

# Beginning Blackboard Training

## Posting Documents and Announcements into Blackboard

### Using the Control Panel

As the instructor, you will need to post files, announcements, etc. to the Blackboard sites for the courses that you will be teaching. This is done through the “Control Panel” button at the lower left corner of your course master window (see “log-in” instructions). This button is not available to your students, so they cannot post or make changes to your site.



- Click on the *Control Panel* button to access the Control Panel screen:

COURSES > VITRC TEST COURSE > CONTROL PANEL

TESTCOURSE1: VITRC Test Course - Paula Nranian (Instructor)

|   |                                   |  |                                   |
|---|-----------------------------------|--|-----------------------------------|
| <b>Content Areas</b>                    |                                   | <b>User Management</b>                       |                                   |
| <a href="#">Course Information</a>      | <a href="#">Assignments</a>       | <a href="#">List / Modify Users</a>          |                                   |
| <a href="#">Course Documents</a>        | <a href="#">External Links</a>    | <a href="#">Manage Groups</a>                |                                   |
| <b>Course Tools</b>                     |                                   | <b>Assessment</b>                            |                                   |
| <a href="#">Announcements</a>           | <a href="#">Discussion Boards</a> | <a href="#">Test Manager</a>                 | <a href="#">Gradebook</a>         |
| <a href="#">Course Calendar</a>         | <a href="#">Send E-mail</a>       | <a href="#">Survey Manager</a>               | <a href="#">Course Statistics</a> |
| <a href="#">Staff Information</a>       | <a href="#">Collaboration</a>     | <a href="#">Pool Manager</a>                 |                                   |
| <a href="#">Tasks</a>                   | <a href="#">Digital Drop Box</a>  |  |                                   |
| <b>Course Options</b>                   |                                   | <b>Support</b>                               |                                   |
| <a href="#">Manage Course Menu</a>      | <a href="#">Import Package</a>    | <a href="#">Support</a>                      |                                   |
| <a href="#">Recycle Course</a>          | <a href="#">Resources</a>         | <a href="#">Manual</a>                       |                                   |
| <a href="#">Manage Tools</a>            | <a href="#">Course Copy</a>       | <a href="#">Contact System Administrator</a> |                                   |
| <a href="#">Settings</a>                | <a href="#">Export Course</a>     |  |                                   |
| <a href="#">Import Course Cartridge</a> |                                   |  |                                   |

You are now in the Control Panel, where you can control every aspect of your course site.

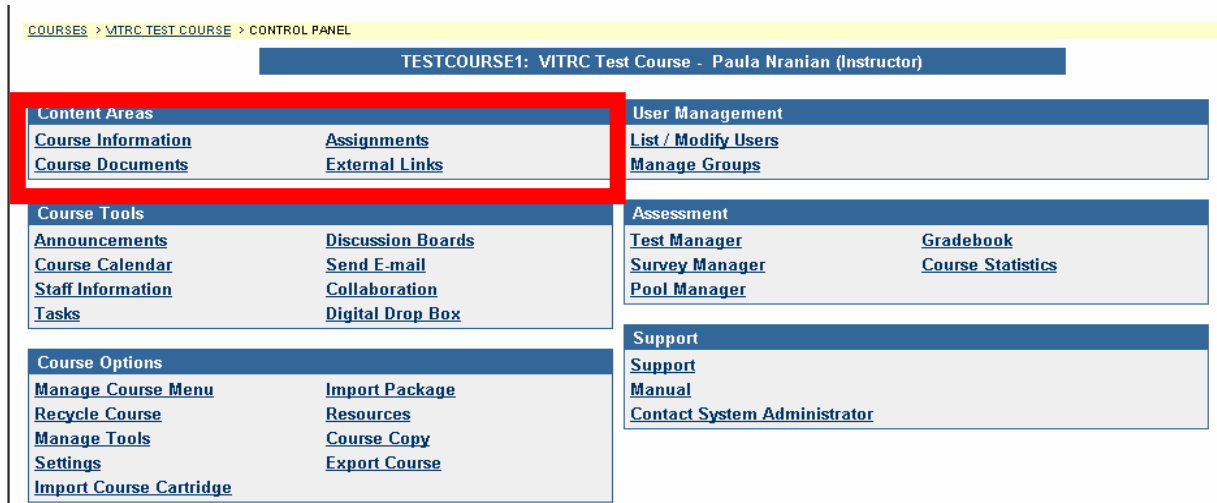
### Functions

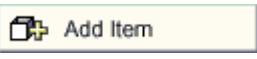
The Course Control Panel is comprised of six areas:

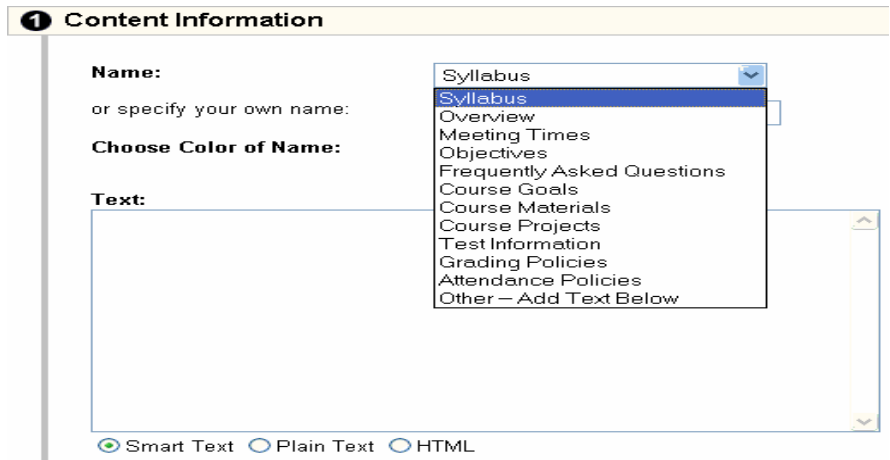
| Part                            | Function  |
|---------------------------------|---|
| <a href="#">Content Area</a>    | This area provides the tools necessary to add text, files, and information into a course.                     |
| <a href="#">Course Tools</a>    | This area contains the communication tools for Instructors to send email, create tasks, and work with groups. |
| <a href="#">Course Options</a>  | This area contains security and customization options for management of course components.                    |
| <a href="#">User Management</a> | This area provides tools for the Instructor to manage users and enrollments.                                  |
| <a href="#">Assessment</a>      | This area provides tools for building Assessments, recording grades, and tracking user activity.              |
| <a href="#">Support</a>         | This area offers support contacts and online documentation.   |

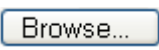
## Adding Your Course Syllabus

- In the course screen, click on *Control Panel*.
- Under *Content Areas*, click on *Course Information*.




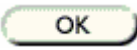
- Click on  , then select “Syllabus”:



- Scroll down to the **2 Content Attachments** area, and click on the  button. Browse to the file you want to add and select it.
- In the “Name of Link box, type “Word File” or whatever file you are uploading.
- Scroll down to the **3 Options** area and make sure that you have the document selected to be visible:


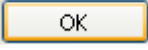
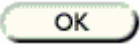

**Do you want to make the content visible:**  Yes  No

then scroll to the bottom of the screen and click on  to finish.


After the file has uploaded to Blackboard, click on  on the “Content Receipt” screen. You can now see the file in place and ready to use.

## Making Your Syllabus Invisible to Students

In the course screen, click on *Control Panel*.

- Under *Content Areas*, click on *Course Information*.
- Click on the  button next to “Syllabus”, to bring up the “Modify Content” screen. .then confirm by clicking . Then click  on the “Course Information” screen to finish.
- Scroll down to the  area and click the small circle by “No” to make the document invisible:


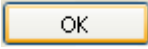
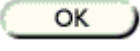

**Do you want to make the content visible:**  Yes  No

then scroll to the bottom of the screen and click on  to finish.

- To make the document visible again, use the same procedure but click next to “Yes” in the last step.

Use this procedure to make invisible or visible any document in your Blackboard site.

## Removing or Changing Your Syllabus

- In the course screen, click on *Control Panel*.
- Under *Content Areas*, click on *Course Information*.
- Click on the  button next to “Syllabus”, then confirm by clicking . Then click  on the “Course Information” screen to finish.
- If you want to re-post a document after making changes in it, you can first remove it and then re-post it as on the previous page. You can also use the  button.

Use this procedure to remove and re-post any document in your Blackboard site.

**Notice that each document has a little box with a number next to its name.** If you have more than one document posted, you can use this box to re-order the documents. You will probably need to do this after re-posting a document, unless it was the one most recently posted.

## Posting an Announcement

- In the course screen, click on *Control Panel*.


COURSES > VITRC TEST COURSE > CONTROL PANEL

TESTCOURSE1: VITRC Test Course - Paula Nranian (Instructor)

|  |   |   |
|--|---|---|
| <b>Content Areas</b><br><a href="#">Course Information</a><br><a href="#">Course Documents</a>   | <a href="#">Assignments</a><br><a href="#">External Links</a>   | <b>User Management</b><br><a href="#">List / Modify Users</a><br><a href="#">Manage Groups</a>  |
| <b>Course Tools</b><br><a href="#">Announcements</a><br><a href="#">Course Calendar</a><br><a href="#">Staff Information</a><br><a href="#">Tasks</a>  | <a href="#">Discussion Boards</a><br><a href="#">Send E-mail</a><br><a href="#">Collaboration</a><br><a href="#">Digital Drop Box</a> | <b>Assessment</b><br><a href="#">Test Manager</a><br><a href="#">Survey Manager</a><br><a href="#">Pool Manager</a><br><a href="#">Gradebook</a><br><a href="#">Course Statistics</a> |
| <b>Course Options</b><br><a href="#">Manage Course Menu</a><br><a href="#">Recycle Course</a><br><a href="#">Manage Tools</a><br><a href="#">Settings</a><br><a href="#">Import Course Cartridge</a> | <a href="#">Import Package</a><br><a href="#">Resources</a><br><a href="#">Course Copy</a><br><a href="#">Export Course</a>           | <b>Support</b><br><a href="#">Support</a><br><a href="#">Manual</a><br><a href="#">Contact System Administrator</a>   |

- Under *Course Tools*, click on *Announcements*.


### Announcements


 Add Announcement


VIEW TODAY   VIEW LAST 7 DAYS   VIEW LAST 30 DAYS   VIEW ALL

February 27 - March 6, 2002

 **Tue, Mar 05, 2002 -- Permanent -- Welcome to United States History to 1865**  
This an intensive 15 week survey of the first half of our nation's history. Modify Remove  
Please click on Course Information to the left to read the course outline.

 **Tue, Mar 05, 2002 -- Permanent -- Study Groups have been formed!**  
Please use the group page to study and collaborate on group assignments. Modify Remove

 **Tue, Mar 05, 2002 -- A new quiz has been posted.**  
To begin taking the quiz titled *Massachusetts Bay Colony*.  
This is a five-question quiz to verify your knowledge of the lesson. Modify Remove

- Click on  Add Announcement to bring up the “Add Announcement” screen:

## Adding Contact Information


- In the course screen, click on *Control Panel*.

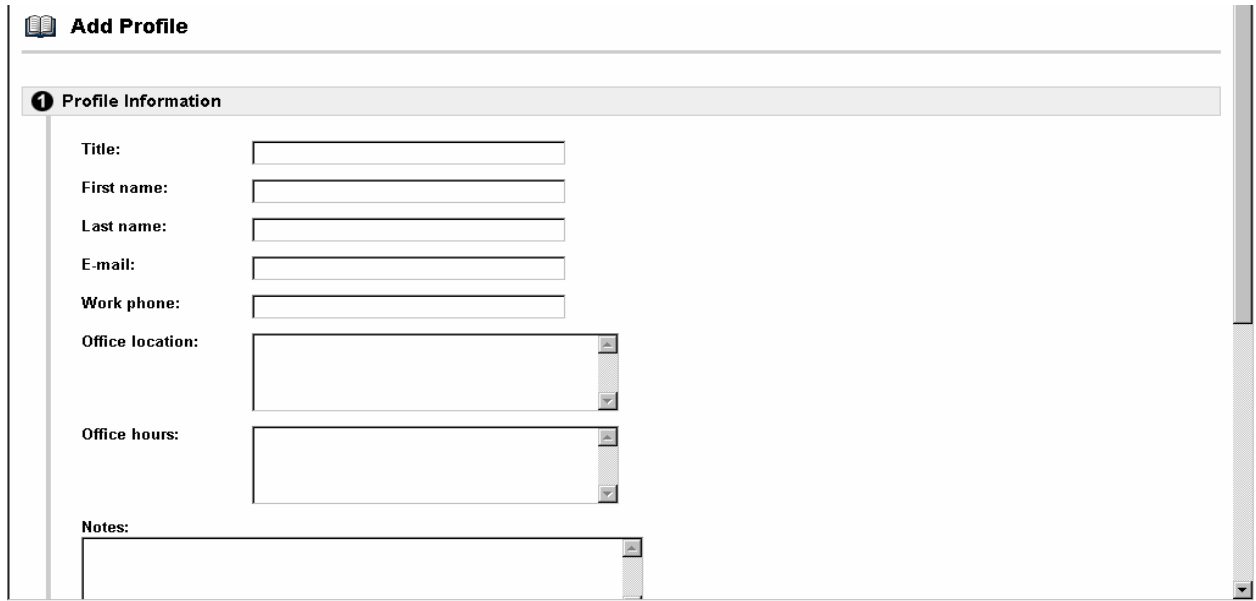
COURSES > [VITRC TEST COURSE](#) > CONTROL PANEL

TESTCOURSE1: VITRC Test Course - Paula Nranian (Instructor)

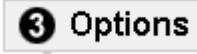
|   |                                   |  |                                   |
|---|-----------------------------------|--|-----------------------------------|
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| <a href="#">Settings</a>                | <a href="#">Export Course</a>     |  |                                   |
| <a href="#">Import Course Cartridge</a> |                                   |  |                                   |

Under *Course Tools*, click on *Staff Information*.

- Click on  to bring up the “Add Profile” screen:

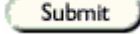


Type in the following information in the appropriate boxes: Title, first name, last name, e-mail address, work phone, office location, and office hours.

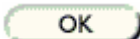
- Scroll down to the  area and make sure that you have your profile selected to be visible:

**Do you want to make the profile visible?**


Yes  No

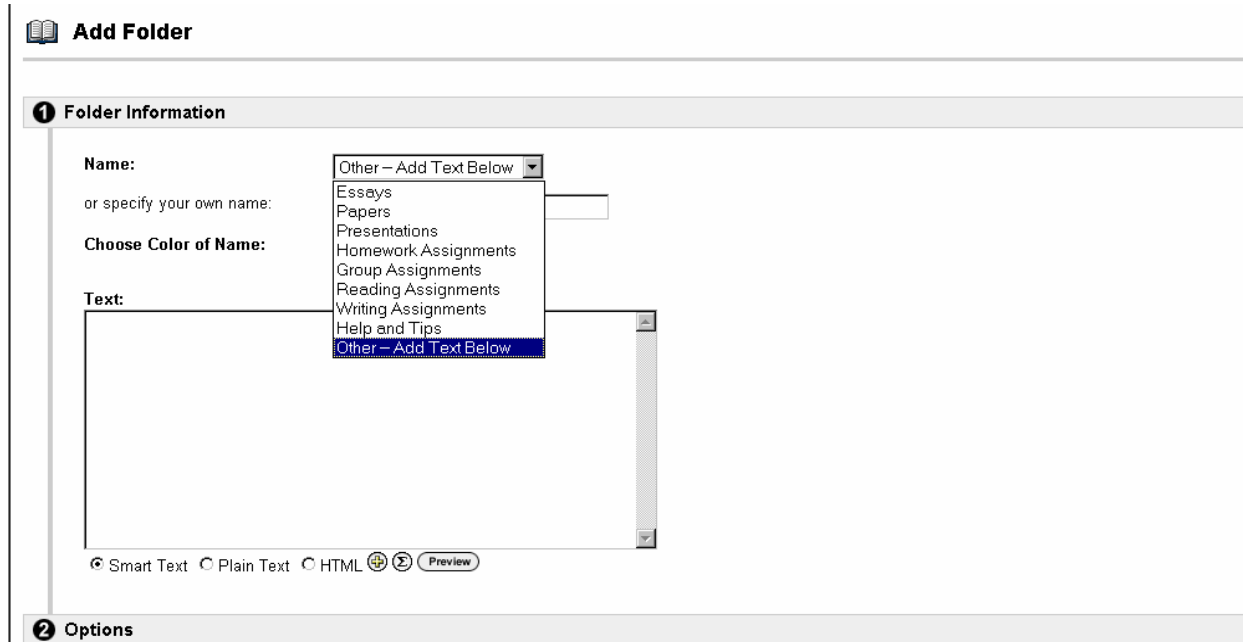
then scroll to the bottom of the screen and click on  to finish.

(You can also add a picture here – if you don’t have a digital picture.)

- After the file has uploaded to Blackboard, click on  on the “Content Receipt” screen. You can now see the profile in place and ready to use.

## Adding An Assignment Folder

- In the course screen, click on *Control Panel*.
- Under *Content Areas*, click on *Assignments*.
- Click on  , then under “Name” select “Other – Add Text Below” and type the name of the folder in the “Text” window or just type in the text window:



**1 Folder Information**


**Name:** Other – Add Text Below  
or specify your own name:

**Choose Color of Name:**


**Text:**

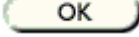
Smart Text  Plain Text  HTML

**2 Options**

- Scroll down to the  area and make sure that you have the document selected to be visible:

**Do you want to make the folder visible:**  Yes  No


then scroll to the bottom of the screen and click on  to finish.

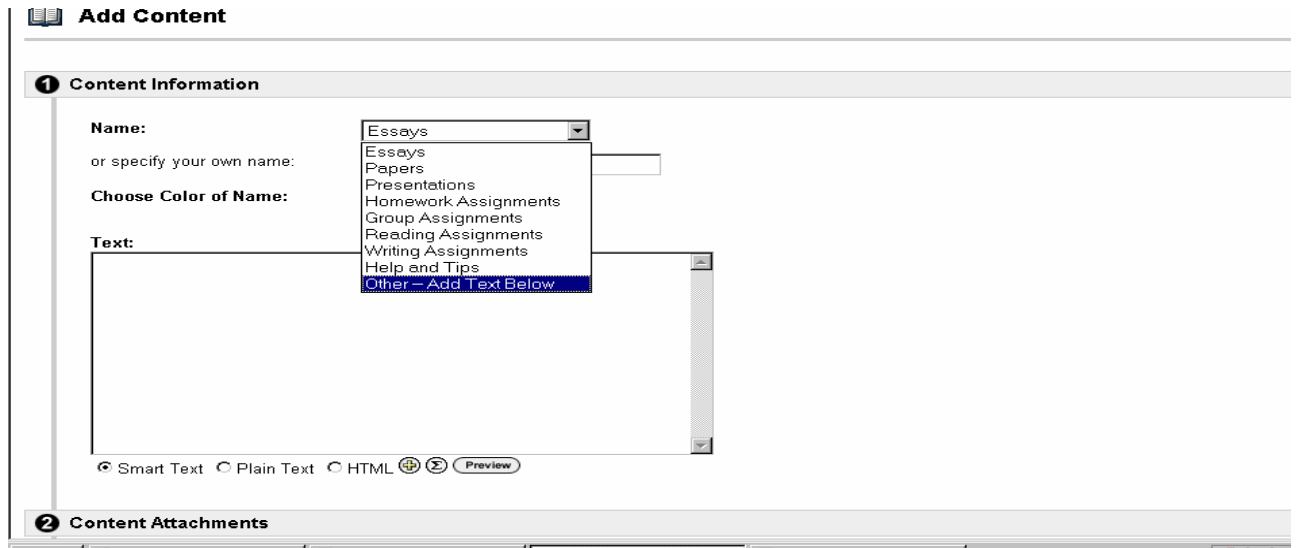
- Click on  on the “Content Receipt” screen. You can now see the folder in place and ready to use. To place documents into the folder, you need to click on the folder and then click on Add Item.


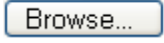
## Adding An Assignment

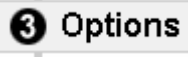
In the course screen, click on [Control Panel](#).

- Under [Content Areas](#), click on [Assignments](#).

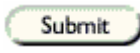
- Click on  , then under “Name”, select one of the items in the list or select “Other – Add Text Below\_ and type the name of the assignment in the “Text” box:

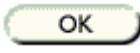


- **If your assignment is a short paragraph of text**, type it in the “Text” box also or copy/paste into the text box.
- **If your assignment is a document**, scroll down to the  area, and click on the  button. Browse to the file you want to add and select it.
- In the “Name of Link box, type “Word File”, or the name of the program you have used to compose your syllabus.

- Scroll down to the  area and make sure that you have the document selected to be visible:

**Do you want to make the content visible:**  Yes  No

then scroll to the bottom of the screen and click on  to finish.

- After the file has uploaded to Blackboard, click on  on the “Content Receipt” screen. You can now see the file in place and ready to use.