integrates the students GroupWise contact information and provides it to the professor at no hassle.

To start sending e-mails, select the corresponding course and choose Communication in the Tools section. Click on the Send E-mail link.

A list of 7 options to choose from will appear:

- The All Users option will gather all of the student’s names including yours, and All Student Users will only gather all student names. Both options in the end will provide you with a body to include the message that will be sent out to all.

- The Select Users option will allow you to specify whom to send the message to. (a single student or multiple students)
Select Users View – This is where we specify who receives the e-mail. By clicking on Invert Selection we are highlighting all names, ones the names are highlighted click on the top arrow to add all names. If you would like to specify individual names simply click on the name and click on the top arrow. To remove any names we then work in the selected text box area and follow the same concept.
If there is a document that you would like to attach with the e-mail simply click on the Attach a File link below and then browse and select the file as you would with any attachment. When done simply click the Submit button to send.

This is your confirmation for a successful email sent.

Blackboard 8 -- Level I Complete