

3. To create multiple groups click the **Create Link** button and then under Group Set, click **Self-Enroll, Manual Enroll, or Random Enroll**.

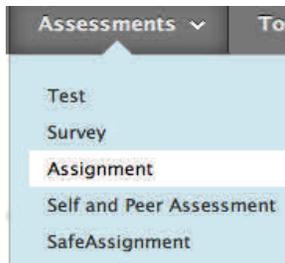
4. Fill the mandatory and necessary fields that appear on screen.

To delete a group:

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

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. Click on the **Content Area** you wish to create the assignment.
2. Hover your mouse over **Assessment** button and click **Assignment**.

3. Enter the name of the assignment, and any instructions for the assignment.
4. If you want to attach a document for the students to read click on the **Browse My Computer** button.
5. Enter points possible for this assignment.
6. Set the options you desire in the **Availability** section.
7. Click the **Submit** button.

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). Hover your mouse over the cell where the column matches with the student and click the *Action Link* button .
3. Click **View Grade Details** then click **Grade Attempt**.
4. To open the file, click the file's link.

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 a forum, follow these steps:

1. In the **Course menu** click **Discussions**.
2. Click **Create Forum**, and enter the information required.
3. Select the appropriate options for availability and settings.
4. Click **Submit**.

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.

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. After you type in the response in the **Message** box, click **Submit**.

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. Then select all boxes you wish to copy into the new course. **Don't select Enrollments**.
6. Click **Submit**.

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 the **Grade Center**, and then the **Full Grade Center** link
2. Click **Create Column** button.
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.
5. Select a **Primary Display** and a **Secondary Display** from the drop-down menu.
6. Enter **Points Possible** (mandatory field).
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 average.



Introduction to Blackboard

Faculty Brochure

Table of Contents:

- ⇒ *Accessing Blackboard*
- ⇒ *Making Courses Available*
- ⇒ *Edit Mode*
- ⇒ *Add a Content Area*
- ⇒ *Creating a Folder*
- ⇒ *Adding Syllabus*
- ⇒ *Adding Announcements*
- ⇒ *Sending Email*
- ⇒ *List/Modify Users*
- ⇒ *Adding Groups*
- ⇒ *Creating Assignments*
- ⇒ *Add a Discussion Forum*
- ⇒ *Course Copy*
- ⇒ *Grade Center*

ACCESSING BLACKBOARD AND FINDING YOUR COURSE

1. In your web browser, navigate to www.cuny.edu
2. Click the [Log-In](#) link to the right hand side of the page. Select CUNY Portal to log in.
3. Enter your CUNY Portal username and password and click the **OK** button
4. Click on the **Blackboard** link on the left of the page.
5. Blackboard page will open with the Home tab active. Courses you are teaching are displayed in the **My Courses** module, on the right side of the screen.

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 CUNYFirst, SIMS, and Banner.

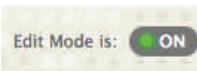
MAKING YOUR COURSE SITE AVAILABLE

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 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.

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.

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. From the Course menu on the left, hover your mouse

over the **"Plus"** button  and in the list that appears, click on **Content Area** item.

1. Type the name of the content area, **set the availability** by checking the box below, and click **Submit**.
2. The new content area appears at the bottom of the **Course Menu**.
3. To change the order of items, click on **handle** button (the *vertical double-headed arrow*) on the left of the content area, and drag it up or down to where you want this area to be.
4. 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.

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. Click on the **Content Area** you wish to add the folder.
2. Press the **Build Content** Action Link button and from the drop down list, click **Content Folder** under New Page.
3. Type a **Name** for the folder and enter text in the textbox.
4. Set any date and time availability if necessary, and when finished click **Submit**.

ADDING SYLLABUS AND OTHER DOCUMENTS

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

1. Click on the **Content Area** you wish to add the file.
2. Hover your mouse over the **Build Content** Action Link button.
3. 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.
6. Click **Submit**.

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. Click the **Announcements** link in **Course Tools**.
2. Press the **Create Announcement** button.
3. Enter the title and the text of the announcement.

Optional: You can send the announcement as an email to all users in the course by checking the box in the **Email Announcement** section.

4. Click **Submit**.

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** content area and then click **Send Email**.
2. Select the group you want to send the email to by clicking on the respective link.
3. Enter the title and the text of the email and click **Submit**.

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 **Users**.
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 and click **Change User's Role in Course**.
4. Then, select the role you want to assign and click **Submit**.

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** then under **Single Group** click **Self-Enroll** or **Manual Enroll**.