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Getting Started

Before You Begin

- Fill out a Course Request form, which is available on the "Help" page of Blackboard, and submit it to the Blackboard support office, as indicated on the form
- Create a folder on your computer for all documents and images that will go into your Blackboard® course
- Edit images if needed before uploading
- Save documents in the correct format

Note that the **Instructor Manual** is available to you by going to the **Control Panel** and clicking the **Manual** link in the **Help** area

Log In

- Open your browser of choice
- Type <http://usuonline.usuhs.edu/> in the address bar or go to <http://www.usuhs.mil> (or any page on the USUHS site) and click the **myUSU** link at the top of the page
- Your **Username** should be the same as your Groupwise username
- Your **Password** will be one you have selected
- If you do not know your password, click the **Forgot your Password?** link on the login screen and information will be sent to the email address associated with your Blackboard account
- You can enter a course via either your **Home** page in Blackboard or the **Courses** area, which you can access by clicking the **Courses** tab at the top of the screen
- Click the link to your course in the Course List or My Courses area

Basic Options

Change Course Name

- Go to the **Control Panel** (Click the link on the left menu of the course and then on the top "bread crumb" menu once you have entered the panel)
- Click **Settings** in the **Course Options** area
- Click **Course Name and Description**
- In the **Course Name** box enter the course name
- In the **Description** box enter a short course description if desired
- In the **Classification** area choose a **Subject Area** and a **Discipline** from the drop-down menus
- Click the **Submit** button
- Click the **OK** button

Set Course Availability

- Go to the **Control Panel**
- Click **Settings** in the **Course Options** area
- Click **Course Availability**
- Set **Availability**: Click **Yes** to make available immediately; click **No** to delay
- Click the **Submit** button
- Click the **OK** button

Change Menu Style

- Go to the **Control Panel**
- Click **Course Design** in the **Course Options** area
- Click **Course Menu Design**
- Select **buttons** or **text** for **Menu Style**
- Click the **Pick** buttons in the **Select Style Properties** area to set button or text attributes
- Click the **Submit** button
- Click the **OK** button

Define Course Areas

- Go to the **Control Panel**
- Click **Manage Course Menu** in the **Course Options** area
- Click the **Modify** button (to the right of each item)
- Select **Name** options from the drop down menu or type a name in the text box, and choose access options in the **Set Area Properties** area
- Click the **Submit** button
- Click the **OK** button

Content

Add an Announcement

- Go to the **Control Panel**
- Click **Announcements** in the **Course Tools** area
- Click the **Add Announcement** button
- In the **Announcement Information** area, enter a **Subject** for the announcement and compose the announcement in the **Message** text box
- In the **Options** area, click **Yes** after Permanent announcement? or choose specific dates to display by checking the box next to **Display After** and/or **Display Until** and using the drop down lists to choose the dates
- Click the **Submit** button
- Click the **OK** button

Change an Announcement

- Go to the **Control Panel**
- Click **Announcements** in the **Course Tools** area
- Click the **Modify** button (to the right of each announcement)
- Make changes in the **Announcement Information** area
- Click the **Submit** button
- Click the **OK** button



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Faculty Information

- Go to the **Control Panel**
- Click **Staff Information** in the **Course Tools** area
- Click the **Profile** button (to the right of Add Folder)
- Enter information about yourself (visible to students) in the **Profile Information** area
- Click **Yes** in the **Options** area to make profile visible.
- You may add a picture by clicking the **Browse** button, navigating to where the picture is saved, and clicking **Open**
- Click the **Submit** button
- Click the **OK** button

Modifying and Organizing Content

Folders

- Folder – like manila folders in file cabinet
- Label by week, project name, subject area, unit name, etc.

Create a Folder for Course Documents

- Go to the **Control Panel**
- Click **Course Documents** in the **Content Areas** area
- Click the **Add Folder** button
- Enter a **Name** and a brief **Text** description of the folder or directions in the **Folder Information** area
- Click **Yes** next to **Make the content available**
- Choose to track views or use date restrictions if desired
- Click the **Submit** button
- Click the **OK** button

Create an Item Within a Folder in Course Documents

- Go to the **Control Panel**
- Click **Course Documents** in the **Content Areas** area
- Click the link to the folder you created
- Click the **Add Item** button
- In the **Content Information** area, enter a **Name** for the item
- To add an attachment see the directions at right
- In the **Options** area, click **Yes** to make the content available
- Choose to track views or use date restrictions if desired
- Click the **Submit** button
- Click the **OK** button

Add Attachment

- Go to the **Control Panel**
- Click **Course Documents** in the **Content Areas** area
- Click the link to the folder or item you created
- Click the **Modify** button to the right of the item or folder to which you want to add the attachment
- In the **Content** area, click the **Browse** button to the right of the **Attach local file** text box to find the attachment
- See next page for a partial list of allowable file types
- Browse to the file you want to attach and click **Open**
- In the **Content** area, enter a **Name of Link to File**
- In the **Special Action** field in the **Content** area, choose **Display media file within the page** from the drop down menu if you want the file to display on the page. Choose **Create a link to this file** if you want the file to open as a separate page in the browser. Choose **Unpackage this file** if you are uploading a compressed file.
- Click the **Submit** button. If you chose **Unpackage this file** when uploading, you will need to select an **entry point** from the drop down menu that appears on the **Content Actions** page after you click **Submit** to upload the file. You will also have the option of clicking a radio button if you want the file to **launch in a new window**.
- Click the **OK** button

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| Websites <ul style="list-style-type: none"> • Go to the Control Panel • Click Course Materials in the Content Areas area • Click the add External Link button • Enter a Name for the website • Enter the Internet address for the website in the URL text box • Enter a short description of the site in the Text area • To add an attachment to the link see the directions at right • Click Yes after Make the content available in the Options area • Click Yes after Open in new window • Choose to track number of views or use date restrictions if desired • Click the Submit button • Click the OK button | Use Acceptable File Formats <p>Files in the following formats can be uploaded into a Blackboard course</p> <ul style="list-style-type: none"> • Microsoft Word document (.doc) • Adobe Acrobat document (.pdf) • JPEG Images (.jpg) • Compressed file (.zip) • Microsoft Excel (.xls) |
| Advanced | |
| Discussion Board – Add Forum <ul style="list-style-type: none"> • Go to the Control Panel • Click Discussion Board in the Course Tools area • Click the link to the name of the discussion board for the course • Click the add Forum button • In the Forum Information area, enter a title for the forum in the Name field • Enter a question or topic for discussion in the Description field • In the Forum Settings area, click to check the boxes next to Allow members to create new threads, Allow author to remove own posts (select Only posts with no replies), and Allow author to modify own published posts • Do not check the box next to Force moderation of posts unless you would like to see all new posts before they are available to all users • Check Yes next to No grading in forum • Click the Submit button • Click the OK button | Add Groups <ul style="list-style-type: none"> • Go to the Control Panel • Click Manage Groups in the User Management area • Click the Add Group button • Assign a group Name and enter a brief Description in the Group Information area • In the Group Options area click to check the box next to Group Discussion Board Available and the one next to Group Email Available • Check Yes after Group Available • Click the Submit button • Click the OK button |
| To check your group list: <ul style="list-style-type: none"> • Go to the Control Panel • Click Manage Groups in the User Management area • Click the Modify button to the right of your group • Click List Users in Group • Click the List All tab • Click the List All button; your list will appear • Click the OK button | Add Users to Group <ul style="list-style-type: none"> • Go to the Control Panel • Click Manage Groups in the User Management area • Click the Modify button to the right of your group • Click Add Users to Group • Enter student's last name • Click the Search button next to the text box • Click to check the box under Add (to the left of the student's name) • Click the Submit button • Click the OK button • To remove users, after clicking the Modify button, click Remove Users from Group and follow the directions for adding users |