

DARE TO DO MORE

Community College

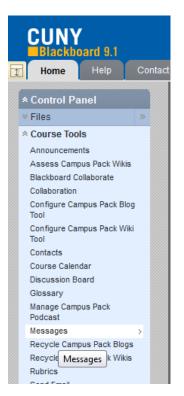
Blackboard 9.1: Level II

Handout Objectives

- I. Messaging
- Changing the "Entry Point" II.
- Uploading a "Audio, Video, & Image" III.
- IV. Creating "Groups"
- Creating "Tests" V.
- VII. Creating "Upload a Banner"

Messaging I.

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



LaGuardia Community College

31-10 Thomson Ave, Long Island City, New York 11101 Created by ISMD's Dept. Training Team.

Step 2 – Select Create Message

	Spring 2011 Intro To Compu	uters: B	IC 100 0269 (0269) (LaGuardia) Messages > FolderInbox Edit Mode is: 01 📓	?	ĥ
	+ 80001		Success: Message Deleted	×	
	* Spring 2011 Intro To Computers: BTC 100 0269 [0269] (LaGuardia	×	Folder:Inbox		II
1) Course Information 🕮 🛛 🕅	3	Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. <u>More Help</u>		
) 1))))))	Announcements		Create Message		

Step 3 – Select TO and start selecting a Recipient or Recipient,

1111	Contacto	•	1. Recipients	
1	Assignments		и перрела	
1	Communication		То	
1	Discussion Board		Cc	
1	External Links 🔳			
1	Tools		Bcc	=

Step 4 - Type in a Subject and Body and Select Submit to send email to student.

2. Compose Message	
* Subject	
Body	Text Editor is: ON
▲ Normal ■ 3 ■ Arial ■ B / 里 de 本 ★ 臣 臣 吾 臣 月 註 臣 律 律	
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* 🖻 🖻 🛱 🕼 🖗 🕅	
A Path: body	
- Patrit 10002	
·	
3. Submit	

Cancel Submit

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.)

	¢			ate Assessment 😵 🛛 Ad		extbook 📚
rdia)			Create > Item	New Page	Mashups > Flickr Photo	-
,			File	> Blank Page	> SlideShare Presentation	
			> Link to NOOK Study	> Module Page	> YouTube Video	
s		<	> SoftChalk ScoreCenter Content	> Tools Area		in this field.
ation			> Audio			
			> Image > Video			
ments			> URL			
65			> Learning Module			
Docum	ents		> Lesson Plan			
			> Syllabus > Course Link			
			Attached File	Intro to blackboard of	(Level I).pptx (645.843 KB) urse Info.docx (11.709 KB)	

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.

	ielect an audio file to play on the page. If Autostart and Loop are both set to Yes, the audio file will begin playing when users open the page and will ontinue to play until they stop it or navigate away from the page. Include a transcript for those that cannot hear the audio file. <u>More Help</u>									
e In	dicates a required field.	Cancel Preview Subm								
1.	Select Audio File	e								
	🛪 Find File	Browse My Computer Browse Course								
	🜟 Name									
	Color of Name	Black								
	Include Transcript	Browse to select a file containing a transcript for people who cannot hear the audio.								
2.	Audio Options									
	Autostart	🔘 Yes 🛞 No								

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.

	Create Image								
Select a	elect an image to show on the page. Set the height and width options to display the image at the right size, and include a description for those that cannot see the image. More Help								
	* Indicates a required field. Cancel Preview Submit								
1. Select Image File									
* Find File Browse My Computer Browse Course Browse Mashups									
*	Name								
Co	olor of Name	Black Black							
Alt	t Text								
Lo	ong Description								
					1				
		wag							
		Provide a description for people who cannot see the image.							
	Image Options								
Dir	imensions	Original Custom							
Во	order	Non e							
Im	Image Target URL								

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.

Selec	Select a video to show on the page. The video player will appear directly on the page. Set the height and width options to display the video at the right						
size, and include a transcript for those that cannot see or hear the video. When uploading an MPEG file, you have the option of including a SAMI transcript file. Otherwise, use a separate text file in the same folder to provide a transcript for the video. <u>More Help</u>							
★ In	dicates a required field.		Cancel	Preview	Submit		
1.	Select Video File						
	🛧 Find File	Browse My Computer Browse Course Browse Mashups 📎					
	★ Name						
	Color of Name	Black					
2.							
	Dimensions	 Original Custom 					
	Autostart	🔘 Yes 🖲 No					
	Loop	🔘 Yes 💿 No					

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

Permit U	ndard Options			
Content	sers to View this	⊕ Yes ◯ No		
Track Nu	umber of Views	🔘 Yes 💿 No		
Select Da Restrictio	ate and Time ons	Display After Im Im		
4. Subr	nit	Cancel	Preview	Submit
_	tudent Workshop			
Build Conten				
	It S Create A	ssessment 🗧 Add Interactive Tool 🗧 Assign Textbook 📚		Ť.
		Workshops 😒		1

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).



Create Single Group 😽	Create Group Set 😵	Create Single Group 📚	Create Group Set 😝
> Self-Enroll > Manual Enroll			> Self-Enroll > Manual Enroll > Random Enroll

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.*

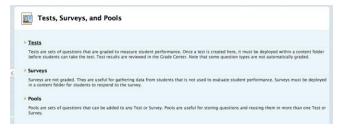
Create Single Group 😵				
create single droup 📎	Create Group Set 💝			Group Settings
Delete				
☑ <u>Name</u>		GroupSet	Self-Enroll	Available
Blackboard 9.1 Update	8	-	Yes	Yes
	×			
	> Open			
	> Edit		Displaying 1 to 1 of 1 items	Show All Edit Paging
	> Email			
	> Delete			
l l				

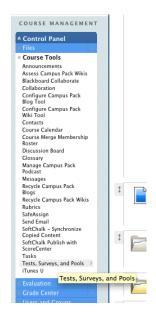
Step 4 – To delete a group **Check the Box** select **Delete**.

IV. Creating "Tests"

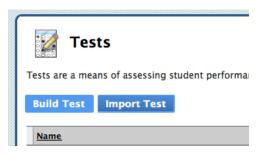
Step 1 – To create a test, under **Control Panel** select **Course Tools** then click on **Test, Surveys, and Pools**.

Step 2 - Click Test





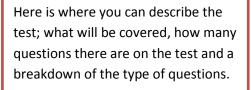
Step 3 – Click on Build Test.



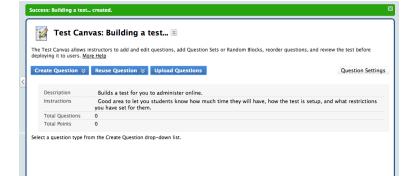
Step 4 – Enter the name for the Test, Description, Instructions, then click **Submit.**



Here 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.



ons you
cel Submit



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.

	The Test Canvas allows inst deploying it to users. <u>More</u>	as: Building a test 🗑 tructors to add and edit questions, add Question Se <u>Help</u> Reuse Question 😵 Upload Questions	2	
<	 Calculated Formula Calculated Numeric Either/Or Essay File Response Fill in Multiple Blanks Fill in the Blank Hot Spot Jumbied Sentence Matching 	Builds a test for you to administer online. Good area to let you students know how much pu have set for them. he Create Question drop-down list.		This part is where you get into the several types of questions that can be created and you start working on questions
	> Multiple Answer > Multiple Choice > Opinion Scale/Likert > Ordering > Quiz Bowl > Short Answer > True/False			

Step 6 – Fill out question information; be sure to select the **Correct Answer** and **Submit**.

Description	Builds a test for you to administer online.	
Instructions	Good area to let you students know how much time they will have, how the test is you have set for them.	setup, and what restrictions
Total Questions	1	
Total Points	10	
\rightarrow	Ime Select by Type: - Question Type - + Ints Update Hide Question Details	
Delete Poi		Points: 1
Delete Poi	Ints Update Hide Question Details Choice: Example: Answer the question 😒	Points: 1

Step 7 – To deploy the test under assignments click on Assignments (in Menu) under Create Assessment select Test.

* Fall 2010 Intro To Computers: BTC 100 8137 [8137] (LaGuardia)	**************************************		As:	signn	nents 🗵	
Home Page						
Announcements						
Course Information			Build Conte	nt 💝	Create Assessment 😽	Add Interactiv
Contacts					> Test	
Course Documents			_		> Survey	
<u>Assignments</u>		ţ.		Assig		
Discussion Result				In this	> Assignment	there given acci
Tools		2		in this	> SafeAssignment	there given assi

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.

Create Test Creating a Test deploys the Test More Help	t to a content area. Once a Test has been deployed, change the Test Options to make it available for students to take.
	Cancel Submit
1. Add Test	t an existing Test to deploy.
Create a New Test	Create
Add Test	Safeta Test Below DXXXY Test 1 Dividing a test
t	

 $ep \ 10-$ (Optional) you can drag assignments to rearrange in the order you desire.

ſ	P As	signments 🗵	
	Build Conte	ent 😵 Create Assessment 🗧 Add Interactive Tool 🗧 Assign Textbook 🗧	†∔
< l	1	Building a test for you to administer online.	-
	1	Assignment 🛞 In this style students may upload there given assignment.	-

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.

	elect Banner	he top of the course's	enter point page		
	ent Banner Image	the top of the courses	entry point page.		
	Banner Image	Attach File	Browse My Computer		
6. Su	ubmit				
				Cancel	Subm

Step 3 – Under My Desktop select your banner then click Open and then click Submit.

	📄 値 Desktop	: Q
▼ DEVICES	Name	▲ Date Modified
d 📃 B127_TSommella	banner.gif	11:35 AM Bla
📃 Macintosh HD	🕨 📄 Business Sy	9/14/11
🔄 Time Machi 🔺		
▼ SHARED		
1 <u>0</u> 🙆 All 16		ew
▼ PLACES		
👚 admin		
Applications	U	
📉 💥 Utilities		
Desktop		
a 🔯 Dropbox		
SEARCH FOR	×	
)ir Doday	the Page 3	Cancel Choose

Step 4 – Your banner will show up on your Home Page.

The banner appears at 1	the top of the course's	entry point page.	
Current Banner Image			
New Banner Image	Attach File	Browse My Computer	
	Selected File	File Name banner.gif	
		Do not attach	
Submit			
			Cancel Sub

End of Handout Objectives.

Please visit <u>www.YouTube.com/LaGCCISMD</u> for more information.