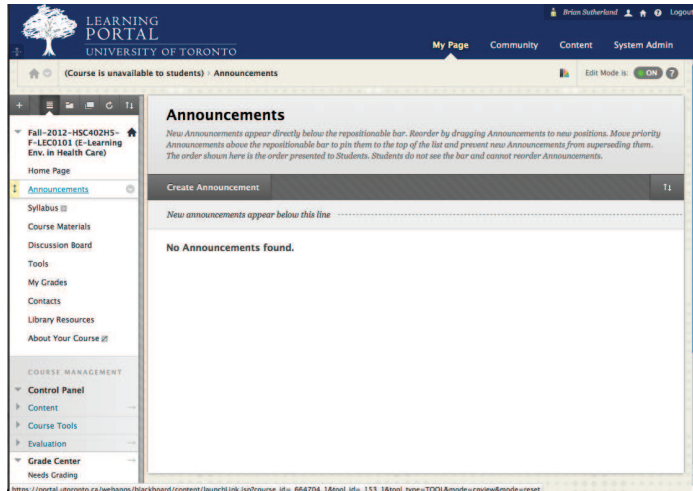


Blackboard is an advanced learning management system (LMS) that organizes the administration, documentation, tracking, and communication activity related to a course of study. The three essential uses of a system like Blackboard, also known as ‘The Portal’ are: 1) creating course announcements and emails, such as clarifying an assignment or rescheduling a class; 2) sharing course information, such as lecture outlines; 3) posting grades, so each student may only see his or her own.

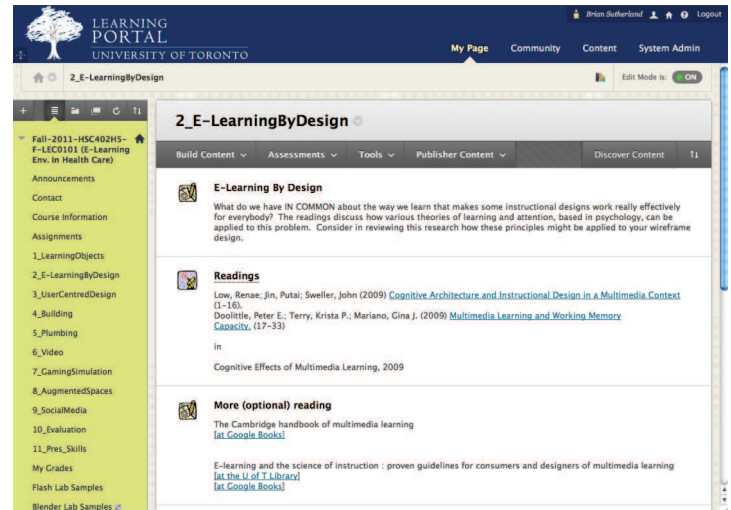


Creating Course Announcements

Once you’ve logged in to Blackboard, select the ‘Announcements’ screen. In ‘Edit Mode’, a charcoal coloured button should be visible just below the title: ‘Create Announcement’. This allows you to enter a title and details, select between permanent or a scheduled announcement, and optionally email the class. At any point an announcement can be edited or deleted by selecting the downward pointing arrow next to the title, and then selecting from the context menu.

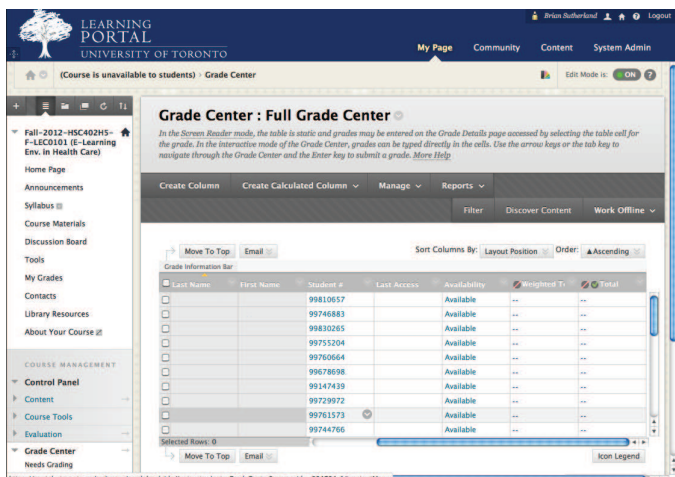
Sharing Course Information

The Blackboard course shell can be divided into any number of content areas which support the posting of course information, be it course syllabi, lecture slides in Powerpoint, an assignment description or even the video of a lecture. Select ‘Build Content’ > ‘Create Item’ to add an item to a page, then provide a title, details, and upload documents (8MB each), if desired. Like announcements, items of course information can be edited or deleted later by selecting the downward pointing arrow next to the item title.



Posting Grades

Select ‘Grade Center’ (sic) and then ‘Full Grade Center’ to access the spreadsheet from the course management menu. Select the ‘Create Column’ button to create an evaluation item, and provide name and description, score and options. To enter grades, simply click the cells one by one, or use the work offline option to upload a spreadsheet. When you are finished, click on the double-downward pointing arrow next to the title to edit the column options and set ‘Show this Column to Students’ to ‘Yes’.



Blackboard 9 features state of the art web-based navigational controls that make it work more like a desktop application than a web site.

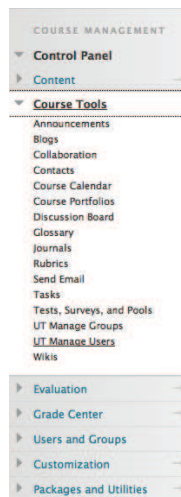
Interactive Web Controls

Minor changes to page content do not require a full browser page refresh: faster browsing! File uploading displays a progress bar.

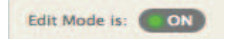
Floating Context Menus with Help

The course menu and control panel system has been completely replaced by floating, expandable context menus activated by icons: this makes Blackboard work more like a desktop application.

Select a course management category and a context menu zips down with more choices. For each function or tool, a detailed description now appears at the top of its management screen. View content AND manage it in the same place with confidence!



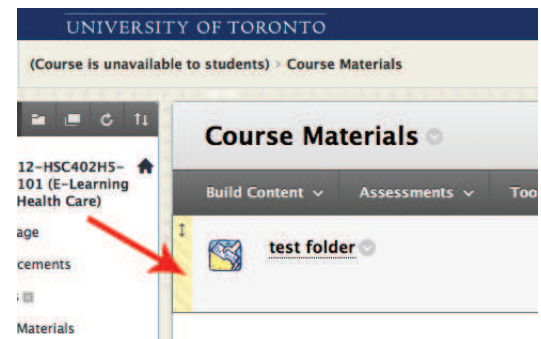
'Edit Mode' On/Off



Edit Mode on/off allows you to toggle between the student view and instructor view, and it makes it a snap to 'show me what a student sees'.

Drag and Drop Sequencing

Grab the menu item or the course item by the double ended vertical arrow, and drag it to where you want it. No page refresh!



Course Lifecycle



Course Archiving

Select 'Packages and Utilities' from the menu to Archive or Copy your course, which content you would like to archive, then save the .zip file generated.

Set Availability

Set your Blackboard course 'available' when you are ready to let the students in to access the content. This is now in 'Customization' > 'Properties'.