

Appendix B:

Introduction to Blackboard 6 : Using the Control Panel

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LaGuardia Center for Teaching and Learning

Introduction to Blackboard 6: Using the Control Panel

The Control Panel is what you use to **manage your class**: post assignments and documents enroll students, create discussion forums, etc. The options can get complex. And, many of them you will not use until much later in your Blackboard life. Today we'll focus on just those items you need to get started: posting course documents, making sure students can use the system and creating discussion forums and announcements.

Almost all the Blackboard functions rely on just a few simple steps. As you are working your way through them, think about which of these actions you are trying to achieve, and you'll be able to navigate Blackboard without this handout.

- Add
- Set availability
- Modify
- Remove
- Submit

"Submit" is almost always the last step on anything you want to do. It confirms the order, and sends the final instruction to the Blackboard server. Once you've submitted something, if you don't want it, you usually have to first click on *"modify,"* and then on *"remove."* It's a good idea to check stuff before you submit, but it's also very easy to modify and/or remove things. So, don't worry, and have fun!

The first step is to get to the Control Panel. In order to see the Control Panel, you must have the role of *"Instructor"* in the course. We've established a course for you to practice with. If you are using this document during a workshop, your workshop instructor will provide you with the name of your practice course.

However, if you are using not participating in a workshop and are enrolled or teaching a course (with an Instructor role), in Blackboard 6, you will be able to use these instructions to learn about the various features and options available in the Control Panel.

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Alternatively, you may request that a course be created for you which you can then use to practice, by sending an email to webmaster@lagcc.cuny.edu or going to the Blackboard 6 site, <http://bb.laguardia.edu> and completing the 'Request a Course' form, which is linked from the "Request a Course" button on the main page.

After you log into Blackboard, you'll see something that looks like this: (see image b.1.1)

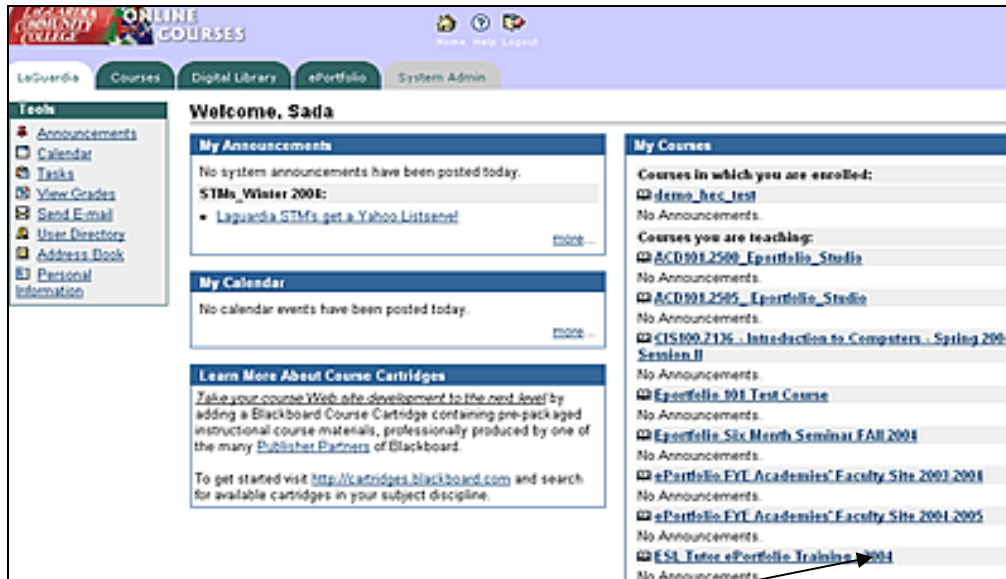
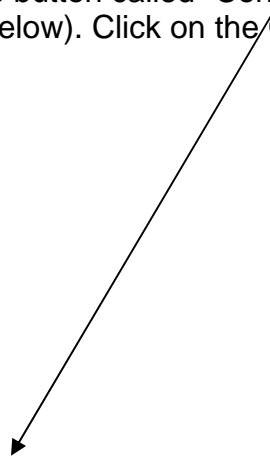


Image B.1.1

Click on the name of your class (see image b1.1, above), and you will see the following screen, seen below in image b.1.2.

Notice the little button called "Control Panel" at the bottom of the left panel (see image b.1.2, below). Click on the Control Panel button, to get to the screen in image b.1.3.



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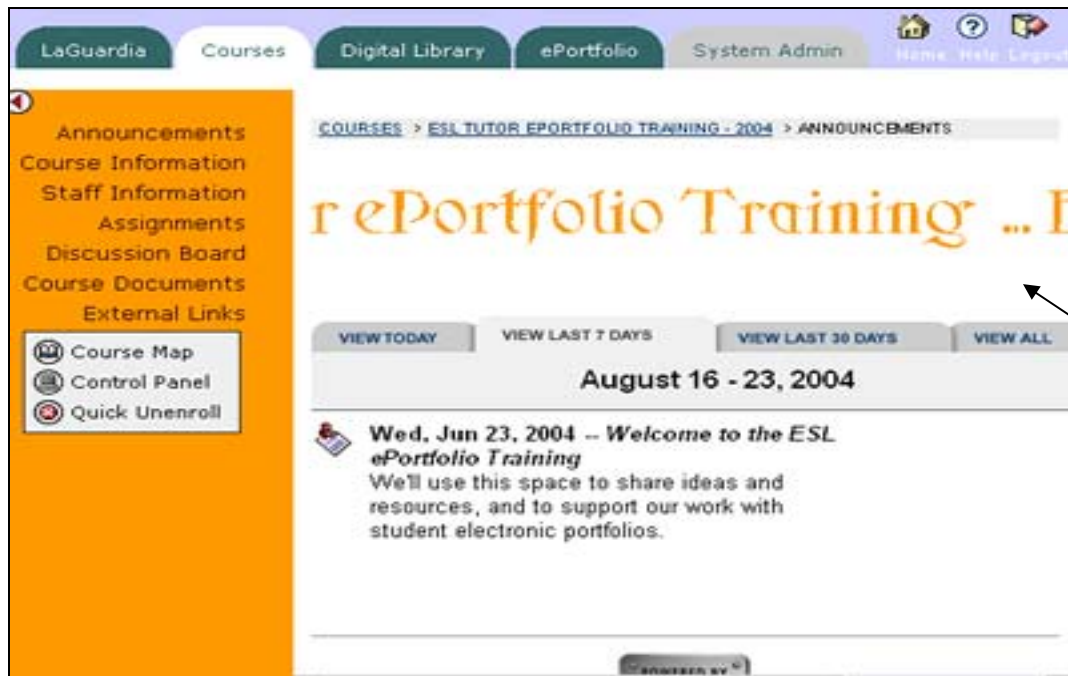


Image b.1.2

Content Areas		User Management	
Course Information	Course Documents	List / Modify Users	Remove Users from the Course
Assignments	External Links	Batch Create Users for Course	Manage Groups
		Enroll User	
Course Tools		Assessment	
Announcements	Collaboration	Test Manager	Gradebook
Course Calendar	Digital Drop Box	Survey Manager	Gradebook Views
Staff Information	Convert Blackboard Items	Pool Manager	Course Statistics
Tasks	Reschedule • Synchronize		
Discussion Boards	Course Reports	Support	
Send E-mail	Cascade Content	Support	
		Manual	
Course Options		Contact System Administrator	
Manage Course Menu	Import Course Cartridge		
Archive Course	Import Package		
Recycle Course	Resources		
Manage Tools	Course Copy		
Settings	Export Course		

Image b.1.3

As noted above, this (image b.1.3) is where you go to set up your class, load documents, add students, set up discussion forums, etc. For now, select the item called *Course Documents*, and we'll practice loading a document into your class. After you select *Course Documents*, you'll see the screen below.

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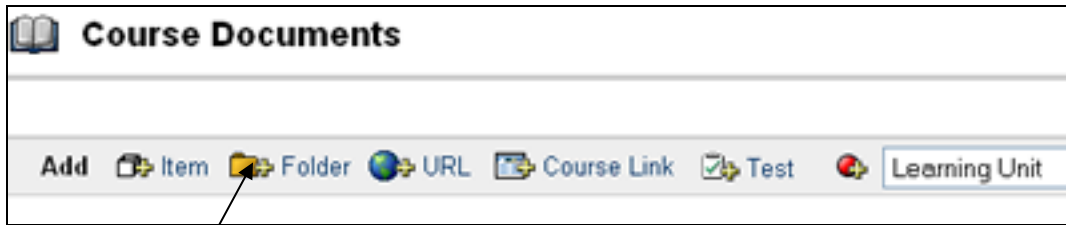


Image b.1.4

You can **Add** an item, a folder or a learning unit (see image b.1.4). For today, we'll add a folder, and then add a document to that folder. As seen in image b.1.5, under Name, scroll down and select the item "Other – Add Text Below," and then, give a name to the folder if you don't want to call it "Course Documents" or one of the other pre-selected names for types of folders. Type a name for your folder, pick a color, and type a brief description of the folder if you want one.

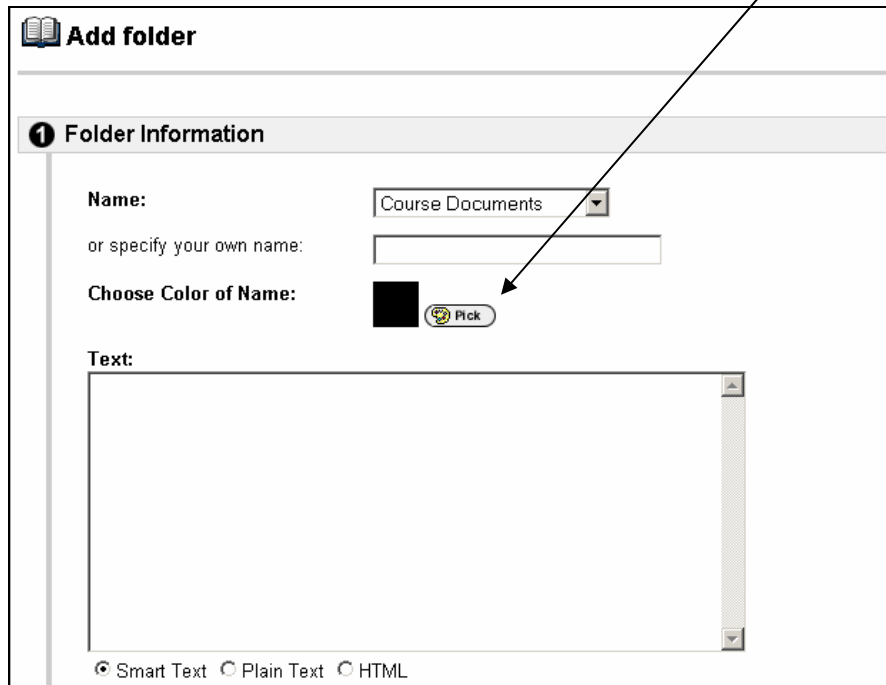
A screenshot of the 'Add folder' dialog box. The title is 'Add folder' with a book icon. Below the title is a section titled '1 Folder Information'. It contains three main sections: 'Name:' with a dropdown menu currently showing 'Course Documents' and a text input field below it with the label 'or specify your own name:'. 'Choose Color of Name:' with a black color swatch and a 'Pick' button. 'Text:' with a large text area. At the bottom, there are radio buttons for 'Smart Text', 'Plain Text', and 'HTML'. An arrow points from the 'Pick' button to the text in the following paragraph.

Image b.1.5

Once you've done that, scroll down to see how to set the "availability" options (see image b.1.5).

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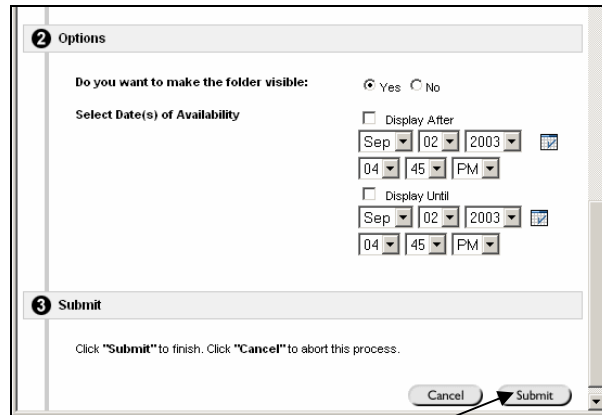


Image b.1.6

When you are finished, click on “Submit” (image b.1.6), and then click on the “OK” button that appears. That will take you back to the Course Documents screen so that you can add a document (image b.1.7).

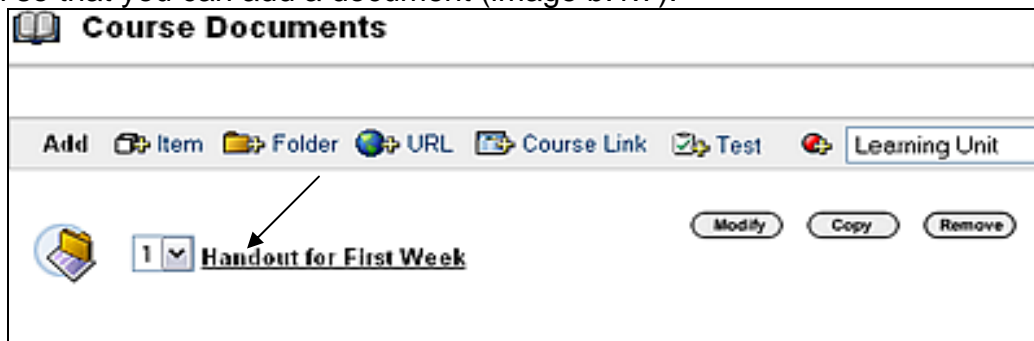


Image b.1.7

NB: I have to double click on the folder called “Handout for First Week.” That ensures that when I add my documents for the first week, they’ll go into the right folder.

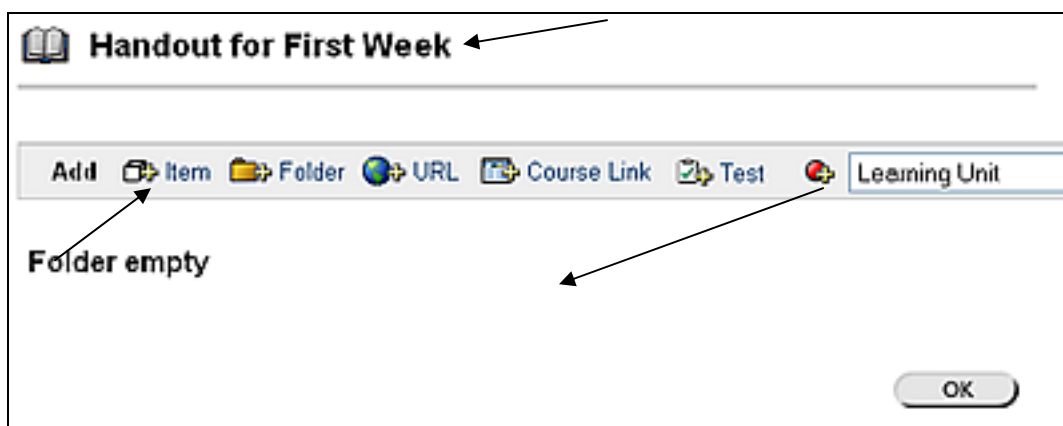
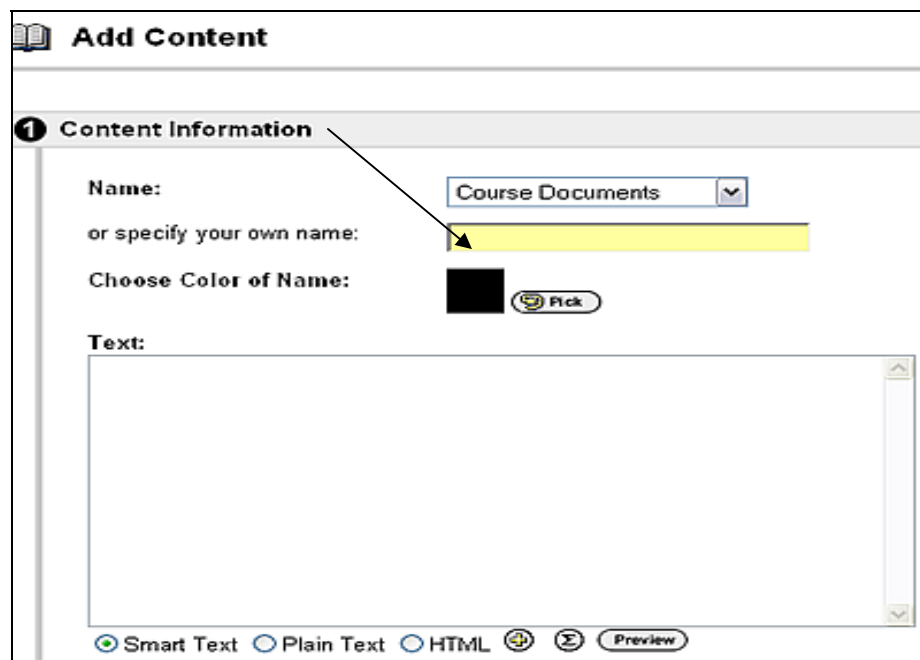


Image b.1.8

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Adding an item is just like creating a folder: Now that you have the correct folder selected, please do the following:

- (1). Click on “Add Item” (image b.1.8)
- (2). Under Name, scroll down and select the item “Other – Add Text Below,” and then, give a name to the item if you don’t want to call it “Course Documents” or one of the other pre-selected names for types of documents. (Image b.1.9)
- (3). Then select a color, and type any information or instructions relevant to that document that you want your students to see in the section called “Text.” (Image b.1.9)
- (4). Make sure the radio button called “Smart Text” is checked.



Add Content

1 Content Information

Name: Course Documents

or specify your own name:

Choose Color of Name: [Color Picker] Pick

Text:

Smart Text Plain Text HTML

Image b.1.9

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Now comes the only *slightly* tricky part. You have to **attach** the file that you want to post to the Blackboard site. In order to do this, you have to “**browse**” to the file that you want to attach. If you know the exact location of the file, you can just type in the full path. (Image b.1.10)

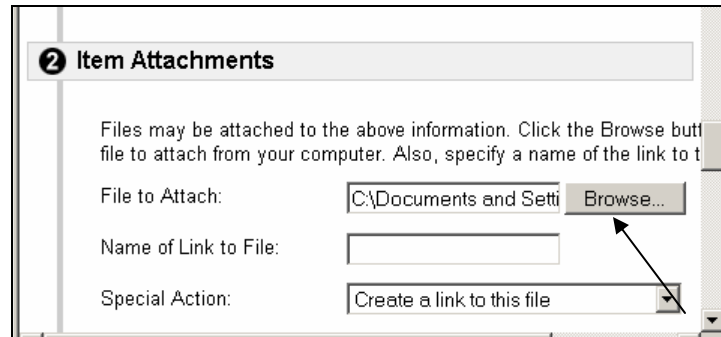


Image b.1.10

Here's what comes up when you click on the “Browse” button. You've probably seen this before, so just steer to the file you want to attach. (See image b.1.11)

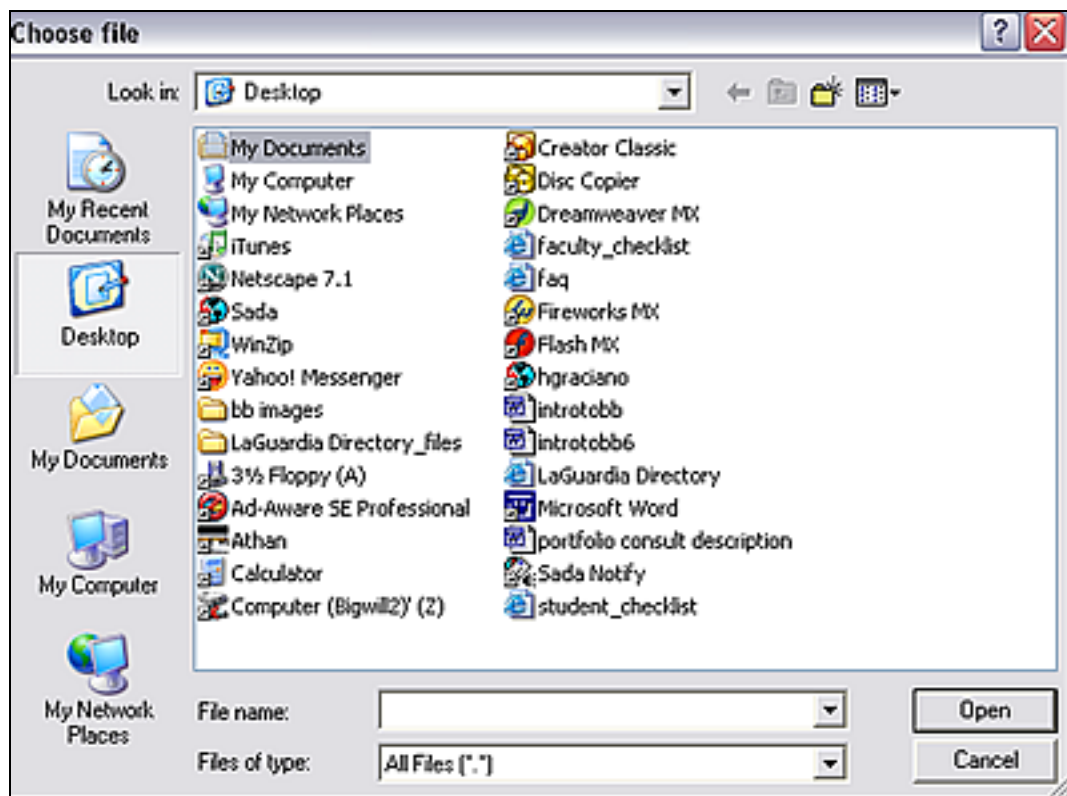
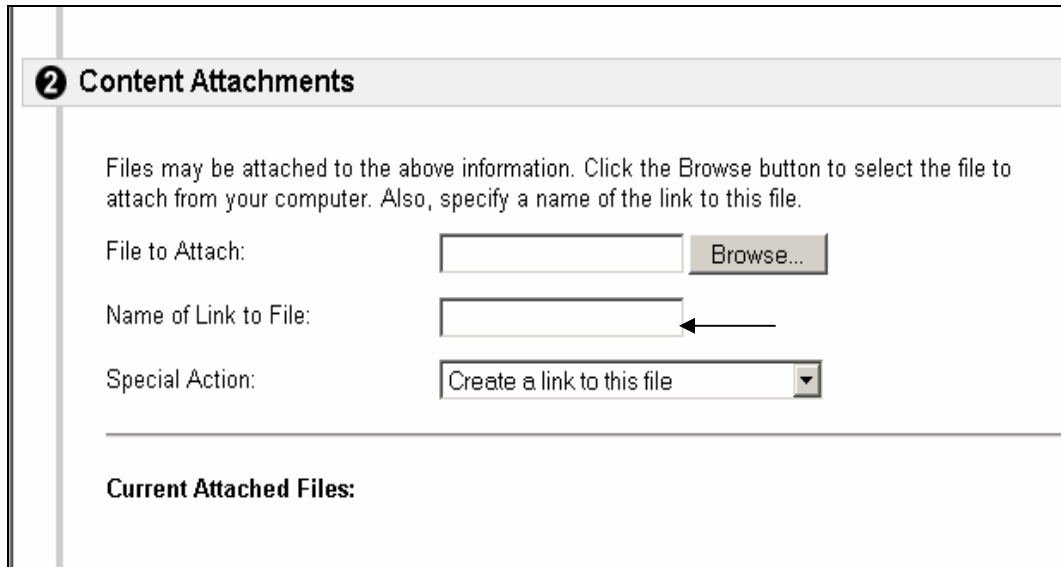


Image b.1.11

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Essentially, you're creating a "link" to the file you want to attach.

Once you've located your file, just type the name that you want to appear where it says "Name of Link to File," (see image b.1.12). Check the availability and submit!



The screenshot shows a web form titled "2 Content Attachments". Below the title, there is a paragraph of instructions: "Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file." The form contains three input fields: "File to Attach:" with a text box and a "Browse..." button; "Name of Link to File:" with a text box and an arrow pointing to it; and "Special Action:" with a dropdown menu showing "Create a link to this file". Below these fields is a horizontal line and the text "Current Attached Files:".

Image b.1.12

You've now posted a document and you want to make sure all your students can see it. So, the first step is to make sure that all your students have been enrolled. (See image b.1.13)

Right now, no one is enrolled in your class except for you. Go back to the Control Panel, and select the option under "User Management" in the called "Enroll Users." (See image b.1. 13)

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Image b.1.13

This will take you to a screen that allows you to see a full list of everyone at LaGuardia who has a Blackboard account (see image b.1.14), **who is not already enrolled in your class**. If you know the last name of the person you want to enroll, type it in, and then click on the Search button. (See image b.1.14)

NB: The formula for the user name is the student's **firstname.lastname** and password is the student's first five digits of the **SS#** . **E.g.** For name John Smith, the user id is **john.smith** . For password 123-45-1234, the password is **12345**

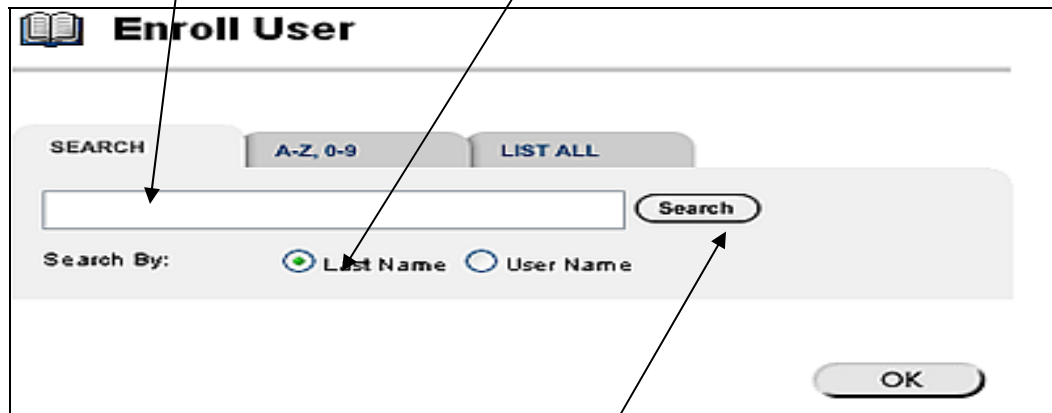


Image b.1.14

For example, if I want to enroll Dean Arcario in my class, after typing in his name, and clicking on the "Search" button (as in the above image, b.1.14), I'd get the following screen: (see image b.1.15)

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Image b.1.15

Just click the little “Add” box to the left of the name, and then scroll down until you see the “Submit” button in the lower right corner of the screen. Click on that.

Once you’ve enrolled a few of your neighbors, go back to the Control Panel, and select “List/Modify Users” to see the full list of students. (See image b.1.16)

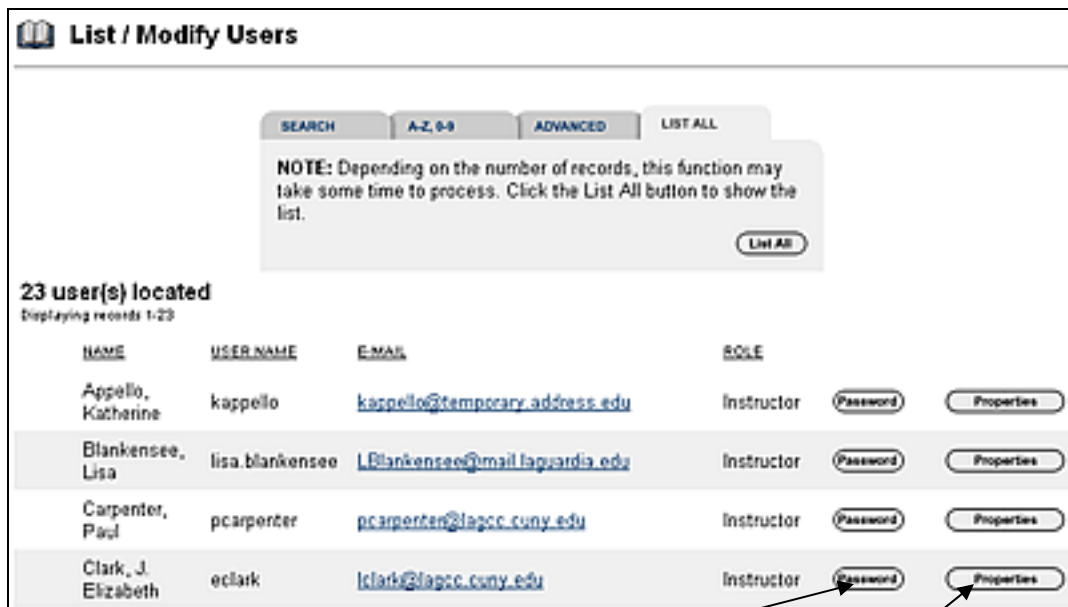


Image b.1.16

It’s a good idea to print the screen(s) so you’ll have a list of your students’ user names and email addresses. Notice the “Properties” and “Password” buttons on the right side. If your students forget their passwords, you can change the password by clicking on “Password”

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button, and filling out the “Password” and “Verify Password” sections under “Account Information” (see image b.1.17, below). If you want to change the User Information and role of a student, you simply click on “Properties” button and change them. Click on submit when you have entered and re-entered your password. (See image b.1.17)

1 Change Password for kappello

Complete this form to change the password for user kappello.

Password

Verify Password

2 Submit

- Required Field for Form Entry

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Image b.1.17

Usually, students are automatically enrolled as part of the Blackboard course setup process. Occasionally, there are adds and drops that you'll need to do **manually**, so it's a good idea to get familiar with this process.

Collecting and Sorting Discussion Forum Posts

1. Open the Control Panel, select Discussion Board, and click on the Forum from which you want to collect your posts.
2. You should see a screen like the one in image b.1.18, below:

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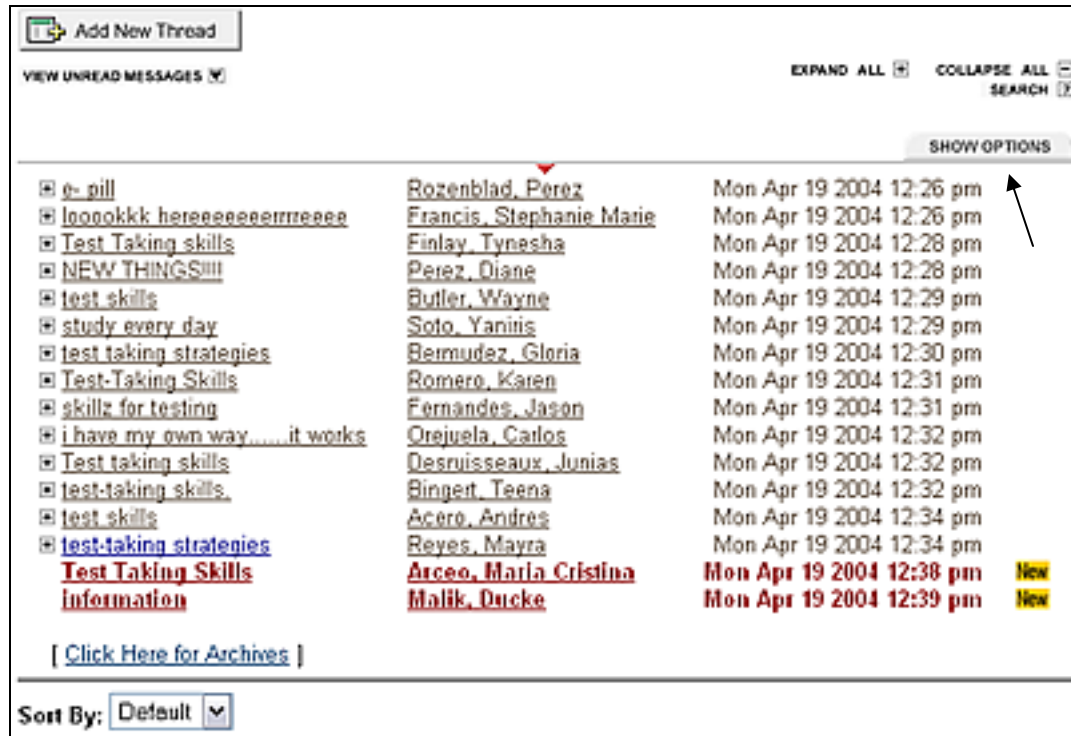


Image b.1.18

3. Click on the button to “show options” to see the following (image b.1.19). (If these options were already available, and are now in your way, you can click on the “hide options” button to turn them off.)

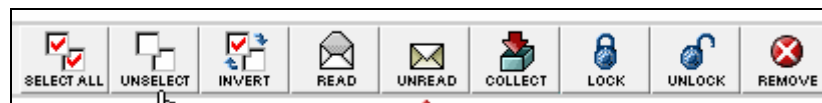


Image b.1.19

4. Scroll to the bottom of the page, and click on the little box titled “Sort By.” (see image b.1.20) Select the option you prefer (the default is by the order in which the items were posted, author, date or subject)

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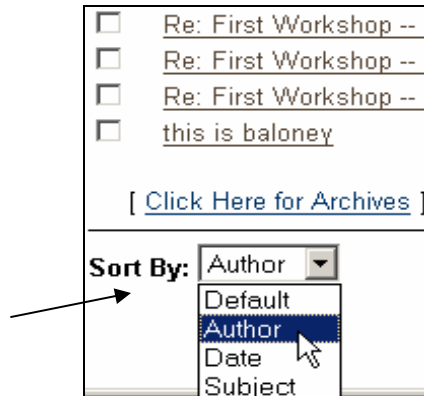


Image b.1.20

5. You can "Select All" by clicking on that option on the toolbar, or just the ones you want by clicking in the little check box. (see image b.1.21)



Image b.1.21

6. Once you have selected the postings, click on the "Collect" option to see them all together. It looks like image b.1.22:

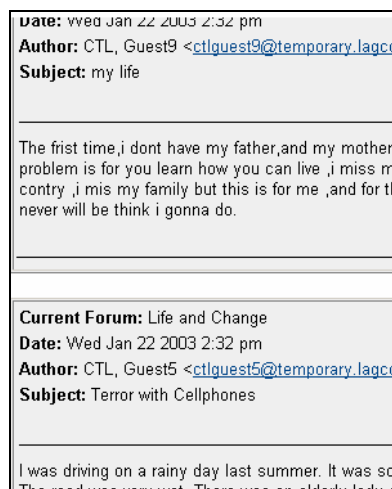


Image b.1.22

7. You can just print the posts out as they appear, but assuming you might want to edit them, you'll need to put them into Microsoft Word or some other word processing program. So,
 - a. Use Edit/Select All (or CTRL + A).

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- b. Right click on the highlighted posts and select Copy.
- c. Open Notepad from Start Programs/Accessories/Notepad.
- d. Once Notepad opens, right click and select Paste.
- e. Save the file to a location you will remember.
- f. Open the file using Microsoft Word. Once you have it in Word, be sure to **save** it as a Word document.