



JumpStart: Blackboard⁹

This JumpStart tipsheet is designed to help you get up to speed quickly on using Blackboard for your classes. We will cover the following topics:

- Login to Blackboardpage 1
- The Blackboard Interface page 2
- Make your Blackboard course site availablepage 3
- Add a syllabus to your Blackboard course site.....page 4
- Add additional contentpage 6
- Post an Announcement in your Blackboard course site.....page 7
- Create a Graded Discussion Forum page 9
- Grade a Discussion Forumpage 13
- Remove a student from your Blackboard course sitepage 15
- Resources for Helppage 17

Log in to Blackboard

Blackboard is a Course Management System (CMS) that allows an instructor to post materials relevant to the class, including a syllabus, assigned readings, PDF files, and links to useful websites.

1. Open a web browser such as Internet Explorer.
2. Go to the Blackboard website: <http://eaglebb.coppin.edu>

Have an account?
Please enter your credentials and click the Login button below.

Username:

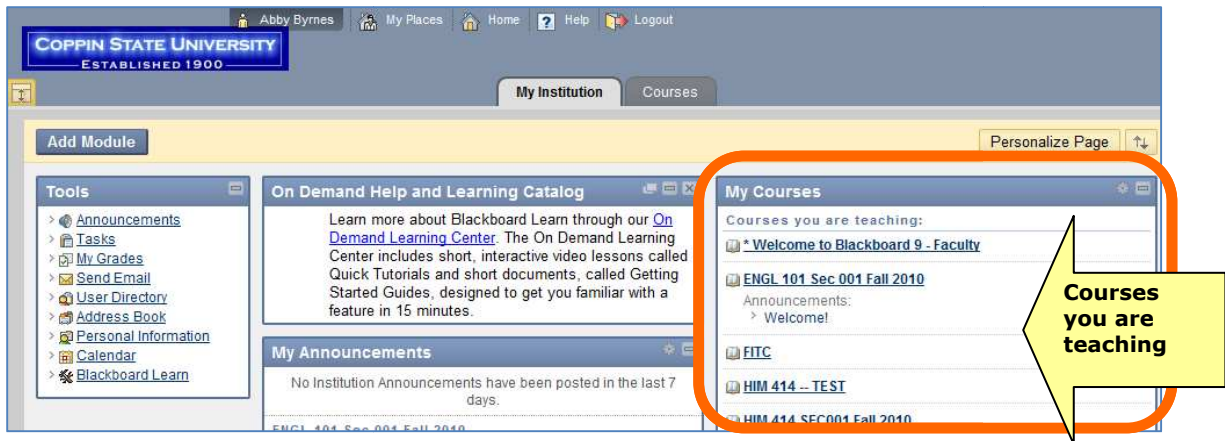
Password:

[Forgot Your Password?](#)

3. In the **Username** field, type your network id (faculty and staff: this is usually your first initial and last name, like **abyrnes**; for students: first initial and last name followed by two numbers, like **abyrnes00**).
4. In the **Password** field, type your network password (the same one to log in to your email).
5. Click **Login**.

The Blackboard Interface

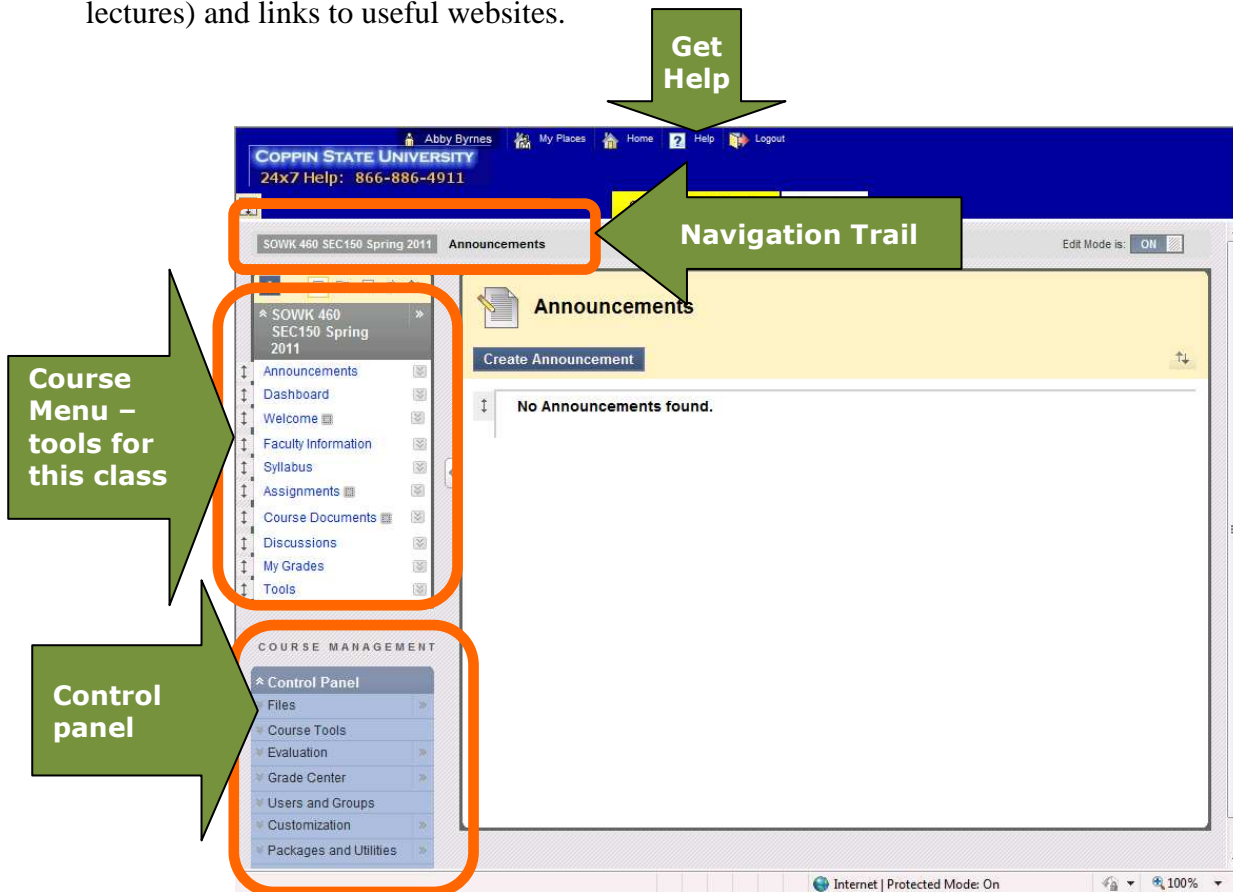
Coppin State University automatically creates a Blackboard course site for every class that is officially offered each semester. Blackboard gets the list of courses, the instructors, and enrolled students from EagleLINKS.



All the course sites are initially created as “**unavailable**” so that the instructor can go in and set up the course site before the students come in to it. When you see the word *unavailable* after the course title, YOU as the instructor can click the course and go into the site and set it up, then make it **available** for students.

Inside A Blackboard course site

When you click the title of a course, you will go into the course site. This is where you can post materials for the class, including a syllabus, assigned readings, PDF files, Tegrity Classes (recorded lectures) and links to useful websites.



Make Your Blackboard Course Site Available

If you are the instructor-of-record (shown in EagleLINKS) for a course, you can log in to Blackboard and make the course "available" so that students can see it.

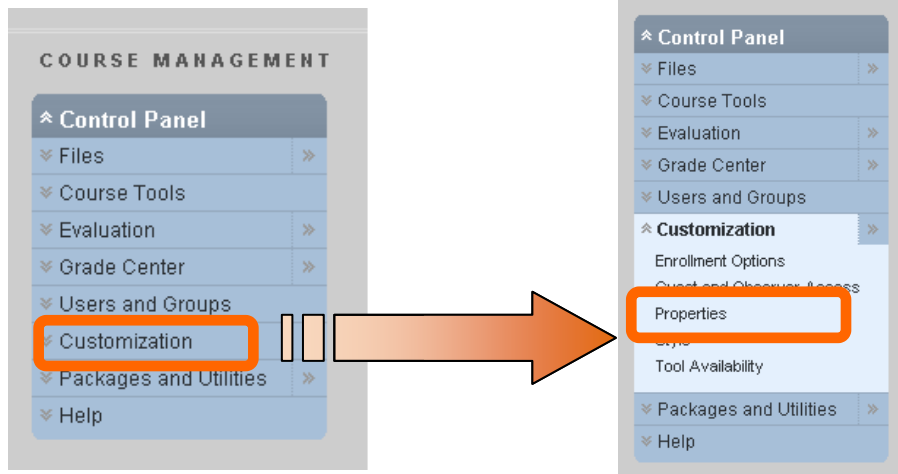


IMPORTANT NOTE: If you are NOT the instructor-of-record, talk with your department chair to make sure the necessary paperwork is put through to the Registrar. You need to be the instructor-of-record in order to **submit grades for students** in EagleLinks, see the class roster, and access the Blackboard course site..”

1. Log in to Blackboard <http://eaglebb.coppin.edu>
2. Go to your course site – you will see the word “*unavailable*” next to the name of your course, indicating that only you the instructor can access the course site; students cannot access it.

 **SOWK 460 - summer 2010** (*unavailable*)

3. In the **Control Panel** section in the lower left side of the screen click Customization..



The Customization section expands and displays more options.

4. Click **Properties** in the lower left section under Customization.

The content panel displays the course properties.

Properties

Properties control the functional settings of the Course. Use this page to change the Name and Description of the Course, the availability of the Course, how the Course appears in the Course Catalog, and the Course ID. [More Help](#)

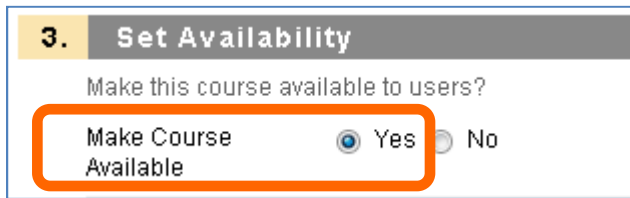
* Indicates a required field.

1. Name and Description

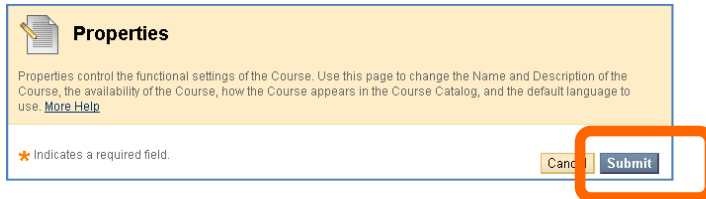
* Course Name

Course ID

4. Scroll down to section 3, **Set Availability**



5. For the setting Make Course Available, select **Yes**.



6. Scroll to the top of the screen and click **Submit**.
7. Click **OK**.

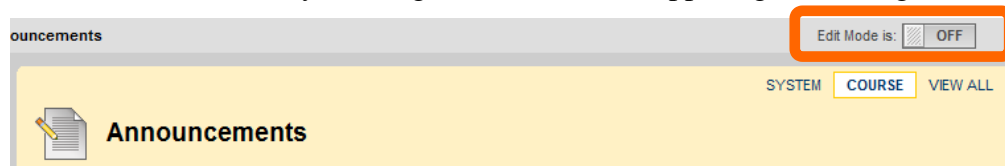
Students will now be able to see the Blackboard course site for your class.

Add a syllabus your Blackboard Course Site

It is easy to add content to Blackboard. You can add a document like your course Syllabus, type in information such as a Help Desk phone number, and even add links to web pages and embed YouTube videos. The steps below will show you how.

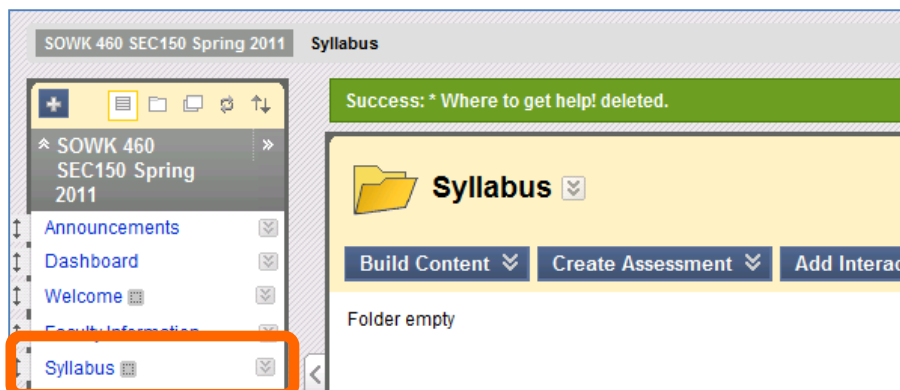
Go into the Syllabus area

1. Turn on **Edit Mode** by clicking the button in the upper right to change from OFF to **ON**.



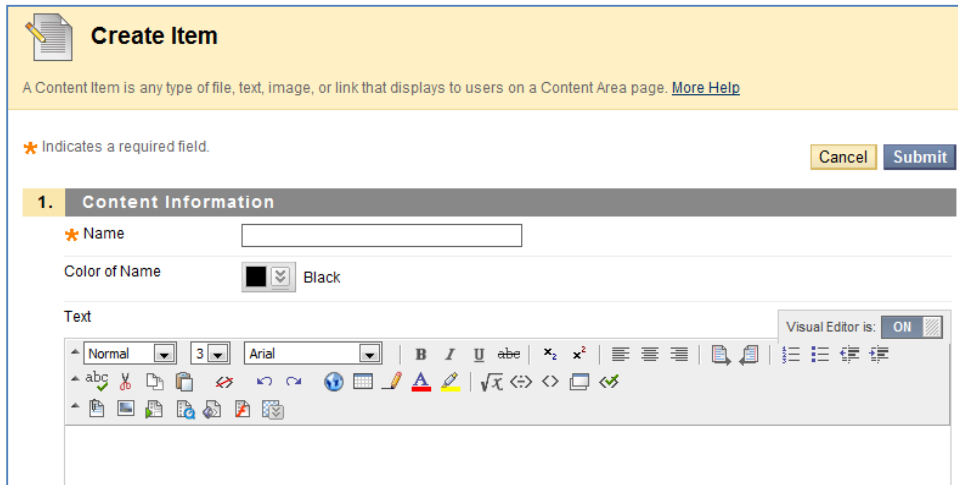
When edit mode is on, you will see the **Content** link.

2. Click the **Syllabus** link in left panel.

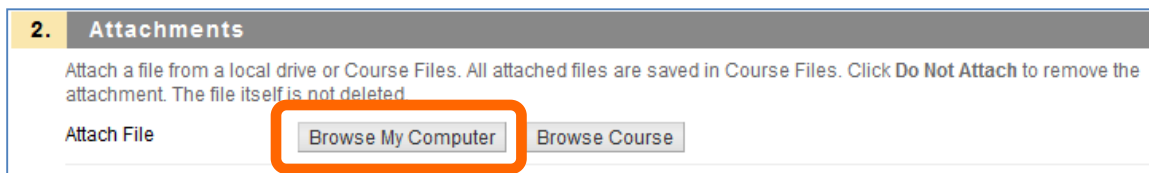


Add a document

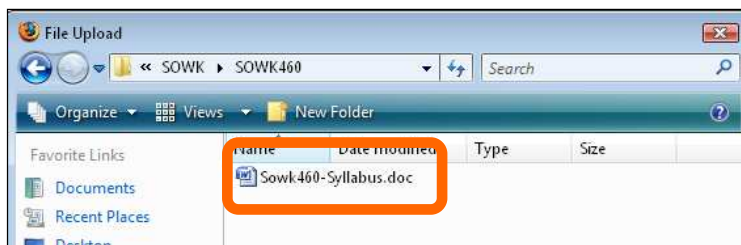
- On the Action Bar, point to **Build Content** to display the drop-down list.
- Select **Item** from the Create column.



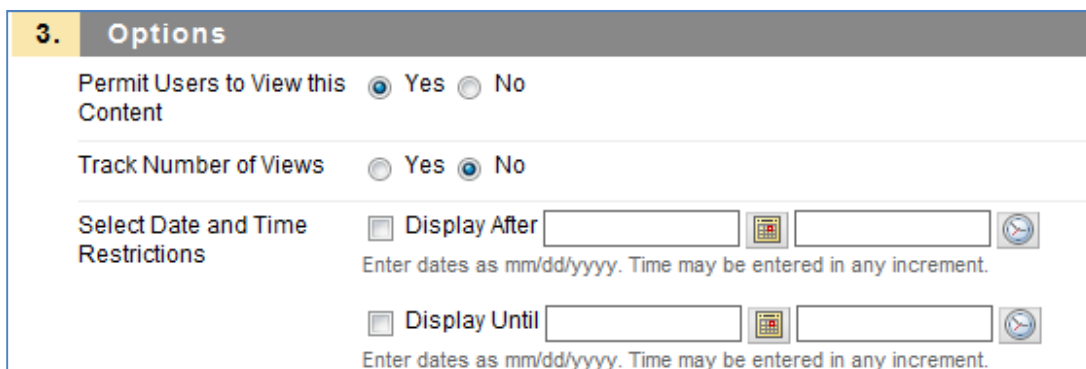
- In the **Name** field, type a name for this document.
You can also select a color for the name.
- In the **Text** area, you can type information about the document or instructions for students
- Scroll down to section 2, **Attachments**, and click the **Browse my computer** button.



- Locate the document on your computer (or H: drive, or USB drive) and double-click it.



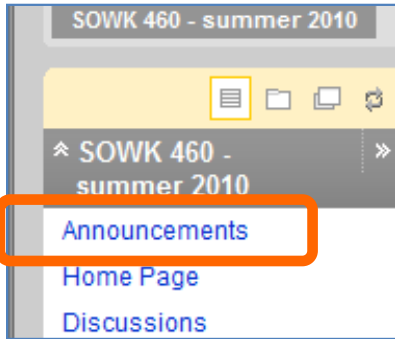
- Determine the **Options**.



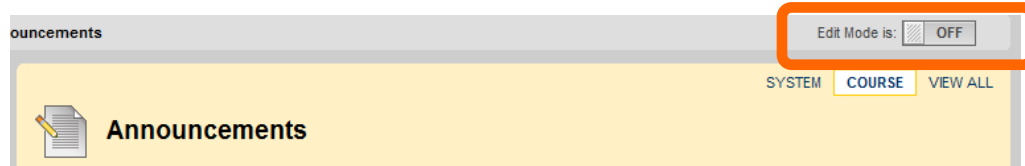
Post an Announcement in your Blackboard Course Site

You can easily communicate important information with the students in your class by using the Blackboard “Announcement” feature. When you create an announcement, it is posted to the Blackboard course site, and you have the option to additionally email it to the students.

1. Click the **Announcements** link in the left side of the screen.



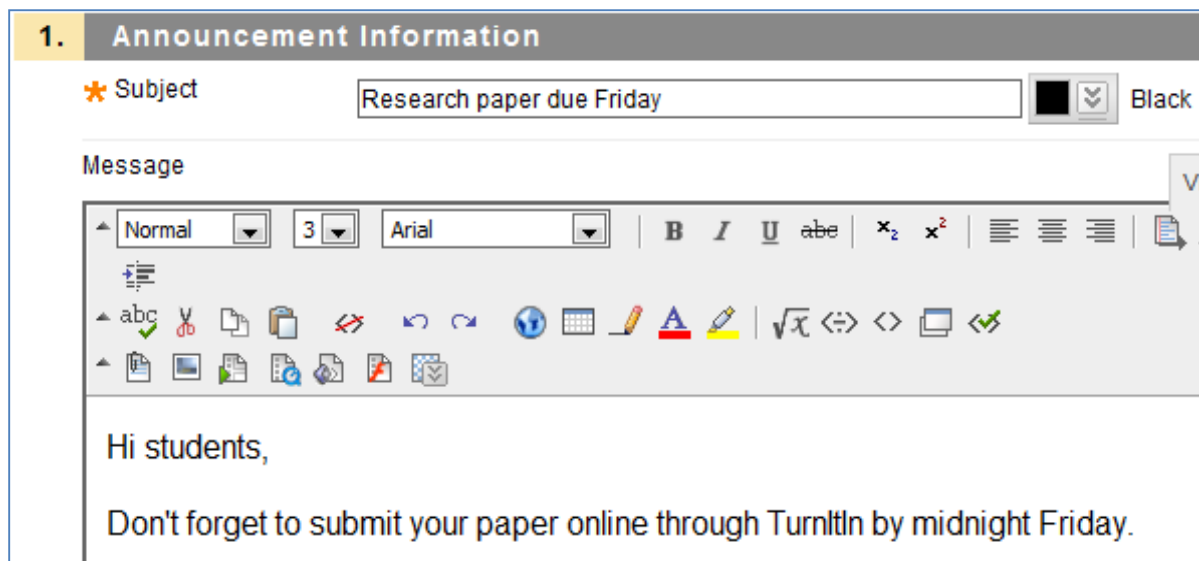
2. Turn on edit mode by clicking the button in the upper right to change from OFF to ON.



When edit mode is on, you will see the **Create Announcement** button



3. Click the **Create Announcement** button.



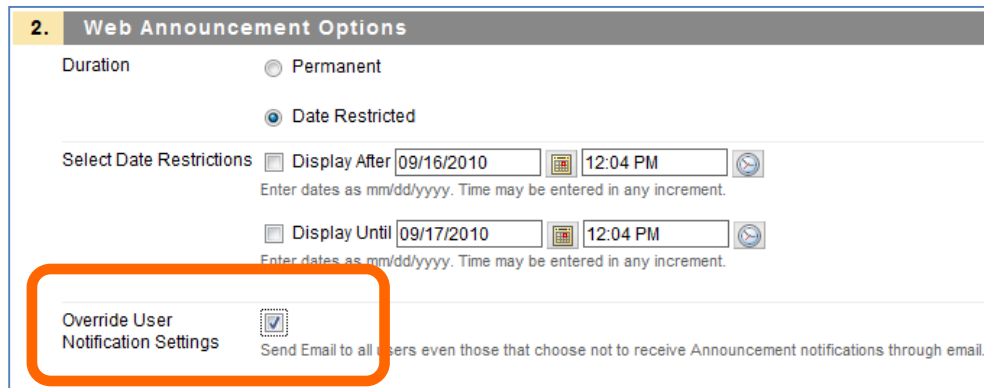
4. Type a subject for the announcement in the **Subject** field.

This will appear in bold text when your announcement is posted on the Blackboard site for your class. If you email your announcement to students, this Subject will also be the email subject line.

5. Type your message in the **Message** field.

6. Scroll down to section 2, “Web Announcement Options .”

If you want your students to receive a copy of this announcement in their Coppin student mailbox, click the checkbox, “Override User Notification Settings.”



The screenshot shows the '2. Web Announcement Options' section. It includes radio buttons for 'Permanent' and 'Date Restricted' (selected). Below are two rows for 'Select Date Restrictions' with 'Display After' and 'Display Until' fields, each containing a date (09/16/2010 and 09/17/2010) and a time (12:04 PM). At the bottom, the 'Override User Notification Settings' checkbox is checked and highlighted with an orange box. The text below it reads: 'Send Email to all users even those that choose not to receive Announcement notifications through email.'

7. Scroll down and click **Submit**.

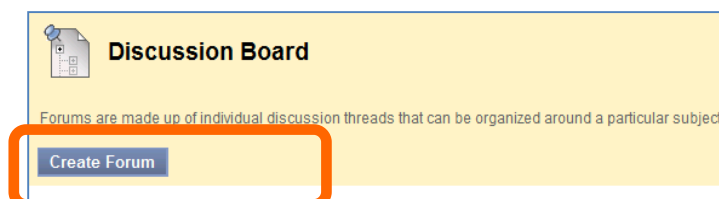
The announcement will be posted to the Blackboard course site.

Create a Graded Discussion Board Forum

The Discussions area in Blackboard allows you to have online, asynchronous conversations with students. Asynchronous just means that each person can read and post messages when they want; everyone doesn't have to be online at the same time (that's called synchronous, and you can use Chat to do that).

To get started with Blackboard Discussions, you need to create a **Forum**. You can think of a forum as a room where a topic is being discussed. If you plan to grade these discussions, the best strategy is to create a forum for each discussion assignment.

1. Click the **Discussions** link in the left side of the screen.
2. Click the **Create Forum** button.



The screenshot shows the 'Discussion Board' interface. It features a document icon and the text 'Discussion Board'. Below this, it says 'Forums are made up of individual discussion threads that can be organized around a particular subject.' At the bottom, the 'Create Forum' button is highlighted with an orange box.

3. In the Name field, type a name for the forum.
4. In the Description field, you can type additional information that students will see about the discussion board forum.

TIP: A good practice is to name the discussion board forum the same as the Module / Chapter that the students are working on. In the description area, put the due date so that it is clear for students.

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular

* Indicates a required field.

1. Forum Information

* Name

Description

Normal 3 Arial B I U abc abe x₂ x²

Due: Friday, October 29, 2010 by midnight.

5. Scroll down to section 3, Forum Settings.
6. To make this a graded forum, so that you can give students points for posting, select the "**Grade Forum**" option at the bottom, and type in the number of points possible.

3. Forum Settings

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
 - All posts
 - Only posts with no replies
- Allow Author to Edit Own Published Posts
- Allow Post Tagging
- Allow Users to Reply with Quote
- Allow File Attachments
- Allow Members to Create New Threads

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


- Allow Members to Rate Posts
- Force Moderation of Posts

Grade

- No Grading in Forum
- Grade Forum:** Points possible:
- Grade Threads

TIP: You can Allow members to subscribe to forum, and include body of post in the email. When this option is selected, anytime that you or a student posts a message to the discussion board, people who have "subscribed" to the forum will receive an email.

7. Scroll to the bottom, and click the **Submit** button in the lower right to create the forum.
Your new forum appears.



Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular

[Create Forum](#)

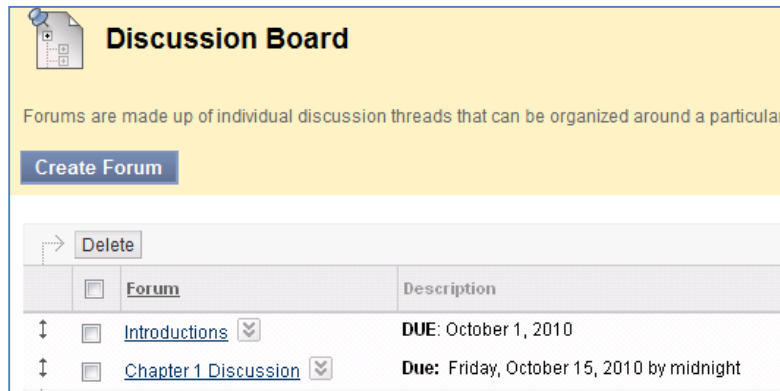
[Delete](#)

		Forum	Description
↑	<input type="checkbox"/>	Introductions <input type="button" value="v"/>	DUE: October 1, 2010
↓	<input type="checkbox"/>	Chapter 1 Discussion <input checked="" type="button" value="v"/>	Due: Friday, October 15, 2010 by midnight

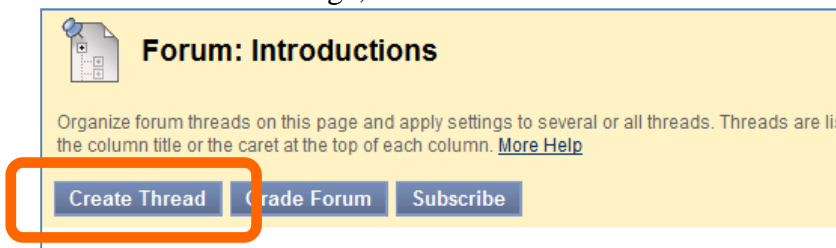
If you need to change any of the information, you can click the button and select **Edit**. You will then be able to edit any of the information, from the title to description to Options such as Grade Forum and Points possible.

Post a Message to a Forum

After you create a forum, a good practice is to post the first message, to get the online conversation started. If you have specific questions that you want students to address, or specific instructions for the assignment, include that information in your message.

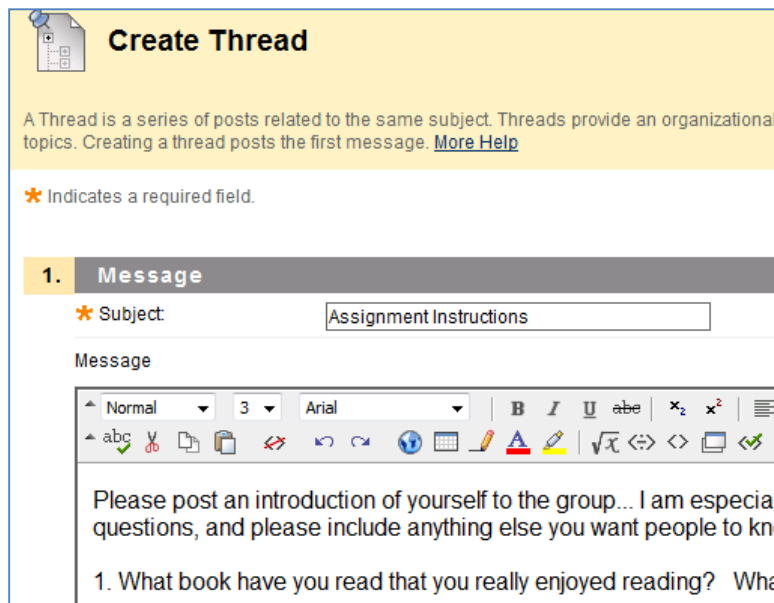


1. Click the name of the Forum to see the messages, and to add your own message. In the example above, you could click "**Introductions.**"
2. To create a new message, click **Create Thread.**



A *thread* is a conversation within the Forum.


3. In the Subject field, type a subject.
4. In the Message field, type the message.



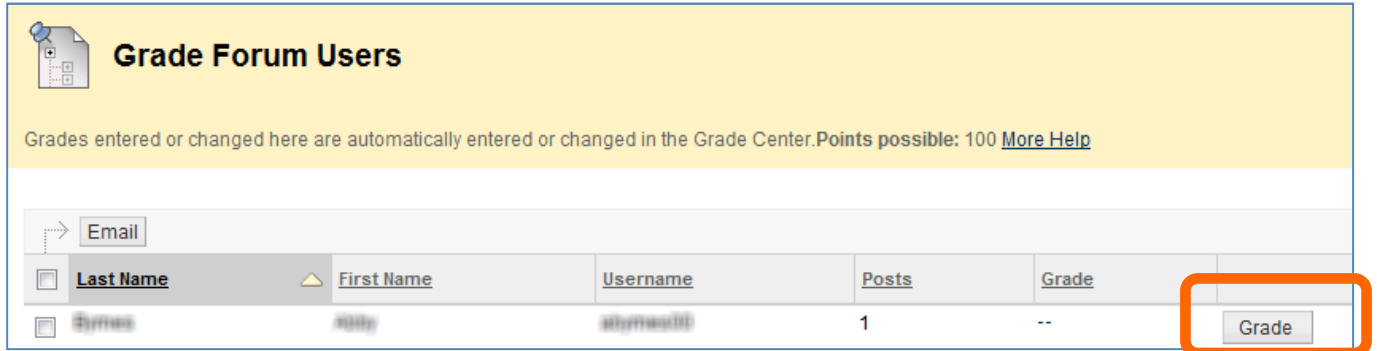
5. To post your message to the forum so that the students can view it, click **Submit.**

Grade a Forum

After students have posted their messages, you can grade the forum.

1. Click the **Discussions** link on the left.
2. Click the  button next to the forum that you want to grade and select **Grade**.
3. Click the Grade Forum button.

You will see a list of the postings for each student.

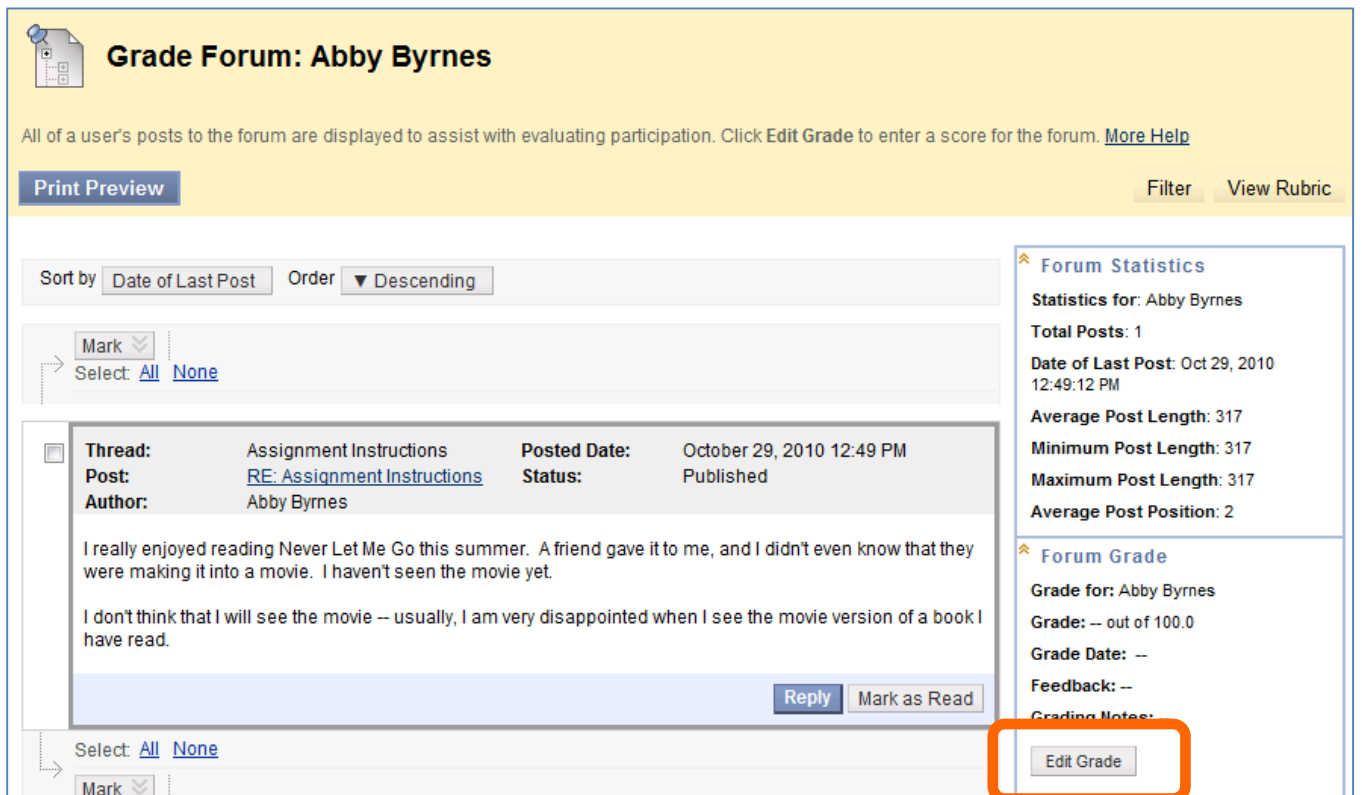


Grade Forum Users

Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 100 [More Help](#)

<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade	<input type="button" value="Grade"/>
<input type="checkbox"/>	Byrnes	Abby	abyrnes01	1	--	<input type="button" value="Grade"/>

4. To read and grade a student's posting(s), click the **Grade** button that is at the far right, on the same line as his/her name.



Grade Forum: Abby Byrnes

All of a user's posts to the forum are displayed to assist with evaluating participation. Click **Edit Grade** to enter a score for the forum. [More Help](#)

[Print Preview](#) [Filter](#) [View Rubric](#)

Sort by Order

Mark [None](#)

Thread: Assignment Instructions **Posted Date:** October 29, 2010 12:49 PM
Post: [RE: Assignment Instructions](#) **Status:** Published
Author: Abby Byrnes

I really enjoyed reading Never Let Me Go this summer. A friend gave it to me, and I didn't even know that they were making it into a movie. I haven't seen the movie yet.

I don't think that I will see the movie -- usually, I am very disappointed when I see the movie version of a book I have read.

Select [All](#) [None](#)

Mark [None](#)

Forum Statistics
Statistics for: Abby Byrnes
Total Posts: 1
Date of Last Post: Oct 29, 2010 12:49:12 PM
Average Post Length: 317
Minimum Post Length: 317
Maximum Post Length: 317
Average Post Position: 2

Forum Grade
Grade for: Abby Byrnes
Grade: -- out of 100.0
Grade Date: --
Feedback: --
Grading Notes:

You will see the student's name at the top, and the post(s) at the bottom.

5. To set a grade, click **Edit Grade**.

You have the opportunity to enter the grade, as well as provide feedback to the student on the assignment. The Grading Notes is where you can enter a comment to yourself about the student's grade... for example, if a student had an excused absence and turned.

Forum Grade

Current Grade Value
75.0 out of 100.0
View Rubric

Feedback:
You provided an excellent answer for 2 of 3
abc ✓

Grading Notes:
Excused absence... student can submit by 11/6/10.
abc ✓

Cancel Save Grade

Feedback: The graded student can read your feedback comments.

Grading Notes: Only the instructor sees the Grading Notes.

6. After you have entered the grade, and any comments, click **Save Grade**.

The grade will be automatically entered into the Gradebook.

Grade Center: Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved: October 29, 2010 01:18 PM

Last Name	First Name	Chapter 1 Disc	Introductions	Weighted Total	Total	PAPER: Native !
Byrnes	Abby	-	75.00	-	75.00	-

Selected Rows: 0

Move To Top Email Icon Legend

Remove a student from your Blackboard Course Site

Coppin State University automatically creates a Blackboard course site for every class that is officially offered each semester. Students who enroll in your class through EagleLINKS will be automatically added to your Blackboard course site. However, when a student drops the course through EagleLINKS, she is not automatically removed from the Blackboard course site; the instructor must do this. You have two options: **remove** the student from your Blackboard course site (which also deletes any work they have submitted), or mark the student as “**unavailable**” (so that the student cannot access your course site, and you can preserve any work they have submitted).

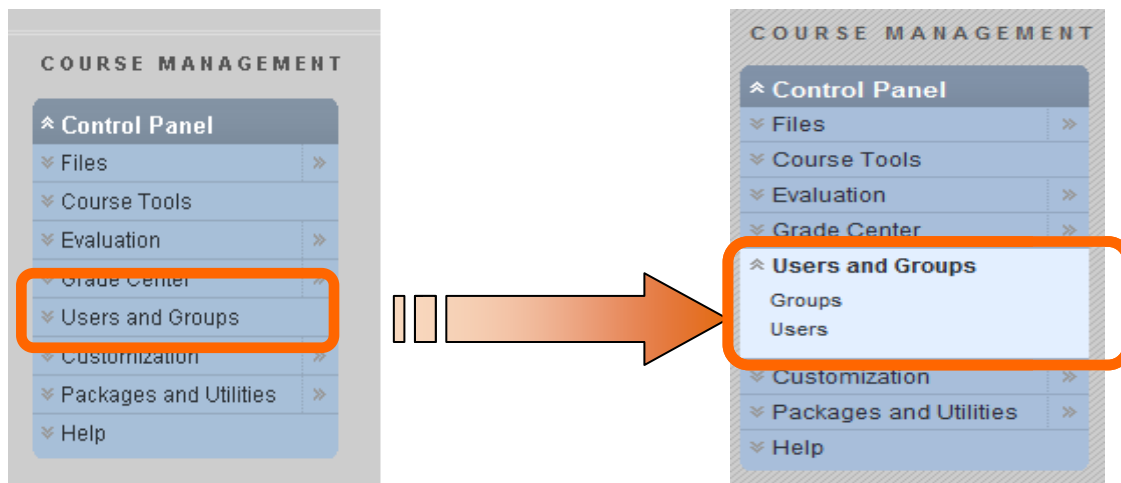


IMPORTANT NOTE: Students must officially drop the class in EagleLinks, so that they are removed from the official roster and do not get a failing grade.

Once you remove a student from the Blackboard course site, all his work for the course is deleted as well. This action cannot be undone. A safer option is to mark the student as “unavailable.”

View the students in your Blackboard course site

1. In the **Control Panel** section in the left side of the screen , click **Users and Groups**.



The **Users and Groups** section expands and displays more options.

2. Click **Users**.

The content panel displays the list of students in the Blackboard course site.

Users


Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

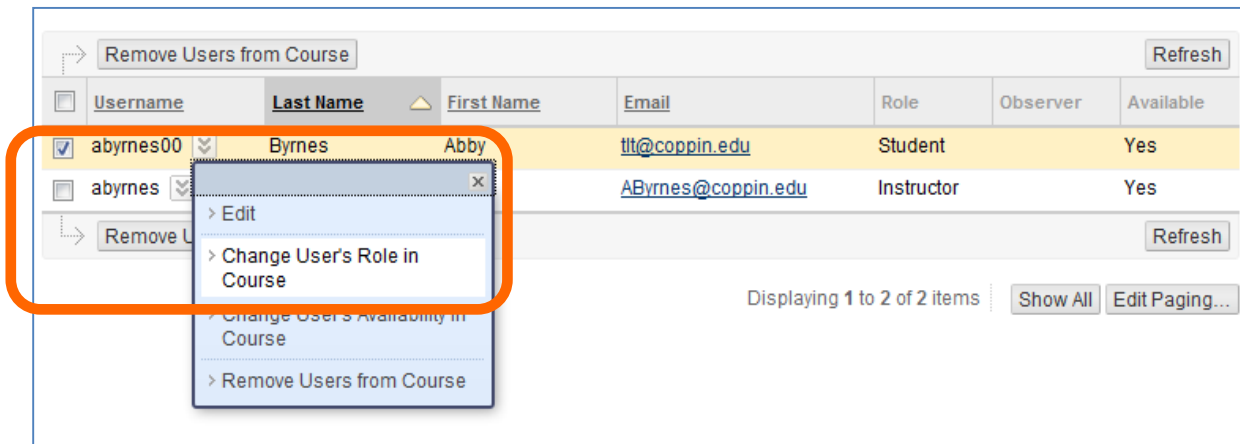
Find Users to Enroll

Search: Username Not blank

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/>	abyrnes00	Byrnes	Abby	tit@coppin.edu	Student		Yes
<input type="checkbox"/>	abyrnes	Byrnes	Abby	AByrnes@coppin.edu	Instructor		Yes

Option 1: Mark the student as “unavailable” *(preserve their work)*

1. Click the  **Options Menu** button next to the student's name that has dropped the course.
2. Click **Change User's Role in Course**.



<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/>	abyrnes00	Byrnes	Abby	tit@coppin.edu	Student		Yes
<input type="checkbox"/>	abyrnes	Byrnes	Abby	AByrnes@coppin.edu	Instructor		Yes

Displaying 1 to 2 of 2 items

3. Change the option “Available (this course only)” to **No**.

Change User's Role in Course

1. Role and Availability

Role Course Builder Grader Instructor Student Teaching Assistant Guest

Available (this course only)


4. Click **Submit**.

When you view the list of students in the Blackboard course site, you will see "No" in the Available column for that student. The student will not be able to access your Blackboard course site -- but can still access their other course sites.

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input type="checkbox"/>	abyrnes00	Byrnes	Abby	tlt@coppin.edu	Student		No

You can easily **reverse** the step to change a student to "Available-Yes" so that she can enter the Blackboard course site, submit homework assignments, post to the discussion board, and access course materials.


Option 2: Remove the student from the course site



IMPORTANT NOTE: Students must officially drop the class in EagleLinks, so that they are removed from the official roster and do not get a failing grade.

Once you remove a student from the Blackboard course site, all his work for the course is **deleted** as well. This action cannot be undone. A safer option is to mark the student as "unavailable."

1. View the list of students for the course.



Users

Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

Find Users to Enroll

Search: Username Not blank

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/>	abyrnes00	Byrnes	Abby	tlt@coppin.edu	Student		Yes
<input type="checkbox"/>	abyrnes	Byrnes	Abby	AByrnes@coppin.edu	Instructor		Yes

2. Place a checkmark in the box to the left of the student's name.
3. Click **Remove Users from Course**.
You will see a warning message, "This action is final and cannot be undone. Delete users?"
4. Click **OK**.

The person you removed will not be able to see your course in Blackboard as a student. All of their work submitted through Blackboard will be deleted.

Where to get help

There are several resources at Coppin State University to help you be successful with technology.

If you need help with Blackboard, Tegrity, or submitting assignments with TurnItIn, you can contact the 24x7 help desk at their toll free number:

1-866-886-4911

This support number is open to all faculty, students and staff at Coppin State University.

Where to Get Help - Faculty

- On campus HelpDesk for faculty and staff:
410-951-3888
- Faculty training sessions and tipsheets offered by Instructional Technology, website:
<http://www.coppin.edu/TLT>

Where to Get Help - Students

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
866-886-4911
- On campus HelpDesk for students, located in Grace Jacobs MC 16:
410-951-3872
- Tipsheets for students on the IT Student Service Center (help desk) web site:
<http://www.coppin.edu/ITSSC/>