

Tips for a Successful Transition to Blackboard Learn 9.1

This document illustrates the main features of Blackboard 9.1. Instructions on how to use the Blackboard tools are also included. For more information, including other features of Blackboard, such as Course Copy, please go to:

- CITT website –[Blackboard \(My HCC\) Tutorials](#)
- [Blackboard's onDemand Learning Center](#)
- HCC Blackboard training

IMPORTANT! Except for the email feature, Campus Cruiser is offline. Please download all documents, grades, etc. that you want to save by May 2012.

Tips

1. Create a checklist of the features and ways that you want to use Blackboard. (This will serve as your transition plan.)
 - a. Example: I want to post announcements to my students.
 - b. Example: I want students to access the course syllabus.
 - c. Example: I want to create assignments and attach them to the grading center.
 - d. Etc.
2. Download all documents and files from Campus Cruiser that you want to re-use in Blackboard, including files used for assignments. Or, organize all course files on your computer into one folder.
3. Review the tips and tutorials offered in this document.
4. Syllabus
 - a. Make changes to the syllabus as necessary to prepare for the semester.
 - b. Use the Syllabus tutorial included in this document to upload your Syllabus to your Blackboard course.
5. Shared Files
 - a. Locate all “shared files” from your Campus Cruiser course.
 - b. Use the tutorial included in this document to create a Shared Files area in the left navigation of your Blackboard course.
6. Announcements
 - a. Use the tutorial included in this document to create a Welcome announcement for your students. Include in the announcement instructions for getting started in the course.
7. Discussions
 - a. Create a list of questions that you would like to use as interactive discussions.
 - b. Use the tutorial included in this document to create a discussion forum/thread for each topic area.

8. Assignments

- a. Locate all files related to your course assignments.
- b. Review all assignment instructions and make changes relevant to the new semester.
- c. Use the tutorial included in this document to create assignment drop boxes in Blackboard.
- d. A Grade Center column is automatically created when you create a gradable assignment.

9. Grade Center

Blackboard's Grade Center is a robust tool that allows users to customize the Center to meet course needs. Use the tutorials included in this document to create the following:

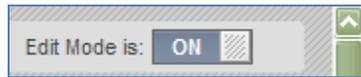
- a. Columns other than those for gradable assignments and gradable discussions
- b. Categories
- c. Total Points
- d. Weighted Grade

Blackboard: Edit Mode

Edit Mode allows instructors to make changes to content (Instructor View is Edit Mode On) and to view content from the student perspective (Student View is Edit Mode Off). The Edit Mode toggles On and Off. The toggle appears in the top navigation bar on the right in each Course area and any subfolders.

To Use Edit Mode

1. Locate the Edit Mode toggle button



2. To edit content, toggle Edit Mode to **On**.
3. To view course content as a student would see it, toggle Edit Mode to **Off**.

Blackboard: Adding a Content Area/Link to the Left Navigation

You can create customized navigation in Blackboard Learn 9.1.

To Create a Left Navigation Link

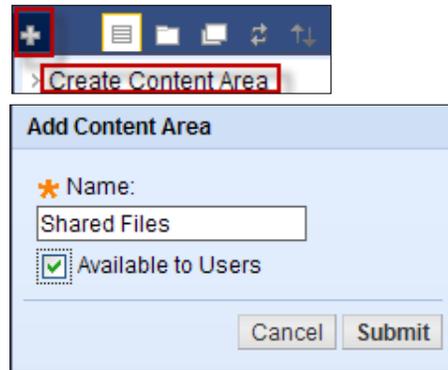
1. With Edit Mode On, click the **+ symbol** at the top, left corner.
2. Select **Create Content Area**.
3. **Name** the Content Area.
4. Click the **Available to Users** box.
5. Click **Submit**.

Note: The new link is added to the bottom of the left navigation panel. You can reorganize the left navigation as needed.

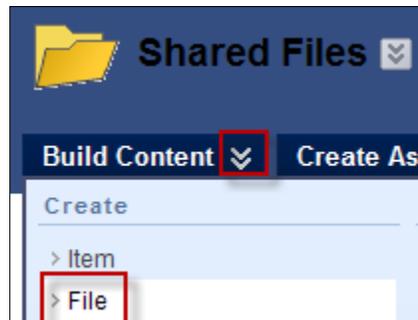
Blackboard: Creating a Shared Files Area

You can create an area for shared files by following the steps for adding a link to the left navigation. Create a content area called **Shared Files**. Once the Shared Files area is created you can upload files for student access.

1. Create link



2. Upload files



Blackboard: Uploading a Syllabus Document

It is recommended that you create a Syllabus link in the left navigation by following the above steps in Adding a Content Area to Left Navigation.

To Upload a Syllabus Document

1. With Edit Mode On, access the content area where the syllabus will be located.
2. Point to **Build Content**.
3. Select **Syllabus**.
4. Type a Syllabus **name**.
5. Choose **Use Existing File** to browse for and upload a syllabus file. Alternatively, select **Create New Syllabus** to open a template similar to Campus Cruiser's *Syllabus Editor*.
6. Click **Submit**.

Blackboard: Creating a Course Announcement

Course Announcements can be included on the home page by adding the Announcements module. Or, Course Announcements can be added as a link to the left navigation panel by adding it as a Course Tool. Announcements will appear in the order posted with the most recent Announcement appearing first.

Creating an Announcement

1. With Edit Mode On, access the **Announcements area**.
2. Click **Create Announcement**.
3. Provide a **subject** and **message**.
4. Set the **duration** and **date restrictions**.
5. There is an option to link to a course area, tool, or item.
6. Click **Submit**.

Blackboard: Discussion Forums and Threads

Blackboard Learn 9.1 allows for creating gradable discussions. A link to all discussion forums can be added to the left navigation panel by adding it as a Course Tool.

Creating Discussion Forums

1. With Edit Mode On, access the **Discussions area**.
2. Click **Create Forum**.
3. On the Create Forum page, type a **Name**.
4. Type instructions or a description in the **Description text box**.
5. Under Forum Availability, select the **Yes** option.
6. Select the **Forum Settings** appropriate for your desired learning outcome.
7. Click **Submit**.

Forum Settings

- Choose whether to allow anonymous posts, file attachments, thread creation, subscription, and member rating of posts.
- Choose whether to grade discussion posts. Once grading has been enabled, a Grade Center column is created.
- Select the Grade Forum option and enter a point value for students' performance.
- Select the Grade Threads option to evaluate students on performance.

Creating Discussion Threads

1. Access the forum.
2. On the Action Bar, click **Create Thread**.
3. On the Create Thread page, type a **Subject**.
4. Type the reply in the **Message text box**. Format the text using the Text Editor.
5. Under **Attachments**, browse for a file to attach to your message. Use the Text Editor **Attach File** function to attach multiple files.
6. To add a grade column to the Grade Center, select the **Grade Thread check box** and type **Points possible**.
7. Click **Submit**.

Blackboard: Creating an Assignment Drop Box

Assignments are created in Content Areas, but can also be added to Learning Modules, Lesson Plans, and folders. Any instructions and file attachments that students need to complete the assignment are added at the time of creation. (NOTE: A Grade Center column is automatically created when an Assignment is created.)

Creating an Assignment Drop Box

1. With Edit Mode On, access the content area where you would like the students to access the assignment link.
2. Point to **Create Assessment**. Select **Assignment**.
3. On the Create Assignment page, type a **Name**.
4. Type **optional instructions** for the Assignment.
5. If necessary, attach necessary **files**.
6. Type **Points Possible**.
7. Select the check box for **Make the Assignment Available** and select the option for **Number of Attempts**.
8. If applicable, select the **Display Dates**.
9. Select the **Due Date** check box and type the **date and time**.
10. Select the appropriate **Recipients option**.
11. Click **Submit**.

Blackboard: Grade Center – Creating a Total Points Column

Creating a Grade Center Total Column

1. Create categories and assign items to the categories before creating a total points column.
2. On the action bar, point to **Create Calculated Column** and select **Total Column**.
3. Type a **Column Name**. The Column Name is the formal name for the Item, and is displayed in the Grade Center if no Grade Center Display Name is entered. This field displays 15 characters in the column header.
4. Type a **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will only display the first 15 characters in the column header. The Grade Center is the only area where this name is used.
5. Type a **Description**. A description will help Instructors and other graders identify the Column.
6. Select a **Primary Display** option from the drop-down list. The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Total Points Item in the Grade Center.
7. Select a **Secondary Display** from the drop-down list. This selection displays the secondary format for this Total Points column in the Grade Center. The Secondary Display is denoted by parentheses.
8. Select a **Grading Period** from the drop-down list. This will designate to what Grading Period the column is associated.
9. Select the **items to be included** in the Total Points column. Possible selections include the following:
 - **All Grade Columns**
 - **All Grade Columns in a Grading Period** and select a Grading Period from the drop-down list. This will not display unless a Grading Period has been created.
 - **Selected Columns and Categories** Select the Items from the text box and click the arrow. Select the Categories from the text box and click the arrow. A Column that is set to "no" for the Include in Grade Center calculations setting will not display in the selection list. To delete a selected item from consideration, click the red "x".
10. **Calculate as Running Total** – Click **Yes** to calculate the weight as a running total to include only the Columns that have been graded. Select **No** to include all items.
11. Determine how to share column information with users:
 - **Include this Column in Grade Center Calculations** – Makes the Column available for use in other calculations.
 - **Show this Column to Students** – Shows the column in My Grades.

- **Show Statistics** (average and median) for this column to Students in My Grades– Shows the Weighted Grade column statistics in My Grades.

12. Click **Submit**.

NOTE:

1. To keep a Calculated Column in view, despite the addition of other columns, freeze the column.
2. Grading Period and the drop-down list will not display unless Grading Periods have previously been created.

Blackboard: Grade Center – Creating a Weighted Grade Column

Creating a Grade Center Weighted Column

1. Create categories and assign items to the categories before creating a weighted grade column.
2. On the action bar, point to **Create Calculated Column** and select **Weighted Column**.
3. Type a **Column Name**. The Column Name is the formal name for the Item, and is displayed in the Grade Center if no Grade Center Display Name is entered. This field will only display the first 15 characters in the column header.
4. Type a **Grade Center Display Name**. This appears as the column header in the Grade Center. This field displays 15 characters in the column header. The Grade Center is the only area where this name is used.
5. Type a **Description**. A description will help Instructors and other graders identify the Column.
6. Select a **Primary Display** option from the drop-down list. The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Weighted Grade Item in the Grade Center.
7. Select a **Secondary Display** from the drop-down list. This selection displays the secondary format for this Weighted Grade column in the Grade Center. The Secondary Display is denoted by parentheses.
8. Select a **Grading Period** from the drop-down list. This will designate to what Grading Period the column is associated. **Note:** Grading Period and the drop-down list will not display unless Grading Periods have previously been created.
9. Select the **items to be included** in the Weighted Grade Column, and enter the percentages for each column or Category to be included in the Weighted Grade.
 - **Columns to Select** – A list of all columns in the Grade Center. Select the Column and click the arrow to add it to the Weighted Grade column.
 - **Categories to Select** – A list of all Categories in the Grade Center. Select the category and click the arrow to add it to the Weighted Grade column.
10. Type the **percentage for each selection**. To delete a selected Grade Item or Category from consideration, click the red "x". When a Category has been selected, several other options appear:
 - Select a Grading Period for the Category using the drop-down list. This will only appear if a Grading Period has been created. Only columns within the selected Grading Period will be included in the Weighted Grade.
 - Select how to weigh columns within the Category **Equally** or **Proportionally**. Choosing **Equally** applies equal value to all Columns within a Category. Choosing **Proportionally** applies the appropriate value to a Grade Item based on its points

compared to other columns in the Category.

- Decide whether to **Drop Highest** or **Lowest Grades** within the Category or **Use only the Lowest or Highest Value to Calculate** in the category. A Grade column that is set to "no" for the Include in Grade Center Score Calculations setting will not display in the selection list.

11. **Calculate as a running total** – Select **Yes** to calculate the weight as a running total to include only the Columns that have been graded. Select **No** to include all items.

12. Share Weighted Grade column with users. The following permissions are selected to add the column to My Grades:

- **Include this Column in Grade Center Calculations** – Makes the Column available for use in other calculations.
- **Show this Column to Students** – Shows the column in My Grades.
- **Show Statistics (average and median) for this column to Students in My Grades**– Shows the Weighted Grade column statistics in My Grades.

13. Click **Submit**.

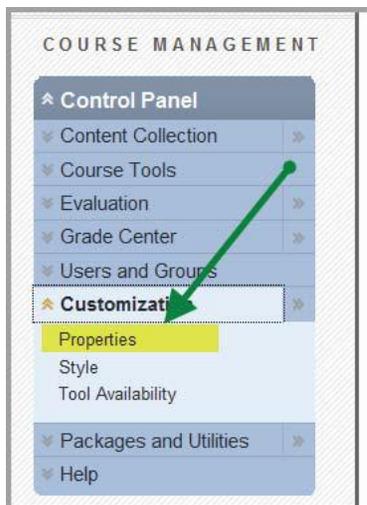
Tip: To keep a Calculated Column in view, despite the addition of other columns, freeze the column.

Blackboard: Making a Course Available

When a course shell is created for your course, it is created as Unavailable to students. This allows you the opportunity to prepare the course before students can see it. You must make the course available when you are ready for students to access the materials.

To Make a Course Available to Students

1. Within the course, turn **Edit Mode on**.
2. On the **Control Panel**, under **Customization**, select **Properties**.
3. Under **Set Availability**, click **yes** to make the course available to students.
4. Click **Submit**.

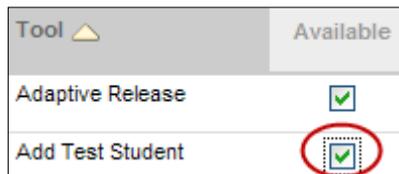


Blackboard: Creating a Test Student

To view your course as a student, you can create a test student account. It is recommended that you do this to make sure your course appears as it should.

To Create a Test Student

1. Make sure the Test Student Tool is available. On the **Control Panel**, under **Customization**, select **Tool Availability**.
2. Check the box next to **Add Test Student** and click **Submit**.



3. On the **Control Panel**, under **Course Tools**, select **Add Test Student**.
4. The username is automatically created. Create and confirm the password. Check the **Enroll** box and click **Submit**.
5. You can now log into the course as a student, using the username and password you created.