

Faculty Quick Start Guide Using Blackboard 8.0

This series of quick clicks provides the basic steps for content creation, communication and maintenance processes using Bb 8.

GETTING STARTED

1. LOGGING IN TO MY.NORTHWOOD.EDU:

- Go to <http://my.northwood.edu>
- Enter your Northwood provided Username and Password
- Click Login
 - For technical assistance with any Login difficulties, Contact the Northwood University Helpdesk at 989.837.4421, or at 1-877-209-4357 or at helpdesk@northwood.edu

2. OPENING A COURSE:

- From within my.northwood, click the My Courses/Orgs tab
- From the My Courses/Orgs page, locate the Course List module, Click the title of the course

3. COURSE NAVIGATION:

- From the opening course screen, Click menu titles to navigate and view the course pages from the student perspective
- From the opening course screen, Click Control Panel to access and view the course faculty development modules

Faculty Quick Start Guide

Using Blackboard 8.0

COURSE DEVELOPMENT/DESIGN

1. CREATE A COURSE MENU:

- From the opening course screen, click Control Panel (located on the course menu—left column framing the opening course screen)
- Locate the Course Options module, click Manage Course Menu
- Current menu items in place will be listed
 - Click Remove to remove an item from the menu
 - Click Modify to remove an item from view on the course menu by “unclicking” the **Available for Student/Participant users** box
 - the item will remain within the manage course menu area for use at a later date, but will be removed from the view of the student on the course menu
- Click +Content Area to create a new menu content area (content areas hold course content/documents/links)
- Click +Tool Link to add a course tool, such as email or discussion board directly to the course menu
 - Note: must choose tool type from drop-down menu of Add New Area screen
- Click + External Link to add a link to an outside web site directly to the course menu
 - Note: URL must be exact

2. CREATE COURSE GRADECENTER: (NOTE: graded discussion forums, Turnitin assignments, assignments created using the Bb assignment tool to collect student work from a course link and online tests automatically create grade columns in the grade center---it is not necessary to create columns for these course assessments manually)

- From the opening course screen, click Control Panel
- Locate the Assessment module and click Grade Center
- Click Add Grade Column
- Complete Add Grade Column screen
 - Enter Column Name (can be as long as necessary for identification within faculty view of Manage Grade Center view)
 - Enter Column Display Name (use abbreviations that mimic assessments identified in course syllabus)
 - Add Description (optional)
 - Choose Primary Display (display chosen must also be how grades are entered, i.e., if the primary display grades are entered as numbers)

Faculty Quick Start Guide

Using Blackboard 8.0

- Choose Secondary Display (for faculty information and view only)
- Choose Category (important for weighting grades)
- Add points possible (required entry---can be 0)
- Click in radio button preceding due date and select date if known
- Choose Option
 - Include in grade center calculation
 - Show column in My Grades (visible to students)
 - Show Statistics in My Grades (average and median scores of assessment overall visible to students)
- Click Submit (NOTE: Repeat process to add all assessment columns)

3. WEIGHT GRADES:

- From the opening course screen, click Control Panel
- Locate the Assessment module and click Grade Center
- Click Weighted Total column dropdown and select Modify Column
- Scroll down screen to area number 3, Select Columns
 - Choose to weight by item or category
- Click the Column Title from 'Columns to Select' and then click the triangle arrow pointing to 'Selected Columns' to include the column in weighted grades
- Enter weight % in window
- Repeat selection of columns and adding weights until weighting of all columns equals 100%
- Click Submit

4. REARRANGE GRADE CENTER COLUMNS:

- From the opening course screen, click Control Panel
- Locate the Assessment module and click Grade Center
- Hover your mouse over Manage, then move down the list displayed to Organize Grade Center and click
- Scroll down page to locate grade columns

Faculty Quick Start Guide

Using Blackboard 8.0

- Click in striped box that begins each row and hold your click (an up/down arrow icon will appear)
- While maintaining the mouse click on the column to be moved, Drag the column to its new position (use the bold line as your guide of where the column will appear)
- Release the mouse click

ADDING CONTENT

1. ADD INSTRUCTOR INFORMATION:

- From the opening course screen, click Control Panel
- Locate the Course Tools module, click Staff Information
- Click +Profile
- Complete Add Profile screen
 - Email must be instructor's Northwood email address
- Areas left blank will not display on the screen to students as being blank, they simply do not show at all
- Click Submit

2. ADD THE COURSE SYLLABUS:

- From the opening course screen, click Control Panel (located on the course menu—left column framing the opening course screen)
- Locate the Content Area's module, Click Syllabus
- Click +Item (i.e., Add Item)
- Complete the Add Item screen
 - Type an item name (some combination of the course, section and term is typical), Type in the Text box any instructions
 - Click Browse that follows the window titled Attach local file
 - Use the Choose File popup to locate the syllabus on the local computer, Click the file once to highlight it in the choose file popup window, then click Open
 - Type a link name in the Name of Link of File window which is just below the 'attach local file' window (i.e., MGT 230 Fall 08 Syllabus)
 - Click Submit, then OK

Faculty Quick Start Guide

Using Blackboard 8.0

NOTE: (1) Repeat Syllabus process to add any other documents (Word, Excel, PowerPoint) to any content area available within the Content Areas of the course Control Panel; (2) Instead of adding an Item, Use + Folder to add another level of organizational structure—Folders hold information. For instance, to the Assignments content area add a folder title week 1 assignment. Then click the folder title to add individual assignment for week 1; (3) Click +External Link to add a link to an outside web site within a content area item, folder or as an independent entry.

3. ADD TURNITIN ASSIGNMENT: (NOTE: adding a Turnitin assignment to a content area automatically creates a grade center column....when creating the grade center it is not necessary to create a column for this type of assessment manually)

- From the opening course screen, click Control Panel
- Locate the Content Areas module and Click the content area to add the Turnitin assignment within
- From the +Select menu use the drop-down arrow to move down the list to Turnitin Assignment and click to highlight in the window
- Click Go
- Review New Training Materials before proceeding—see top of creation screen-- Training material now available! Click the link 'View Training Material'
- Complete Turnitin Assignment General and Date areas
- Click More Options button
- Choose additional options
- Click Submit
- Allow window at bottom of screen to completely fill (be patient this will take some time)
- Return to Content Area
- Click OK

NOTE: To review/grade Turnitin Assignment Papers, click Turnitin Assignments from the Course Tools module within the Control Panel

4. GRADING A TURNITIN ASSIGNMENT (WITHOUT USING GRADEMARK)

- From the course control panel screen, locate the course tools module and click the Turnitin Assignments link
- Click the “view” link associated with the assignment you would like to grade
- Click the name of the file submitted by the student
- Enter the grade in the window following “grade for this paper”

Faculty Quick Start Guide

Using Blackboard 8.0

- Next, click the arrow icon following “out of XX” (the points possible for the assignment)
- Click the arrow ICON following the grade entry box

5. GRADING A TURNITIN ASSIGNMENT (USING GRADEMARK—MUST BE SET UP WHEN THE ASSIGNMENT IS CREATED)

- From the course control panel screen, locate the course tools module and click the Turnitin Assignments link
- Click the view link associated with assignment you would like to grade
- Click the Apple icon within the Grademark column
- Click Edit
- Enter grade in window and click Save

6. ADDING AN ASSIGNMENT USING THE BB ASSIGNMENT TOOL TO COLLECT PAPERS VIA A LINK WITHIN THE ASSIGNMENT:

- From the opening course screen, click Control Panel
- Locate the Content Areas module and Click the content area to add the BB assignment within
- From the +Select menu use the drop-down arrow to move down the list to Assignment and click to highlight in the window
- Click Go
- Complete the Add Assignment screen
 - Add the assignment name (should mimic syllabus name)
 - Add points possible (adds column to grade center automatically)
 - Click Due Date box and select date if known
 - Add instructions
 - Attach any supporting files
 - Choose tracking choice – yes to monitor, no to not monitor student access
 - Choose date/time restrictions if assignment will only be accepted through the course for a specific time frame (must click boxes preceding Display After and Display Until to activate restrictions)
 - Click Submit
 - Click OK

NOTE: To review/grade assignment tool paper submissions, access them through the Grade Center

Faculty Quick Start Guide

Using Blackboard 8.0

7. GRADING AN ASSIGNMENT SUBMITTED BY THE STUDENT DIRECTLY TO THE GC USING THE BB ASSIGNMENT TOOL

- From the course control panel, locate the Assessment module, click Grade Center
- A submitted paper in the grade center will be represented by a green square with an exclamation point in its middle
- place your cursor over the field to reveal the chevron icon (right side of the field), click the icon and select Grade Details
- Click View Attempt
- Enter grade
- Enter comments (optional)
- Click Submit

NOTE: To move to the next student, go to the top right corner of the screen and use the arrow (associated with User) to move to the next student and repeat process to grade next assignment...if an assignment has not been submitted, click the forward arrow until you get to the next paper in need of grading. The same tool allows you to move to other gc columns for grading assignments submitted

8. ADD A DISCUSSION FORUM:

- From the opening course screen, click Control Panel
- Locate the Course Tools module and Click Discussion Board
- Click title of course
- Click +Forum
- Complete Add Forum Screen
 - Name Forum
 - Add Form topic/instructions
 - Add Date/Time Restrictions
 - Choose Forum Settings
 - Click Submit

NOTE: To grade a discussion forum, open the control panel, click discussion board, click the name of the course to expose all boards, click the icon located in the Grade column, click Grade button, add Grade to grade window, click Submit (grade will be automatically added to grade center column)

Faculty Quick Start Guide

Using Blackboard 8.0

9. ADD GRADES MANUALLY TO GRADE COLUMN:

- From the opening course screen, click Control Panel
- Locate the Assessment module and click Grade Center
- Click in Column Field associated with each student
- Enter grade
- Click Return/Enter on keyboard to Save(you will be automatically forwarded to next student)

COMMUNICATION

1. POST A COURSE ANNOUNCEMENT FROM AN INDIVIDUAL COURSE:

- From the opening course screen, click Control Panel
- Locate the Course Tools module and Click Announcements
- Click the Add Announcements button from the next screen (upper left corner of the displayed page)
- Complete the Add Announcement screen
 - Type a Subject/Title for the Announcement
 - Type the message
 - An announcement will display by default for 7 days,
 - use the number 2 area of the Add screen to adjust this by either making the announcement permanent (always being displayed)
 - or using date and time restrictions to display for a shorter period of time than 7 days.
 - Announcements older than 7 days will be found behind either the View Last 30 Days or View All tabs of the announcement screen on the opening page of the course)
 - Click Browse to select an area of the course to direct the student to using the course link feature
 - Click the box preceding “Email this announcement to all course users” to send a simultaneous email of the announcement message to all student
 - Click Submit
 - Click OK, then OK again

Faculty Quick Start Guide

Using Blackboard 8.0

2. POST AN ANNOUNCEMENT TO MULTIPLE COURSES AT THE SAME TIME

- Click the My Tools tab within my.northwood.edu
- Click Add Course/Org Announcement link from Announcement/Calendar Interface module
- Click the title(s) of the course(s) to post the announcement to (press and hold the control key to select non-sequential titles)
- Add Title and Message
- Adjust Date and Time restrictions (uncheck both boxes to display announcement for default 7 days)
- Click box to make the announcement permanent (optional—not typically recommended)
- Click Submit

3. SEND A COURSE EMAIL (goes to Northwood email accounts):

- From the opening course screen, click Control Panel
- Locate the Course Tools module and Click Send Email
- Choose an audience
- Add a Subject
- Add the Message
- Click Submit
- Click OK, then click OK again

Faculty Quick Start Guide

Using Blackboard 8.0

MAINTENANCE

1. KEEPING COURSE ATTENDANCE:

- From the opening course screen, click Control Panel
- Locate the Course Tools module and Click Course Attendance
- Select the Date for which attendance is being recorded
- Click Submit
- Click the drop-down menu in the row for each student from the Attendance Status column to assign a status of absent, left early or late (the default setting is present and no assignment of status is needed)
- Click Add Another to record another day of statuses or Click Save to enter only one date/day of statuses
- Click OK and OK

2. SUBMIT MIDTERM GRADES (NOTE: only faculty teaching courses on behalf of one of the three Northwood campuses will submit midterm grades):

- From the opening course screen, click Control Panel
- Locate the Course Tools module and Click Midterm Gradebook Submission
- Click Submit Midterm Grades and Absences (Do NOT click OK on this screen)
- Using the drop-down menu for each student select the midterm grade from the Midterm Grade column
- Update absences (if you are keeping attendance with the course attendance tool recorded statuses will be listed)
- Click the Select box of each row that a grade is to be submitted
- Click Submit
- Click OK

3. SUBMIT FINAL GRADES:

- From the opening course screen, click Control Panel
- Locate the Course Tools module and Click Final Gradebook Submission

Faculty Quick Start Guide

Using Blackboard 8.0

- Click Submit Final Grades and Absences (Do NOT click OK on this screen)
- Using the drop-down menu for each student select the final grade from the Final Grade column
- Update final absences (if you are keeping attendance with the course attendance tool recorded statuses will be listed)
- For grades of “I” or “Incomplete” enter a date for incomplete and last attendance
- For grades of “F” or “Failure” enter a date for last attendance
- Click the Select box for each row (or click Select All from the bottom of the screen)
- Click Submit
- Click OK

4. CREATE EXPORT COURSE FILE:

- From the opening course screen, click Control Panel
- Locate the Course Option module and click Export Course
- Click Export
- Click “Yes” include copies of content collection items linked to course
- Click boxes of all items to be included in the Export
- Click Submit
- Click OK
- When the process has completed and the export file has been created, an email will be received from the Blackboard Administrator
- File can then be retrieved from course and downloaded for storage until next use

5. RETRIEVE and DOWNLOAD EXPORT FILE:

- Receive email indicating Export process is completed
- From the opening course screen of the course in which the Export process was conducted, click Control Panel
- Locate the Course Option module and click Export Course
- Click Export
- Right-click the Export File now found on the Export/Archive Manager page

Faculty Quick Start Guide

Using Blackboard 8.0

- Select Save Target As
- Choose location on local computer to store Export file (do not open file---opening file may corrupt files within and eliminate the possible future use of the exported content)
- Click Save
- Click Close

6. IMPORT PACKAGE:

- Click Control Panel from the opening course screen of the new course shell
- Click Import Package from the Course Options module
- Click Browse to locate the Export file to be loaded into the new course shell
- Click the Export file to highlight and click Open
- Click Browse to add content files to a folder in your My Files area (possibly labeled for the new term)
- Click Submit
- Click the boxes to include the areas to import content to
- Click Submit
- Receive email indicating Import process is finished
- Open course to review content and make necessary adjustments
 - To check links to content collection files click Check Collection Links from control panel Course Tools module
 - To check external links click Link Checker from control panel Course Tools module