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**NOTE:** To activate a hyperlink hold CRTL and click the topic title.

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Following each topic you will find a brief Blackboard on Demand Movie\(^1\) or video tutorial that will provide you with additional information.

For more information, visit [www.cuny.edu/blackboard](http://www.cuny.edu/blackboard)

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\(^1\) The versions of Blackboard on Demand Movie may have a different interface; however the steps are the same.
1- Accessing Blackboard and Finding Your Course

1. In your web browser, navigate to www.cuny.edu
2. Click the Portal Log-in link

3. Enter your CUNY Portal username and password and click the Log-in

4. Click on the Blackboard button
5. Blackboard page will open with the Home tab active. Courses you are teaching are displayed in the **My Courses** module.

### Note: If you are teaching a class and it does not show under **My Courses** module, please verify that you are listed as “Instructor of Record” for the course in SIMS.

2- Making Your Course Available

All course sites are created **unavailable** by default at the beginning of each semester. Until a course is made available by the instructor, it cannot be viewed by students or visitors. Courses that have not yet been made available on the system will have the **(unavailable)** label appear next to the course in the **My Courses** module. To make a course available:

1. In the **Control Panel** area, click on the **Customization** link.

2. In the submenu click on **Properties** link to open the **Properties** page on the right.
3. In the **Set Availability** section, select the “Yes” radio button and click **Submit** when done.

BLACKBOARD ON DEMAND MOVIE
Watch it
http://ondemand.blackboard.com/r91/movies/bb91_course_customization_set_course_availability.htm

3- **Edit Mode**
Turn the **Edit Mode ON** to add or edit course content or to modify the layout of the course menu

*Note: In order for you to follow these short tutorials you should have Edit Mode on.*

4- **Add a Content Area**
Content areas in the course are places where you can put course content. They are displayed in the course menu on the left of the course page. You may want to add other content areas that you think will be helpful to the teaching process.

**Adding a Content Area (Course Menu) to a Course**

1. Turn the **Edit Mode ON**
2. From the Course menu, hover your mouse over the “Plus” button and in the list that appears, click on Content Area item

3. Type the name of the content area
4. Set the availability by checking the box below, and click Submit

Deleting and changing the Content Area display order

1. Turn the Edit Mode ON
2. To change the order of items, click on handle button (the vertical double-headed arrow) and drag it up or down to where you want this area to be

3. To delete a content area, click on the double-chevron on the right of the area and select Delete on the list. Confirm by clicking OK

Note: A small dotted rectangle next to the name of the content area/course menu shows that the content area is empty
5- Creating a Folder

Folders are useful for organizing and structuring content in a Content Area. For example, instructors may add folders for each week of the course to a Content Area, or organize the Content Area by topic.

Once a folder is created, content and additional subfolders may be added to it. Follow the steps below to learn how to create a folder

1. Turn the Edit Mode ON
2. Click on the Content Area you wish to add the folder

3. Press the Build Content Action Link button 📝 and from the drop down list, click Content Folder

4. Type a Name for the folder and enter text in the textbox
5. Set any date and time availability if necessary

6. Then click **Submit**

6- Adding Syllabus and Other Documents

To upload a syllabus or any other types of document (such as: Word, PDF, PowerPoint, Spreadsheet or image) do the following

1. Turn the **Edit Mode ON**
2. Click on the **Content Area** you wish to add the file

3. Hover you mouse over the **Build Content Action Link** button and under **Create** column click the **Item** link

4. Complete the **Content Information** fields
5. In the **Attachments** section, click *Browse My Computer* to locate the file you want to upload

![Attachments](image)

6. Click **Submit**

![Submit](image)

**BLACKBOARD ON DEMAND MOVIE**

**7- Adding Announcements**

The **Announcement** is a very useful tool in communicating with your students. Announcements appear not only in the Announcement page inside the course, but also in the Blackboard Home tab.

**To add an announcement**

1. Turn the **Edit Mode ON**
2. In the Control Panel, **click** on Course Tools, then **Select Announcements**

![Control Panel](image)

3. Press **Create Announcement button**

![Create Announcement](image)

4. Enter the title and the text of the announcement
5. **Optional**: You can send the announcement as an email to all users in the course by checking the box in the *Email Announcement* section.

6. **Click** Submit

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**BLACKBOARD ON DEMAND MOVIE**

Watch it [http://youtu.be/xYW_jWcCb4](http://youtu.be/xYW_jWcCb4)

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**To delete an announcement**

1. Hover your mouse over the **Announcement Action Link** button

2. Click the **Delete option**

3. Press **OK**
8- Sending Email to Students

Instructors can use the Blackboard course site to communicate with students in the course by using the Send Email feature.

To send an email

1. Click Course Tools under the Control Panel

2. Select the Send Email link

3. Select the group you want to send the email to by clicking on the respective link

4. Enter the subject and message of your email
5. Click **Submit**

![Submit Button](image)

**BLACKBOARD ON DEMAND MOVIE**
Watch it
[http://ondemand.blackboard.com/r91/movies/bb91_student_sending_email.htm](http://ondemand.blackboard.com/r91/movies/bb91_student_sending_email.htm)

9- **List/Modify Users**

Instructors can view students’ names and their email addresses in Blackboard.

1. Click **Users and Groups** section of the **Control Panel** and then click the **Users** link

![Control Panel Menu](image)

2. All users in the course will appear in the display area
3. To change a user’s role, click on the **Action Link** button next to the username
4. Click **Change User’s Role in Course**

![Change User’s Role](image)

5. Select the role you want to change the person’s role to
6. Click **Submit**

10- Adding Groups
There are several options for group creation: self-enroll groups, manual enroll groups, randomized enrollment in groups, group set creation and student created groups.

*To create a group*

1. Click **Users and Groups** section of the **Control Panel** and then click **Groups**

2. To create a single group, click **Create** and then under **Single Group** select **Self-Enroll** or **Manual Enroll**

3. To create multiple groups, click **Create** and then under **Group Set** select **Manual Enroll**, or **Random Enroll**
4. Fill the mandatory and necessary fields that appear on screen

5. Click **Submit**

   ![Submit Button](image)

*To delete a group*

1. Select the group you want to delete by checking the Action Link button next to it and then click the **Delete** button

2. Click the **Delete**

   ![Delete Action](image)

**BLACKBOARD ON DEMAND MOVIE**

Watch it

http://ondemand.blackboard.com/r91/movies/bb91_groups_creating_single_group.htm

11- Creating Assignments

Instructors can create an assignment in Blackboard as a way for students to submit course work. A column is automatically created for each assignment in the Grade Center.
To create an Assignment

1. Turn the Edit Mode ON
2. Click on the Content Area you wish to create the assignment

3. Hover you mouse over Create Assessment Action Link button
4. Click Assignment

5. Enter the name and instructions for the assignment

6. If you want to attach a document for the students to read click on the Browse My Computer button
7. Enter points possible for this assignment

8. Set the options you desire in the Availability section

9. Set the due date for the assignment

10. Click Submit

BLACKBOARD ON DEMAND MOVIE
Watch it http://www.youtube.com/watch?v=FEJsrWjNMLk&feature=youtu.be

To find students’ assignments

1. In the Control Panel area click Grade Center, and then Assignments
2. Locate the column for the assignment (it has the same name you entered when you created the assignment).
3. Hover your mouse over the cell where the column matches with the student and click the Action Link button

4. Click the View Grade Details link

5. Click the View Attempt button

6. The document will appear in the Grade Assignment window with Inline Grading.

12- Add a Discussion Forum
Discussion Board forum is the place where the conversation happens online. A forum usually poses a question to the class. To create e forum, follow these steps:

1. In the Course menu click Discussions
2. Click the **Create Forum** button

![Create Forum button](image)

3. Enter the Forum name and instructions

![Forum Information](image)

4. Select the appropriate options for availability and settings

![Forum Availability and Settings](image)

5. Click **Submit**

![Submit button](image)
Creating Threads

Students answer the questions by creating threads. Students click the forum’s link and once inside, they click on **Create Thread** to type in their answer.

1. To read and reply to a thread, you need to access the forum and click on the thread’s name. Click the **Reply** (or **Quote** button to reply to the thread.

2. Type in the response in the **Message** box or attach it.

3. In the **Attachments** section, click **Browse My Computer** to locate the file you want to upload.

4. Click **Submit**.
13- Course Copy

1. In the Control Panel, click **Packages and Utilities** and in the submenu click **Course Copy**

2. Select “**Copy Course Materials into an Existing Course**”

3. Click **Browse** to find the destination course

4. In the new window, find the course you wish to copy materials into, select the radio button and then click **Submit**

5. Select all boxes you wish to copy into the new course
6. **DO NOT select Enrollments**

   ![Enrollments](image)

   - **Enrollments**
     - Copy enrollments for all users in the course. This option does not copy user records.
     - Include Enrollments in the Copy

7. Click **Submit**

   ![Submit](image)

14- **Grade Center**

All gradable items created for a Course through Blackboard automatically generate columns in the Course's **Grade Center**.

**Manually Creating Grade Center Columns**

To create a column in the **Grade Center**, follow these steps:

1. In the Control Panel area click Grade Center, and then **Full Grade Center** link

   ![Grade Center](image)

2. Click **Create Column** button

   ![Create Column](image)

3. Enter a **Column Name**. This is a formal name for the column
4. Enter a **Description**. A description will help instructors identify the column

   ![Column Information](image)
5. Select a **Primary Display** and a **Secondary Display** from the drop-down menu

6. Enter **Points Possible** (mandatory field)

<table>
<thead>
<tr>
<th>Primary Display</th>
<th>Score:</th>
<th>Grades must be entered using the selected display.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Display</td>
<td>None:</td>
<td>This display option is shown in the Grade Center column.</td>
</tr>
<tr>
<td>Category</td>
<td>No Category:</td>
<td></td>
</tr>
<tr>
<td>Points Possible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated Rubrics</td>
<td>Add Rubric:</td>
<td></td>
</tr>
</tbody>
</table>

7. Choose if you want to include this column in the **Grade Center** calculation column (*Weighted Total*), make this column visible to students, or Show Statistics (average and median) for this column in students' “My Grades” section, so that they can compare their results with the class

8. Click **Submit**

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**BLACKBOARD ON DEMAND MOVIE**

Watch it
[http://www.blackboard.com/quicktutorials/9_GradeCenter_create_column.htm](http://www.blackboard.com/quicktutorials/9_GradeCenter_create_column.htm)