



Getting Started with Blackboard Learn

Distance Learning
Founders Hall 131/131A
mxccdistance@mxcc.commnet.edu
<http://mxcc.edu/distance>
(860) 343 - 5756

Workshop Web Site – workshop schedule

<http://mxcc.edu/ett>

Blackboard Basic Features

- An Internet-based course management system used for
 - Online classes
 - A supplemental tool for on campus classes
- Content Tools
 - Class materials: syllabus, lecture notes, key terms, summary, assignments, homework, etc.
- Communication Tools
 - Internal e-mail, discussion board, announcements, calendar, and, collaboration.
- Assessment Tools
 - Online tests
 - Assignment drop boxes
 - Grade book

Logon to Blackboard Learn via myCommNet

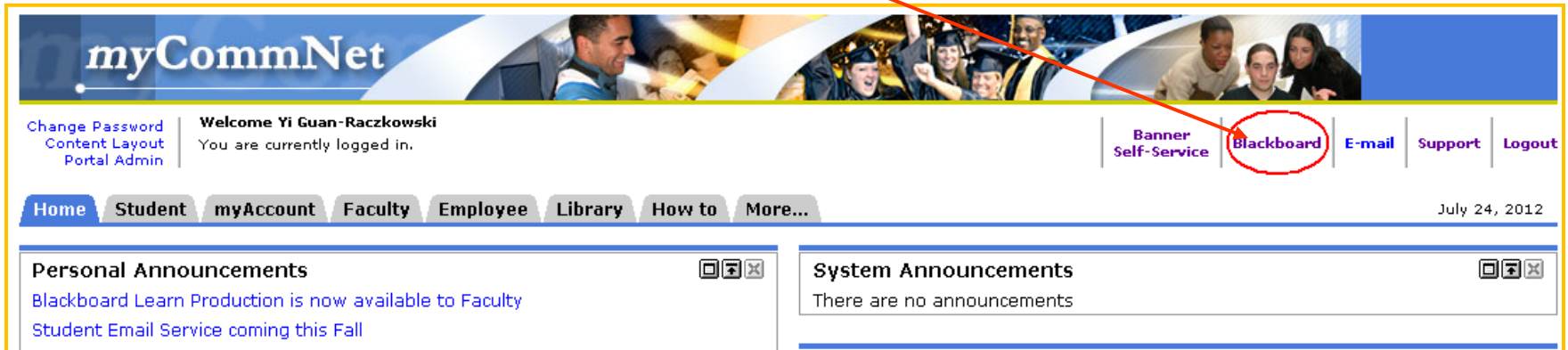
- Go to my.commnnet.edu and enter your NetID and password.
 - NetID: BannerID@mxcc.commnnet.edu
 - Example of NetID: 09109109@mxcc.commnnet.edu
 - Look up your NetID: <https://bor.ct.edu/netid/lookupnetid.asp>
 - Password: 8-digit NetID password
 - The same password to access a campus computer and your e-mail at www.mail.commnnet.edu.
- If you have never logged on to a campus computer or accessed your college email at www.mail.commnnet.edu, then use your initial password.
 - **Initial Password:**
 - 1st three letters of birth month with first letter capitalized
 - Ampersand character: &
 - Last 4 digits of SS#
 - Example:
 - John Brown was born April of 1968 and SS# is 045-84-9583.
 - His initial password is Apr&9583
 - **Change password:**
 - When you log on the first time, you will be prompted to change to a new password.
 - At least 8 characters in length
 - At least 3 of the 4 following criteria: 1. Upper case letters, 2. lower case letters, 3. numbers, or 4. special characters.

Having trouble logging on?

Contact IT service in Wheaton Hall or call (860) 343-5711.

Accessing Blackboard

- You must first log on to my.commnet.edu using your NetID and password.
- Click on the **Blackboard** icon at upper right corner.



The screenshot shows the myCommNet portal interface. At the top, there is a banner with the myCommNet logo and a collage of students. Below the banner, the user is logged in as "Yi Guan-Raczkowski". On the right side of the navigation bar, the "Blackboard" link is circled in red, with a red arrow pointing to it from the text in the slide above. Other links in the navigation bar include "Banner Self-Service", "E-mail", "Support", and "Logout". Below the navigation bar, there are tabs for "Home", "Student", "myAccount", "Faculty", "Employee", "Library", "How to", and "More...". The date "July 24, 2012" is displayed on the right. The main content area is divided into two sections: "Personal Announcements" and "System Announcements". The "Personal Announcements" section contains two items: "Blackboard Learn Production is now available to Faculty" and "Student Email Service coming this Fall". The "System Announcements" section contains the text "There are no announcements".

myCommNet

Change Password
Content Layout
Portal Admin

Welcome Yi Guan-Raczkowski
You are currently logged in.

Banner Self-Service **Blackboard** E-mail Support Logout

Home Student myAccount Faculty Employee Library How to More...

July 24, 2012


Personal Announcements

Blackboard Learn Production is now available to Faculty
Student Email Service coming this Fall

System Announcements

There are no announcements

Best Performance in Blackboard

- Before you work in Blackboard, there are a few things you need to do to ensure best performance in Blackboard.
 - Disable all pop-up blockers to ensure the Blackboard window opens.
 - Once you are in myCommNet, click **Blackboard Learn** icon (upper right) to access my Blackboard page.
 - Once you see **My Institution** page, close out myCommNet window. This is to avoid a time-out messages in myCommNet when you work in Blackboard.
 - Click **Logout** at the upper right corner of myCommNet window. Close myCommNet window by clicking X sign.
 - Click the maximize icon in Blackboard window to enlarge the Blackboard window.
- When working in Blackboard, if you are prompted to either stay or logout in MyCommNet, click on Logout to exit MyCommNet.
- To hide courses in **My Institution** page, click  icon at the upper right corner of the Course List. In the first column, uncheck the courses you don't want to display in **My Institution** and click **Submit** button (bottom-right or upper-right).

My Institution

- After closing out the Welcome page, you will see “My Institution” page.
- List of courses:
 - A Blackboard orientation course for training handouts and useful files and plug-ins.
 - Courses you teach or enrolled as a student at any of 12 CT community colleges.
- Support and Training
 - Help desk and tutorials for faculty and students.
- Tools: “My Messages” and “My Organizations”

The screenshot shows the 'My Institution' page in Blackboard Learn. At the top, the Connecticut Community Colleges logo is on the left, and the user's name 'Yi Guan-Raczkowski' with a notification icon is on the right. Below the logo, there are three tabs: 'My Courses', 'Support and Training', and 'My Media from Kaltura'. The 'Support and Training' tab is currently selected. Below the tabs, there is a dark blue bar with 'Add Module' on the left and 'Personalize Page' and a list icon on the right. The main content area has a heading: 'As of August 18th, new features and functionality have been added to Blackboard Learn.' followed by a paragraph: 'Click the SUPPORT AND TRAINING button above to find resources that will help familiarize you with the new features.' Below this, there are four main sections: 1. 'Blackboard Maintenance Window' with a red 'IMPORTANT - Please Read!' notice about downtime on Sunday mornings from 6:00 AM to 10:00 AM. 2. 'My Courses' listing three courses: '1133.113106: ECE-F101-1133-Spring2013-Intro to ECE', '3298.113306: PSY-F111-3298-Fall2013-General Psychology I', and '3299.112306: PSY-F111-3299-Fall2012-General Psychology I'. 3. 'My Messages' showing 'You have no new unread messages!' and a timestamp. 4. 'My Organizations' showing 'You are not currently participating in any organizations.'

Connecticut Community Colleges

Yi Guan-Raczkowski 1

My Institution

My Courses Support and Training My Media from Kaltura

Add Module Personalize Page

As of August 18th, new features and functionality have been added to Blackboard Learn.

Click the SUPPORT AND TRAINING button above to find resources that will help familiarize you with the new features.

Blackboard Maintenance Window

IMPORTANT - Please Read!

The Blackboard Maintenance Window is

Sunday mornings from 6:00 AM to 10:00 AM.

During this time, Blackboard Learn may not be available.

Please take this planned downtime into consideration if you have deadlines or tests within same

My Courses

Courses where you are: Instructor

1133.113106: ECE-F101-1133-Spring2013-Intro to ECE
Instructor: Yi Guan-Raczkowski;

3298.113306: PSY-F111-3298-Fall2013-General Psychology I (unavailable - will be available Wednesday, August 21, 2013)
Instructor: Yi Guan-Raczkowski;

MxCCSandboxguanraczkowski: MxCCSandboxguanraczkowski
Instructor: Yi Guan-Raczkowski;

3299.112306: PSY-F111-3299-Fall2012-General Psychology I (unavailable - was last available Tuesday, April 2, 2013)
Instructor: Yi Guan-Raczkowski;

My Messages

Courses with Messages:

You have no new unread messages!

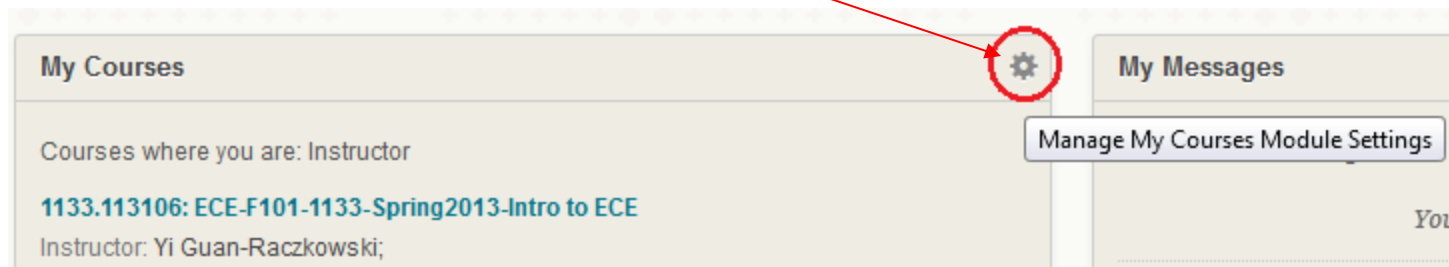
Last Updated: Tuesday, August 20, 2013 2:50:42 PM EDT

My Organizations

You are not currently participating in any organizations.

Hide/Show Course Titles in My Institution

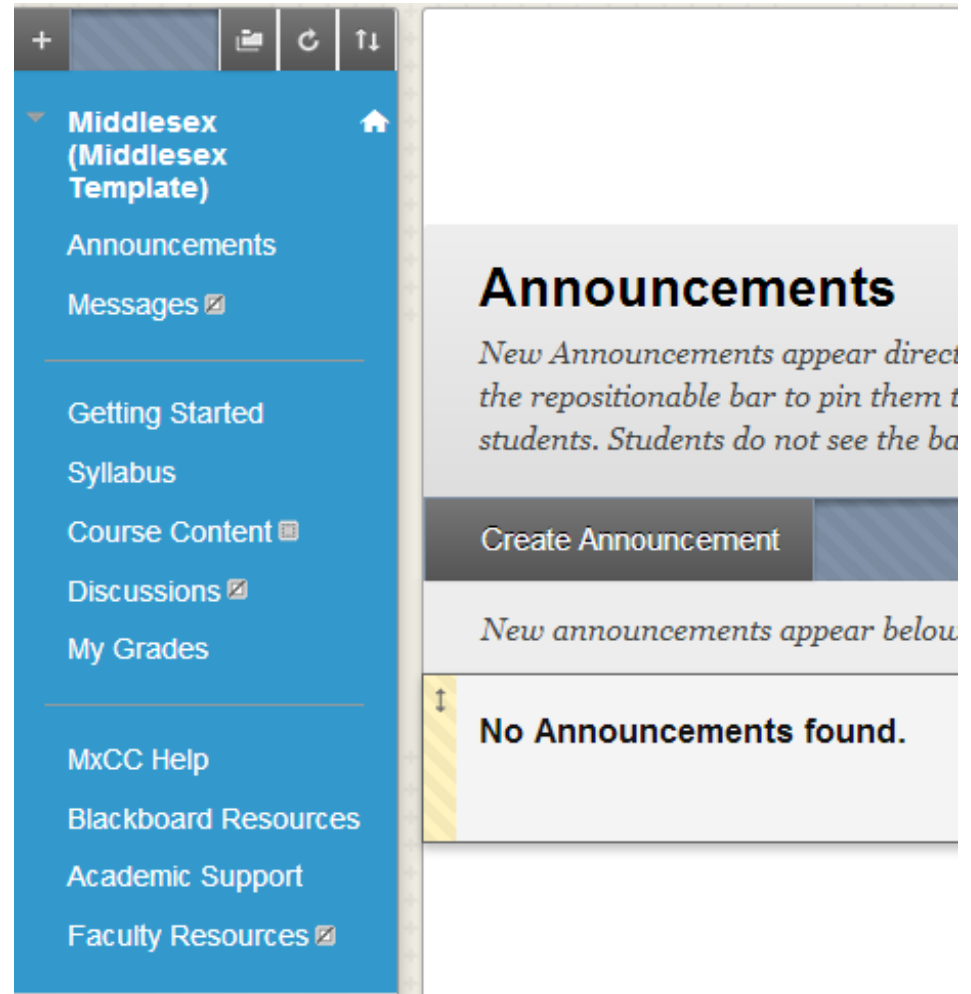
- You may hide courses listed in “My Institution” page.
- Click on the setting icon .



- Hide Courses
 - Uncheck the courses you would like to hide. Click on **Submit.**
- Show Courses
 - Check the courses you would like to Show. Click on **Submit.**

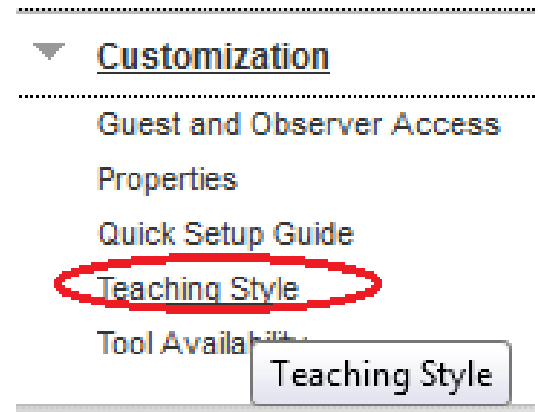
MxCC Template for On Campus Classes

- The MxCC template
 - Announcement, Messages, discussions, my grade
 - Links: getting started, syllabus, course content
 - Helpful resources: Help contact, support services, tutorials, training, etc.



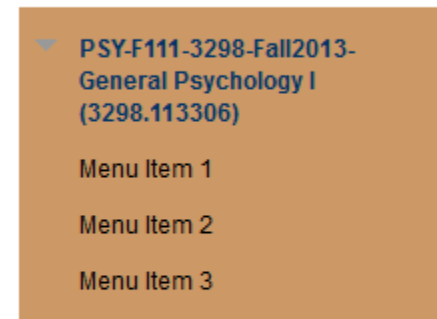
Change Color Scheme in Course Menu

- Go to Control Panel, choose "Customization" and select "Teaching Style".
- In "Select Menu Style", change the Background color to a color that is different from the color of the Course Menu. Select "Apply" and click on "Submit".

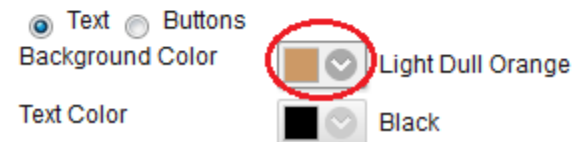


2. Select Menu Style

Preview



Style



Blackboard Learn Layout

■ Course Menu, Control Panel, Edit Mode, Content Page

Go To Student View

Edit Mode is: ON ?

Announcements

Mail ☒

Getting Started

Syllabus

Discussions ☒

Course Content ☐

My Grades

MxCC Help

Blackboard Resources

Academic Support

Faculty Resources ☒

Create Announcement

New announcements appear below this line -----

No Announcements found.

View the course as Students

Expand or collapse the Course Menu.

COURSE MANAGEMENT

▼ Control Panel

▶ Content Collection

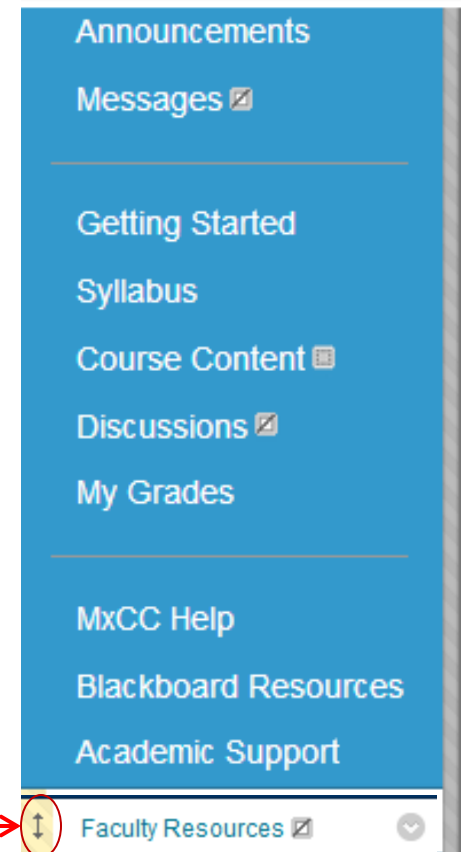
▶ Course Tools

Course Menu

- In Course Menu, there are tools and links.
 - Tools: announcements, discussions, my grades
 - Content Area: Getting Started, Syllabus, Course Content, help, support services, resources.
- Icons next to a link



- Hidden
- No content
- Action icon
 - Rename, show/hide, delete
- Reorder



Content Areas (Folders)

- Add files and tools: Getting Started, Syllabus, Course Content, Help Resources, etc.

Content Area or Content Folder

The 'Build Content' menu is shown with a dark header containing 'Build Content', 'Assessments', and 'Tools'. The main area is light blue and divided into two columns. The left column, under the heading 'Create', lists: Item, File, Audio, Image, Video, Web Link, Learning Module, Lesson Plan, Syllabus, Course Link, and Document Package. The right column, under the heading 'New Page', lists: Content Folder, Module Page, Blank Page, and a section titled 'Mashups' which includes Flickr Photo, SlideShare Presentation, YouTube Video, and Kaltura Media.

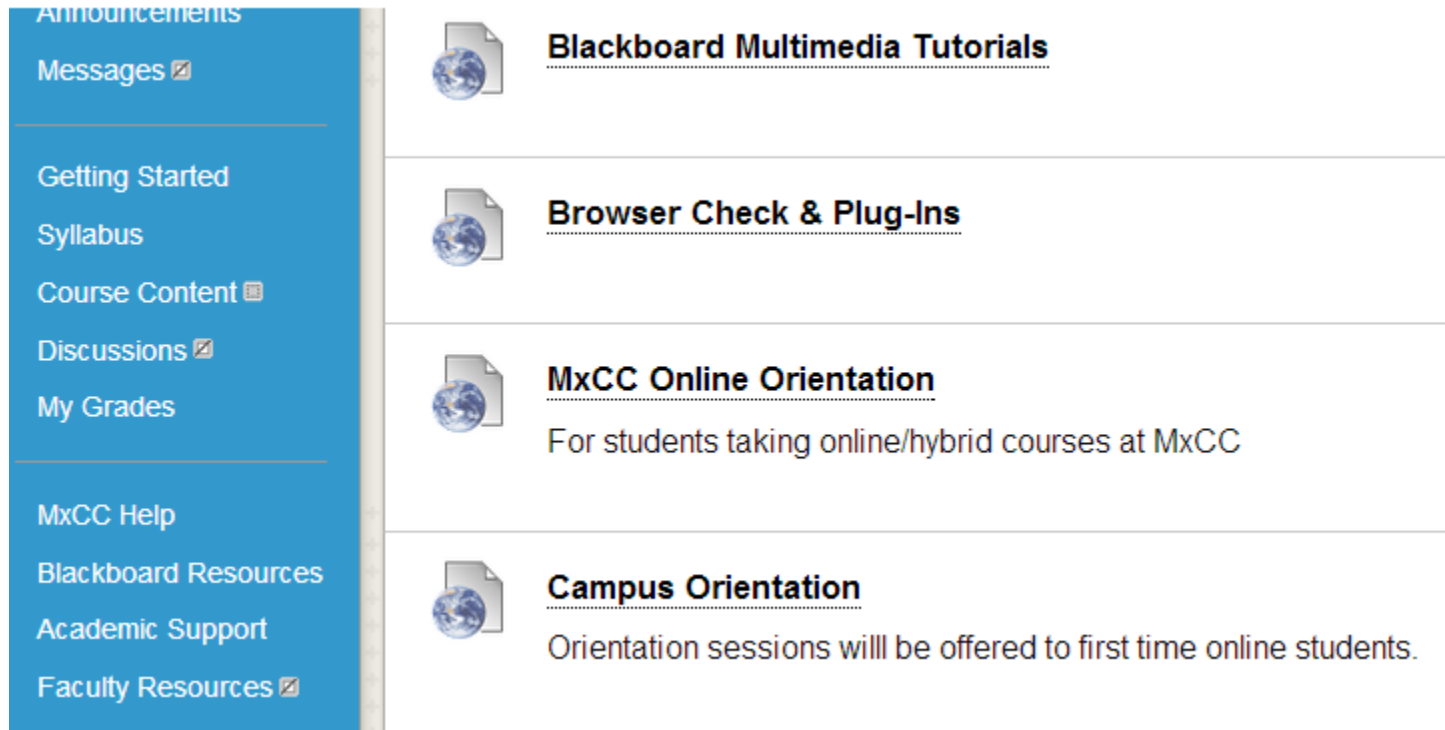
The 'Publisher Content' menu has a dark header with 'Publisher Content'. The light blue content area lists: Search for Textbook, Manual Entry Textbook, Cengage Learning MindLinks™, Pearson's MyLab / Mastering (Content), WileyPLUS, and McGraw-Hill Content.

The 'Assessments' menu has a dark header with 'Assessments' and 'Tools'. The light blue content area lists: Test, Survey, Assignment, Self and Peer Assessment, Mobile Compatible Test, and McGraw-Hill Assignment.

The 'Tools' menu has a dark header with 'Tools' and 'Public'. The light blue content area lists: Discussion Board, Blogs, Journals, Wikis, Groups, Chat, Virtual Classroom, Kaltura Media, and a 'More Tools' link at the bottom.

Content Area (Folders)

- Example – “Getting Started”: links and text



The image shows a screenshot of a Blackboard course interface. On the left is a blue navigation menu with the following items: Announcements, Messages (with a checkmark icon), Getting Started, Syllabus, Course Content (with a folder icon), Discussions (with a checkmark icon), My Grades, MxCC Help, Blackboard Resources, Academic Support, and Faculty Resources (with a checkmark icon). The main content area on the right displays four links, each preceded by a globe icon and underlined. The links are: Blackboard Multimedia Tutorials, Browser Check & Plug-Ins, MxCC Online Orientation (with the subtext 'For students taking online/hybrid courses at MxCC'), and Campus Orientation (with the subtext 'Orientation sessions will be offered to first time online students.').

Announcements

Messages ✓

Getting Started

Syllabus

Course Content 📁

Discussions ✓


My Grades


MxCC Help


Blackboard Resources


Academic Support

Faculty Resources ✓

 **Blackboard Multimedia Tutorials**

 **Browser Check & Plug-Ins**

 **MxCC Online Orientation**
For students taking online/hybrid courses at MxCC

 **Campus Orientation**
Orientation sessions will be offered to first time online students.

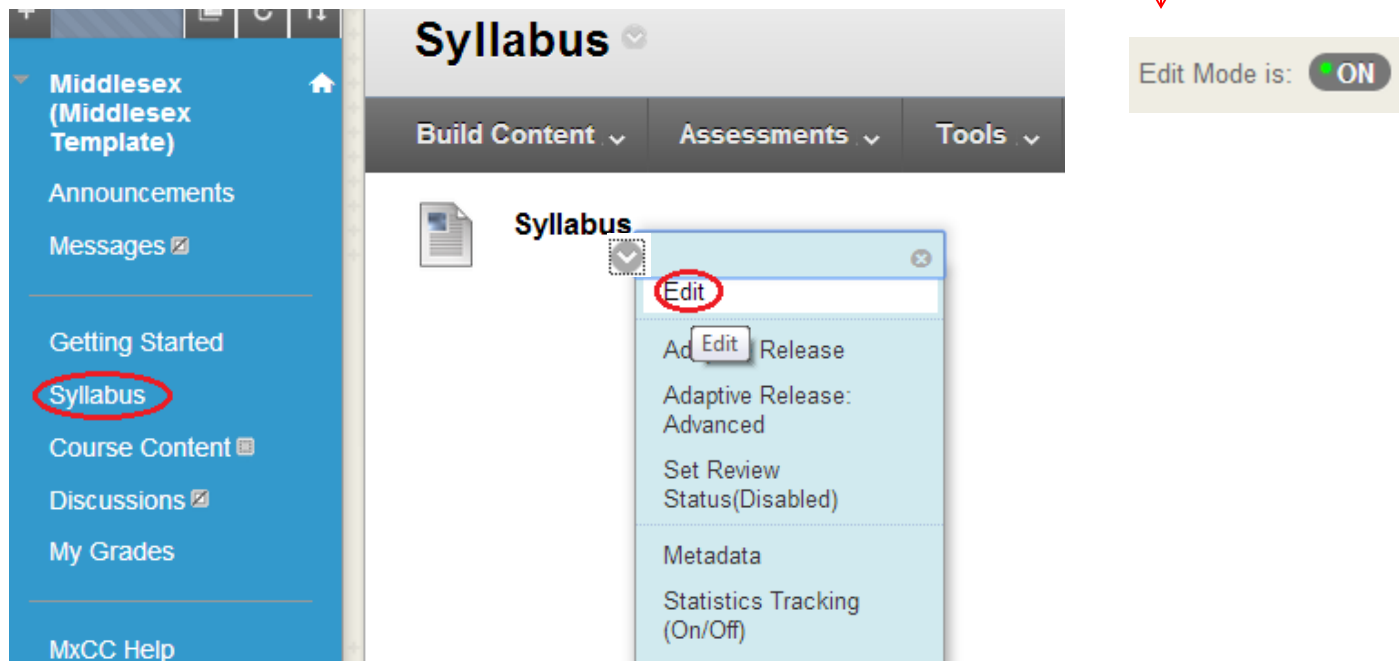
Steps of Adding a MS Word Syllabus

If your syllabus is MS Word file with simple format and no images, the simplest way to add your syllabus is to copy and paste text from the MS Word document to Blackboard Learn.

- Step 1, Navigate to the Syllabus link in Course Menu and open the Text Editor in the Syllabus item.
- Step 2, Open the MS Word syllabus file and copy all text in the syllabus to a clipboard.
- Step 3, Paste the text into the Text Editor of Syllabus item and Submit.
- Step 4, Review and Edit the Syllabus in Blackboard Learn.

Add a MS Word Syllabus: Step 1

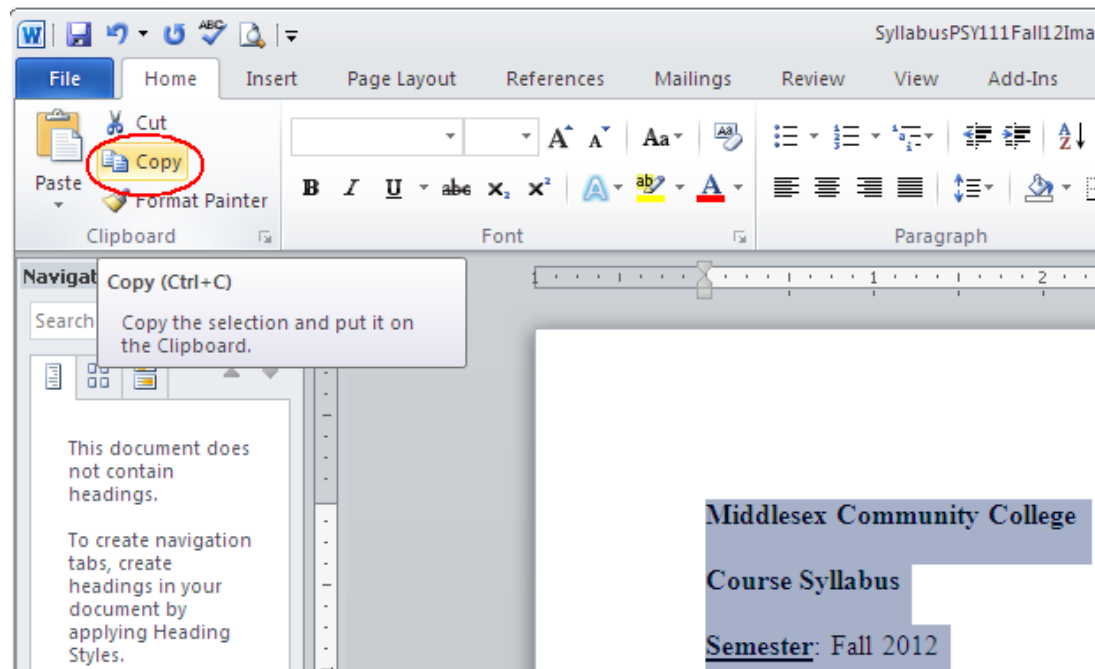
- Leave Edit mode as On.
- In Course Menu
 - Show the Syllabus link to students: Click on the Action icon of the Syllabus link and select "Show Link".
 - Click on the Syllabus link to display the syllabus page.
- In Syllabus - Content Area
 - Click on the "Syllabus" link in Course Menu. Go to the Action icon next to the Syllabus Item and select "Edit".



- Minimize the Blackboard window by clicking on Minimize icon at upper right corner of the page. By doing this, it helps you locate your syllabus file and open it in MS Word.

Add a MS Word Syllabus: Step 2

- Open the MS Word syllabus file and copy all text in the syllabus to a clipboard.
 - Locate your syllabus file and double click on it to open the file in MS Word.
 - To select all text, press **Ctrl and A** keys together. Or highlight all text in the syllabus file.
 - Click on "Copy" icon to copy the selected text to a Clipboard. Another way to copy the selected text is to press **Ctrl and C** keys together. The selected text is then copied to the Clipboard.



Add a MS Word Syllabus: Step 3

- **Paste text into the Text Editor of Syllabus item and submit.**
 - Click on the Blackboard Learn tab at the bottom of the window to bring the Blackboard page back.
 - Right-click on the Text Editor textbox and select "Paste". Or you may point at an area in the textbox in Text Editor and press **CTRL and V** keys together to paste the text to the textbox.

Edit Item

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or Content Folder. [More Help](#)

* Indicates a required field.

Cancel **Submit**

1. Content Information

* Name

Color of Name

Text Text Editor is: **ON**

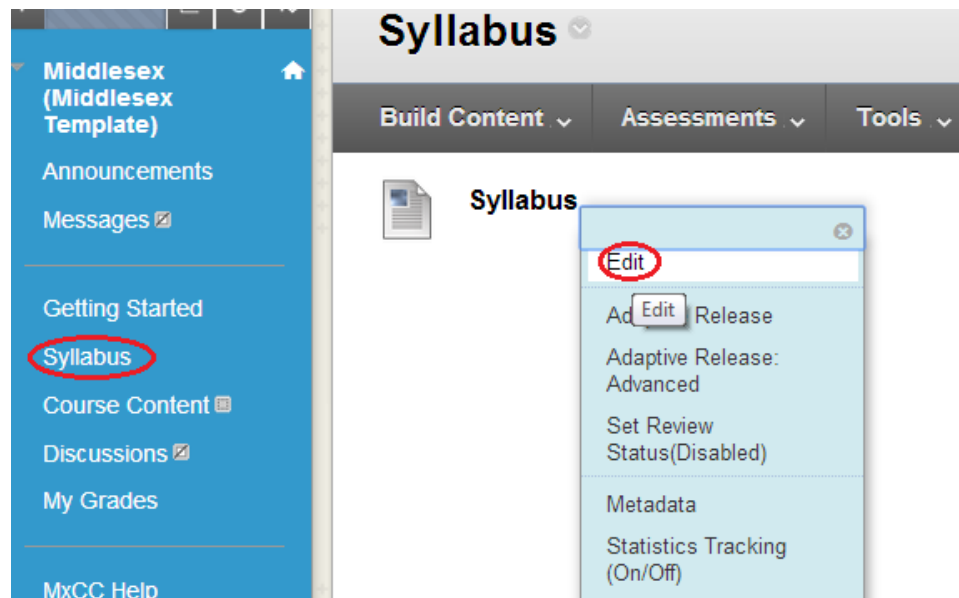
Review the syllabus content.

Undo
Cut
Copy
Paste
Delete
Select All
Search Google for "Review the syll..."
View Selection Source
✓ Check Spelling
Languages

Add a MS Word Syllabus: Step 4

■ Review and Edit the Syllabus in Blackboard Learn.

- To review the syllabus you just copied; go to Edit Mode and click On to turn it off. When Edit Mode is in Off, you will view your course in student's perspective.
- Click on the "Syllabus" link in Course Menu. You will see your syllabus. Examine the layout and formatting of your syllabus.
- If you would like to make editing in your syllabus, turn Edit Mode back on by clicking on Off.
- You will click on the Action icon next to the Syllabus Item and select "Edit". Edit the text and click on "Submit" again.

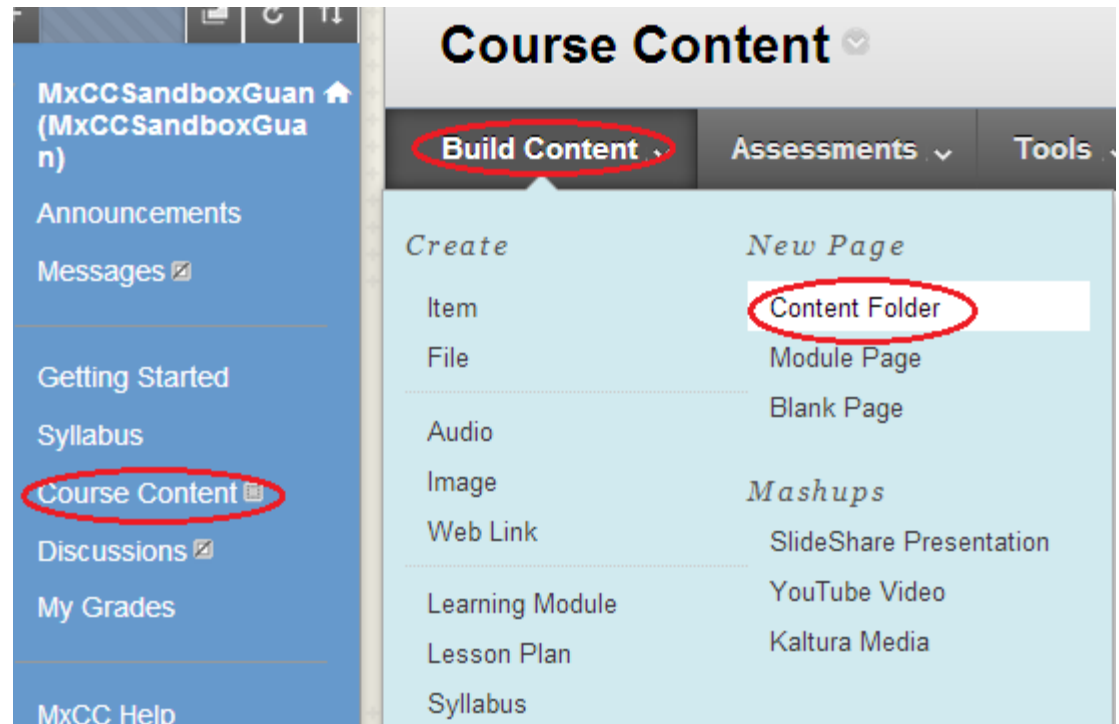


Files in Blackboard Learn

- You can upload files in Blackboard Learn.
 - Classify the files by function.
 - Study Guides
 - Notes
 - You may use the existing link, Course Content, to add files.
 - Attach a syllabus file in .doc or .pdf can be done in the Syllabus page.
 - You may create a content area in the Course Menu and upload files in the content area.

Create a Content Folder

- Click on Course Content to view the content area.
 - Go to Build Content and select Content Folder.
 - Type a name and click on Submit.



★ Indicates a required field.

Cancel Submit

1. Content Folder Information

★ Name

Study Guides

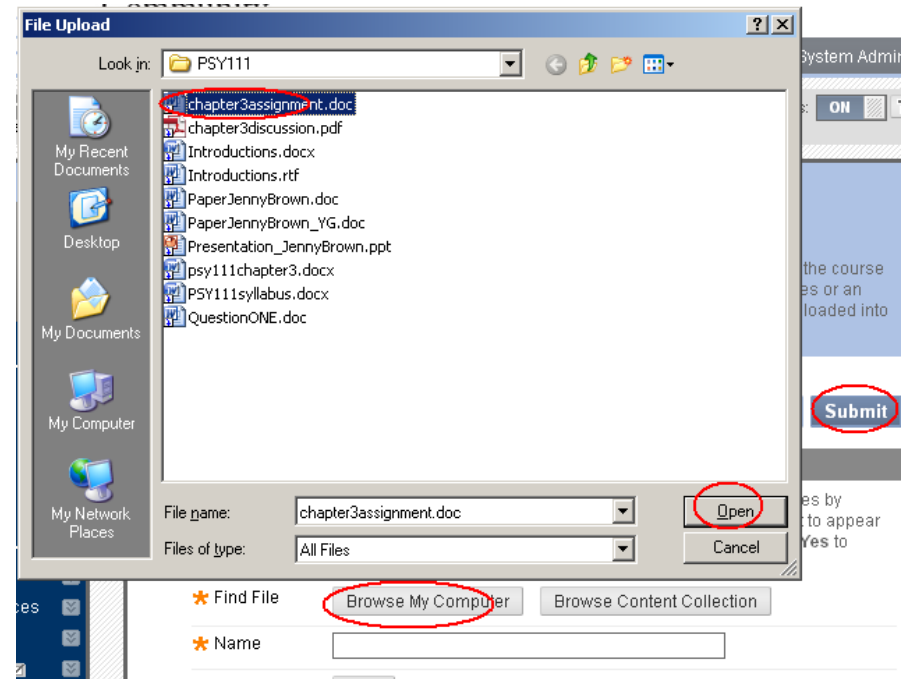
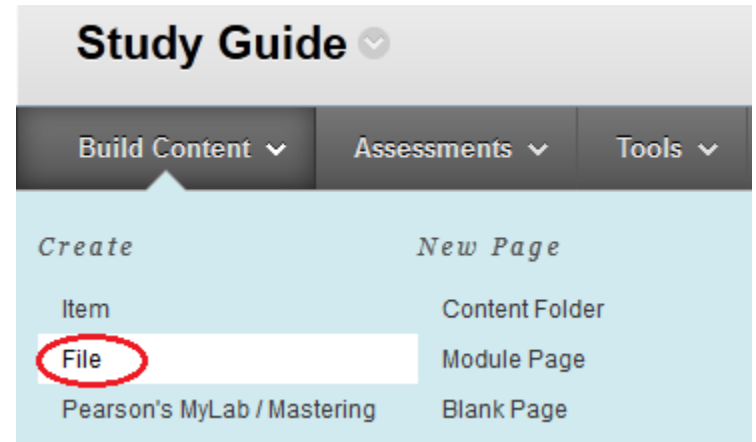
Color of Name



Black

Add the Files to a Folder

- Click on the folder link "Study Guides" to enter the folder page.
- Go to "Build Content" and select "File".
- At next page, click on "Browse My Computer".
- Locate the file you would like to upload and double-click on it.
- Click on "Submit".
- You will use the same steps to add any type of files in Blackboard Learn.

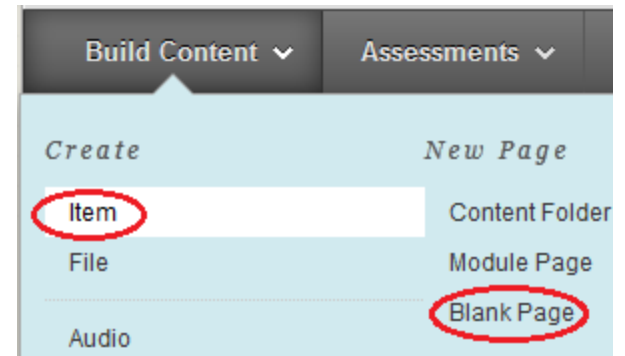


Files in Blackboard Learn

- You may use the same way to add various files such as MS Word .doc or .docx, MS PowerPoint files, or MS Excel files.
 - For students to open a file, they need an appropriate application (e.g. MS Word - .docx or .doc)
 - Please be aware that some students may not have MS Office applications to open the files added to Blackboard.

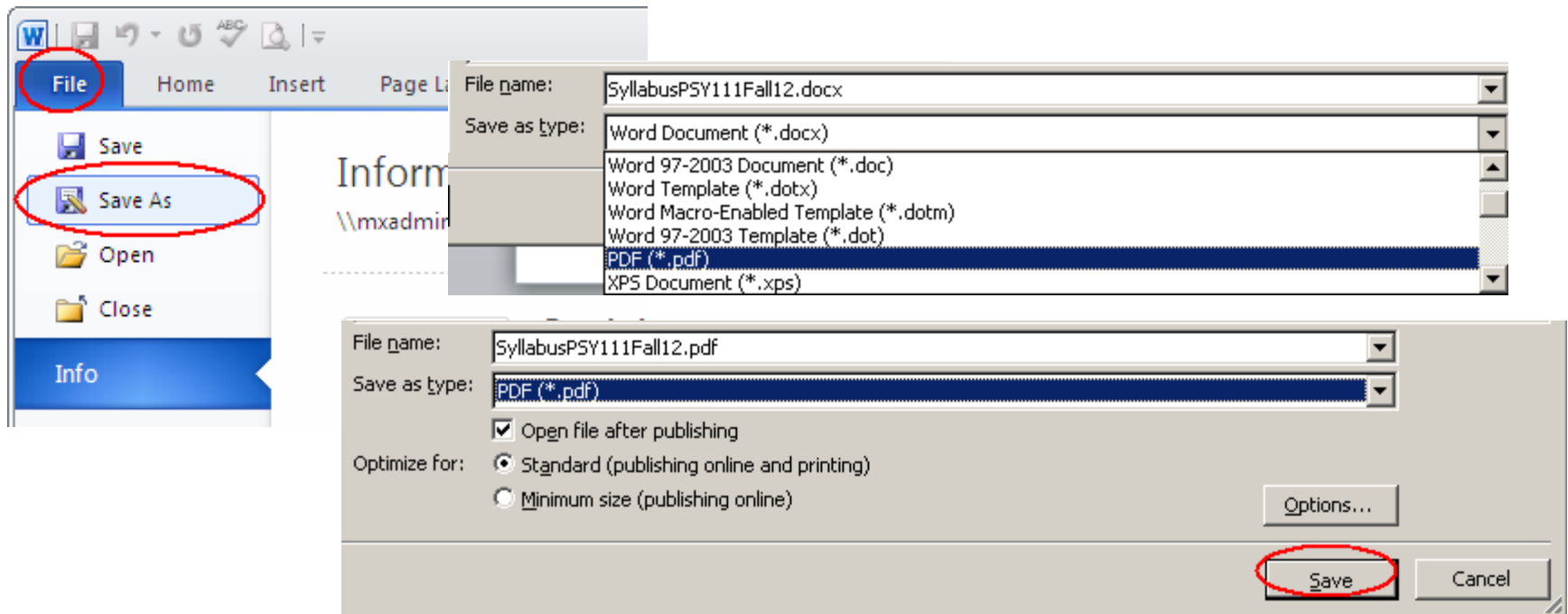
Use Item and Blank Page in Blackboard

- For MS Word files with simple format, you may copy/paste text to an Item or a Blank Page.
 - Students are able to view the text immediately – convenient for students.
 - You are able to edit the text online – save your time in editing.
- We highly suggest professors teaching online courses to use either Item or Blank Page for MS Word based files.
- Item: students will see the content directly.
 - Use an Item for a Header or a footer.
- Blank Page: it is like a “hyperlink”, need to click on the page title to view the content.
 - Use a Blank Page for instructions, notes, etc.
- Practice
 - Add an item and copy text.
 - Add a blank page and copy text.



PDF Files in Blackboard Board

- For MS Word files with images, special characters, and complex formatting, you may convert it to.pdf.
- For MS PowerPoint or MS Excel files, you may convert them to .pdf.
- In MS Word, MS PowerPoint, or MS Excel, open the file.
 - Go to File and select Save As. Select .pdf in File Type. Click on Save.



- Add a PDF file uses the same steps as adding a MS Word file.

Learning Module vs. Content Area

- A Learning Module has a Table of Content window and a Content Area.
- A learning Module is often used in online/hybrid courses that organize course content by weeks, units, or sessions.
 - An example of a Weekly Learning module in PSY111 online course.

The screenshot displays a Learning Module interface. On the left is a 'Table of Contents' window with a tree view containing the following items:

- Week 1 Assignments
 - Discussion Netiquette
 - Week 1 - SmarterMeasure As
 - How to Take a SmarterMeasu
 - Week 1 - Introductions

On the right is the 'Content Area' for 'Week 1'. It features a blue header with a 'Week 1' dropdown menu and four action buttons: 'Build Content', 'Create Assessment', 'Add Interactive Tool', and 'Assign Textbook'. Below the header, the content is organized into sections, each with a dropdown arrow:

- Week 1 Assignments**
- Discussion Netiquette**
- Week 1 - SmarterMeasure Assignment**

Enabled: Statistics Tracking
You are to take the self-assessment test, SmarterMeasure (READI). The test information can be found [/Content/READI.asp](#).
After taking the test, you will evaluate the results based on the test report. You need to write a summary weaknesses (yellow or red on the bar chart). In the weak areas, state how you plan to improve your ski this class.
You need to post your summary report here by **Sunday, January 29th**. This assignment is worth 20 po
- How to Take a SmarterMeasure Test?**
- Week 1 - Introductions**

Red arrows indicate the relationship between the Table of Contents and the Content Area: one arrow points from the 'Week 1 Assignments' folder in the TOC to the 'Week 1 Assignments' section in the Content Area, and another points from the 'Discussion Netiquette' item in the TOC to the 'Discussion Netiquette' section in the Content Area.

Create a Learning Module

- Click on Course Content to view the content area.
 - Go to Build Content and select Learning Module.
 - Type a name and click on Submit.

The screenshot displays the 'Course Content' interface. At the top, there is a 'Course Content' header with a dropdown arrow. Below it, a navigation bar contains three buttons: 'Build Content', 'Assessments', and 'Tools'. The 'Build Content' button is circled in red. A dropdown menu is open from 'Build Content', showing a list of options: 'Create', 'New Page', 'Item', 'Content Folder', 'File', 'Module Page', 'Audio', 'Blank Page', 'Image', 'Mashups', 'Video', 'Flickr Photo', 'Web Link', 'SlideShare Presentation', 'Learning Module' (circled in red), 'YouTube Video', 'Lesson Plan', 'Kaltura Media', and 'Syllabus'. To the right, a form titled '1. Learning Module Information' is shown. It includes a legend: '* Indicates a required field.' Below this, there is a 'Name' field with the text 'Unit1' (circled in red) and a 'Color of Name' dropdown menu set to 'Black'. At the bottom right of the form are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in red.

Course Content ▼

Build Content ▼ **Assessments** ▼ **Tools** ▼

Create

- Item
- File
- Audio
- Image
- Video
- Web Link
- Learning Module**
- Lesson Plan
- Syllabus

New Page

- Content Folder
- Module Page
- Blank Page

Mashups

- Flickr Photo
- SlideShare Presentation
- YouTube Video
- Kaltura Media

1. Learning Module Information

* Indicates a required field.

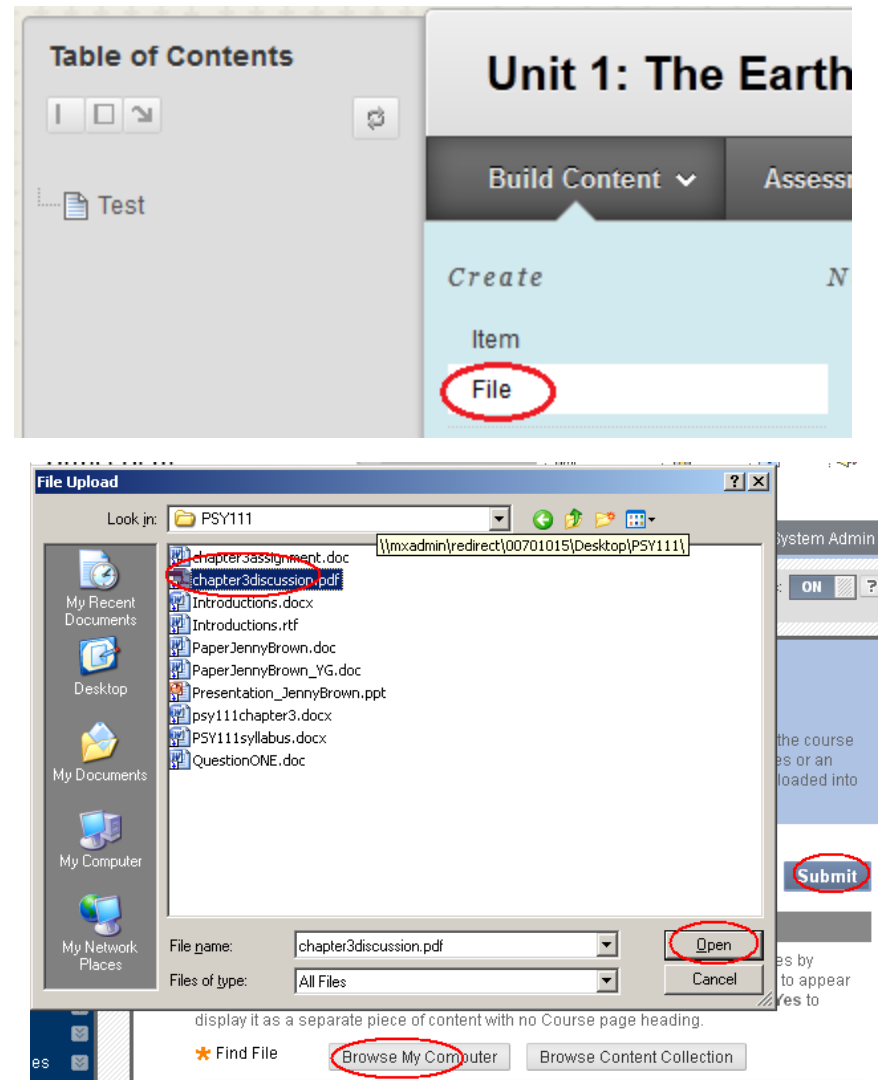
* Name

Color of Name

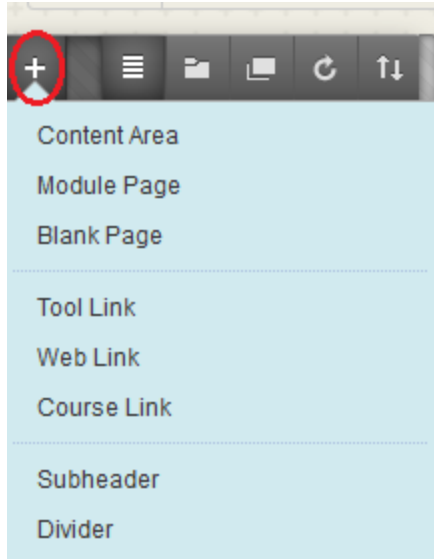
Cancel **Submit**

Add Files or Tools in a Learning Module

- Click on the Learning Module link "Unit1" to enter the module content page.
- Go to "Build Content" and select "Learning Module".
- At next page, click on "Browse My Computer".
- Locate the file you would like to upload and double-click on it.
- Click on "Submit".
- You will use the same steps to add any types of files.
- You may add a discussion board, an assignment dropbox, a test, or an URL in the learning module.



Add a Link in Course Menu



- You can add various links in the Course Menu.
 - Content Area
 - Module Page
 - Blank Page
 - Tool Link
 - Web Link
 - Course Link –any link within the course.
 - Subheader
 - Divider

Announcements

- Click on **Create Announcement** button.
- Type the Subject and the Message.
- Choose Not Date Restricted or select a date to release.
- Click on Submit.

* Indicates a required field.

Cancel

Submit

1. Announcement Information

* Subject

Greetings

Black

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Embed, and Mashups. The message content area contains the text: "Welcome! The class starts on Wednesday, August 28th. Please read the syllabus and purchase the textbook."

2. Web Announcement Options

Post an announcement immediately

Duration

☐ Not Date Restricted

Post an announcement on a set schedule

☒ Date Restricted

Select Date Restrictions

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Course Link

Click Browse to choose an item.

Email Announcement

☐ Send a copy of this announcement

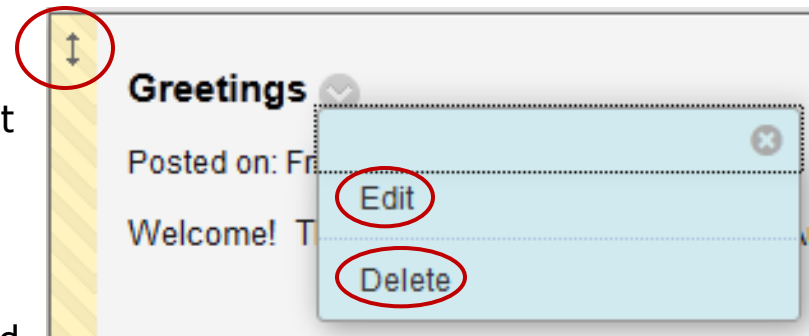
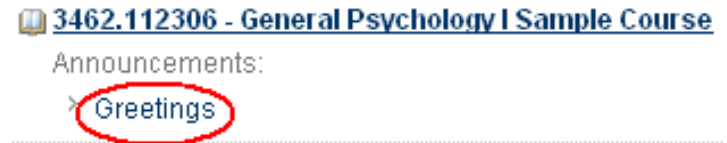
Link the announcement to a Course Link

Location

Browse...

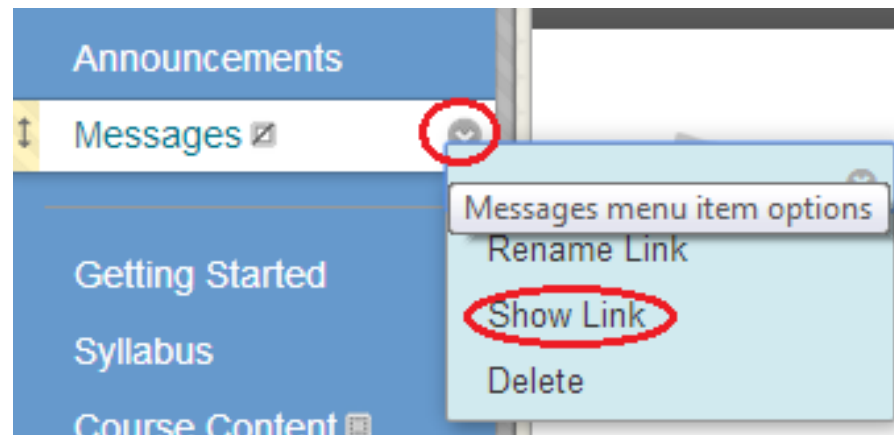
Edit/Delete/Reorder an Announcement

- As default, an announcement posted in the past 7 days will be shown under the Course Name in “My Institution” page.
- The newly posted announcement is listed at the top.
- To edit an announcement,
 - Click on the Action icon of the announcement and select Edit.
 - Edit the text and click Submit.
- To delete an announcement,
 - Click on the Action icon of the announcement and select Edit.
 - Edit the text and click Submit.
- To reorder an announcement,
 - Point at the reordering icon of a message and drag it to the order where you would like it to be.



Messages – Internal Mail

- Messages tool in Blackboard is an internal mail tool: only enrolled students and the instructor can email to each other. It is mainly used for private communication between a student and an instructor or among students.
- In the MxCC template, the message tool is labeled as “Mail”. In default, the Mail link is hidden from students.
- To use the Messages tool, you will need to show the “Mail” link.
- Move the mouse next to the right of “Mail” link. You will see the Option icon. Click on the icon, you will see the menu options for the “Messages” link.
- Select “Show Link”.



Internal Mail – Messages – Send a Message



- Send an email to a student.
- Click on the Messages link, “Mail”.
- Click on “Create Message”.

Course Messages

Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)


Create Message

Create Folder

	Folder	Unread	Total
	Inbox	0	1
	Sent	0	0

Internal Mail – Messages: Send a Message

- Click on “To” box. You will see a list of students and your name.
- Choose a student and click on the “->” to bring the student name to Recipients.
- Type a Subject in the subject box.
- Type your message in the Message box.
- Click on “Submit”.

 **Compose Message**

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

★ Indicates a required field.

Cancel Submit

1. Recipients

To

Select Recipients: To line

Jacklyn Allen
Caitlin Appell
Deanna Amusawanh
Christopher Bergers
Natalie Bishop
Takisha Bryant
Janice Carter
Ashley Carvalho

Invert Selection Select All

Recipients

Invert Selection Select All

Cc

Bcc

2. Compose Message

★ Subject Hello

Body

Text Editor is: ON

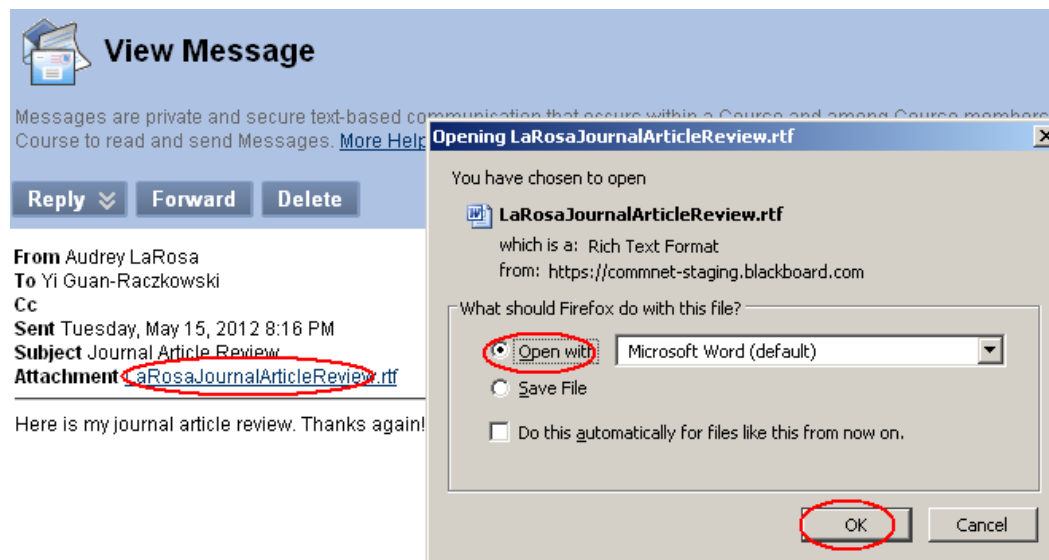
Welcome to this class. If you have any questions, feel free to contact me. Thanks, M

Internal Mail – Messages: Read a Message

- Messages will be delivered to Inbox. But there is no alert next to the Messages link in Course Menu.
- Click on the Subject link to open a message.

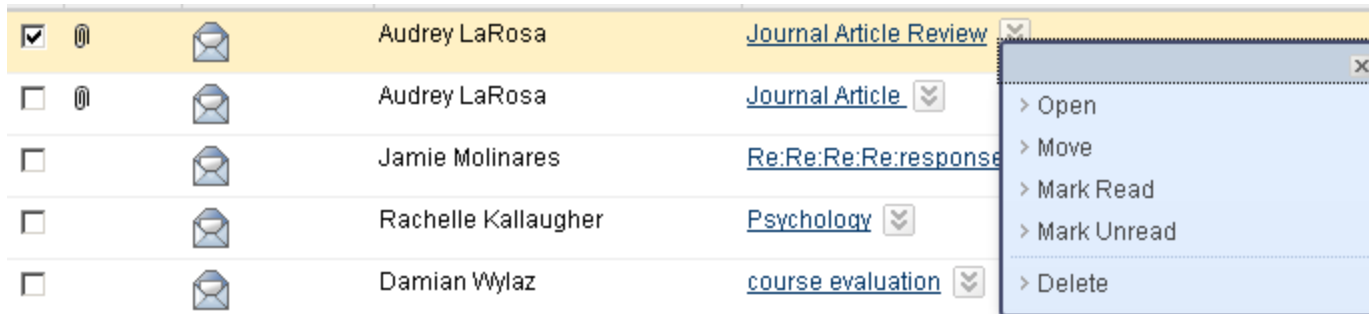
		Status	Sender	Subject	Date
<input type="checkbox"/>			Audrey LaRosa	<u>Journal Article Review</u>	Tuesday, May 15, 2012 8:16 PM

- If there is a file attached, click on the file link. A dialog box pops up.
 - Choose Open to open the file. Click OK to confirm.
 - Choose Save to save the file to your computer. Click OK to confirm.

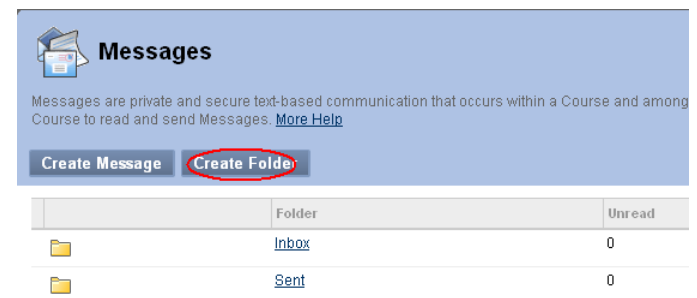


Messages: Delete, Create a Sub-Folder, Move

- In Inbox page, click on the Action box next to a message:
 - Delete: delete the message.
 - Mark Read: mark the message as read.
 - Mark Unread: mark the message has not been read.

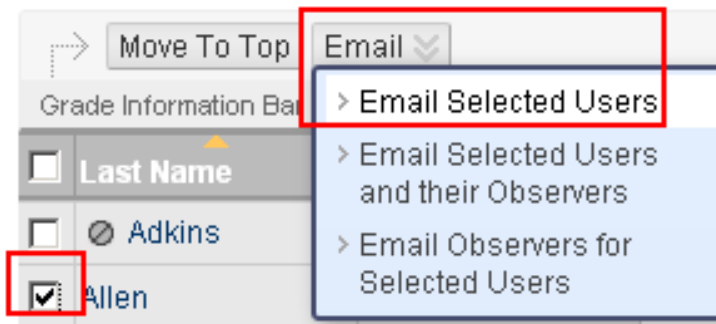
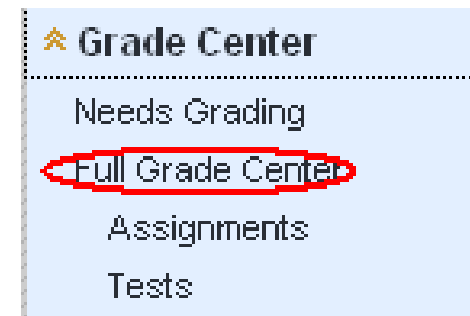


- In Messages page, click on Create Folder. Type the folder name and click on "Submit".
 - You may move a message:
 - Click on the Action menu at a message subject line.
 - Select Move.
 - Choose the Folder to which moved.
 - Click on "Submit".



Email – External mail

- Email tool in Blackboard Learn is External Mail. If you use Email tool, mails will be delivered to student's College Email address.
- A professor may need to use Email to communicate with students who have not logged on to Blackboard. You may do so in Grade Center.
 - In Control Panel, click on Full Grade Center.
 - Check a student's last name.
 - Go to Email and select Email Selected Users.
 - Type the Subject and Message.
 - Click on **Submit**.

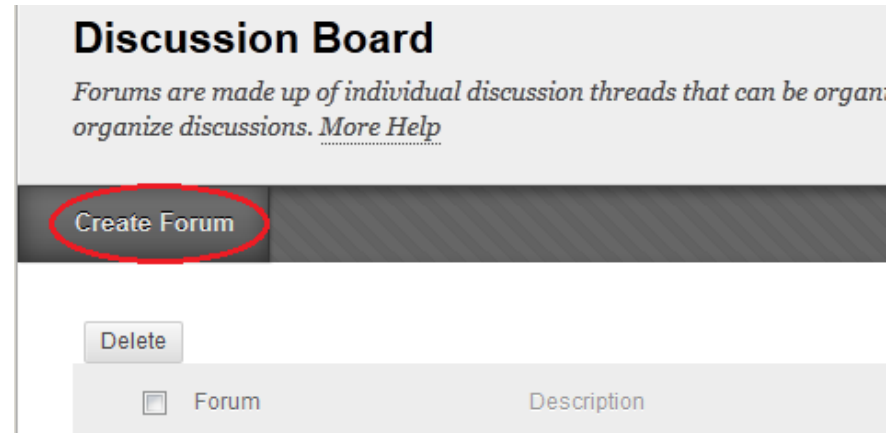


Discussions and Examples

- Learning can be enhanced through engaging active interactions among learners.
- All online courses at MxCC use discussion boards as one of learning activities for students.
- Discussions in Blackboard allow students to post messages at different time at various locations.
 - Examples for on-ground courses:
 - Sociology and Education
 - Continuation of group discussions after classes
 - Medical Terminology
 - Jeopardy game to learn medical terms.
 - Psychology
 - Respond to the instructor's questions.
 - Respond to at least 2 student answers.
 - Human Service
 - Assign discussion buddies: pair up students and they respond to each other's questions.

Discussions - Create a Forum

- Make Discussions link available.
 - In Course Menu, move the mouse over "Discussions" link. Click on the Option icon next to Discussions link. Click on "Show Link".
- In Course Menu, click on Discussions link.
- Click on Create Forum.
- Type a name and description.
- In Forum Availability
 - Yes – available
 - Choose display date, end date.
 - If the forum is graded, check Grade Discussion Forum and type a point value.
 - Click on "Submit".



Discussion Board

Forums are made up of individual discussion threads that can be organized to help you and your students organize discussions. [More Help](#)

Create Forum

Delete

Forum	Description
-------	-------------

2. Forum Availability

Available ☒ Yes ☐ No

Enter Date and Time Restrictions

☐ Display After

Enter dates as mm/dd/yyyy. Time may

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Grade

☐ No Grading in Forum

☒ **Grade Discussion Forum:** Points possible: 10

* Indicates a required field.

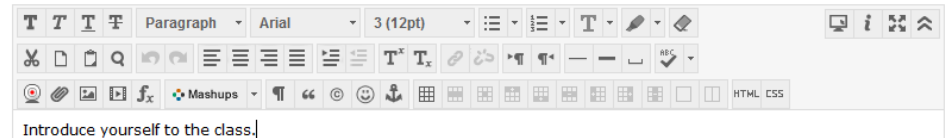
Cancel **Submit**

1. Forum Information

* Name

Week 1 Discussions

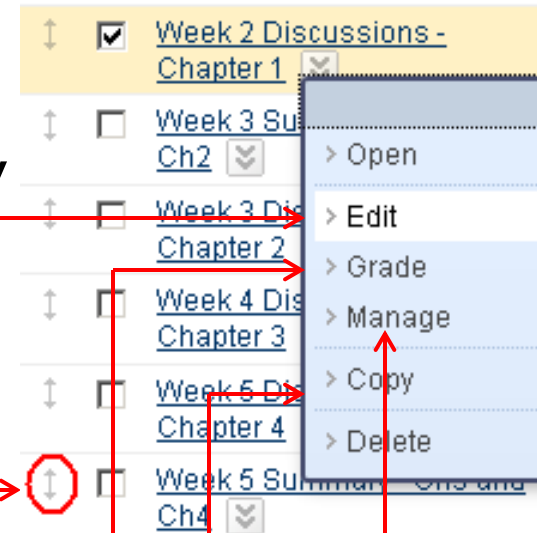
Description



Introduce yourself to the class.

Discussion Forum Setting

- For a discussion forum, you are able to reorder, change settings, delete, Manage student roles, copy, and delete.
 - Click on the Action icon next to a forum,
 - Edit: change forum name, description, grade points, etc.
 - Reorder the forum.
 - Grade the forum.
 - Copy or Delete.
 - Manage: Change student role to Readers – students can only read messages but unable to post. ~~This setting serves as “locking” a forum~~ after its deadline.



Post a Message in Discussion Forum

- Enter a discussion forum by clicking on the Forum Name.
- Click on "Create Thread".
- Type the message subject.
- Type the message.
- If you wish to attach a file, click on "Browse My Computer". Locate the file on your computer and double click on it. Click on Submit.
- Click on "Submit".

Create Thread

The screenshot shows the 'Create Thread' form. At the top, there's a blue header with the title 'Create Thread' and a small icon. Below the header, a paragraph explains that a thread is a series of posts related to the same subject. To the right of this text are buttons for 'Cancel', 'Save Draft', and 'Submit' (the 'Submit' button is circled in red). Below the header is a section titled '1. Message'. It contains a 'Subject' field with the text 'Greetings' and a 'Message' text area. The text area has a rich text editor toolbar with various formatting options. The text 'Hello! Welcome to this course.' is entered in the text area. At the bottom right of the text area, it says 'Text Editor is: ON'.

2. Attachments

Attach File

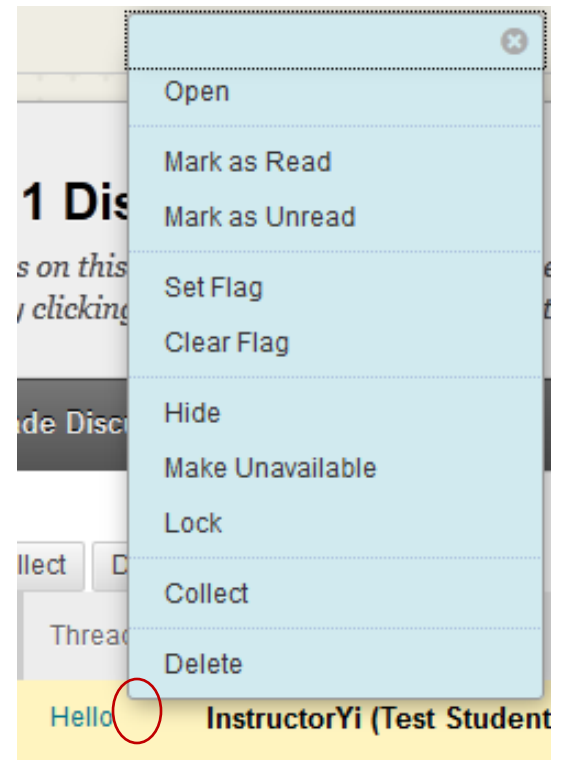
Browse My Computer

Browse Content Collection

Browse My Computer

Operations on a Message

- In List View, click on the Action icon next to a message. You are able to do the following operations:
 - Collect – see the message and replied message.
 - Delete.
 - Mark as Read/Unread
 - Hide, Make Unavailable
 - Publish
 - Lock/Unlock



“List View” of Discussion Messages

- In Course Menu, click on Discussions link. Forums are displayed with Description, Total Posts, Unread Posts, and Total Participants.

Delete						
	<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
↑	<input type="checkbox"/>	Questions and Answers ▾	Post your questions about this class here.	2	0	2
↑	<input type="checkbox"/>	Week 1 - Introductions ▾	Tell us a little about yourself, why you are in school, why you take this course, your expectations about the course, what your career goals are, etc. Share	48	5	34

- Click on a Forum Name to enter the forum. As “default”, 25 messages are displayed in List View. The messages are in chronological order with the most recent at the top. Click on Display and select Show All to show all messages.

[Create Thread](#) [Grade Discussion Forum](#) [Subscribe](#) [Search](#) [Discover Content](#) [Display](#) ▾

[Thread Actions](#) ▾ [Collect](#) [Delete](#)

☒ [Date](#) ▾ Thread Author Status Unr

☒ 7/30/13 3:11 PM [Hello](#) ▾ **InstructorYi (Test Student) Guan-Raczkowski** Published **0**

[Thread Actions](#) ▾ [Collect](#) [Delete](#)

[Show All](#)
[Published Only](#)
[Hidden Only](#)
[Locked Only](#)
[Unavailable Only](#)
[Drafts Only](#)

"Tree View" of Discussion Messages

- If you choose "Tree View" in a Discussion Forum page, you will see the messages in "thread."
- When there is a reply to a message, it creates a "thread". In a thread of messages, you will see how the messages associate with each other.
- A thread of messages is indicated by a "+" next to the Subject line of the initial message.
- To view a thread with the initial message and replies, you will click on the Subject line of the initial message. Then click on the subject lines of replied messages.


[List View](#) [Tree View](#)

Forum: Week 1 Discussions

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

[Create Thread](#) [Grade Discussion Forum](#) [Subscribe](#) [Search](#) [Discover Content](#) [Collapse All](#) [Expand All](#)

Message Actions ▾ Collect Delete

<input type="checkbox"/>	Thread	Author	Date
<input type="checkbox"/>	 Hello	InstructorYi (Test Student) Guan-Raczkowski	7/30/13 3:11 PM

Message Actions ▾ Collect Delete

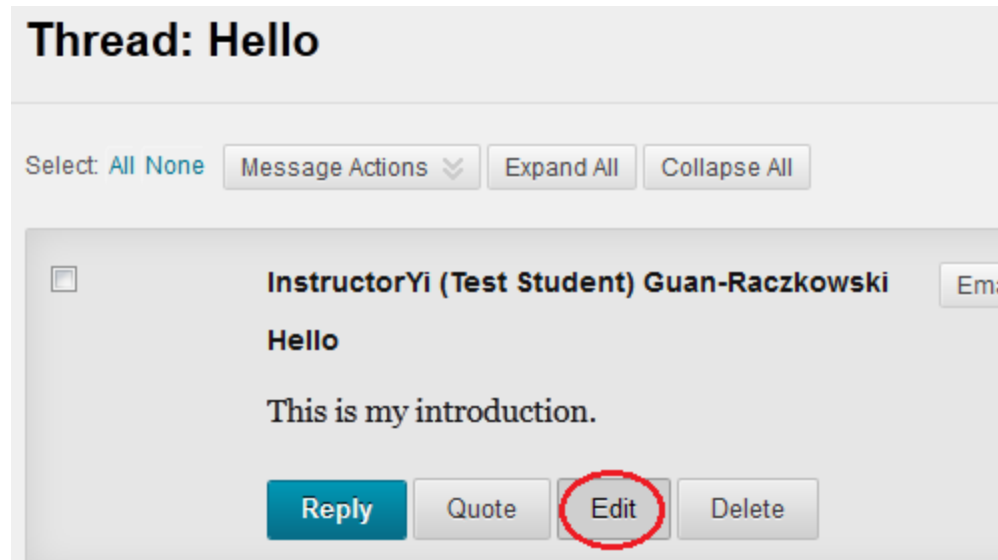
Discussions-Read/Reply to a Message

- Click on a message Subject to read the message.
- To reply, click on Reply button. Type your message and click on "Submit".

The screenshot displays a discussion forum interface. At the top, a navigation bar includes buttons for 'Create Thread', 'Grade Discussion Forum', 'Subscribe', 'Search', 'Discover Content', and 'Display'. Below this, a 'Thread Actions' menu is visible with options like 'Collect' and 'Delete'. The main content area shows a thread titled 'Thread: Hello'. A message from 'InstructorYi (Test Student) Guan-Raczkowski' is displayed, with the subject 'Hello' circled in red. The message content is 'This is my introduction.' Below the message, the 'Reply' button is also circled in red, along with 'Quote', 'Edit', and 'Delete' buttons. An 'Email Author' button is located to the right of the author's name.

Discussions – Edit or Delete a Message

- To edit a message you posted.
 - Click the message Subject to open the message.
 - Click **Edit Message** button.
 - Make revision
 - Click **Submit**.



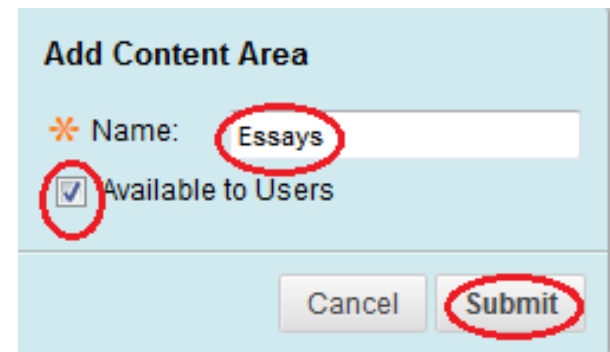
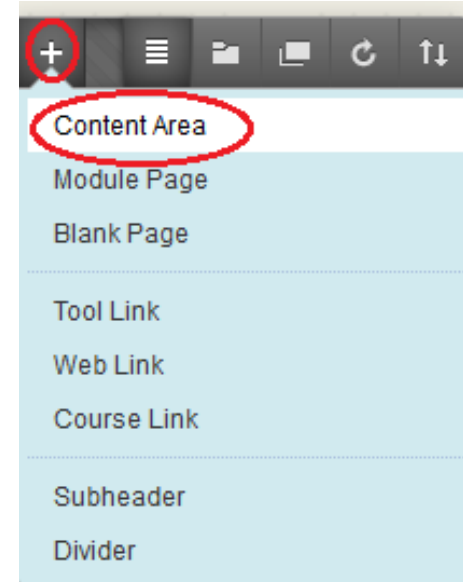
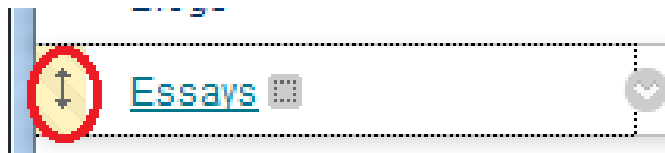
- Delete a message
 - Click on Delete when you open a message.
- "Email Author" will send an email to the author's external email account. For students, it will be their college email account.

Assignment Dropbox - Planning

- An assignment dropbox is used to collect projects or papers.
- Planning
 - Each assignment will use a dropbox.
 - Decide the number of assignments you will be collecting.
 - Decide where you would like the dropboxes to locate.
 - Write down the instruction for each of the assignments.
- Example: Create a page named “Essays”. Put all essay assignment dropboxes in the page.

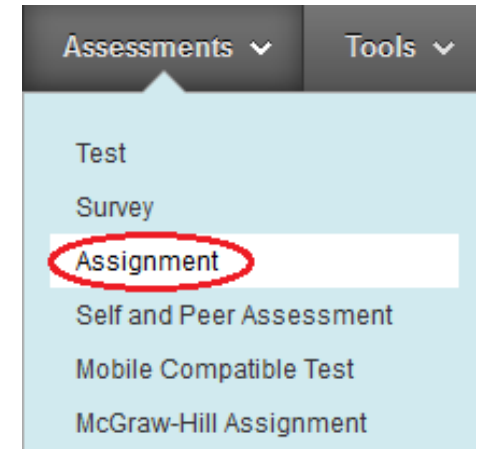
Assignment Dropbox - Example

- Create the page in which the assignment dropboxes are located.
- In Course Menu, create a link, "Essays".
 - Click on Add Item icon, "+".
 - Select "Create Content Area".
 - Type the name of the link, "Essays".
 - Check "Available to Users".
 - Click on "Submit".
 - The new link will be placed at the bottom in Course Menu.
 - Drag the reorder icon to reposition the Essays link.

A screenshot of the 'Add Content Area' form. The form has a title 'Add Content Area' and two main fields: 'Name' and 'Available to Users'. The 'Name' field contains the text 'Essays' and is circled in red. The 'Available to Users' field is a checkbox that is checked, and the entire checkbox area is circled in red. At the bottom of the form are two buttons: 'Cancel' and 'Submit', with the 'Submit' button circled in red.

Create an Assignment Dropbox

- In Course Menu, click on the "Essays" link.
- Under Assessment, choose "Assignment".
- Type the name and brief instruction.



Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Assignment Information

* Name and Color

Essay1

Black

Instructions



Submit your argument essay in .rtf or .doc format. Refer to the syllabus for instruction.

Assignment Dropbox

- Enter the grade points in Points Possible.
- Availability vs. Due Date
 - Availability –Display Until
 - After the date set in Display Until, students are unable to see the Assignment link.
 - Due Date
 - After the set due date, students are able to see the assignment link and submit their work. However their work is labeled as late.

2. Assignment Files

Attach File

3. Grading

★ Points Possible

Associated Rubrics ▾

Name	Type	Date Last Edited	Show Rubric
------	------	------------------	-------------

4. Availability

☒ Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts ☒ Allow single attempt
☐ Allow unlimited attempts
☐ Number of attempts:

Limit Availability ☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☒ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Track Number of Views

5. Due Dates

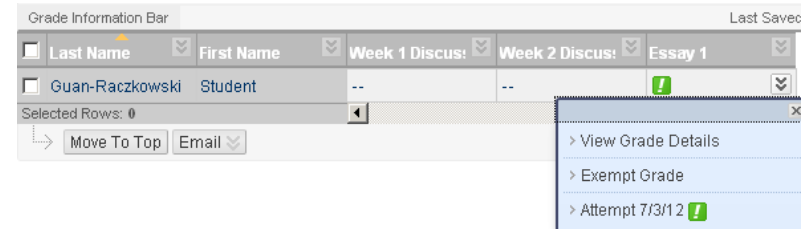
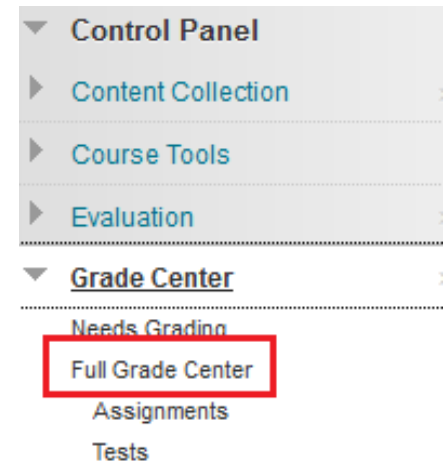
Submissions are accepted after this date, but are marked **Late**.

Due Date ☒

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Grade Center

- Last Access: show a time stamp on when a student last time accessed the course.
- The grade columns carried over from graded discussion forums, assignment dropboxes, and tests.
- Under “Control Panel”, click on “Grade Center”.
- Click on Full Grade Center. You will see the columns:
 - Student names, Last Access
 - Columns for Discussion Forums
 - Columns for Assignments – use Inline Grading
 - no need to download and upload papers.



- Grading
 - You are able to access grading page directly in Grade Center.
 - If a student submit an assignment, you will see “!”.
 - Click the Action icon for the assignment and select View Grade Details.
 - Click Grade Attempts to enter the grading page.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jul 3, 2012 4:38:59 PM	Jul 3, 2012 4:38:59 PM (Needs Grading)	!			<div>Grade Attempt</div> <div>Clear Attempt</div> <div>Ignore Attempt</div> <div>Edit Grade</div>

Copy Course Content

- You are able to copy selected content or entire course to another course.
- You will need to first go to your “source” course from which you need the content.
- Go to “Control Panel”, under “Packages and Utilities”, select “Course Copy”.
- Choose “Browse”, find the “destination” course which you want to copy content to.
- Select the components or tools you would like to copy. Do not check “MXCC Help, Blackboard Resources, Academic Support, and Faculty Resources” since these four pages are already built in MxCC’s courses. If you have graded discussions, tests, and assignments, you need to check “Grade Center Settings” option.
- Click on “Submit”.

SELECT COPY TYPE

Select Copy Type Copy Course Materials into an Existing Course ▼

SELECT COPY OPTIONS

✧ Destination Course ID 3298.114306 Browse...

Select Course Materials

Select All Unselect All

☒ Content Areas

- ☒ Home Page
- ☒ Syllabus
- ☒ Course Content
- ☒ Discussion Questions

Faculty - Learning Blackboard Learn

- Group training
 - Training schedules are posted at <http://mxcc.edu/ett>

Online Training - learn on your own

- In **My Institution** page, click on the training class named as

FAC_OR_1133: Blackboard Learn Faculty Orientation Course - Fall 2013

Instructor: Tobi Krutt_BbAdmin; Sherry Pesino_BbAdmin; Francine Skalicky_BbAdmin;

- One-on-one assistance
 - Distance Learning staff: starting the third week of a semester, you may schedule an appointment with a distance learning staff to assist you with the use of Blackboard Learn. Email to mxccdistance@mxcc.edu or call **860-343-5756** to schedule an appointment.

Inform Your Students

- You **MUST** inform your students when you use Blackboard Learn for your on-ground course.
- Students will log on to Blackboard Learn via MyCommNet just like Faculty. For Students, NetID is BannerID@student.commnet.edu. Initial password and change of password apply the same rule as Faculty.
- At various computer labs, there are “bookmarks” and instructions to direct students on how to log on to MyCommNet.
- With students’ home computer, they may refer to the instruction at
 - <http://mxcc.edu/distance>.

Students – Learn Blackboard Learn

■ Multimedia Tutorials

- <http://mxcc.edu/distance2/orientation>
- Blackboard FAQs
- <http://mxcc.edu/distance2/orientation/faq.shtml>

The above two sites are linked in MxCC Help

- Stop by the Distance Learning office
- Founders 131/131A
- 9:00 am – 5:00 pm, Mon-Fri.
- Student Technical Support Center
 - <http://websupport.ct.edu>
 - 860-723-0221

Technical Help in Blackboard Learn

- Distance Learning/Educational Technology
 - Founders 131/131A, Middletown Campus
 - (860) 343-5756
 - mxccdistance@mxcc.commnet.edu
 - Any technical difficulties with Blackboard Learn
 - M-F, 9:00 am – 5:00 pm