

Blackboard 9 Quick Start Guide

The Blackboard Learning System has been completely redesigned with the same type of navigation which was introduced in the Grade Center of version 8. This interface should look sleeker, feel less “clicky,” and be faster and easier to navigate than previous versions. You’ll find that the functionality is still here; it’s just been retooled, relocated and rearranged (and upgraded in a number of cases). Just remember three fundamental principles of navigation as you get going:

- Turn on the Edit Mode switch; this will enable many navigation and editing tools
- Look for the “chevron” (double drop-down arrow next to many items) to find options for this item (and also menus/options that used to be on separate pages)
- Drag and drop the double-headed arrows to rearrange the order of items.

Turn on the Edit Mode switch






The Edit Mode Switch is located in the upper-right corner of every page and must be “On” in order to access the editing tools. The switch image shows you what state the page is in:

- Edit = Off means the page is displaying what the students will see
- Edit = On means that the editing tools are visible for the instructor



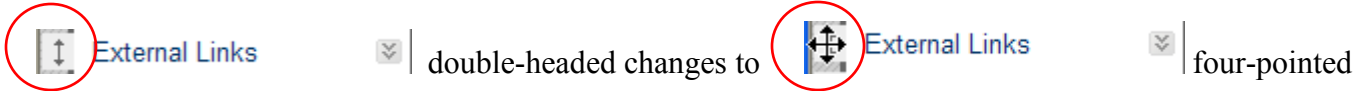
Note on Display Mode: Links to course content areas now appear in the left-hand navigation area only if there is content in the areas; if they are empty, the links do not appear by default. This helps direct students to areas of the course where there is material for them to see.

Look for the Chevron

Image	Description	Function
	Two arrows on top of each other, pointing up “Up chevron”	Hides the content of a navigation sub-menu.
	Two arrows on top of each other, pointing to the right “Right chevron”	Expands a sub-menu to the right (into a new page)
	Two arrows on top of each other, pointing down “Down chevron” (usually next to a content item) Note: click on this chevron to expand	Reveals a menu of options for editing this item
	Two arrows on top of each other, pointing down “Down chevron” (usually part of a tool button) Note: hover the mouse to expand this chevron	Reveals a menu of options for this tool
	Two arrows on top of each other, pointing down “Down chevron” (usually next to a menu item) Note: click on this chevron to expand	Reveals tools or other items which are part of this course area (e.g. Course Tools)

Use double-headed arrows to drag-and-drop items (to change their order)

Blackboard now uses a drag-and-drop method to change the order of a list of items (for example, the course menu or the columns in the Grade Center). When Edit Mode is On, these appear as double-headed arrows; when you hover the mouse over them, the image changes to a four-pointed arrow. Click and hold the item in order to drag it to a new location; then let go to drop it there.



Where did the Control Panel go?

There is no separate page for the Control Panel any longer. Its functionality has been either absorbed into other areas (for example, the ability to add announcements and edit the course menu directly from the course home page) or it is located right here on the course home page, below the Course Menu, in the area entitled "Course Management." All the tools that used to be on the Control Panel page are located within a sub-menu which can be accessed by clicking a chevron.

All together, now ...

The screenshot shows the Blackboard course home page for 'Intro to Blackboard v. 8'. The 'Edit Mode' is set to 'ON'. The page is annotated with several callouts:

- Click this plus sign for more options:** Points to the plus sign in the top-left corner of the course menu.
- Mouse over these buttons to see options:** Points to the 'Evaluate' button in the top navigation bar.
- Turn Edit Mode "On":** Points to the 'Edit Mode: ON' toggle in the top right.
- Click the chevron to see the menu:** Points to the chevron icon next to the 'Workshop January 11th' item.
- Click to see more tools:** Points to the 'Control Panel' link in the 'COURSE MANAGEMENT' section.
- Drag and drop to re-order:** Points to the double-headed arrow icon next to the 'Workshop' item.

The 'COURSE MANAGEMENT' section includes a 'Control Panel' sub-menu with the following items: Course Tools, Course Links, Evaluation, Users and Groups, Customization, Packages and Utilities, and Help.

How do I create an Announcement?

1. Go to the Announcements page (this is the default course home page).
2. Click the Edit Mode switch to “On” (this makes all the editing tools appear).
3. Click the “Create Announcement” button.
4. Enter information as needed and click “Submit.” (Note: Announcements will display unless otherwise restricted by a date range, most recent on top.)

How do I add material to a content area?

1. Click the Edit Mode switch to “On” (this will display all content areas of the course, even those which are unavailable or have no material in them).
2. Go to the content area in which you wish to add your material (e.g., upload a syllabus).
3. Click the “Create Item” button to upload a single document (or type in text).
4. Type in your text in section 1 or Browse to the document in section 2.
5. Set options as needed and click “Submit.”
6. For folders and external links, click that option under the “Build” button menu.
7. For tests, surveys, assignments, and Safe Assignments, click that option under the “Evaluate” button menu.

How do I make changes to an item I’ve already uploaded?

1. Click the Edit Mode switch to “On” (this makes visible all the chevrons for item menus).
2. Click the chevron next to the item you need to modify (a long menu should pop up).
3. Click the first option, “Edit,” to change information or replace a file.
4. Note that there is a “Copy” button which allows copying this item to another course space; and there is also a “Delete” option if necessary.

How do I change the course menu?

1. Click the Edit Mode switch to “On” (this makes the entire menu and all options visible).
2. Links to areas of the course which are hidden or have no content will be grayed out.
3. Click the chevron to the right of any menu item to see the options for that item.
4. Click the double-headed arrow to the left of any menu item to drag-and-drop it to a new location.
5. Click the plus sign to the left of the course title for options to add content areas or links.
6. Click the “Edit Mode” switch to “Off” when you are done to see how this looks to students.

How do I send an e-mail to my class?

1. Go to the Tools page (there is no separate Communications page any longer).
2. Click the “Send Email” tool (tools are in alphabetical order, left column then right column).
3. Pick the option which best suits your purpose.
4. Enter subject and text, attach file if needed, then click “Submit.”

How do I see the list of students in my class?

1. Go to the Users and Groups page and click the “Users” link.
2. In the Search bar, click the drop-down for the field showing the option “Contains” and select the last option, “Not Blank.” Click “Go.”

How do I access the Grade Center?

1. Click the chevron to the left of the Evaluation sub-menu (under the Control Panel area).
2. Click the Grade Center link (the Grade Center will take a few seconds to load).
3. Click the “Create Column” button to add an item to the Grade Center.
4. Hover the mouse over the “Manage” tool button in order to see a menu of tools options, including the “Column Organization” page where you can show/hide columns, change the order in which columns appear in the Grade Center, change the sort order and many other features.
5. Click the chevron to the right of any column header to see options for that grade center item, including editing existing items, deleting columns, and options specific to certain types of columns (for example, statistics for surveys or downloading files for assignments).
6. Click in the cell for a specific student and column in order to enter a grade; click the chevron which appears on the right side of the cell for grade details or to add a comment.
7. Hover the mouse over the “Work Offline” button to see the options for downloading Ecel-readable files.
8. Under “Reports,” the “View Grade History” will show all changes to all student grades.
9. You can temporarily change the order of columns by using the “Sort Columns By” and “Order” options (permanent changed should be done via “Column Organization” under “Manage”).
10. You can choose the number of rows to see at once by using the “Edit Rows Displayed” button.

The screenshot shows the Blackboard Grade Center interface. The left sidebar contains a 'Control Panel' with an 'Evaluation' sub-menu circled in red. The main area displays the 'Grade Center' with a table of student grades. The 'Manage' button is circled in red, and its dropdown menu is open, showing options like 'Grading Periods', 'Grading Schemas', 'Categories', 'Smart Views', 'Column Organization', 'Student Visibility', and 'Send Email'. The table below shows student names, first names, and total scores.

Last Name	First Name	Total	Item 1	Item 2
Benson	John	0.00	(-)	(-)
Smallen	David	0.00	(-)	(-)
Sprague	Michael	0.00	(-)	(-)
Student	Bogus	390.50	B- (83.08%)	B- (82.00%)
Student	Demo	524.55	B- (80.04%)	C (75.00%)
Student	Sample	268.25	A- (91.11%)	A- (91.50%)
User	Demonstration	215.75	C- (70.56%)	D (65.00%)

Borrowed from:

<http://www.hamilton.edu/college/its/itsst/blackboard/Blackboard%20Quick%20Start%20Guide.pdf>