

# Getting STARTED WITH *Blackboard*



BE FREE TO TEACH

*Getting Started*

*Special Cases*

*Accessing Your Coursesite*

*Familiarize Yourself Bb*

*Course Roles*

*Adding Your GTFs*

*Navigating Blackboard*

*Copy an Existing Course*

*Common Features*

*Make Your Course Available*

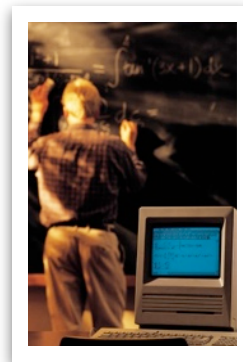
*Blackboard Help*

## ✕ Not THAT Blackboard ✕

*Blackboard is a "web-based course management system" from Blackboard, Inc. for creating and deploying online and hybrid courses and supplemental class materials. Not only does it offer a rich set of course management tools, but it can be used without any knowledge of HTML!*

*The Blackboard Learning System environment includes a header frame with images and buttons customized by the System Administrator and links that navigate to different sections of a coursesite. Clicking on a link will open that area in the content frame.*

*All registered UO students, all instructors of record in current UO courses, and most staff automatically receive Blackboard accounts. Any UO course can use Blackboard for free. Before each new term a coursesite is automatically created for most CRN courses using the information stored in the Banner system.*



*Assignments* (e.g. examples, instructions, practice tools, rubrics, worksheets, and grades)

## WHAT STUDENTS WANT TO SEE ON A COURSE WEBSITE

Access to this information online can help students better understand and prepare to meet assignment criteria and course objectives.

## Special Cases

### Individualized Study

CRNs marked within Banner as individualized study do not have coursesites automatically created for them. If you need a coursesite for this sort of course, please contact the System Administrator, [blackboard@ithelp.uoregon.edu](mailto:blackboard@ithelp.uoregon.edu), to request a coursesite.

### Shared CRNs

If you are teaching a course that shares a CRN with other courses (for example, some departments use the same CRN for all sections of 405 or 499 course numbers), please email the system administrators, [blackboard@ithelp.uoregon.edu](mailto:blackboard@ithelp.uoregon.edu), to request a coursesite.

### Cross-listed CRNs

Some courses are cross-listed as 4xx/5xx, with separate CRNs for undergraduate students (the 4xx CNR) and graduate students (the 5xx CNR). These cross-listed courses have 3 coursesites created for them within Blackboard, one for the 4xx CRN, one for the 5xx CRN, and a merged site (with students from both the 4xx and 5xx CRN). In some cases you will want to use the merged 4xx/5xx coursesite, but in some cases you might instead prefer to use the separate sites. It's your choice.

### Test Coursesites

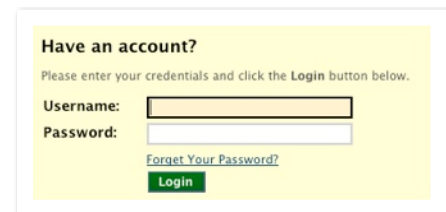
If you are planning a course for a future term and don't yet know the CRN, you can email the System Administrators, [blackboard@ithelp.uoregon.edu](mailto:blackboard@ithelp.uoregon.edu), to request a test site. When the CRN is assigned, you can copy the test coursesite to the official one for the course. NOTE: Only UO instructional staff may create Blackboard coursesites.

### Non-CRN Uses of Blackboard

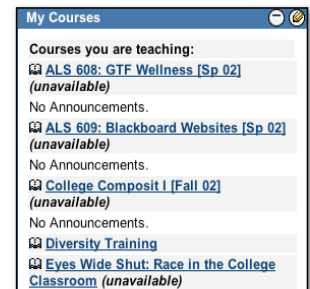
If you would like a coursesite for an activity that is not a regular CRN course, individuals involved in the course must be faculty, staff, or registered UO students, and you will need to make special arrangements to insure that they are enrolled in the blackboard coursesite. Please email the System Administrators, [blackboard@ithelp.uoregon.edu](mailto:blackboard@ithelp.uoregon.edu), to request a coursesite.

## Accessing Your Coursesite

1. Go to the *UO Blackboard* website (<http://blackboard.uoregon.edu/>).
2. Locate the Login area and enter the first part of your *uoregon email address* as your *username* (e.g. *jdoe25*) and the *corresponding password*.



3. You will enter a page entitled *My UO* that will welcome you by name.
4. The *My Courses* section shows a list of classes you are teaching and enrolled in. You should see a list that includes coursesites for all courses where you are the instructor of record in the Registrar's database.



**NOTE:** All of the students who have registered in the corresponding CRN will automatically be signed up for that blackboard coursesite.

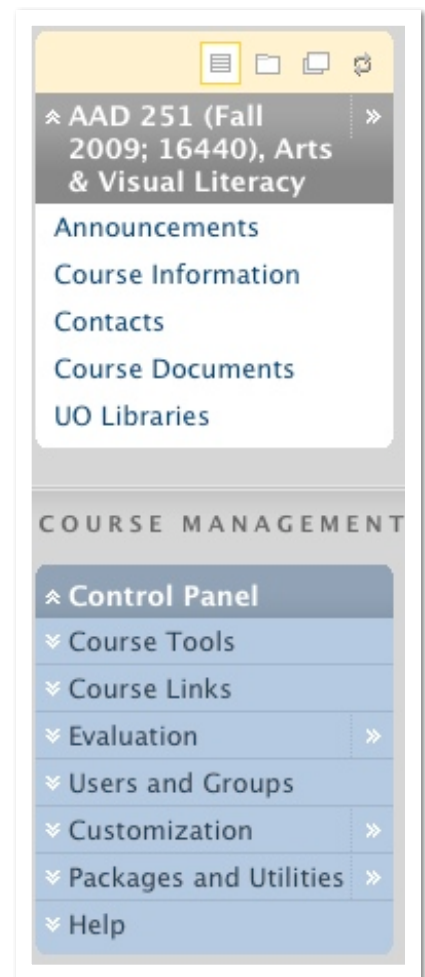
5. Click on a *course name* to enter that coursesite.

## *Familiarize Yourself with Blackboard*

Courses contain content and tools for teaching and learning and consist of the course menu and a content frame. The view you see when you first drop into a Blackboard coursesite, after clicking on a course link, is the student view. The *Course Menu* links located down the left-hand side of the screen will navigate both you and your students through the site.

**NOTE:** Your course navigation may look slightly different. It may have additional links or different names, this all will depend on the original default settings and whether you have copied a previous course with its settings into a new course site. Content areas can be added and removed from Blackboard, sections can be renamed and the System Administrator can choose to include additional options accessible through all coursesites.

- ☀ **Home Page** is where modules are posted for the users to see in one place announcements, coursesite activity, calendar events, etc.
- ☀ **Announcements** post timely information critical to course success. The instructor can add, modify, and remove announcements from the Announcements page. This is an ideal place to post time-sensitive material such as: reminders about an approaching due date, changes in the class schedule and corrections/clarifications of materials.
- ☀ **Course Information** houses detailed information about the course including the course description, syllabus, grading and attendance policies, etc. Instructors can add, modify and remove course information at any time throughout the term. Folders can be used to organize the content if necessary and links can be added to other parts of the coursesite, external websites and even other Blackboard features.
- ☀ **Contacts** is all about you! The Contacts page allows instructors to post information about themselves, their GTFs, technical support staff, and guest speakers. This page gives students a resource to look up names, email addresses, office hours, and photographs.



- ☼ **Course Documents** houses the bulk of your course content. You can use this and other content areas (you can even make your own) to organize all of your course material. Folders can be used to organize the content if necessary, and links can be added to other parts of the coursesite, external websites and even other Blackboard features.
- ☼ **UO Libraries** is a default link out to the UO Libraries main home page.
- ☼ The **Course Management/Control Panel**, at the bottom of this navigation list, is a section you, as instructor, see but is not available to your students. The Control Panel only appears to users with privileges to manage some aspects of the Course. This is where you will add content and administer your coursesite.

The Control Panel is comprised of seven areas:

- ☼ **Course Tools** - Contains tools to send email, create tasks, and work with groups.
- ☼ **Course Links** - Manages specific course links that are set up to link within one part of the course site.
- ☼ **Evaluation** - Provides access to the Grade Center and tools to track user activity.
- ☼ **User and Groups** - Provides tools to manage users , enrollments, and groups.
- ☼ **Customization** - Contains course access, security, and customization options.
- ☼ **Packages and Utilities** - Provides options to copy a course, import a course, and import a course package.
- ☼ **Help** - Offers support contacts and online documentation.

*Course Content* (e.g. lecture outlines or notes, copies of handouts, overhead transparencies, PowerPoint presentations, and supplemental material)

Making course material available online does not mean students should not or will not come to class. Posting lecture notes as background reading may mean you can go deeper in class. Posting a lecture outline that students can print off and bring to class gives them a guide to important information. Electronic copies of handouts, overheads and presentations act as study material after the fact. These may be incredibly useful for students with learning disabilities or those students that speak English as a second or even third language.

WHAT STUDENTS WANT TO SEE  
ON A COURSE WEBSITE

## Adding GTFs to Your Coursesite


**NOTE:** Currently, once you add someone to your coursesite, only the system administrator can remove them.

1. From inside your Blackboard coursesite, click on the *Users and Groups* link.
2. Locate and click on the *Users* link in the drop-down menu.
3. Click once on the *Enroll User* button.
4. If you have the GTF's *Username* enter in the text field box.
5. In the *Role* dropdown menu choose Teaching Assistant.
6. Make sure the *Enrollment Availability* is set to *Yes*.
7. Click on Submit.
8. If you do not know the GTF's *Username* chose the *Browse* button.
9. Click once in the *text box* and type in your *GTF's last name*.
10. Be sure the *Last Name* is selected in the drop-down options.
11. Click the *Go* button.
12. Locate your GTF in the list Blackboard returns and click the *checkbox* next to his or her name.
13. Click the *Submit* button.
14. Complete the process by following steps 5-7 above.

## Course Roles






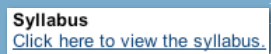




In some cases, instructors may share the responsibility for maintaining the Blackboard course. To accommodate this, Blackboard allows instructors to assign different user privileges to individual users in the course. Essentially, the Course Role controls a user's access to the Course Management sections. The instructor and/or the system administrator typically have the ability to change a user's role. The role of Student is automatically assigned at the time of enrollment and can be modified from the **Users and Groups** area.

**NOTE:** Within a single course, a user can only have one role but across multiple courses, a user's role can vary. For example, Alicia Montgomery could be a T.A. in a History course and a Student in all of her other courses.

- ✿ The **Instructor** has access to all areas of a course's Course Management section. Even if the course is unavailable to students, Instructors can still  to the person developing, teaching, or facilitating the class.
- ✿ The **Teaching**

## Navigating Blackboard

Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features. Blackboard provides users with four consistent ways to move through the coursesite.

-  **Tabs**  Blackboard provides tabs, like those on a file folder, as one form of navigation. Click on the name of a tab to move to that part of the course content.
-  **Buttons**  Click a button to navigate to a page within Blackboard or execute the named function.
-  **Links**  Click a [Syllabus](#)  hypertext link to access another Web page within your Blackboard coursesite. Links can also open websites outside of the Blackboard and files uploaded by both students and instructors.
-  **“Breadcrumb” Path**  Click one of the hypertext links that appear in the  navigation path to access that page. The navigation path appears at the top of pages to return to the previous page that led to the current page.

access the course. Typically, this role is given

**Assistant** has access to nearly everything in

course's Course Management section. If the course is unavailable to students, Teaching Assistants may still access the course. The Teaching Assistant role has almost as many privileges as the Instructor and should be assigned only to users, such as GTFs, who will be significantly participating in all aspects of the class.

- ☼ The **Course Builder** has access to most areas of the course Course Management section. Exceptions include the Grade Center, Course Statistics, and some User Management functions. If the course is unavailable to students, a Course Builder can still access the course. Typically this role is assigned to a research assistant or to a GTF who has limited duties (for example, if the GTF does not need access to student grades).
- ☼ The **Grader** can access only Evaluation areas of the course site. A Grader may also add manual entries to the Grade Center. If

a course is unavailable to students, the course will appear in the My Courses list for the Grader, but she/he will not be able to enter the course until the course is available. You may wish to assign this role to someone responsible only for grading papers, creating quizzes, reviewing survey results, or handling other Grade Center management tasks.

- ☼ The **Student** role is the default User Role for individuals automatically enrolled in the course. Student users do not have access to the Course Management tools.
- ☼ An Instructor can decide to make the course available to **Guest** users, (*anyone* not enrolled in the coursesite.) Once the Instructor elects to enable Guest access in a course, he or she can also determine exactly which content areas, items, and tools are accessible to those Guests. Guests do not have access to any areas in the Course Management Panel.

## Copy an Existing Coursesite

If you have previously taught the same course using Blackboard and would like to start from a copy of your existing coursesite:

1. From your *My UO* page, (the one that welcomes you by name), locate the *My Courses* section of the page.
2. Click on the *name* of your *old* coursesite.

**Course Information** (e.g. the syllabus, grading policy, attendance policy, contact information for the instructor, and important university dates like drop/add and withdraw deadlines)

### WHAT STUDENTS WANT TO SEE ON A COURSE WEBSITE

This information is useful to students before the term as well. Students can get a sense of what is expected of them and plan accordingly.

3. In the *Course Management/Control Panel* area, located near the bottom, along the left-hand side of the screen.
4. Locate the *Packages and Utilities* section. It is the bottom section on the left-hand side of the screen.
5. Click on the *Course Copy* link.
6. To copy course materials from this course, (your old coursesite), to a different coursesite, you need to select the destination coursesite. To do so, click the *Browse* button.
7. Your course listings should all appear, if you cannot find the specific course:
  - i. Click once on the *Instructor* and *All Courses* radio buttons to select them.
  - ii. Type in *your username*, (tstark2 for example) to search for all courses in which you are listed as the instructor of record.
    - iii. Click the *Search* button.
8. Click the appropriate *Select* button, located along the right-hand side of the window.
9. Determine what course material you'd like to copy and clicking once in the *check box* next to the appropriate *coursesite areas*.
10. Make sure the *Enrollment* checkbox is empty.
11. Click the *Submit* button. The materials you selected have now been copied into your new coursesite.
12. You will receive an email when the course copy has been completed.

## *Common Features You'll Find Across Sections of Blackboard*

### **Entering Text**

By default, Blackboard will format text to 12-point, left-justified Arial. Any other formatting must be done with HTML tags or using the Text Box Editor.

#### **Text Box Options**

The following options are available in most text entry boxes in the Blackboard Learning System:

*Communication* (e.g. discussion features for group projects, contact with the instructor and discussion leaders)

#### **WHAT STUDENTS WANT TO SEE ON A COURSE WEBSITE**

The ability to ask questions, get feedback, make plans, brainstorm and such at times and in places that might not otherwise be possible aids the learning process in obvious ways.

- ☼ **Plain Text** - Displays text as it is written in the text area. Plain text does not render HTML code. HTML code will appear as text.
- ☼ **HTML** - Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags.
- ☼ **Smart Text** - Automatically recognizes a link entered in the text box. Smart text recognizes the *Enter* or *Return* key as a paragraph tag and accepts *HTML* tags as well. Web addresses entered as URLs are converted to links. The URL must begin with "http://" and there must be a space before the "http://" to distinguish it from the previous word. If an image tag, <IMG>, is entered in Smart Text, the

Blackboard Academic Suite will automatically prompt you to upload the image.

### Special Characters

Special characters, such as %&#<>=+ as well as spaces, should not be used when defining attributes such as a Course ID or a Username. Use a-z, 0-9, and underscore when naming attributes.

### File Names

The characters a-z, 0-9, period '.', and underscore '\_' are acceptable in file names. Accented characters are not supported. Accented characters and spaces will be converted to underscores '\_' in the name of the uploaded file. Special characters are not supported in file names.

## Spell Check

The Spell Check feature supports a full English dictionary, a supplemental word list configured by the System Administrator, and custom word lists that are stored as a cookie on a user's local machine. The spell check feature is available wherever users can enter blocks of text.

### Word Lists

Misspelled words are determined by the following three sources:

- ☼ **Spell Check Dictionary:** A full English dictionary that includes words that will not be flagged for correction. The dictionary is also the only source for suggestions. This dictionary cannot be modified.
- ☼ **Supplemental Word List:** A list of additional terms added by the System Administrator that do not appear in the

## Setting Availability by Date

Availability of the course and individual content items, can be controlled by date. Content may only be available within a certain range, available from a certain date until the end of the course, or available from the date created until a specified end date.

Dates are set using drop-down lists to select the day, month, year, and time. There is also a calendar interface that can be used to select the date.

- 🕒 To set availability to a set range, select both a start date and an end date.
- 🕒 To set availability from the current time until a certain date, only set an end date.
- 🕒 To set availability from a date until the end of the course, only set a start date.

default dictionary.

- ✿ **Personal Word List:** This word list is stored as a cookie on each user's local machine. Words are added to this list using the Learn function. The words in the personal word list are not flagged for correction. These words are not included as suggestions for misspelled words.

Extensive personal word lists may slow performance of the Spell Check tool.

The personal word list is stored as a cookie on the user's local machine. The cookie is not user or installation specific. Therefore, a user's word list will be available to them whenever they are using Spell Check as long as they are on the same local machine. Also, if another user logs onto the same machine, that user will have the personal word list stored on that machine applied to Spell Check. For example, if a user creates a personal word list on a computer in the computer lab, this word list will be available to all users who use this computer in the lab. The user may not take this word list with them to a different computer.

### **Math and Science Notation Tool**

The Math and Science Notation Tools, WebEQ and MathML, enable users to use mathematical and scientific notation. Users can add equations, edit existing equations, and move equations within the Equation Editor.

### *Make Your Coursesite Available*

Even though your coursesite is created automatically, it is not visible to students until you make it available to them. After you have placed your course material in the site and are ready to have your students use it, you'll want to change the availability:





1. From your *My UO* page, (the one that welcomes you by name), locate the *My Courses* section of the page.
2. Click on the *name* of the coursesite.
3. In the *Course Management* section locate and click on *Customization*.
4. Click on the *Properties* link (if you don't see this link make sure you have clicked on the down-menu area of the *Customization* link).
5. Find the *Set Availability* header.
6. Mark the *Yes* radio button next to *Make Course Available*.
7. Click the *Submit* button. Your coursesite is now available to students for use.

## *Blackboard Help for Instructors*

The **Center for Media and Educational Technologies Consulting**, (CMET), can assist faculty in designing a Blackboard site. Instructors can visit the Knight Library, room 19, or email/call [cmetconsult@uoregon.edu](mailto:cmetconsult@uoregon.edu) 346-1942 for an appointment.

**TEP makes house calls!** How can you make sure technology actually improves your teaching without creating an unmanageable workload? Learn the skills you need to accomplish your teaching goals by scheduling a house call via email [tep@uoregon.edu](mailto:tep@uoregon.edu).

Available **Online**:






-  Blackboard Frequently Asked Questions offers simple answers to common questions online at <http://libweb.uoregon.edu/scis/blackboard/faq/>
-  The Blackboard 9.0 Instructors Manual, offering in-depth information for instructors, is also available in from the Control Panel of your coursesite.
-  Blackboard provide Quick Tutorials that walk through many of Blackboards features. You can access these Flash based animations in the Control Panel in any of your course sites. The link is under the Help section.
-  The Blackboard, Inc. Instructor Training Center, part of "Behind the Blackboard" has a very extensive collection of manuals and tutorials at <http://behind.blackboard.com>

## *Blackboard Help for Students*

The **Information Technology** group in 151 McKenzie Hall, (346-4412), can help with browser and login problems.

For help using Blackboard, students can visit the **Knight or Science Library ITCs**.

Available **Online**:

-  Blackboard Frequently Asked Questions offers simple answers to common questions online at <http://libweb.uoregon.edu/scis/blackboard/faq/>
-  The Blackboard Student Manual is available in the Student Tools section once students log into the coursesite.
-  Getting Started with Blackboard: A basic introduction to using the Blackboard course information system is available online at <http://libweb.uoregon.edu/scis/blackboard/help/>
-  Need Help Logging In? Some hints for people who are having difficulty logging in to the UO Blackboard server can be accessed at <http://libweb.uoregon.edu/scis/blackboard/help/login-help.html>
-  Confidential Information in Blackboard contains important information about student rights and responsibilities and can be accessed at <http://libweb.uoregon.edu/scis/blackboard/>

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Consulting**  
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TEACHING AND LEARNING CENTER  
UNIVERSITY OF OREGON



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