

The logo for Blackboardlearn+ is displayed on a white rectangular background with a slight shadow. The text "Blackboardlearn" is in a bold, black, sans-serif font, and a small green plus sign is positioned to the upper right of the word.

Blackboardlearn+

A large, stylized number "9" is centered on the right side of the image. It is composed of concentric, glowing blue and green circular lines, giving it a dynamic, digital appearance. A small green plus sign is located above the top curve of the "9".

9+

Quick Start Guide

*This manual will introduce you to the
new Blackboard Release 9*

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Distance Learning Department
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Getting Started with the Course Environment

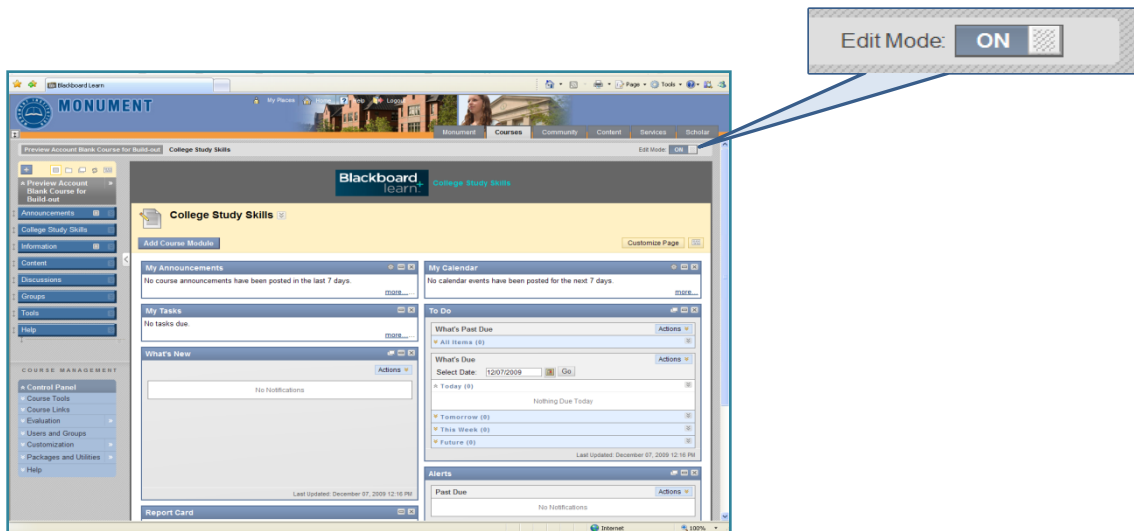
- 1 The Course Menu appears on the left side of a course page. It holds buttons or text links to Content Areas, Tools, and links. The Course Menu is usually arranged by subject or the order in which Students progress through the course.
- 2 Breadcrumbs appear at the top of pages and provide links back to each previous page the user navigated through to get to the current page.
- 3 The Banner is the area at the top of a frame, often used to display an identifying image for the course organization or institution.
- 4 The Help icon appears in the top frame. It can be set by the System Administrator to point to institution resources for providing assistance to users.
- 5 The Edit Mode button allows you to change the view of content on screen from the instructor's view (Edit Mode: On) to the student's view (Edit Mode: Off).
- 6 The Content Frame is the main area of the browser window where content items and tools are displayed.
- 7 The Control Panel is the interface for managing the content, features, and appearance of a course or organization. It is accessible to users based on the privileges assigned to their Course Role. Students do not see the Control Panel.
- 8 The Drag and Drop Arrows enable you to use the mouse to re-position items directly on a page by clicking on the item, dragging it to the desired location, and releasing the mouse button.

The screenshot displays a course environment interface for 'Intro to Oceanography'. The interface is divided into several sections:

- Top Navigation:** Includes 'My Institution', 'Courses', 'Community', 'Content Collection', 'Outcomes', 'System Admin', and 'Scholar'. A 'Help' icon (4) and 'Logout' button are also present.
- Course Menu (1):** A vertical sidebar on the left containing links for 'Home Page', 'Announcements', 'Syllabus', 'My Grades', 'Getting Started', 'Speak Up', 'Chapter 1 - Global Climate', 'Course Content', 'Journals', 'Assignments', 'Glossary', 'Groups Page', 'Collaboration', 'Week 1-5', 'Discussion', 'Instructor Info', and 'External Links'.
- Control Panel (7):** A section at the bottom left for course management, including 'Control Panel', 'Course Tools', 'Course Links', 'Evaluation', 'Users and Groups', and 'Customization'.
- Course Banner (3):** A large blue banner at the top of the content area with the text 'Introductory Oceanography'.
- Home Page (6):** The main content area, featuring a 'Home Page' breadcrumb, an 'Add Course Module' button, and a 'Customize Page' button.
- To Do (8):** A section for task management, including 'Edit Notification Settings', 'What's Past Due', 'What's Due' (with a date selector), and 'Alerts' (Past Due, Early Warning System).
- What's New:** A section for updates, currently showing 'No Notifications'.
- My Announcements:** A section for course announcements, currently showing 'No course announcements have been posted in the last 7 days'.
- Needs Attention:** A section for items requiring attention, currently showing 'No Notifications'.
- Edit Mode (5):** A button in the top right corner labeled 'Edit Mode: ON'.

Edit Mode:

Edit Mode allows Instructors to make changes to content from within the Course view instead of navigating through the Control Panel. The Edit Mode toggles On and Off. The toggle appears in the navigation bar in each Course area and any subfolders.



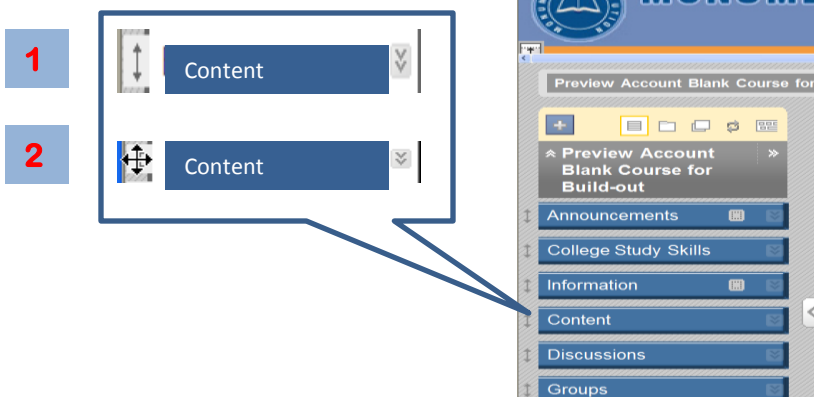
When the Edit Mode is set to ON, users with specific roles in the system can add, remove, and edit content and tools in the Course. Switching the Edit Mode to OFF displays the Course as students see it. The Edit Mode toggle appears only to those users who have permission to use it. Click the Edit Mode button to ON or OFF to change the view.

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



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)

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 (1); when you hover the mouse over them, the image changes to a four-pointed arrow (2). Click and hold the item in order to drag it to a new location; then let go to drop it there. Click the chevron to the right of any menu item to see the options for that item and make any change.





For more details watch the following interactive video:
[Course Environment](#)

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.

The screenshot shows the Blackboard course management interface. A callout bubble on the left says "Click this plus sign for more options" pointing to a plus sign in the course menu. Another callout says "Drag and drop to re-order" pointing to a list of course items. A callout on the right says "Turn Edit Mode 'On'" pointing to the "Edit Mode: ON" switch. A callout in the center says "Mouse over these buttons to see options" pointing to the "Evaluate" button. Another callout says "Click the chevron to see the menu" pointing to a chevron on the "Workshop" item. A callout at the bottom left says "Control Panel" pointing to the "Control Panel" link in the "COURSE MANAGEMENT" sidebar.

How to 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.)

The screenshot shows the Blackboard Announcements page. A callout bubble on the right says "Click here to post a new announcement" pointing to the "Create Announcement" button.

How to 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
3. Click the “**Create Item**” button ①
4. Type in the name and instructions of the item 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. ②
7. For tests, surveys, assignments, and Safe Assignments, click that option under the “**Evaluate**” button menu. ③
8. For discussion boards, groups, blogs, and journals click the “**Collaborate**” button menu. ④

To Change an Item already created:

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). ⑤
3. Click the first option, “Edit,” to change information or replace a file or click the “Copy” button which allows copying this item to another course space; and there is also a “Delete” option if necessary.

The screenshot shows a course interface for "Intro to Oceanography" in "Week 1". The "Edit Mode" switch is set to "On". The top navigation bar includes buttons for "Create Item", "Build", "Evaluate", and "Collaborate", each with a numbered callout (1, 2, 3, 4). Below the navigation bar, a list of content items is displayed, each with a chevron icon and a numbered callout (5). The items are: "Introduction - Read Me First", "Chapter 1: The History of Ocean Exploration and Ocean Science", "Tsunamis", "Week 1 Assignment", "Branches of Oceanography", and "testing". Three callout boxes provide definitions: "Folder: the storage area for files and other folders." (pointing to the chevron next to "Introduction - Read Me First"), "Assignment: a defined type of content that allows the instructor to give users instructions and ask them to upload files to be managed and graded." (pointing to the chevron next to "Week 1 Assignment"), and "A Course Link: a shortcut from one place in a course to another location within the same course." (pointing to the chevron next to "Branches of Oceanography").



For more details watch the following interactive video:
[Adding Content Areas](#)

Student View :

- 1 **Due Date:** Date by which the assignment should be submitted
- 2 **Points Possible:** Instructor-defined number of points a gradable item is worth
- 3 **Assignment Files:** File, or files, the instructor provides with an assignment
- 4 **Comments:** Student comments about the assignment
- 5 **Submit :** Option for students to save the assignment

Introduction to Oceanography--Section 2 | Assignments > Chapter 1 Worksheet > Upload Assignment: Chapter 1 Worksheet

Upload Assignment: Chapter 1 Worksheet

Cancel Save as Draft Submit

1. Assignment Information

Name: Chapter 1 Worksheet

Instructions: Download the worksheet and add your responses after reading Chapter 1 in your textbook.

Due Date: **1**

Points Possible: 30 **2**

Assignment Files: Chapter 1 Worksheet (Chapter 1 Worksheet) **3**

2. Assignment Materials

Submission

Visual Editor: ON

Attach File: Browse for Local File Browse for Content Collection item

Attached files: File Name Link Title

Comments: **4**

3. Submit

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

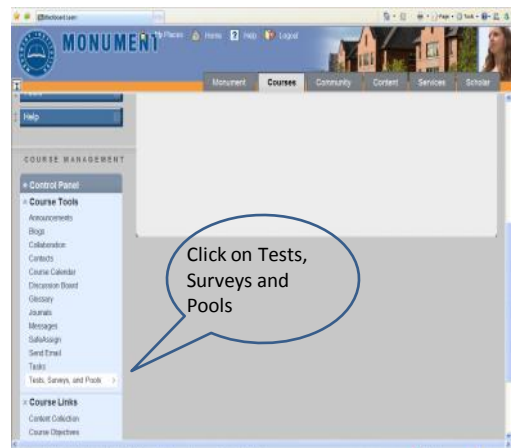
Cancel Save as Draft Submit **5**

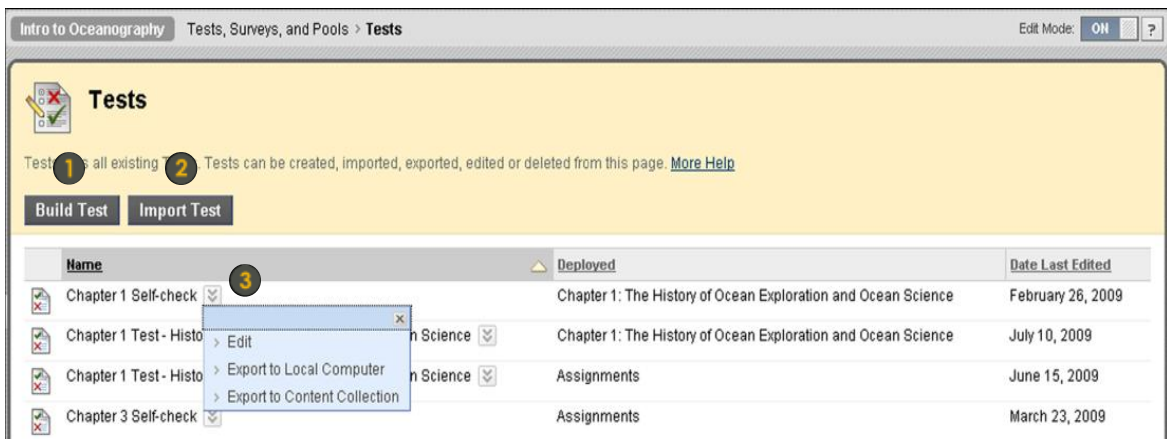


For more details watch the following interactive video:
[Making Tools Available on the Course Menu](#)

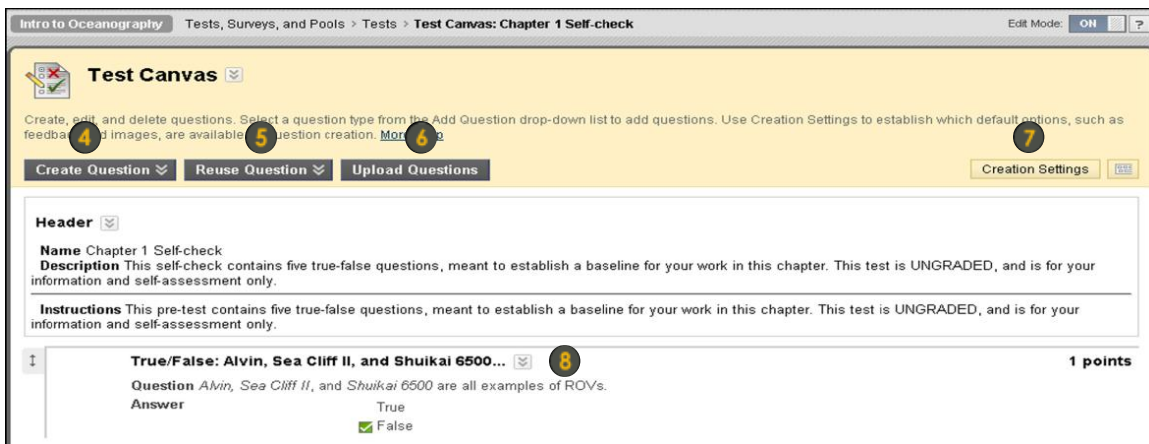
How to build a test

1. Go to “**Course Tools**” under “**Control Panel**” and click on “**Tests, Surveys and Pools**”. Select the “**Test**” link
2. Click on “**Build Test**” to create a Test and enter Test Information. **1**
3. Click “**Import Test**” to import a local file or a file from the Content Collection. **2**
4. Select “**Edit**” from the contextual menu next to the name of the test. **3**





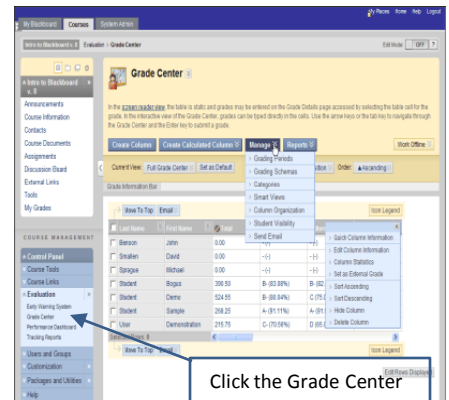
6. Click on **“Create Questions”** to add a new questions. The Create Question contextual menu lists all of the different types of test questions available. ④
7. On the **“Reuse Question”** contextual menu to create a random block question or find an available question from a pool or another test. ⑤
8. Click **“Upload Question”** to browse for a local file. ⑥
9. The **“Creation Settings”** control the options available when creating Test questions. Not all option are available for all question types. ⑦
10. Click the arrow icon next to the question name to rearrange the test questions after they are created with drag and drop ⑧



The Grade Center

To 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)



The Grade Center Components:

1 Action Bar

Create Column:

Click to create a column that represents a gradable item in the course.

Create Calculated Column:

From the contextual menu, select one of the following: Average, Minimum/ Maximum, Total, or Weighted Column

Manage:

From the contextual menu, select an option to manage Grading Periods, Grading Schemas, Categories, Smart Views, Column Organization, Student Visibility, or to Send Email.

Reports:

From the contextual menu, either create a report or view grade history.

Views

2 Interactive View:

In the interactive view, grades can be typed directly into the table cell for each grade. Use the arrow keys or the Tab key to navigate, and press the Enter key to submit a grade.

2 Screen Reader View:

In the screen reader view, the table is static and cannot be edited directly. To enter a grade, click the table cell and select View Grade Details from the contextual menu.

3 Current View:

From the contextual menu, select the desired view. Users can toggle between the Full Grade Center view and any defined Smart Views or Grading Periods.

4 Sort Columns By :

From the contextual menu, select one of the following options for sorting the columns: Layout Position, Categories, Due Date, Date Created, Points Possible, or Display Name.

5 Order:

From the contextual menu, select whether to place the columns in ascending or descending order according to the Column Organization defined by using the Manage contextual menu.

The screenshot shows the Grade Center interface with the following components highlighted by numbered callouts:

- 1**: Action Bar (Create Column, Create Calculated Column, Manage, Reports)
- 2**: Grade Center title and dropdown
- 3**: Information Bar
- 4**: Sort Columns By dropdown (Layout Position)
- 5**: Order dropdown (Ascending)
- 6**: Contextual menu for a column (Quick Column Information, Edit Column Information, Column Statistics, Set as External Grade, Assignment File Cleanup, Assignment File Download, Clear Attempts for All Users, Sort Ascending, Sort Descending, Hide Column)
- 7**: Icon Legend (User Unavailable, Column Not Visible to Users, Completed, Needs Grading, Grade Edited Manually, Attempt in Progress, External Grade, Grade Exempted for this User, Error)

Additional interface elements include: Discover Content, Work Offline, Current View: Full Grade Center, Set as Default, Selected Rows: 0, Move To Top, Email, and Edit Rows Displayed.

Last Name	First Name	Username	Availability	Last Access	What Do You Know?	Diagnostic Quiz	Unit 1 Quiz	Unit 1 Test	Naming the Night
<input type="checkbox"/>	Akbar	Mina	makbar	Available	February 11, 2009	✓	-	-	-
<input type="checkbox"/>	Brown	Tony	tbrown	Available	February 10, 2009	-	-	-	-
<input type="checkbox"/>	Casper	Chris	ccasper	Available	April 15, 2009	-	-	-	-
<input type="checkbox"/>	Dubois	Alyssa	adubois	Available		-	-	-	-
<input type="checkbox"/>	Farrell	Andy	afarrell	Available		-	-	-	-
<input type="checkbox"/>	Freedman	David	dfreeman	Available		-	-	-	-
<input type="checkbox"/>	Gonzales	Monica	mgonzales	Available		-	-	-	-
<input type="checkbox"/>	Hernandez	Juan	jhern	Available		-	-	-	-
<input type="checkbox"/>	Ibrahim	Kamel	kibrahim	Available		-	-	-	-
<input type="checkbox"/>	Jayaram	Lakshmi	ljayaram	Available		-	-	-	-

To choose the number of rows to display in the Grade Center

Edit Rows Displayed

More Grade Center Options:

- Click the “Create Column” button to add an item to the Grade Center.
 - 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.
 - 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.
 - Hover the mouse over the “Work Offline” button to see the options for downloading or uploading Excel readable files. 7
 - Under “Reports,” you will have the “Create Reports” to print or sent reports via emails and “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. 8



For more details watch the following interactive video:

[Creating a Grade Center Column](#)



Questions? Call Distance Learning Department at:
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