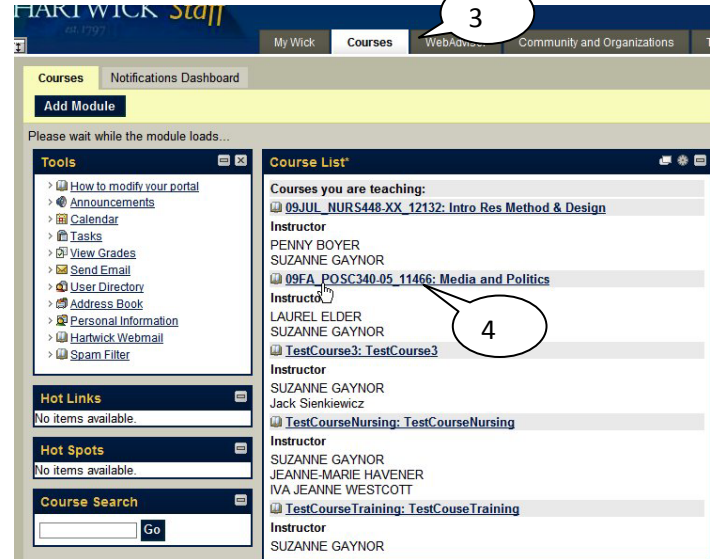
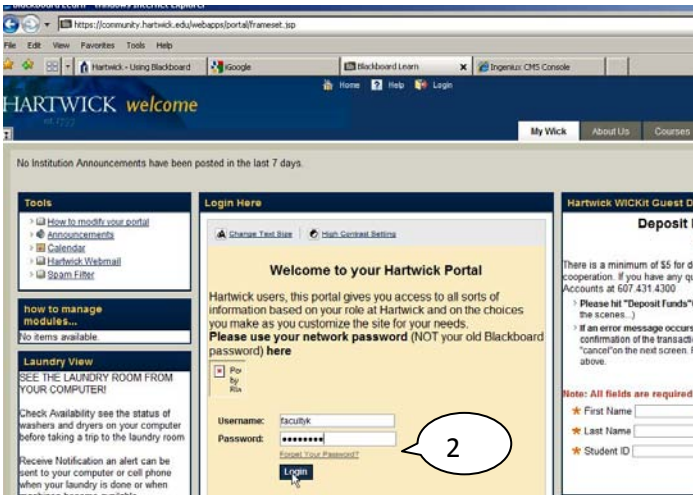


Blackboard Learn 9

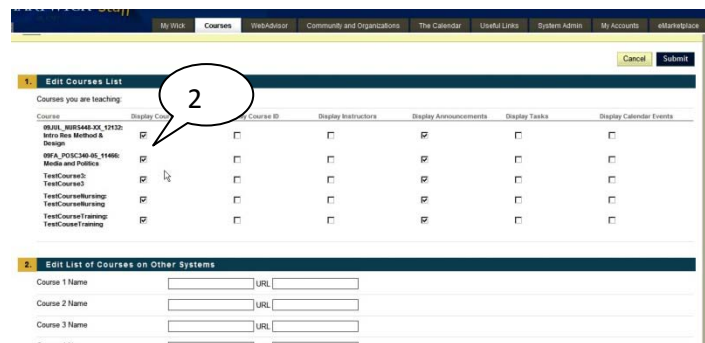
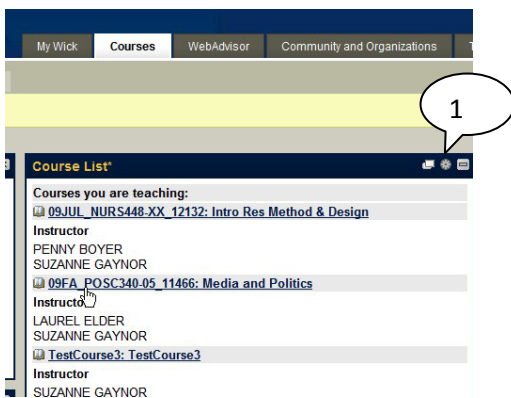
1. To access Blackboard, go to <https://community.hartwick.edu>
2. Enter your Hartwick network username and password and click Login
3. Click the courses tab to see a list of any courses you are teaching
4. Click the link for any course to go to the course home page



Editing your Course List

As semester end, we don't immediately remove Blackboard courses from your course list. If you like to keep your list current, you can edit which courses are on your list by using the 'manage course list' icon in the upper right of the course list pane.

1. Click the manage course list icon
2. Uncheck any courses that you no longer wish to see on your course list
3. Click submit



Course Home Page

When you enter a course in BB 9, your start page is the course home page. The home page can be customized to meet your needs, and can contain modules for course announcements, calendar and tasks as well as new items posted, a to do list with the status of relevant course work due and early warning alerts if the instructor is using that feature. The homepage display will differ for students and instructors.

Edit Mode On/Off

The upper right hand corner of many screens in BB 9 contains an edit mode on/off toggle switch. With edit mode in the on position, the instructor can make changes to the display or add or remove content. In the off position, the display is as the student will view the screen.

1. Click the edit mode switch once to change from edit mode off to on and visa verse

Home Page Modules

The instructor controls which modules appear on the home page. To add modules:

2. Be sure edit mode is in the on position
3. Click the 'Add Course Module' button
4. Check the modules that you wish to include on your homepage
5. Click submit. This also controls what modules students see on their view of your course homepage.
6. To remove modules from the home page, click the X in the upper right corner of the module window.

The image shows a screenshot of the Blackboard course home page and a dialog box for selecting modules. The home page is titled 'Home Page' and features several modules: 'My Announcements', 'My Calendar', 'My Tasks', 'What's New', 'What's Due', 'Alerts', and 'Needs Attention'. The 'Add Course Module' button is highlighted with a callout '3'. The 'Edit Mode' toggle switch in the top right corner is highlighted with a callout '1'. The 'What's Due' module is highlighted with a callout '6'. The 'Select Modules' dialog box is open, showing a list of modules to be selected for the home page. The 'Alerts' module is checked, and the 'Calculator' module is highlighted with a callout '4'. The dialog box title is '1. Select Modules'.

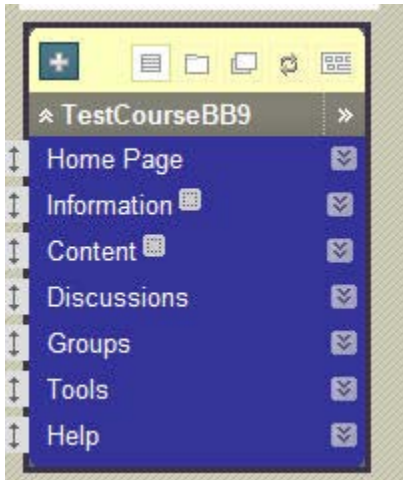
1. Select Modules








Select modules to appear on the page: Home Page

- Alerts
Displays notifications of past due and early warning items for all the courses relevant to the user.
- Calculator
Calculator
- Dictionary
Dictionary
- My Calendar
Displays calendar events.
- Needs Attention
Displays items in all the courses in which the user is enrolled that require attention.

Course menu

The upper left hand pane inside each course is the course menu. The course menu is completely customizable, so if you only wish to post content and assignments, you could remove or rename the other items on the menu if you chose. The areas on the menu can be used in whatever way you choose, but here are some general guidelines:



-  - allows the instructor to add items to the menu area
-  - displays the menu items as a list
-  - displays the menu items in a tree view
-  - displays the course menu items in a separate window
-  - refreshes the menu view
-  - allows you to use the computer keyboard to reorder menu items
-  - allows you to drag items up or down on the menu

Home Page – takes you to the course home page

Information –The course description and syllabus are typically posted here

Content – Replaces the ‘course documents’ area and can contain a range of things an instructor may post including, handouts, PowerPoint presentations, articles, assessments, assignments and more

Discussion Board – Allows you to post threads to generate student participation and discussion outside of class. Discussions can be tracked so you know who participated and who didn’t.

Groups – allows the instructor to create groups of students within a course. Groups can have their own work area in the course and use many Blackboard features.

Tools – contains links to features such as announcements, send e-mail, online attendance, class calendar and a number of other features

Help – takes users to the online Blackboard Learn user manual

Course Management

The lower left part of the screen is the course management pane, which only the instructor can view and access.



Control Panel – toggles the options in and out of view

Course Tools – expands a menu listing all the tools (Announcements, Blogs, Send E-Mail, etc.) available to the instructor

Evaluation – provides links to the grade center, performance dashboard, tracking reports, and early warning system

Users and Groups – provides links enabling the instructor to add Blackboard users to a course or to create user groups within a course. All students officially registered for a course will be enrolled automatically, but instructors may wish to add other instructors (co-leaders) to a course. An individual must be a Hartwick College Blackboard user (all faculty, staff and students) to be enrolled in a course

Customization – allows the instructor to set properties and style/appearance options, as well as what course tools are available to the students

Packages and utilities – lets the instructor export and import course content

Help – provides quick access to system administrator, tutorials and the Blackboard manual

Posting Content

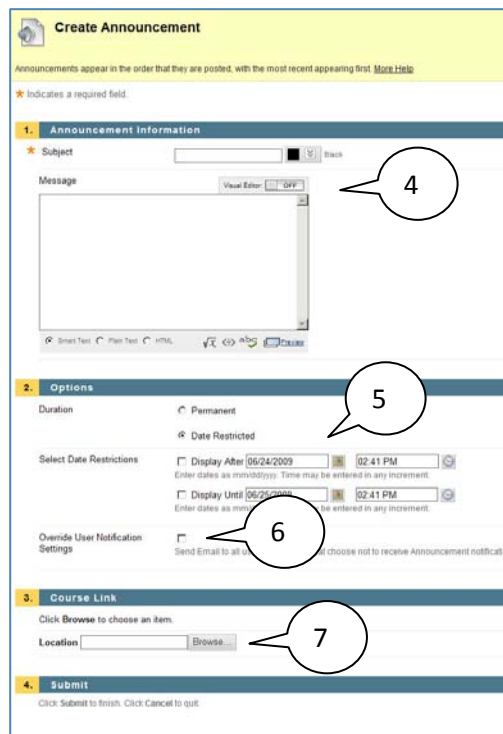
Announcements

Announcements are intended to be viewed when a student enters the course. Announcements can include written messages, or links to other parts of the course (such as new assignments or documents posted). There is an option available that e-mails the announcement to the students in the course.

1. Click the Tools link in the course menu
2. Click the Announcements link

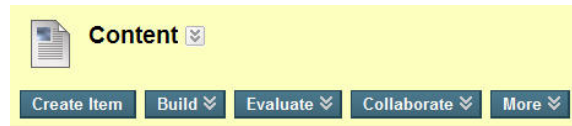


3. Click the 'Create Announcement' button
4. Enter a subject and message for the announcement
5. If you wish to restrict the dates that the announcement is viewable, set the start and end dates
6. If you wish the announcement to be e-mailed to the students enrolled in the course, check the box for e-mail
7. The course link option lets you browse to other parts of the course that you may want to draw attention to, such as a new assignment you have posted.
8. Click submit



Content Options

When you click the 'Content' option of the course menu, you will find a toolbar which allows several options:

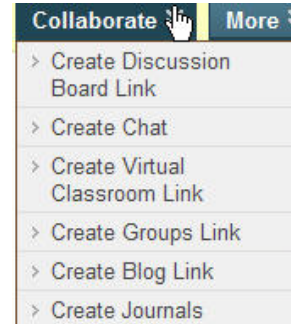
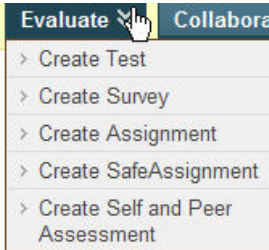
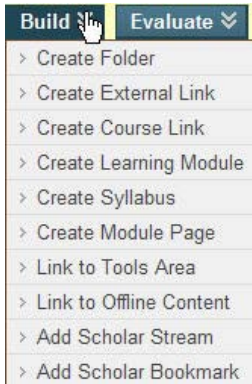


Create Item lets you post a single file of any type (Word document, pdf, PowerPoint show)

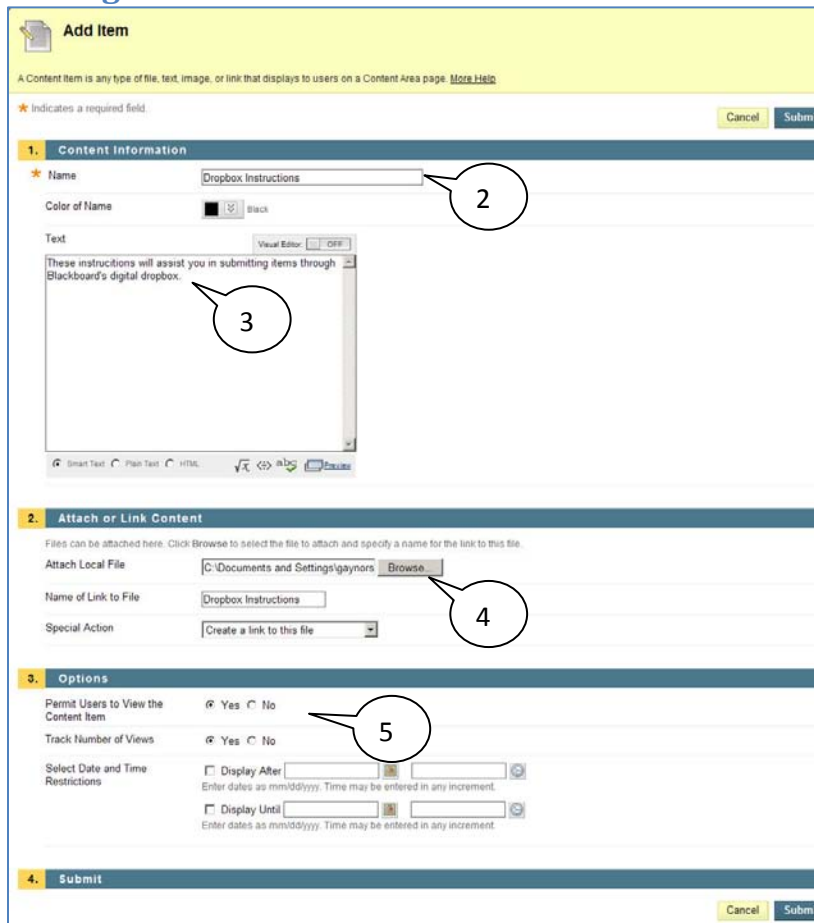
Build lets you create a range of course content types including folders, external links and course links

Evaluate allows you to add tests, surveys, and assignments

Collaborate allows you to start links to discussion board, chats, and blogs



Posting a File

A screenshot of the "Add Item" form. It has a yellow header with a document icon and the text "Add Item". Below the header is a description: "A Content item is any type of file, text, image, or link that displays to users on a Content Area page. [More Help](#)". There are "Cancel" and "Submit" buttons. The form is divided into four sections: 1. Content Information: Includes a "Name" field with "Dropbox Instructions" (circled with a 2), a "Color of Name" dropdown set to "Black", and a "Text" area with a visual editor (circled with a 3) containing the text: "These instructions will assist you in submitting items through Blackboard's digital dropbox." 2. Attach or Link Content: Includes an "Attach Local File" field with a file path and a "Browse" button (circled with a 4), a "Name of Link to File" field with "Dropbox Instructions", and a "Special Action" dropdown set to "Create a link to this file". 3. Options: Includes "Permit Users to View the Content Item" (radio buttons for Yes/No, with "Yes" selected and circled with a 5), "Track Number of Views" (radio buttons for Yes/No, with "Yes" selected), and "Select Date and Time Restrictions" with "Display After" and "Display Until" fields. 4. Submit: Includes "Cancel" and "Submit" buttons.

1. Inside the course content area, click the 'Create Item' button
2. Enter a name for the item
3. Enter text/description if desired
4. Click the browse button and navigate to the file you wish to add
5. Set the options you wish for viewing and tracking
6. Click submit