

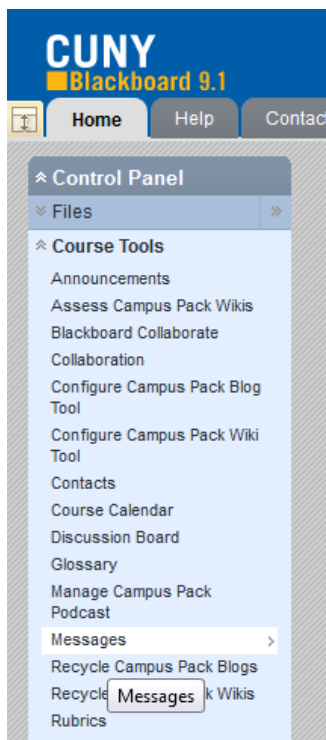
## Blackboard 9.1: Level II

### Handout Objectives

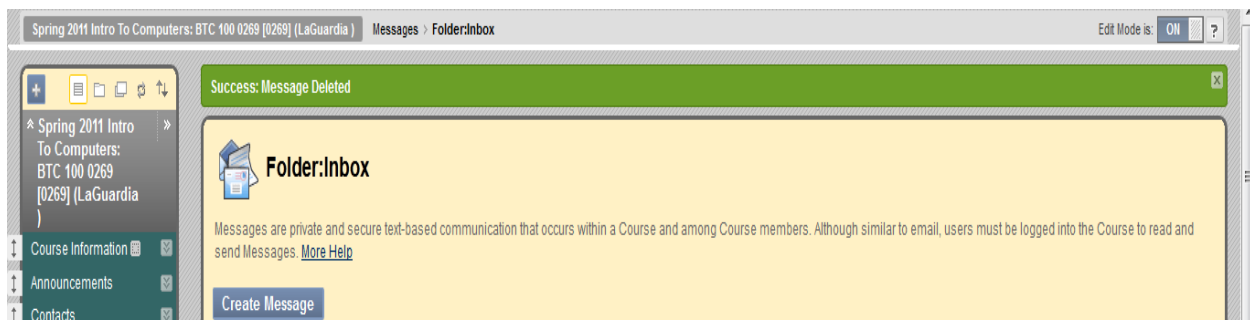
- I. Messaging*
- II. Changing the “Entry Point”*
- III. Uploading a “Audio, Video, & Image”*
- IV. Creating “Groups”*
- V. Creating “Tests”*
- VII. Creating “Upload a Banner”*

### **I. Messaging**

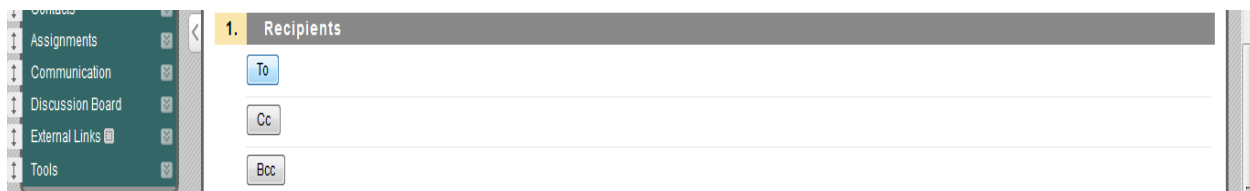
**Step 1** - Select **Course Tools** (in the control panel) then select **Messages**.



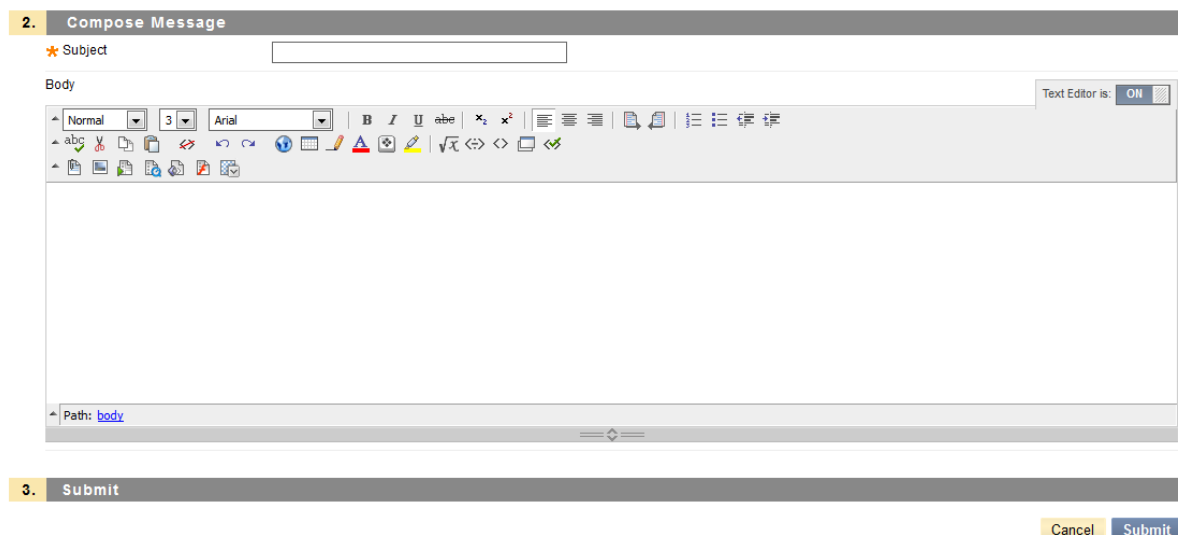
## Step 2 – Select Create Message



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

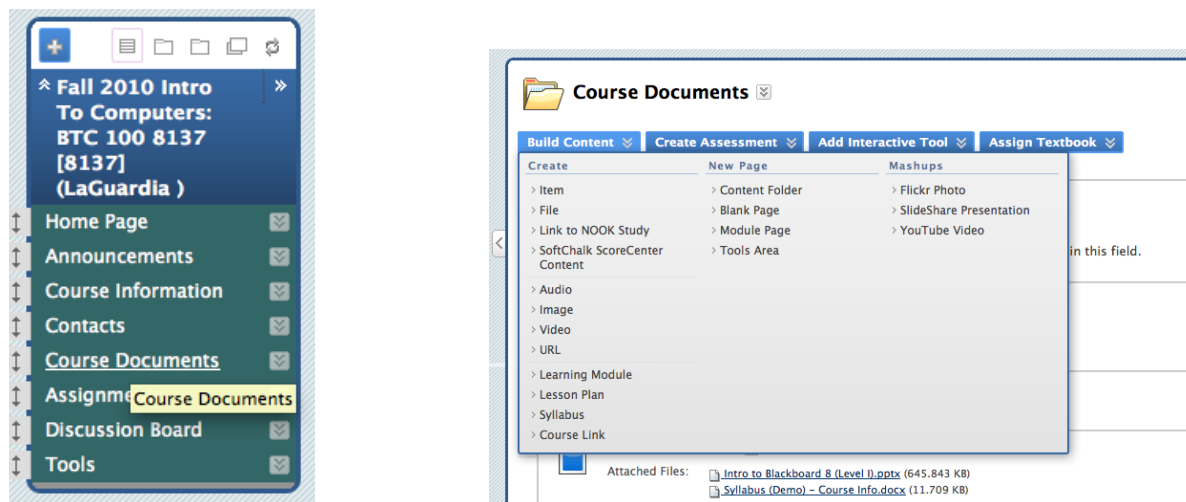


## Step 4 - Type in a Subject and Body and Select **Submit** to send email to student.



## 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.

**Create Audio**

Select 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 continue to play until they stop it or navigate away from the page. Include a transcript for those that cannot hear the audio file. [More Help](#)

★ Indicates a required field.

Cancel Preview **Submit**

**1. Select Audio File**

★ Find File

★ Name

Color of Name

Include Transcript  Browse to select a file containing a transcript for people who cannot hear the audio.

**2. Audio Options**

Autostart ☐ Yes ☒ No

Loop ☐ 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 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

★ Name

Color of Name

Alt Text

Long Description

Provide a description for people who cannot see the image.

**2. Image Options**

Dimensions ☒ Original ☐ Custom

Border

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.

**Create Video**

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. [More Help](#)

★ Indicates a required field.

Cancel Preview Submit

**1. Select Video File**

★ Find File

★ Name

Color of Name

Long Description

**2. Video Options**

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**.

**3. Standard Options**

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time 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.

**4. Submit**

Cancel Preview **Submit**


Success: ISMD Student Workshops Added

**Course Documents**

Build Content Create Assessment Add Interactive Tool Assign Textbook

**ISMD Student Workshops**

Player Controls



### III. Creating “Groups”

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

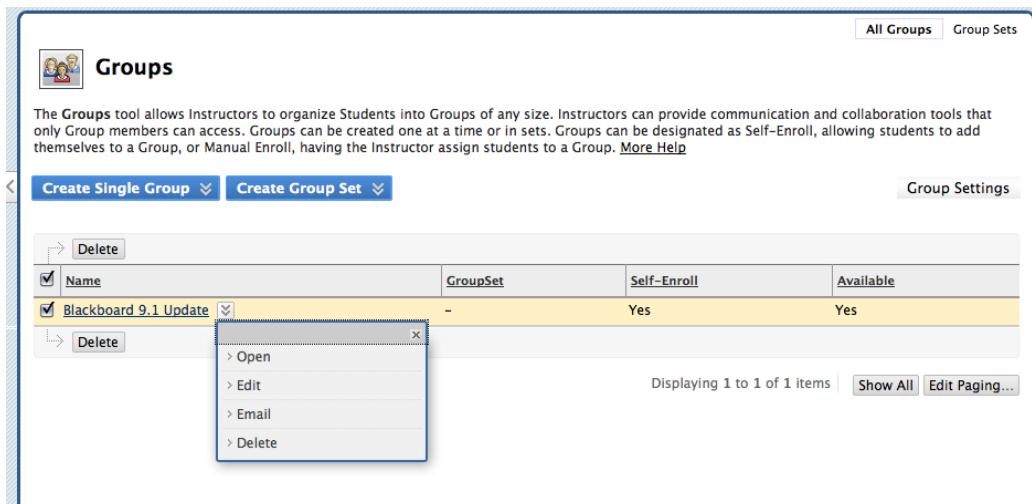
**Step 2** – Hover over **Create Single Group** or **Create Group Set** and select either *Self Enroll* or *Manual Enroll* or **Random Enroll** (under Create Group Set).

**Control Panel**

- Files
- Course Tools
- Evaluation
- Grade Center
- Users and Groups**
  - Groups >
  - Users
  - Groups**
  - Customization
  - Packages and Utilities
  - Help



**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.*

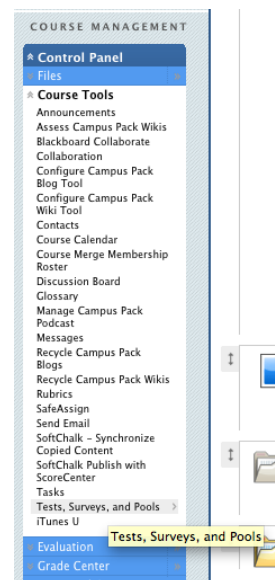
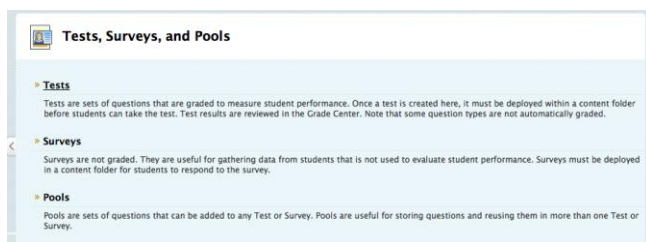


**Step 4** – To delete a group **Check the Box** select **Delete**.

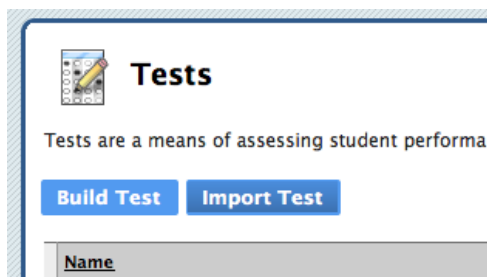
## IV. Creating “Tests”

**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**.



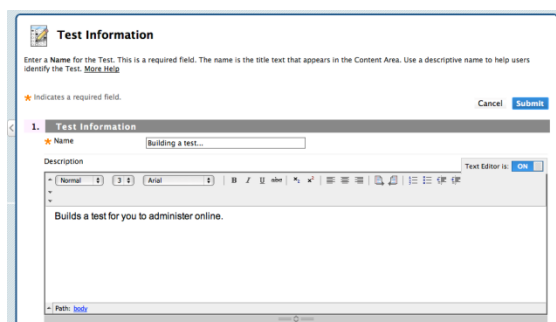
**Tests**

Tests are a means of assessing student performance

**Build Test** **Import Test**

Name

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



**Test Information**

Enter a Name for the Test. This is a required field. The name is the title that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

★ Indicates a required field.

Cancel **Submit**

1. **Test Information**

**Name** Building a test...

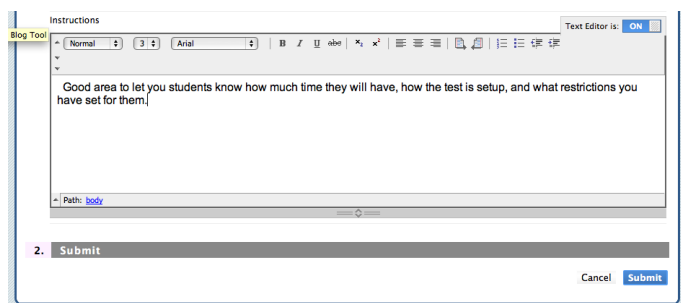
**Description** Builds a test for you to administer online.

Text Editor is: **ON**

Path: body

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.



**Instructions**

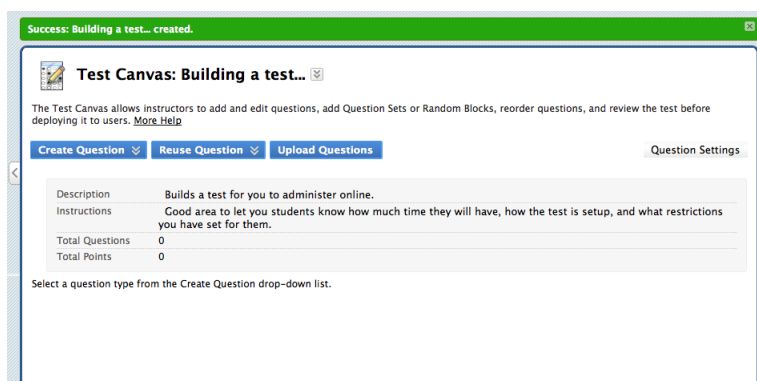
Text Editor is: **ON**

Good area to let you students know how much time they will have, how the test is setup, and what restrictions you have set for them.

Path: body

2. **Submit**

Cancel **Submit**



**Success: Building a test... created.**

**Test Canvas: Building a test...**

The Test Canvas allows instructors to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test before deploying it to users. [More Help](#)

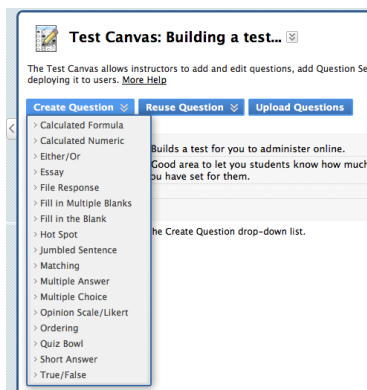
**Create Question** **Reuse Question** **Upload Questions** **Question Settings**

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 setup, and what restrictions you have set for them.
Total Questions	0
Total Points	0

Select a question type from the Create Question drop-down list.

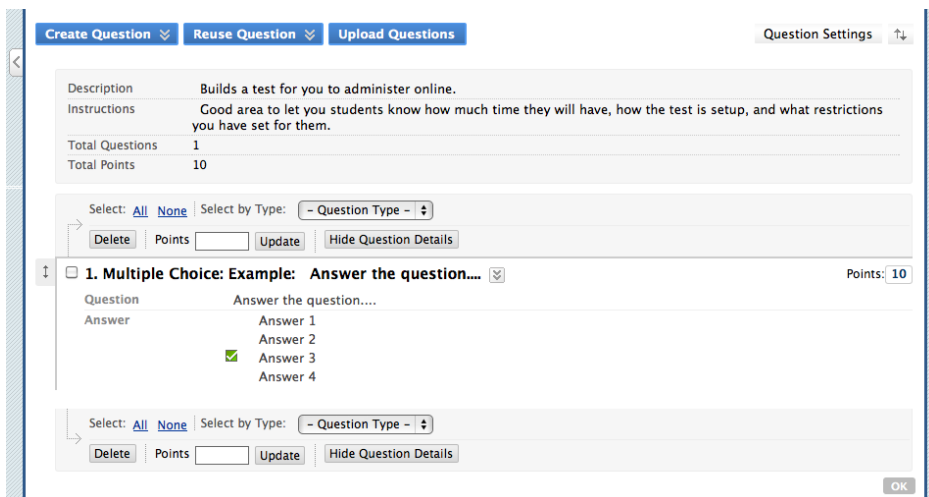
Once you have entered Description & Instructions, and clicked submit. You can now start building the test questions.

**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.

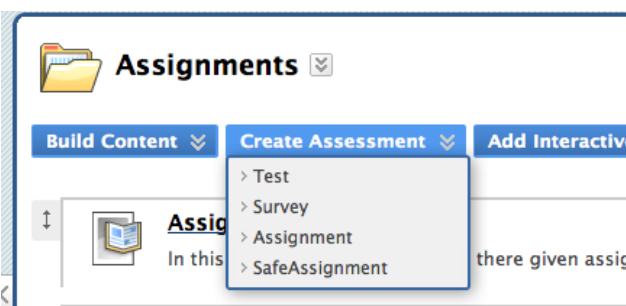
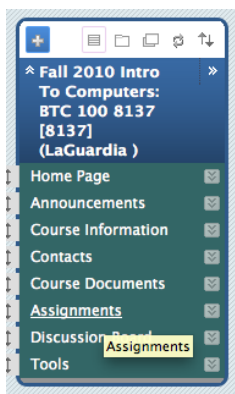


This part is where you get into the several types of questions that can be created and you start working on questions

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



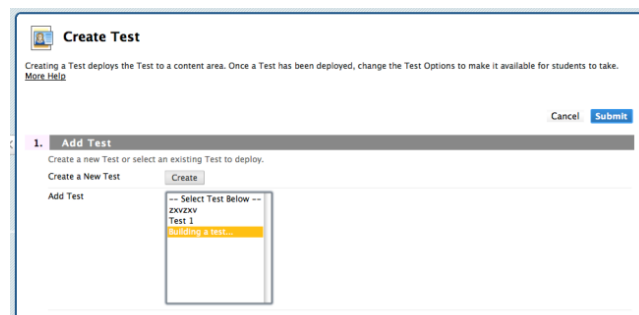
**Step 7** – To deploy the test under assignments click on **Assignments** (in Menu) under **Create Assessment** select **Test**.



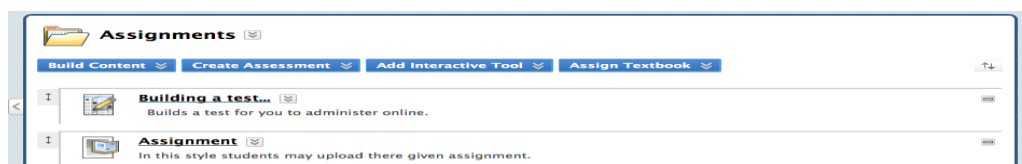


**Step 8 – Select your Test’s name and click Submit.**

**Step 9 – Under test options, make sure **Make Available** is selected then fill in any specifications and click **Submit**.**



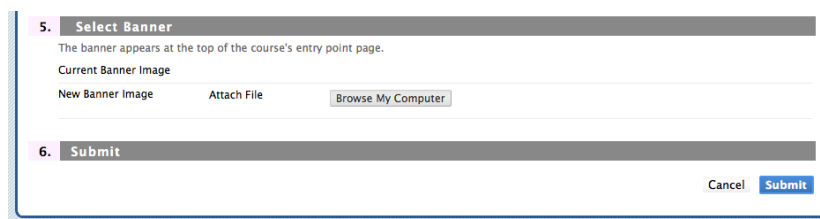
**Step 10 – (Optional) you can drag assignments to rearrange in the order you desire.**



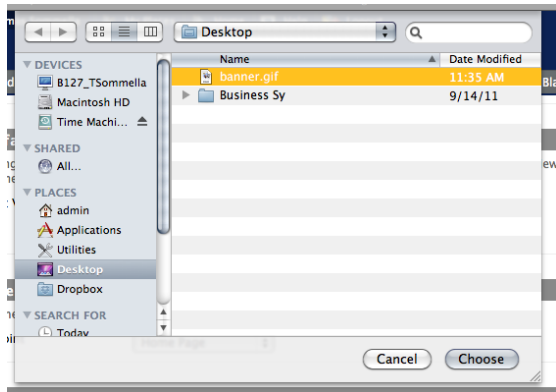
## VII - Upload a Banner

**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**.

5. **Select Banner**

The banner appears at the top of the course's entry point page.

Current Banner Image

New Banner Image

Attach File

Selected File File Name **banner.gif**

6. **Submit**

End of Handout Objectives.

Please visit [www.YouTube.com/LaGCCISMD](http://www.YouTube.com/LaGCCISMD) for more information.