



Blackboard Academic Suite
Manual for Faculty Members

Introduction

The goal of this Blackboard Academic Suite Manual is to provide a quick start for faculty members in using ASU's Blackboard Online Course Server. It is not designed to be comprehensive (Blackboard already has a 400 page manual for that purpose).

This manual which is ten pages (actual content) in total will provide instructions on performing a set of activities that are needed to offer courses using Blackboard. Blackboard software itself offers a variety of other features that may be used in online courses. Workshops can be setup at the Faculty request for more detailed hands-on experience. Please use the following form to setup an one-on-one training session on technologies such as Blackboard, Elluminate Live!, Safe-Assign, Online Attendance Monitoring System, Efficient Use of Tablet PC, Microsoft Office, among others. www.alcorn.edu/acadtech/1on1

Please feel free to make suggestions to improve our Manual. Your suggestions may be sent to Office of Academic Technologies through email blackboard@alcorn.edu or by calling us at 601-877-6142.

Sincerely,

Prashant D. Shinde
Director of Academic Technologies
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Getting started with Blackboard

Checklist for using Blackboard:

1. Computer with Internet access.
2. **URL:** <http://blackboard.alcorn.edu>
3. **Username:** Email Address for eg: blackboard@alcorn.edu
4. **Password:** Same as Email password
5. **Online Courses:** Retrieved automatically from BANNER
6. **Student Roster:** Retrieved automatically from BANNER

NOTE: You will need Alcorn provided email address to access Blackboard. Please contact Center for Information Technology Services (CITS) to receive an email address. You will have to sign the “Appropriate Use Policy” form while requesting an email address.

Getting to the Control Panel

1. Click on **Courses** and select the course.
2. In the navigation bar on the left, below the course menu buttons, select the **Control Panel** link.
3. The link will bring you to the Blackboard Control Panel page, which only Instructors and their designated assistants can access. The Control Panel is divided into six areas. See the text below for an explanation of each area:

Making a course Available

1. Click on **Courses** and select the course.
2. In the navigation bar on the left, below the course menu buttons, select the **Control Panel** link.
3. Click on **Settings** under the **Course Options** section.
4. On the **Settings page**, click on **Course Availability**.
5. On this page, select “**Yes**” to make the course available to students.
6. Click on **Submit** and you should have made the course available for students to see.

To Create an Assignment on Blackboard

1. Click on **Control Panel**.
2. Click on **Assignments** on **Content Areas** section.
3. Click on **Add Item**.
4. Provide a name for the assignment, choose a color for the assignment title and type the actual assignment and/or provide instructions for assignment completion.
5. Attach the document where the assignment is typed (**Optional**).
6. Set the **Availability Options**. Be certain to click “**Yes**” for “Make the content available?” option. Leave the next option – “Track no. of views” at its default value. If you want to have the assignment available for a limited time, then check the “Availability Dates:” and **CHANGE** the Display Until date.
7. **Submit** your assignment and settings.
8. You should have successfully posted an assignment.

To Post Announcements on Blackboard

The announcements area is an easy way to keep students up-to-date on current events related to your course.

1. Click on **Control Panel**.
2. Click on **Announcements** under the **Course Tools** section.
3. Click the **Add Announcement** button.
4. Type the announcement Subject and Announcement Message.
5. Choose **Yes** for “Always show this Announcement on Course Main Page”
6. Select “Display After” and “Display Until” check box and choose date and time.
7. If you want to send an email to all the students in your course about the announcement, be certain to check the “Email this announcement to all course users” option.
8. Click the **Submit** button to post an announcement.
9. Click the **OK** Button.
10. You should have successfully posted an announcement to your Blackboard course.

To Create Collaboration Sessions on Blackboard

1. Click on **Control Panel**.
2. Click the **Collaboration** link in the **Course Tools** section.
3. Click the **Create Collaboration Session** button on the top.
4. Enter a name for your session in the **Session Name** field.
5. In the **Schedule Availability** area, select the dates of availability for your session.
6. In the **Collaboration Tool** area, select either Virtual Classroom or Lightweight Chat. (Virtual Classroom offers several features such as Whiteboard, Breakout Rooms, chat-room while Lightweight Chat provides chat-room only).
7. Scroll down to the bottom of the page and click the **Submit** button.

Creating a Test

1. Click on **Control Panel**.
2. Click the **Test Manager** link in the **Assessment** section.
3. On the **Test Manager** page, click on the **Add Test** button.
4. In the **Test Information** section, type a Name, a Description, and list any Instructions for the test in the text boxes provided.
5. Click the **Submit** button to continue.
6. On the **Test Canvas** page, use the drop-down menu to select the type of question you want to add, then click the **GO** button. For the purposes of this tutorial, select Multiple Choice.
7. On the **Add/Modify Question** page, enter the Question Text and a Point Value in the text boxes provided.
8. In the **Answers** section, select the Number of Answers from the drop down menu. Enter the text for the Answer choices in the text boxes provided, and designate the Correct answer by clicking on the radio button to the left of the appropriate Answer box.
9. In the **Feedback** section, enter the text for a Correct and Incorrect Response (Optional).
10. Click the **Submit** button to finish adding your question.
11. You are returned to the **Test Canvas** page. You can add another question, choose a different question type, modify or remove an existing question, or change the order in which the questions are presented. When you have finished creating your quiz/test, Click **OK**.

NOTE: Test is not available to students yet.

Making your Test Available

1. Click on **Control Panel**.
2. Click the **Assignments** link in the **Content Areas** section.
3. On the **Assignments** page, on the Add menu bar click on the **Test** button.
4. On the **Add Test** page, select the test you want to make available from the List Box, then click on the **Submit** button.
5. Click **OK**.
6. On the **Modify Test** page, select the **Modify the Test options** link.
7. On the **Test Options** page, scroll down to the **Test Availability** section. On the first option, "Make the link available?" ,select the **Yes** radio button.
8. Choose from the remaining options for Test Availability, Test Feedback, and Test Presentation such as Allow Multiple Attempts, Force Completion, Set timer. **Make sure that that you change the Display Until Date/Time.**
9. In the Self-Assessment Options, leave the option "Include this test in Grade Center score calculations" checked.

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10. In the Test Presentation, you may choose “All at Once” or “One at a Time”, Prohibit Backtracking and Randomize Questions so that no two students have the same question.
11. Click the **Submit** button to finish making your test available.

Allowing Students to retake the Test

1. Click on **Control Panel**
2. Click on **Grade Center** link in the **Assessment** section.
3. Go to Column that represents your test
4. The student will have score or a Sign which means Attempt in Progress.
5. Click on the arrow next to **score** or **sign**
6. Click on **Grade Details**
7. On the Grade Details page in the **Attempts** section, click on **Clear Attempt** under **actions**.
8. Click **OK**
9. Click on **Control Panel**
10. Click on **Course Documents** or Assignments (where test is deployed)
11. Click on **Modify** next to the Test
12. Click on **Modify the Test options**
13. Current version of Blackboard does not allow selection of specific users, so set a password and provide it to only those students who need access to the test.
14. Change the **Display After** and **Display Until** Date and Time.
15. Click **Submit** and Click **OK**
16. When students attempt to take the test, they will be asked for the password.

Adding Grades to Grade Center

Note: Tests are already added to Grade Center upon deployment.

1. Click on **Control Panel**.
2. Click the **Grade Center** link in the **Assessment** section.
3. On this page, on the top left, click on **Add Grade Column** link.
4. In the **Column Information** area, enter a Column Name in the text box provided. For the **Grade Center Display Name** text box enter the name that you would like to see in the Grade Center.
5. For **Description**, you may enter a brief description of the column.
6. On the **Primary Display** drop-down menu, choose the Score option. Leave the **Secondary Display** option as is.
7. Choose a **Category** from the drop-down menu.
8. Assign the number of Points Possible.
9. In the **Options** Area, you may leave the options at their default values or change it to meet your requirements.
10. Click on the **Submit** button, and you will be taken back to Grade Center page. On the Top left you will see a message: **SUCCESS: Successfully added column: <Column Name>**.
11. On the **Grade Center** page, to enter grades, click on the cell, type the grade value, and press the **Enter** key to submit.

Downloading your Grade-Book from Grade Center

1. Click on **Control Panel**.
2. Click the **Grade Center** link in the **Assessment** section.
3. On this page, click on the **Manage** link on the top and from the drop-down select **Download**.
4. You can choose to download the entire grade center or a specific column from the grade center by selecting the appropriate option under the **Data** section.
5. Under **Options** section you can select to download your data as a comma delimited file or Tab-delimited file. Any option is fine. Then click **Submit**.
6. On the Download Grades page, click the **Download** button.
7. On the File Download dialogue, click the **Save** button. When the Save As dialogue box opens, name the file, and click the Save button to finish downloading your grade book.

Using the Pool Manager

1. In the **Control Panel** area, on the right under Assessment, select the **Pool Manager** link.
2. Click on the **Add Pool** button.
3. In the **Pool Info** section, type a Name, a Description, and list any Instructions for the pool.
4. Click **Submit** to continue.
5. On the **Pool Canvas** page, use the drop-down menu to select the type of question you want to add, then click the **GO** button. For the purposes of this tutorial, select Multiple Choice.
6. Follow step 7 to step 10 from “Creating a Test” section above to add questions to the pool.
7. You are returned to the **Pool Canvas** page. You can add another question, choose a different question type, modify or remove an existing question, or change the order in which the questions are presented.

Creating Test from Pool-Manager

1. In the **Control Panel** area, on the right under Assessment, select the **Test Manager** link.
2. Click on the **Add Test** button.
3. In the **Test Info** section, type a Name, a Description, and list any Instructions for the test.
4. Click the **Submit** button to continue.
5. On the **Test Canvas** page, use the drop-down menu to select the **From a Question Pool or Assessment** option, click **GO**.
6. On the **Search Pools and Assessments** page, in the Search tab select the Pools. In the Question type area, select the question type you want to use, click **Search**.
7. When the Search results are returned, use the selection boxes to the left to choose which questions will be added to your test.
8. Click the **Submit** button to finish adding your questions.
9. You are returned to the **Test Canvas** page. You can add another question, choose a different question type, modify or remove an existing question, or change the order in which the questions are presented.

Using the Discussion Board

1. In the **Control Panel** area, on the left under **Course Tools**, select the **Discussion Boards** link.
2. You will see your Course Name with the number of Forums, Participants and Posts.
3. Click on the course.
4. Click on the **Add Forum** button.
5. Enter Title & Description for the forum.
6. Under **Forum Availability**, choose the “Yes” option to make the Forum available. You can also choose date restrictions by checking the Display After and Display Until boxes and selecting appropriate dates.
7. Under **Forum Settings**, choose desired options by clicking in the selection boxes. Click on the **Submit** button to return to the Discussion Boards page.
8. To post to the forum, click on the title of the new forum.
9. Click on the **Add New Thread** button.
10. In the Create New Message area, enter a Subject and a Message with guidelines for the topic to be discussed.
11. Click on the **Submit** button to finish adding the new thread.

Using the Digital Drop-Box

1. In the **Control Panel** area, on the left under **Course Tools**, select **Digital Drop Box**.
2. You see a list of assignments submitted by students with Name of the submitted assignment, Submitted by (Name of student submitting the assignment), and Received On.
3. To download the submitted assignment, click on the name of the assignment. Choose to open or save the assignment to your computer.

SafeAssign

To Create SafeAssign Assignment

1. Click on **Control Panel**.
2. Click on **Assignments** in the Content Areas section.
3. Select **SafeAssignment** from the DropDownList on your right hand side.
4. Provide a name for the assignment, the points possible, provide instructions for assignment completion.
5. Change the start date & due date for the Assignment in the dates section.
6. For the **Drafts** section, select “Yes” if you want to allow students to validate their paper without submitting it to the institutional database. Otherwise leave it at “No”.
7. Select “Yes”, for the **Students Viewable** option, if you want the student to see the report generated when they submit their paper. Or else select “No”.
8. You may leave the other options at their default values or change it to meet your requirements.
9. Click **Submit** at the bottom of the page.
10. You should have successfully posted a SafeAssign assignment.

To View Originality Reports

1. Click on **Control Panel**
2. Click on **SafeAssign** link in **Course Tools** section
3. Click **View** link below the Assignment.
4. The following columns appear for each SafeAssignment:
 - Text:** Select this option to view the Student’s paper and any comments from the Student.
 - File:** Select this option to download the Student Submission.
 - Matching:** The percentage listed is the percentage of the paper that matches other sources. Please read the full report to determine if the matching is properly attributed.
 - SA Report:** Select this option to view the full Safe Assignment report.
 - Clear Attempt:** Select this option to remove the submission from the database, for example, if the Student uploaded the wrong file.

To Grade SafeAssign Assignment

SafeAssignments are integrated into the Gradebook and may be accessed and graded directly from the Gradebook like other Assignments. SafeAssignments are not automatically graded; like existing manually graded Assignments they will display with a ‘!’ indicating action required by the instructor.

To grade a paper from within the Blackboard gradecenter:

Follow the usual procedure listed the “Adding Grades in the Gradecenter” of this manual.

Contact Information

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Technical Support is also available after 5.00 p.m. at 601-877-4068

Email us at blackboard@alcorn.edu for weekend support as well.