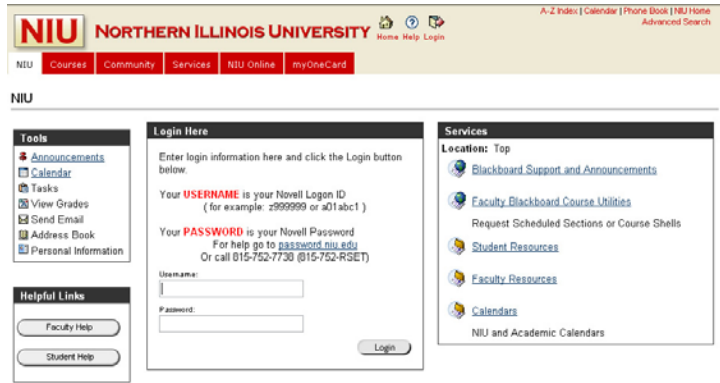




FACULTY DEVELOPMENT AND INSTRUCTIONAL DESIGN CENTER

BLACKBOARD QUICK GUIDE FOR FACULTY

LOGIN AT HTTP://WEBCOURSES.NIU.EDU



ACCESSING BLACKBOARD AT NIU

1. Use Internet Explorer 6.0 or higher browser (AOL, MSN & AT&T ISP browsers do not work, use them to access Internet then minimize them and use Internet Explorer)

2. Type http://webcourses.niu.edu in the address line and click "Go" or press "Enter"

3. Type your Novell ID in USERNAME box

Username: [input box]

4. Type your Password in PASSWORD box

Password: [input box]

5. Click Login button on Blackboard login page



NAVIGATING WITHIN BLACKBOARD

1. Click on NIU tab to access your Blackboard courses or Blackboard tools



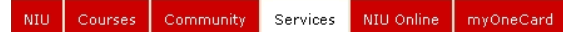
2. After logging-in, click on Courses tab to access your Blackboard courses



3. Click on Community tab to access organizations and discussion groups



4. Click on Services tab to access NIU information and NIU faculty services



5. Always Logout of Blackboard when finished with your session.



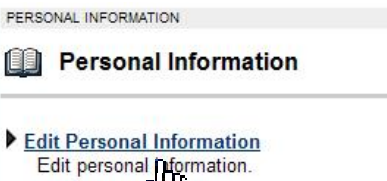
REVIEW YOUR PERSONAL INFORMATION IN BLACKBOARD

It is strongly recommended that faculty and staff review their personal information in Blackboard. Blackboard will deliver email only to the address specified in Personal Information.

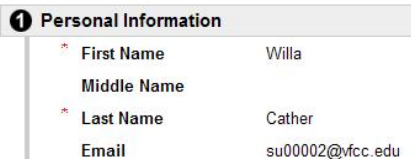
1. Click "Personal Information" in the Tools box under your name



2. Click "Edit Personal" Information in the next window that appears



3. Type information you wish to edit (* is required, all other information is optional)



COMMONLY USED FEATURES & FUNCTIONS

COURSE SETTINGS

Customize your course by changing buttons or adding a banner and be certain to make your course available!

1. To customize, add or hide buttons: CONTROL PANEL > MANAGE COURSE MENU > *Add* button or *Modify* button content.
 - a. Set access for students (make button visible to students). Guest access can also be granted.
 - b. *Submit* to save any changes.
2. To set course availability: CONTROL PANEL > SETTINGS > COURSE AVAILABILITY > Select *Yes* and *Submit*.
3. Add course banner: CONTROL PANEL > COURSE DESIGN > COURSE BANNER.
 - a. Browse for banner image you downloaded or created (pre-sized to 450 x 90 pixels).
 - b. *Submit*.

SETTING UP GROUPS

Instructors may use teams or groups for study or project purposes. This group interaction helps to promote a sense of online community.

ENABLE GROUPS (TWO STEPS):

1. CONTROL PANEL > MANAGE COURSE MENU.
 - a. Find the Communications Area and click the *Modify* button.
 - b. Select *Available* for Group Pages. *Submit*.
2. CONTROL PANEL > MANAGE TOOLS > TOOL AVAILABILITY.
 - a. Check *Available* for Group Pages. *Submit*.

CREATE GROUPS (TWO STEPS):

1. CONTROL PANEL > MANAGE GROUPS.
 - a. Select *Add Group* button.
 - b. Complete the options and *Submit*.
2. CONTROL PANEL > MANAGE GROUPS.
 - a. Select *MODIFY* and *Add Users* to the (new) Group. *Search*, check members and *Submit*.

CONTROLLING CONTENT RELEASE

Adaptive Release allows faculty to control who gets Blackboard materials and when.

1. CONTROL PANEL > CONTENT AREA of choice.
2. Add desired content: folder, item, test, etc.
3. To the right of the added content, click *Manage*.
4. Select *Adaptive Release* to control release of materials by users and/or dates.
5. *Adaptive Release: Advanced* allows for more complex control. INSTRUCTORS can create *Rules* that involve a series of assignments: users cannot access the midterm until they have completed exams 1-4 with a score of at least 75%, for example.
6. To check the status of users select *Adaptive Release and Review Status*.
7. Tracking can also be viewed under *Manage*.

GRADEBOOK

Download and upload gradebook data

NOTE: Downloading the gradebook assures that you have students' names in the correct order for uploading grades. Download periodically throughout the semester so you have a back up of the scores recorded in Blackboard.

1. Download gradebook data.
 - a. From gradebook view, click *Download Grades*
 - b. Select *Tab*. *Submit*.
 - c. Click *Download* and save locally. The file will be Tab Delimited format but will open in Excel.
2. Upload column: (*Submit* after each step).
 - a. From gradebook view, click *Upload Grades*
 - b. Browse for the new Excel file and open.
 - c. Select the column to upload and the item you want the data to go to in Bb
 - d. Define assignment parameters.
 - e. Select which students' grades to upload.

EMAIL

Using Blackboard, instructors can send email to select students, TAs, or the entire class. It is not necessary for the instructor to know the email address of the individual(s) receiving the email.

SENDING EMAIL:

1. From the Communications button, select *Send Email*.
2. Select the classification of users from the course you wish to email. To email the entire class, click the first option, *All Users*.
3. Enter a subject and message for your email. If you'd like to also attach a file, you can add an attachment.
4. Click *Submit* to send your email. Blackboard will send a copy of your email to you at your address for your records.

THE ASSIGNMENTS FEATURE

This feature enables instructors to create assignments in any content areas. Creating an assignment automatically creates a gradebook item that holds all submitted assignments.

1. CONTROL PANEL > CONTENT AREA of choice.
2. Choose *Assignment* from the pull-down list on the right side of the page. Click the *Go* button.
3. Type the name of the assignment in the *Name* field and complete the assignment options (ie: add instructions, attach files, set dates). Click *Submit*.
4. To view completed assignments: CONTROL PANEL > GRADEBOOK. Any submitted assignments will have a "1", click on the "1" and select *View*.
5. To download all attached files for an assignment, go to the gradebook, click on the name of the assignment and select *Item Download*.