

Blackboard Basics



Blackboard is the Learning Management System for Norfolk State University. Whether you are teaching an online, hybrid, or face-to-face class, Blackboard is an ideal way to increase student engagement. This PowerPoint can serve as a guide to navigating the virtual learning environment.

Blackboard Basics

The screenshot shows the 'My Courses' menu in Blackboard. A green header bar at the top contains the text 'My Courses' and a gear icon. Below the header, the text 'Courses where you are: Instructor' is displayed. A list of five course entries follows, each separated by a horizontal dotted line. Each entry includes the course ID, semester, title, section, and instructor. The first four entries have an 'Announcements' section with a link to 'Welcome to Fundamentals of Fitness for Life--Fall 2017'. The fifth entry is marked as 'not currently available'. Numbered callouts are placed over the interface: '2' is over the 'My Courses' header, '1' is over the gear icon, '3' is over the announcement link in the first course entry, and '4' is over the 'not currently available' text in the fifth course entry.

2 My Courses

Courses where you are: Instructor

1

PED-100-90B-171: Fall 2017 - Fund Fitness Life - Sec 90B - 74809
Instructor: Lee Grandison;
Announcements:
‣ Welcome to Fundamentals of Fitness for Life--Fall 2017 **3**

PED-200-01-171: Fall 2017 - Beg Fit Wgt Trng - Sec 01 - 74870
Instructor: Lee Grandison;

PED-100-90C-171A: Fall 2017 - Fund Fitness Life - Sec 90C - 75167
Instructor: Lee Grandison;
Announcements:
‣ Welcome to Fundamentals of Fitness for Life--Fall 2017

PED-100-90D-171A: Fall 2017 - Fund Fitness Life - Sec 90D - 75168
Instructor: Lee Grandison;
Announcements:
‣ Welcome to Fundamentals of Fitness for Life--Fall 2017

HED-100-90C-171B: Fall 2017 - Pers/Commun Health - Sec 90C - 75170 (not currently available) **4**
Instructor: Lee Grandison;

My Courses View

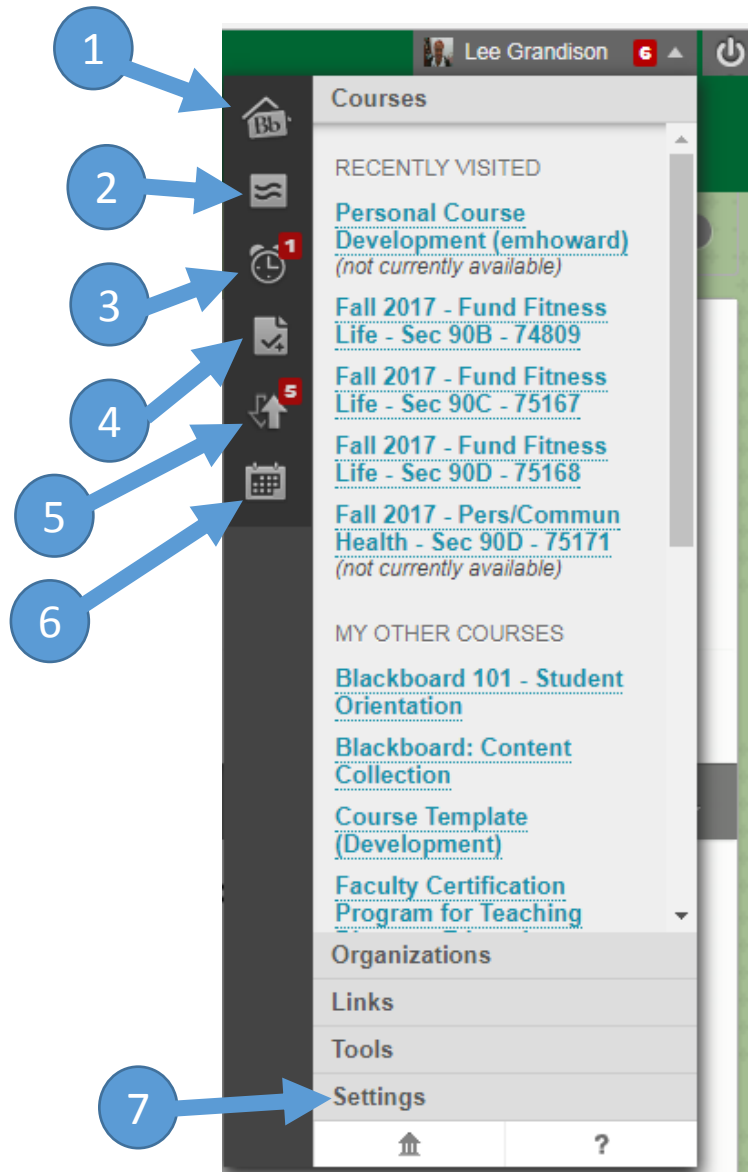
1. The gear widget will allow the users to determine which classes are visible in the My Courses menu.
2. The My Course menu display all the class where you are assigned as an instructor or a student.
3. Each class section will display the announcements posted in the class.
4. Classes that are labeled “not currently available” are also listed.

Blackboard Basics

The Global Navigation is located in the upper right corner of the Blackboard. Once you click on the down arrow, you will find links to User menu and My Blackboard.

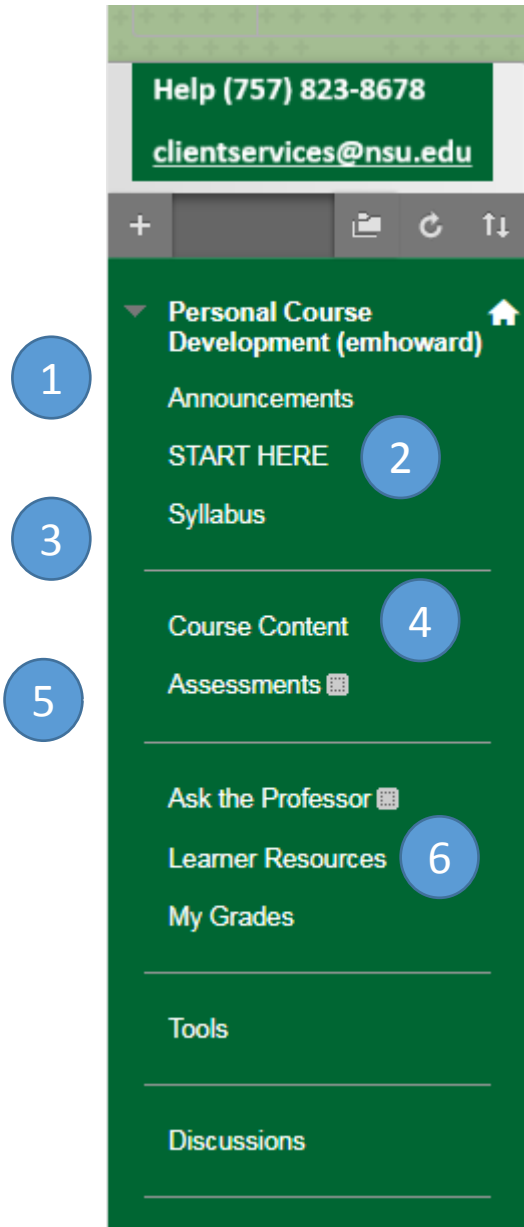
1. Blackboard Home
2. Course Posts – Discussion Board
3. Course Updates - Announcements
4. My Grades from all Bb classes (students)
5. Retention Center Updates
6. Calendar
7. Settings

[Global Navigation and My Blackboard Video](#)



Blackboard Basics

The Course Menu displays the links to different pages available in the course.



1. **Announcements** – Reminders given by instructor on course content.
2. **Start Here** – the entry point to the course
3. **Syllabus** – The course syllabus is housed on this page with the link to the syllabus quiz.
4. **Course Content** – The educational content to the course.
5. **Assessments** – This page can house all graded assignments linked to the course content.
6. **Learner Resources** – Additional links for students to find resources to assist with course success.

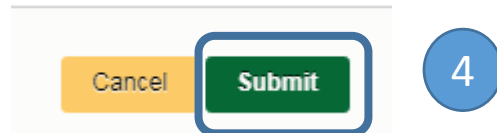
Blackboard Basics



SET AVAILABILITY

Make this course available to users?

Make Course Available ☐ Yes ☒ No



Making Courses Available (instructor responsibility)

1. Under “Course Management” scroll to Customization
2. Click Properties
3. Under Set Availability, click “yes”
4. Click submit

Blackboard Basics

Adding an Announcement

1. Click Announcements on course menus and Create Announcement
2. Type a subject and message in the content editor
3. Select Web Announcement Options
4. Click email announcement if you want your students to receive an email copy of the announcement
5. Click Submit to proceed

The screenshot shows the 'Create Announcement' interface in Blackboard. It includes a course menu on the left, a form for announcement information, options for duration and email notifications, and a final submit/cancel section at the bottom. Numbered blue circles (1-5) are overlaid on the interface to guide the user through the steps.

1 Personal Course Development (emhoward) Announcements Create Announcement

2 ANNOUNCEMENT INFORMATION
* Subject

3 Duration
☒ Not Date Restricted
☐ Date Restricted

4 Email Announcement
☐ Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

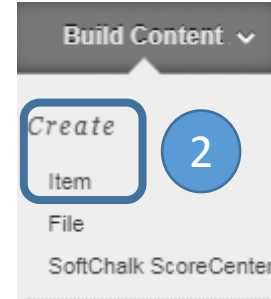
5 Cancel Submit

Blackboard Basics

Adding a Syllabus

To add a PDF syllabus to a Blackboard course, access the Syllabus page

1. Convert your syllabus to a PDF file
2. Click Build Content and create item
3. Name your Syllabus
4. Click Browse My Computer under Attachments
5. Select the PDF from your computer and click open
6. Click submit to proceed

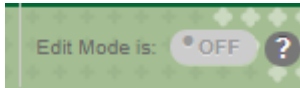
A screenshot of the 'CONTENT INFORMATION' section in Blackboard. It includes a text input field for 'Name' (highlighted with a blue box and a blue circle with the number 3) and a color selection dropdown for 'Color of Name' set to 'Black'.A screenshot of the 'ATTACHMENTS' section in Blackboard. It features a dashed box labeled 'Attach Files' (highlighted with a blue box and a blue circle with the number 4) and a 'Browse My Computer' button next to it. Above the box is instructional text: 'You can drag files from your computer to the Attach Files area or Not Attach to remove the attachment from the content item. Th'.A screenshot of a file selection dialog box. The 'File name' field contains 'Syllabus_PED 200_17_1' (highlighted with a blue box and a blue circle with the number 5). The file type is set to 'All Files'. The 'Open' button is highlighted with a blue box and a blue circle with the number 5.A screenshot of the final action buttons in the Blackboard interface. The 'Submit' button is highlighted with a blue box and a blue circle with the number 6 next to it. The 'Cancel' button is also visible.

Blackboard Basics

Adding Course Content

1. Turn on EDIT mode
2. Add your educational materials to the Course Content page of Blackboard

1



Course Content

2

Build Content

Assessments

Tools

Partner Content

Put the mouse over each item in the action bar to reveal drop-down menu

- **Build Content:** Use this menu to organize and create a variety of content. You can add text, audio, videos, and web links to any content folder
- **Assessments:** Create and load graded assignments student will submit as coursework. Assessments include: tests, surveys, and composition assignments.
- **Tools:** Links to specific areas of a tool. Tools include: blogs, journals, wikis, and Blackboard Collaborate Ultra
- **Publisher Content:** Provide textbook information for your students and add publisher auxiliaries.

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Adding an Assessment – Add all graded assessments/assignments scheduled to be submitted in Blackboard to the Assessments Page

1. Scroll over assessments to reveal the drop-down menu and find assignment
2. Name the assignment
3. In the text book, add directions
4. Add the due date (this date will automatically transfer to the course calendar).
5. Add the Point Possible and add the rubric for grading
6. Set the submission details, grading options, and display of grades
7. Click submit to proceed

