

QUICK GUIDE

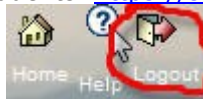
- ✓ Log into Blackboard using <http://pv.my.vccs.edu>
- ✓ A new browser window will open
- ✓ Enter your Username and Password
- ✓ Click Blackboard 8

[OR, log into Blackboard at or <http://learn.vccs.edu>. Enter your same Username and Password. Click "Login."]

Blackboard Tabs



- The **PVCC tab** lists courses you are teaching and taking, important student and faculty notices, a link to the academic calendar, useful Learning Resources (online tutoring), a link to the Quality Enhancement Plan site and many other valuable modules.
- If teaching or taking a class at another college, that tab will also appear.
- The **Learn tab** is only available to students and they can access their courses there as well.
- The **Teach tab** is only available to faculty. Courses they are teaching and Organizations they belong to will show on this page. Faculty can also find free software downloads here.
- **My Files** is a storage area within Blackboard, similar to the C drive on a personal computer. Files stored here can easily be attached to your course and shared with your students.
- **Student Content** is only available to students.
- The **College Connect tab** is available to faculty. Pay & Travel Reimbursement Information can be found here.
- The **Research tab** will direct students and faculty to the Jessup Library link.
- **Help** is also available to faculty and students. <https://support.vccs.edu/> or email bbsupport@pvcc.edu



To exit, be sure to click the Logout button

Announcements

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Tools

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Refresh

Detail View

CEI WORKSPACE (PV282.CEI_WORKSPACE.WRKS) > ANNOUNCEMENTS Navigation Path (breadcrumb)

Announcements

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

December 30, 2008 - January 06, 2009

No announcements found.

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 Accessibility information can be found at <http://access.blackboard.com>.

Content Frame

- The **Course Menu** has buttons / links to different content areas within the course. The menu can be customized, allowing for buttons to be added, deleted or edited (change name). The menu background can

also be changed or buttons can be used, instead of the default list.

- The **Navigation Path** allows for easy movement without using the browser Back and Forward buttons.
- The **Content Frame** will be where content, links, graphics will appear. [The graphic above illustrates the Announcement page, the default first page upon entering a course.]
- Instructors access each Content Area through the **Control Panel**. Course Content Areas are used to organize all course content materials. Only instructors have access to the Control Panel.

Adding Content Area to the Course Menu -

1. Click the course's Control Panel
2. Select "Manage Course Menu" under Course Options
3. Select "Add Content Area"
4. Complete the Add New Area page. The availability of this area is also set on this page

Note: Existing Content Areas may be changed by selecting "Modify" next to a Content Area on the Manage Course Menu page and updating the information.

Course Menu -

Announcements post timely information critical to Course success.

Content Areas such as, Syllabus and Course Documents, can contain a wide-range of content items including: Assessments, Assignments, Learning Units, and multimedia files.

The **Communication** area allows users to: send/receive emails, open Discussion Boards, enter the Virtual Classroom, view the Roster and view Group pages.

External Links connect users to material outside of Bb.

Tools are for students use. This is where they can access their grades, the Bb student manual and more.

Add Items – (ex. PVCC course syllabus)

Items are general pieces of content added to a Course to which items may be attached.

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Item** from the Action Bar.
3. Enter a name for the item in the **Name** field.
4. Use the Visual Text Box Editor to create any text for the item.
7. Click **Browse** next to **Attach Local file** or **Link to Content Collection**. Select the file. When a local file is selected, the following option is enabled:

Click **Browse** to choose a location within the Content Collection to save the file. This field appears when Local File Storage is turned off.

8. Complete the **Name of Link to File** field. This name appears to users; they will select this link to open the attached file.
10. Click either the **Yes** or **No** radio buttons to decide whether or not to **Make the Content available** and **Track Number of Views**.
11. Use the **Display Until** and **Display After** checkboxes and the date fields to **Choose date and time restrictions** for the item.
12. Click **Submit**.

Add Folder –

Folders are useful for organizing and structuring content in a Content Area. For example, Instructors may add folders for each week of the Course to a Content Area, or organize the Content Area by topic, such as separate folder for Assignments, Assessments, and Group Projects.

Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

Follow the steps below to add a folder to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Folder** from the Action Bar.
3. Complete the Add Folder page and click **Submit**.

Add Announcement –

1. Open the Control Panel.
2. Select **Announcements**.
3. Click **Add Announcement**.
4. Type the Subject, Message, choose the Options.
5. Check if this announcement should be emailed to the students in addition to placing it on Bb.
6. Click **Submit**.

Add Staff Information – (faculty contact)

1. Open the Control Panel.
2. Select Staff Information from Course Tools.
3. Click **+Profile**.
4. Fill in the profile page.
5. Click **Submit**.

<p>External Links –</p> <p>Links to outside Web sites may be added to Content Areas as External Links. When entering a URL, always enter the full Web address to the link. For example, enter http://www.pvcc.edu</p> <ol style="list-style-type: none"> 1. Open a Content Area, such as Course Documents, from the Control Panel. 2. Select Add External Link from the Action Bar. 3. Complete the Add External Link page with a Name, Description, and URL for the link. Note that the URL is required. 4. Click Submit. 	<p>Course Link –</p> <p>Course Links are used to link to other items within a Course. All items that appear in the Course Map may be linked to using a Course Link. For example, an Instructor may create a Discussion Board where users discuss the class readings. A link to this Discussion Board may be placed in the Content Area where the articles are posted, such as Course Documents.</p> <ol style="list-style-type: none"> 1. Open a Content Area, such as Course Documents, from the Control Panel. 2. Select Add Course Link from the Action Bar. The Add Course Link page appears. 3. In Section 1 of the page enter a name and description. In Section 2, click Browse to open the Course Map. Click the link for an item in the Course Map to select it as the Course Link. In Section 3, set the options for the Course Link. Click Submit.
<p>Learning Unit –</p> <p>Learning Units enable instructors to set a structured path for progressing through content within a course. This allows students to view content in a self-paced style. The instructor may allow students to access content in a Learning Unit nonlinearly or force them to view it sequentially. For example, a Learning Unit for a unit is created, including files, Assignments and an Assessment. The instructor may require students to proceed through the Learning Unit in a specific order or they may allow students to view the contents in any order.</p>	<p>Assignments –</p> <p>Assignments allow instructors to create coursework and manage the Grades and feedback for each student separately. Instructors may create Assignments that lists the name, point value and description of the Assignment; files may also be attached. After an Assignment is added to a Content Area, Students may access the Assignment, complete it in a separate file, and send it back to the Instructor. The Instructor may respond to each Student separately, sending comments about their individual Assignment and attaching files, if necessary.</p> <p>See How to Create an Assignment at: http://www.pvcc.edu/docs/bb_creating_assignments.pdf</p>

<p>Adding a student or another faculty member to your course –</p> <ol style="list-style-type: none"> 1. Log in to Bb and enter the desired course 2. Click on the course you wish to add someone 3. Click the course's Control Panel 4. Click Enroll User near the top right 5. If you know their Blackboard username, check Username and enter the username OR If you know their email address, check Email and enter their email address [Failing that, if they have a unique last name, click Last Name and enter just their last name <p><i>Note:</i> if the person is already enrolled in the course, Bb reports it can't find them</p> <ol style="list-style-type: none"> 6. After entering the Username, Email or Last name and checking the appropriate radio circle, click Search 7. Check ADD to the left of the person you wish to add 8. Click Submit <p>Instructor or TA Access –</p> <ol style="list-style-type: none"> 9. Go back to the Control Panel and click List/Modify Users 10. Click the oval Search button 11. Click Properties next to the person's name and scroll down 12. Click Teaching Assistant or Instructor 13. Click Submit 	<p>Making a course Available -</p> <ol style="list-style-type: none"> 1. Log in to Bb and enter the desired course 2. Click on the course you wish to make available. It will say (unavailable) next to it. 3. Click the course's Control Panel. 4. Open the link Settings (in the lower left). 5. Click the link, Course Availability and select Yes. 6. Submit the page. 7. If you have other courses to make available, return to step 2. Otherwise, you're 8. done!
<p>Disable a Student –</p> <p>Maintain the accuracy of your Blackboard class rolls by comparing them to the official Student Information System (PeopleSoft) roster. Follow these directions to DISABLE a person from your class on Blackboard.</p> <ol style="list-style-type: none"> 1. Open the course to which you need to DISABLE a student 2. Open the course Control Panel 3. Click on List / Modify Users near the top right, under User Management 4. Click Search [All the students from your class will be listed] 5. Click Properties at the far right of the person's name you would like to disable 6. Scroll down to #4 (Role and Availability) and choose NO from the drop down menu 7. Click Submit. <p><i>Note:</i> Disabling a person does not remove them from the Blackboard system or that specific course, but they DO NOT have access to the course.</p>	<p>Remove a Student –</p> <ol style="list-style-type: none"> 1. Open the course to which you need to REMOVE a student. 2. Open the course Control Panel. 3. Click Remove Users from List near the top right, under User Management 4. Click Search [All the students from your class will be listed] 5. Check the Remove box to the left of the person's name. 6. Scroll down and type Y-e-s (capital Y lower case e and s) in the textbox 7. Click Submit <p>Send Email –</p> <p>Instructors can send email to individuals who participate in the course from the Send Email page. Emails can be sent to individual students or groups (to their VCCS email account only).</p> <p>Click Send Email in Course Tools on the Control Panel to open the page.</p> <p>Assessment –</p> <p>Click Test Manager in the Assessments area on the Control Panel to open the Test Manager.</p>

Add Group –

On the Manage **Groups** page instructors can build study or project **groups**. The Instructor has the option of giving only the **group** access to these features: Discussion Board, a Virtual Classroom, a File Exchange and/or Email.

1. Open Manage Groups from the Control Panel.
2. Select **Add Group**.
3. Provide the Name and the group options. Click **Submit**.
4. Click **Ok**. Now click **Modify**.
5. Choose **Add Users to Group**.

How to create a Test

1. Select Add Test on the Test Manager page.
2. Enter a name, description, instructions and click Submit.
3. Select a question type on the Test Canvas and click **Go**.
4. Create a question.
5. Enter the Point Value for the question.
6. *[optional: Attach a file or URL]*
7. Enter answers to choose from and select the correct answer.
8. *[optional: Enter feedback that Students will see based on their answer]*
9. Repeat Step 3 through Step 8 until finished adding questions.

How to make a Test available

1. Open a Course area and select Add Test.
2. Select the Test to add, click Submit and Modify Test Options.
3. Select the Properties, Availability, Feedback, and Presentation options for the Test. Click Submit.

Collaboration –

The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question-and-answer Forums. Recording of previous sessions are also available for review. Guest speakers can also lead sessions using the Collaboration Tools. Users can search for and join Collaboration Sessions and view session archives.

Virtual Classroom - Users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.

Chat - Chat is part of the Virtual Classroom. It can also be accessed separately. Chat allows users to open just the chat function.

Tools within the Virtual Classroom

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool. Instructors conducting the session can allow or take away student access to any of these tools.

Tool	Description
Whiteboard	Enables users to present different types of information as they would on a blackboard in a classroom.
Group Browser	Enables users to collaboratively browse the Web.
Course Map	Enables users to browse the Course Contents while they are in a Virtual Classroom.
Ask Question	Enables users to ask questions during the session.
Question Inbox	Enables users to answer questions submitted by other users during a session.

Discussion Board –

The Discussion Board is an asynchronous outcome-based learning tool that can be applied in a number of ways to enhance learning and measure performance. Discussion Board Terms:

Term	Definition
Thread	The initial post and the entire series of replies to that post within a Discussion Board Forum.
Thread Detail	The page that displays the threaded view of all posts in a thread along with the selected post.
Post	A Discussion Board entry posted to a thread or used to start a thread. Also used as a verb to refer to the act of submitting a post.
Forum Role	A role type that is assigned to all members of the Discussion Board for each Forum and enables specific privileges within the Forum. A user may have one role per Forum, however, a user's role in each Forum may differ.
Blocked	A Forum Role that blocks the user from accessing the Forum.
Reader	A Forum Role that grants the user the rights to read the contents of a Forum. Users with this role may only view content and cannot add or respond to posts.
Participant	A Forum Role that grants the user read and write privileges in the Forum.
Grader	A Forum Role that grants the user Participant privileges as well as the Grading privileges for the Forum.
Moderator	A Forum Role that grants Participant privileges as well as the ability to modify, delete, and lock posts. If a Moderation Queue is used, the Moderator may also approve or reject posts in the queue.
Manager	A Forum Role that grants all privileges.
GradeForum	The process of assigning a Grade to a user for their performance in a Forum.
Grade Thread	The process of assigning a Grade to a user for their performance in a thread.
Rate Post	The process of evaluating a post based on a fixed, 5 point scale.
Collect Posts	The process of selecting one or more posts or threads for inclusion in on a page that can be sorted, filtered, printed, and saved as a document. The collection is gathered into a format that can be sorted, filtered, printed, and saved as a document that can be viewed in a browser.
Flag	A mark used to call attention to the post.
Copy Forum	The process of creating a clone of a Forum or the Forum settings in the same discussion board or in another discussion board in the same Course or Organization.
Save Posts	The act of saving a post as a draft.
Published Post	A post that has been submitted and, if necessary, approved by a moderator.
Post Position	The position of a post in a thread relative to the other posts.
Draft	A post that has been saved for future editing.
Locked Thread	A thread that is visible for reading but cannot be modified. Users may not post to a locked thread.
Unavailable Thread	A thread that is hidden and inaccessible to all users except Forum Managers.
Hidden Thread	A Thread that is locked and not visible by default. Users may view hidden threads by enabling the Display Hidden Threads feature.

Moderation Queue	A list of posts that must be approved before they will appear in the Discussion Board.
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Add a Forum –

1. Open a Course.
2. Click Discussion Board. The Discussion Board page appears.
3. Click Add Forum. The Add Forum page appears.

Forum Fields:

Field	Required?	Description
Name	Yes	Enter the name of the Forum.
Description	No	Enter a description of the Forum in the virtual text box.
Forum Availability		
Available	No	Make the Forum available or not.
Choose date and time restrictions	No	Use the Display After and/or the Display Until checkboxes to limit Forum availability.
Date and Time fields	No	Use the Month, Day, Year, Hour, Minute, and AM/PM drop-down lists to select a specific date and time.
Calendar Button	No	Click the button to select a date using a calendar GUI.
Forum Settings		
Allow anonymous posts	No	Allow anonymous posts on the Forum.
Allow author to remove own posts	No	Allow authors to remove their own posts.
Allow author to modify own published posts	No	Allow author to edit their own published posts.
Allow message tagging	No	Allow tags to be added to messages on the Forum.
Allow users to reply with quote	No	Allow users to include the text of the original message in any replies to that message. This is enabled by default.
Allow file attachments	No	Allow files to be attached to messages within the Forum.
Allow members to create new threads	No	Allow Forum members to create new threads in the Forum.
Allow members to rate posts	No	Enable Forum members to rate individual posts.
Force moderation of posts	No	Require that all messages are reviewed before they are posted to the Forum.
Do not allow subscriptions	No	No subscriptions for this Forum.
Allow members to subscribe to threads	No	Allow subscription to threads only.
Allow members to subscribe to Forum	No	Allow subscription to the entire Forum.
No grading in Forum	No	No grading in the Forum.

Grade Forum	No	Enable grading at the Forum level.
Grade threads	No	Enable grading at the thread level.

Add a Thread –

1. Open a Discussion Board Forum.
2. Click **Add Thread** in the action bar. The Add Thread page will appear.
3. Enter a **Subject** and a **Message**. It is also possible to attach files to the post.
4. Click **Save** to store a draft of the post or click **Submit** to create the thread.

Performance Dashboard –

The Performance Dashboard tool displays all types of user activity in a Course.

1. Click the course's Control Panel.
2. Click Performance Dashboard in the Assessment section.

Export / Archive –

The Export / Archive Manager page organizes all export and archive packages that are created from the Course. When the Course is exported or archived, a link to the package appears on the page. The Instructor may download the packaged zip to a local computer, and then use it in future uploads for another course.

When a package is exported or archived, it does not appear on this page immediately. An email is sent to the user once the system has created the package; the user may then open this page to find the package and download it.

Follow these directions: http://www.pvcc.edu/docs/bb_directions_export_import.pdf