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**.

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.

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.

![Arrow Tab Image]

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.

![Edit Mode ON Image]
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.

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

Step 4 - Click Submit

Step 5 - Your profile will look as shown below
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.

Step 3 - Click Submit

Step 4 - To delete hover over **Double Arrows** and Delete
V. Creating “Assignments”

Step 1 - Click on your Course

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

![Assignment interface](image1)

**Step 6** - Fill out the necessary fields.

![Assignment fields](image2)

**Step 7** - Click **Submit**

![Submit button](image3)
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.

Step 9 – Hold down on the Control key (Ctrl) on the PC or the Command Key on the MAC to select multiple users.
Step 10 – Click the arrow that’s facing the right as shown the picture below.

Step 11 – Type the Subject of the email.
Step 12 – The Subject of the email should look like the picture below.

Step 13 – Then compose your message.
Step 14 – Your message should look like the picture below.

![Email message example]

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

![Attach a file link example]
Step 16 – Click 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.
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

Step 5 - Be sure to select any specific settings you may like offered to students
Step 6 - Click Submit when finished

End of Handout Objectives.

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