

Blackboard

Suzanne Hess, LMS Analyst

Review of Blackboard

Fall 2011

Agenda

- ◆ Logging to Blackboard
- ◆ Course Available to Students
- ◆ Add Content
- ◆ Assignments vs. Digital Drop box
- ◆ Grade Center
 - ◆ Midterm & Final Grades
- ◆ Communication
- ◆ Archiving

Login to Blackboard

1. Open browser & URL
www.drake.edu
2. Click *blueVIEW* link
3. Login: DUSIS ID # & password
4. Click Blackboard icon

Direct: bb.drake.edu

Drake UNIVERSITY | blueView

blueView Secure Login

Drake User ID:

Password:

Login Cancel

Help & Information

[What is blueView?](#)

[Change Your Drake Password](#)

Drake UNIVERSITY

Home Help Logout

Online Learning@Drake My Courses Scholar

Welcome, Suzanne

My Announcements

No system announcements have been posted in the last 7 days.

My Calendar

No calendar events have been posted in the last 7

My Courses

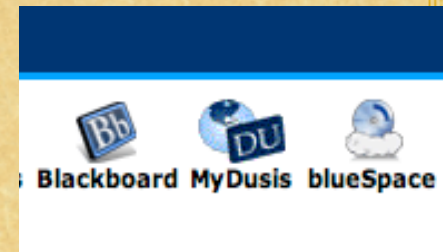
Courses you are teaching:

- DIGITAL PRINT PRODUCTION
- Drake BB Test Account
- Fall 2011 Financial Accounting I (unavailable)
- New Realities: ITAG 2011 Conf (5909-1CR) (unavailable)

My Tasks

Tools

- Announcements
- Calendar
- Tasks
- View Grades
- Send Email
- Scholar



Course Available

- ◆ Blackboard Welcome Screen & My Courses: click on **unavailable course**
- ◆ Click **Control Panel**
- ◆ Under *Course Options*, click **Settings**
- ◆ Click **Course Availability**
- ◆ Set Availability & *Make Course Available*, click **Yes**
- ◆ Click **Submit**

Check on BB Welcome Screen!

The screenshot shows the Blackboard interface for a course. The breadcrumb trail is: DRAKE BB TEST ACCOUNT (DU-100) > CONTROL PANEL > SETTINGS. The page title is "DU-100: Drake". The "Content Areas" section includes "Settings" and "Course Availability". The "Course Availability" section has a numbered step "1 Set Availability" with the question "Make this course available to users?". Below this, "Make Course Available:" has two radio buttons: "Yes" (selected) and "No". A red arrow points to the "Yes" radio button. Below this is a numbered step "2 Submit" with the instruction "Click **Submit** to finish. Click **Cancel** to quit." At the bottom, there are links for "Manage T...", "Settings", "Recycle Course", "Import Package", "Export Course", and "Archive Course". A red arrow points to the "Settings" link.

How to Add Content

- ◆ Group folders by:
 - ◆ Chapter, Theme/topic, Type
- ◆ Quickly hide folder & all items inside folder
 - ◆ PowerPoint, Website link, Notes, Podcast, and other materials
- ◆ Organization
 - ◆ Less clutter & quickly find items

Compare:

Assignments

- ◆ Hide assignment link
- ◆ Linked to Grade Center
- ◆ Quick download of all files
- ◆ If student attempts download, see it in GC

Digital Drop-box

- ◆ Can't hide
- ◆ Not linked to Grade Center
 - ◆ Have to create grade column
- ◆ Individual download files
- ◆ If student attempts download, can't see it


Grade Center

What do you need me to cover?


- Do you know how to:
 - Download an assignment?
 - Clear an attempt?
 - Hide columns from students?
 - Move columns around?

Online Learning

DRAKE BB TEST AC

 Grade Center

Grades can be e
Use the context

 Add Grade

Current View:

<input checked="" type="checkbox"/>	Last Name
<input type="checkbox"/>	Anderson
<input type="checkbox"/>	Clark
<input type="checkbox"/>	Hess
<input type="checkbox"/>	Leong

Selected Rows: 0

Grade Information Bar

enter.



Icon Legend

OK

Midterm & Final Grades

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Home Help Logout

@Drake My Courses System Admin Scholar

EDUC GRADUATE (201210-EDUC-203-1581) > CONTROL PANEL

201210-EDUC-203-1581: FOUNDATIONS OF EDUC GRADUATE - Suzanne Hess (Instructor)

Information	Assignments
Announcements	External Links

Tools	Respondus LockDown Browser
Calendar	Blackboard Scholar®
Discussion	Self and Peer Assessment
	SoftChalk Publish
	Manage Campus Pack
Dashboard	Online Attendance
Email	Configure Blog Tool
Inbox	Recycle Blogs
Manager	Configure Wiki Tool
Check	Assess Wikis
Activities	Recycle Wikis
Broadcast	Send Final Grades to DUSIS
	Send Mid Term Grades to DUSIS

User Management
List / Modify Users
Manage Groups

Assessment	
Test Manager	Grade Center
Survey Manager	Performance Dashboard
Pool Manager	Early Warning System
Course Statistics	

Help	
Support	Contact System Admin
Manual	Quick Tutorials

Communication

Send emails from:
Grade Center
Communication tab

Archiving

- ◆ Back up Grade Center
 - ◆ Excel format
- ◆ Back up whole class
 - ◆ Suggest at Midterm & Finals
- ◆ Working on creating a process to do this...

Questions?

To find Blackboard materials, go to:
<http://oit.drake.edu/blackboard-faculty/>

General information:
<http://oit.drake.edu/facstaff/>