



Getting Started with Blackboard Learn

Distance Learning
Chapman -library area
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

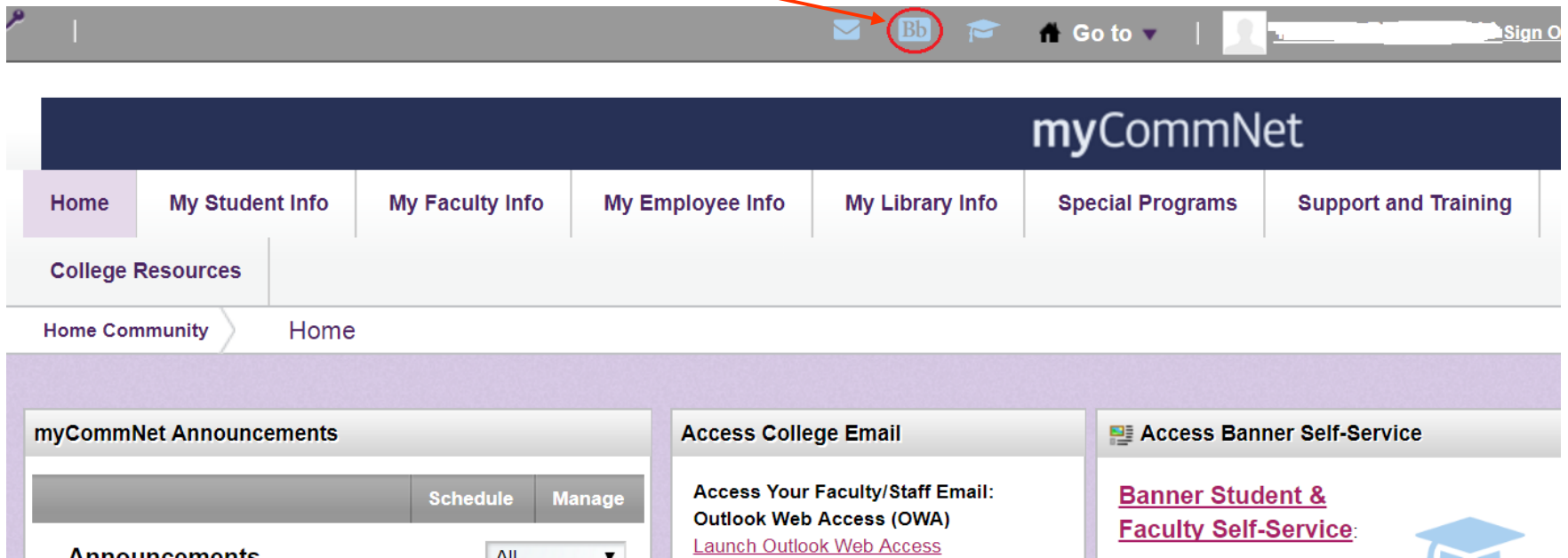
- Go to my.communet.edu and enter your NetID and password.
 - NetID: BannerID@mxcc.communet.edu
 - Example of NetID: 09109109@mxcc.communet.edu
 - Look up your NetID: <http://supportcenter.ct.edu/netid>
 - Password: 8-digit NetID password
 - The same password to access a campus computer and your e-mail at portal.microsoftonline.com.
- If you have never logged on to a campus computer or accessed your college email at portal.microsoft.com 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 in April of 1968 and the last four-digit of his SS# is 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.



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 the **Blackboard** icon (upper right) to access **My Institution** page on Blackboard.
 - 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 Page

- 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.
- My Help/Training
 - Help desk and tutorials for faculty and students.

Connecticut Community Colleges

Yi Guan-Raczkowski

My Institution My Help/Training My Organizations

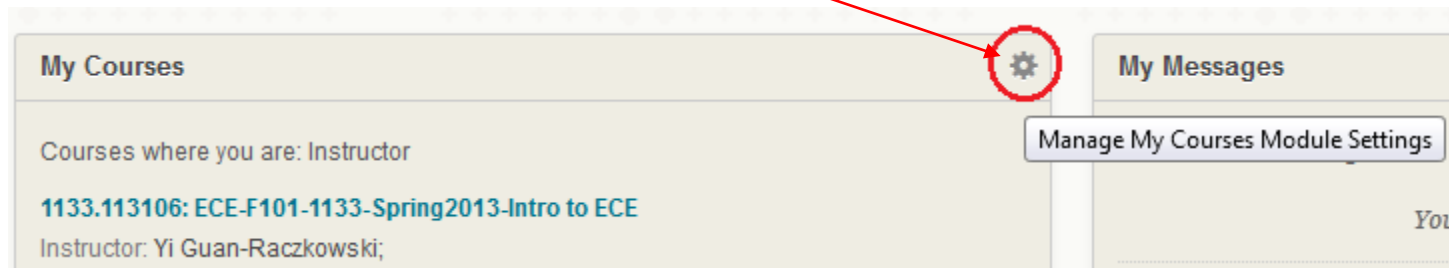
My Institution Kaltura My Media

Check out the [My Help/Training](#) tab above - new instructions for using Webex

| Notification Settings | Course List | Blackboard Browser Information |
|--|---|--|
| <p>The Notifications Tool has been turned off.</p> | <p>Courses where you are: Instructor</p> <p>2090.117206: PSY-F111-2090-Summer2017-General Psychology I-7/31-8/18</p> <p>Instructor: Yi Guan-Raczkowski;</p> <p>4013.116406: PSY-F111-4013-Winter2016-General Psychology I (unavailable - was last available Saturday, April 15, 2017)</p> | <ul style="list-style-type: none">• Check: What browser are you using? |

Hide/Show Course Titles in My Institution

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

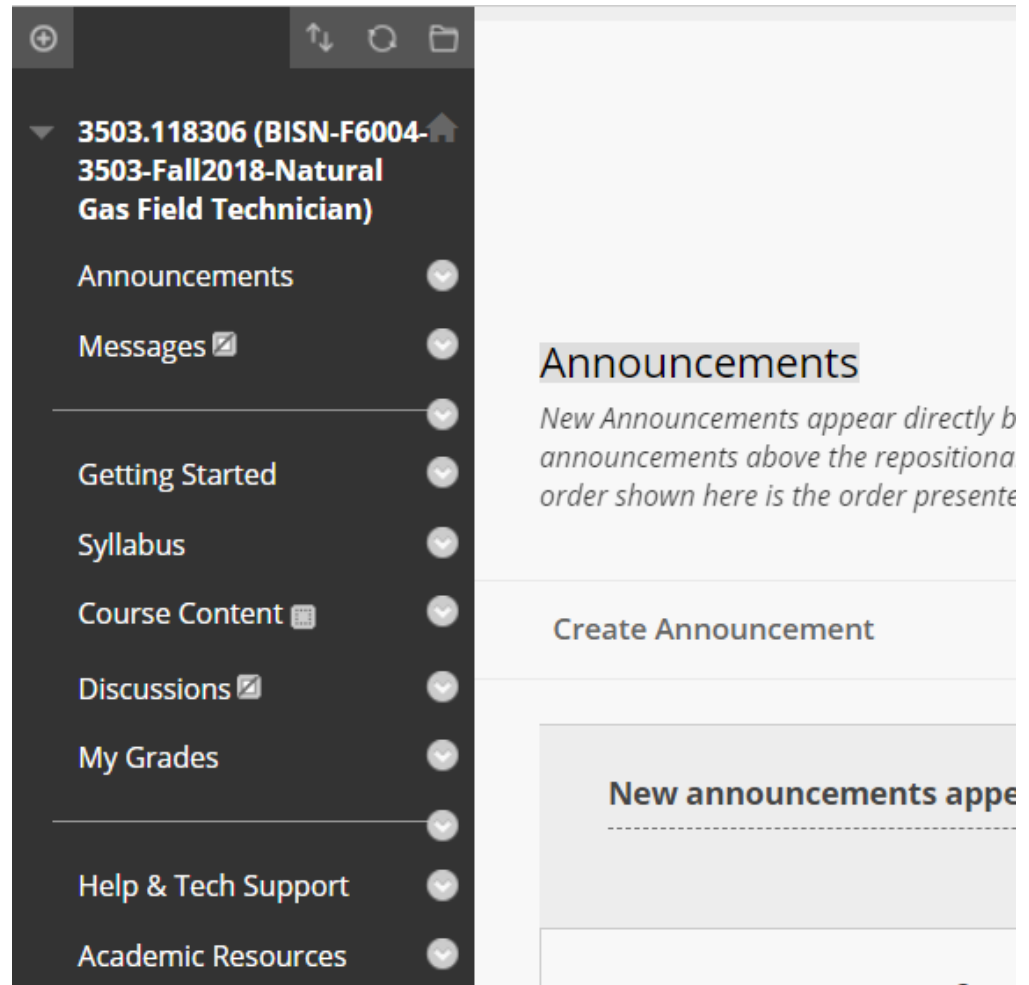


- Hide Courses
 - Uncheck the courses you would like to hide. Click on **Submit.**
- Show Courses
 - Check the courses you would like to Show. Click on **Submit.**

MxCC Template for On Campus Classes

- The MxCC template

- Announcement, Messages, discussions, my grade
- Links: getting started, syllabus, course content
- Help & Tech Support: Help contact, support services, tutorials, training, etc.
- Academic Resources



Blackboard Learn Layout

The screenshot displays the Blackboard Learn interface for a course titled "3503.118306 (BISN-F6004-3503-Fall2018-Natural Gas Field Technician)". The interface is divided into several sections:

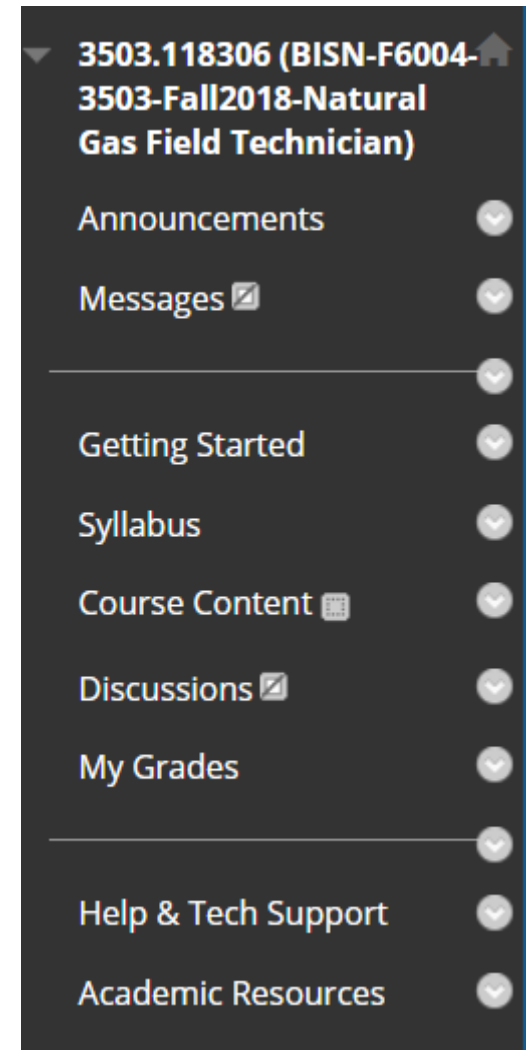
- Course Menu, Control Panel, Edit Mode, Content Page:** A red box at the top highlights the course title, a navigation bar with icons, and the "Edit Mode is: ON" toggle.
- Course Menu:** A dark sidebar on the left contains a list of course items: Announcements, Messages, Getting Started, Syllabus, Course Content, Discussions, My Grades, Help & Tech Support, Academic Resources, and a "Course Management" section. The "Course Management" section is expanded, showing "Control Panel", "Content Collection", and "Course Tools".
- Content Page:** The main area displays the "MxCC" logo for Middlesex Community College, an "Announcements" section with a "Create Announcement" button, and a "New announcements" section.
- Annotations:**
 - A red box labeled "View the course as Students" points to an eye icon in the top right corner.
 - A red box labeled "Expand or collapse the Course Menu." points to a small icon in the course menu sidebar.

Course Menu

- In Course Menu, there are tools and links.
 - Tools: announcements, discussions, my grades
 - Content Area: Getting Started, Syllabus, Course Content, Help & Tech Support, Academic Resources
- Icons next to a link

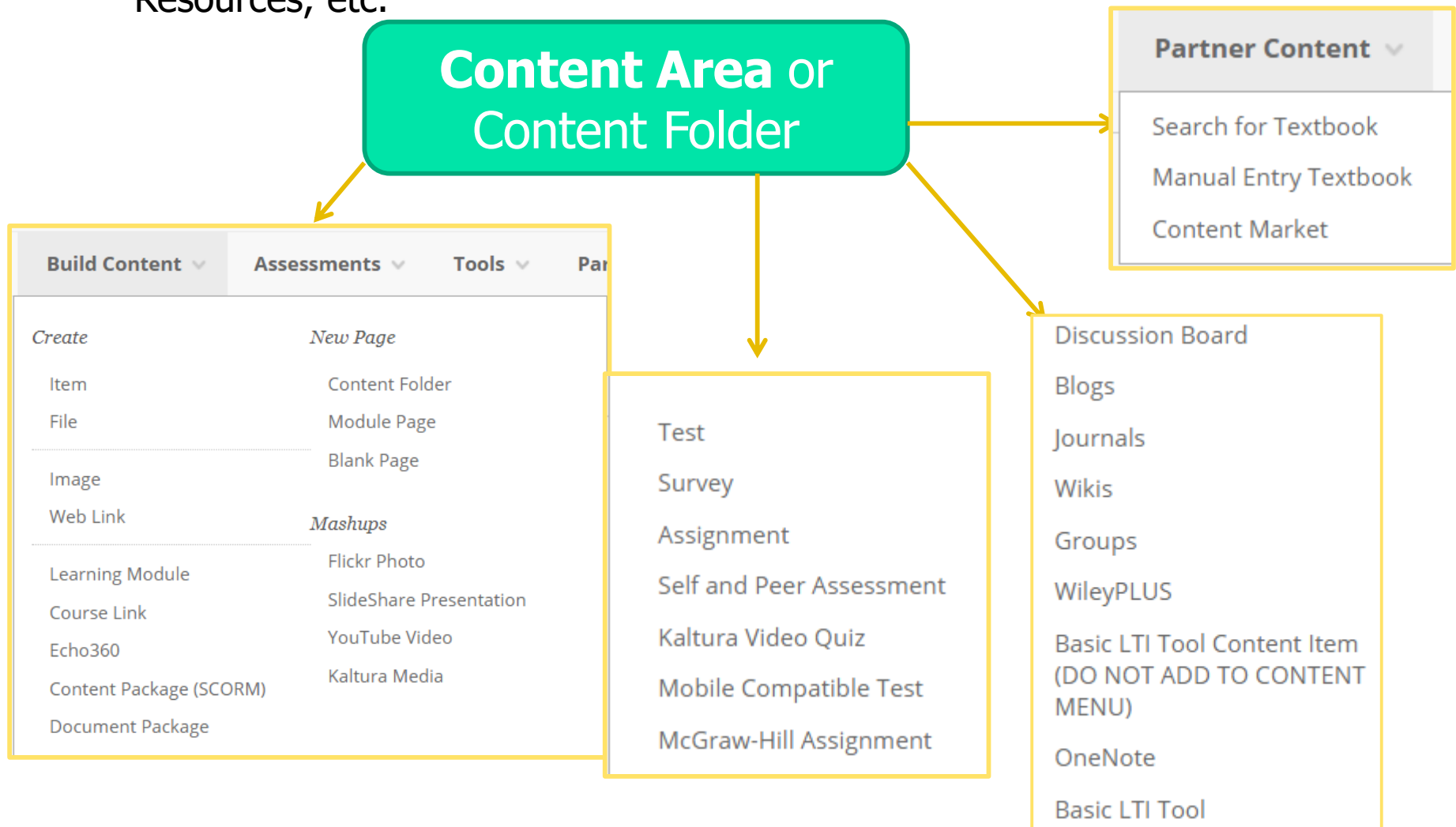


- Hidden
- No content
- Action icon
 - Rename, show/hide, delete
- Reorder



Content Areas (Folders)

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





Content Area (Folders)

- Example – “Getting Started”: links and text

Getting Started

Syllabus


Course Content 


Discussions 

My Grades


MxCC Help

Academic Support


Faculty Resources 



Blackboard Multimedia Tutorials



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



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

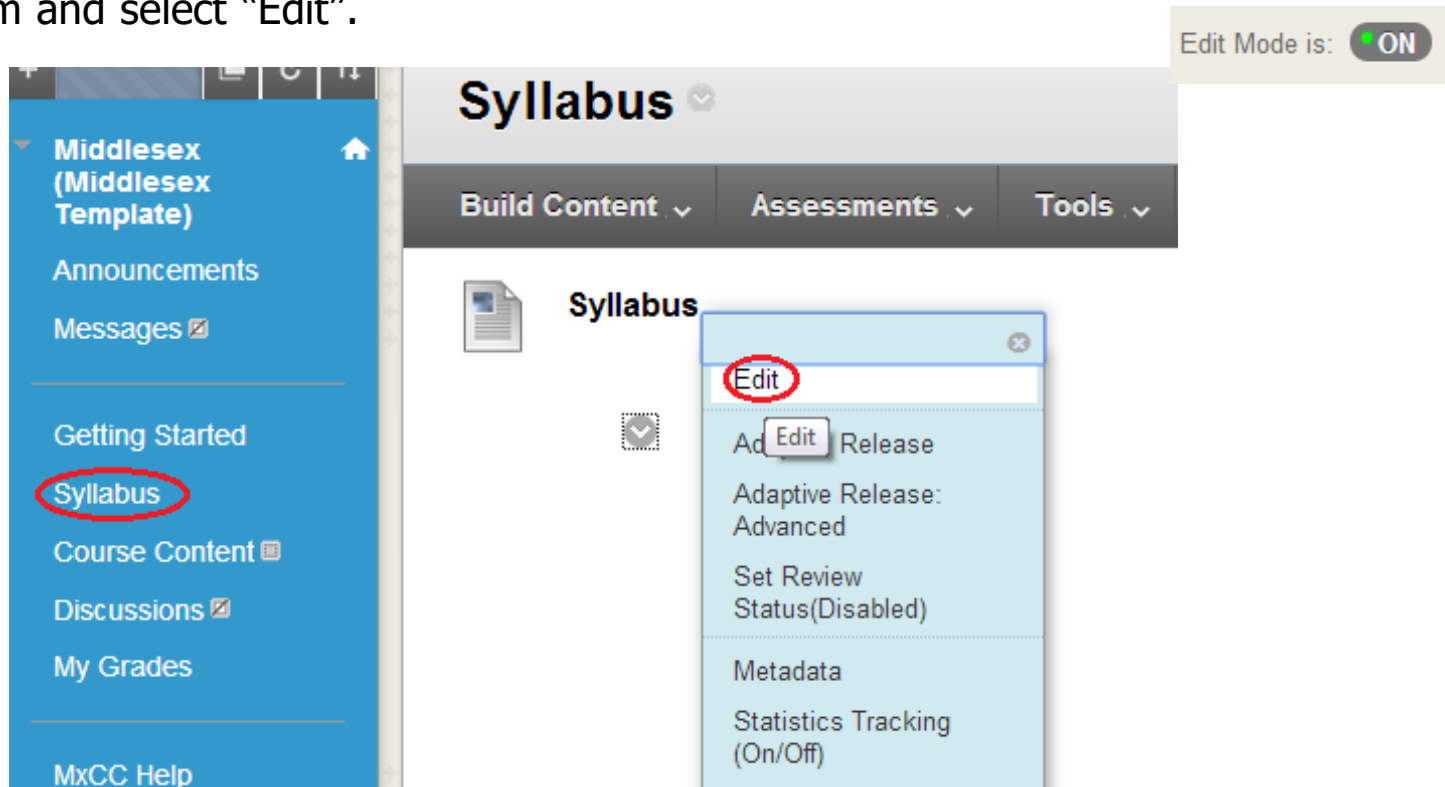
Steps of Adding a MS Word Syllabus

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

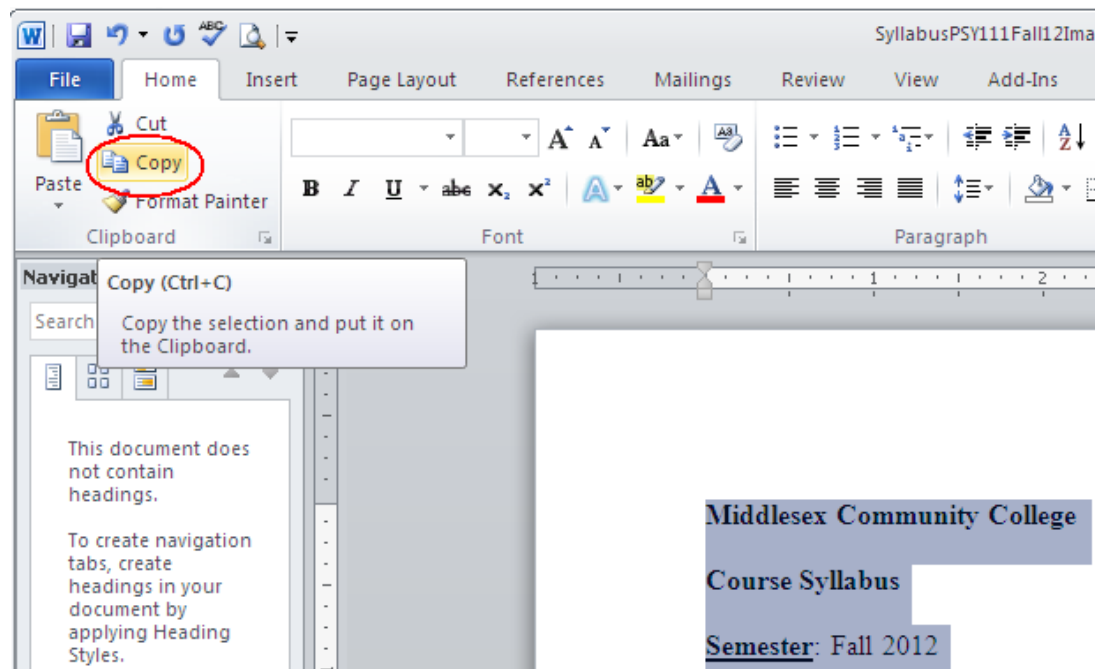
- Leave Edit mode as On.
- In Syllabus - Content Area
 - Click on the "Syllabus" link in Course Menu. Go to the Action icon next to the Syllabus Item and select "Edit".



- Minimize the Blackboard window by clicking on the 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**

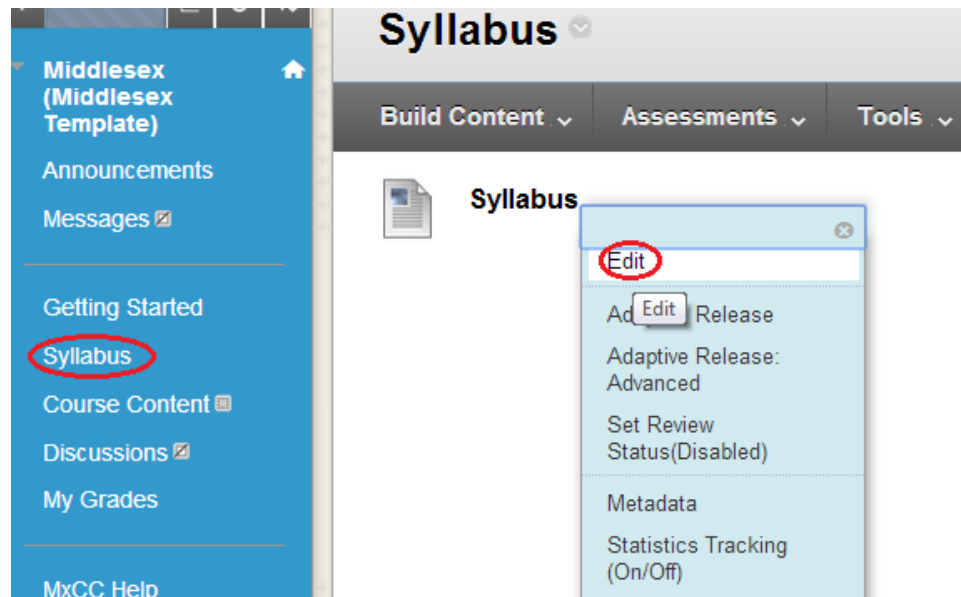
Review the syllabus...

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.

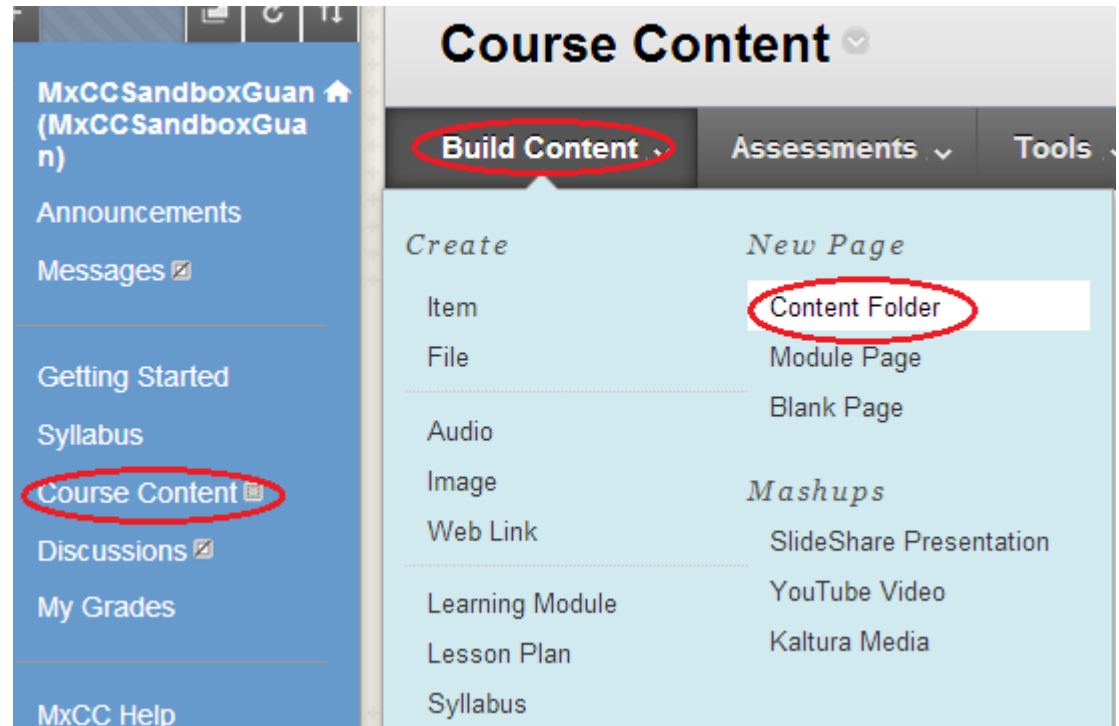


Files in Blackboard Learn

- You can upload files in Blackboard Learn. Before upload any files, you will:
 - Classify the files by function. For examples
 - Study Guides
 - Lecture Notes
 - You may use the existing link, Course Content, to add files.
 - .PPT files, two formats – printing friendly (.ppt) and reading friendly (.pdf)
 - You may create a content area in the Course Menu and upload files in the content area.
 - Use short file names for mobile friendly reading.

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.
 - For mobile friendly, use a short title without a symbol for a content folder.



★ Indicates a required field.

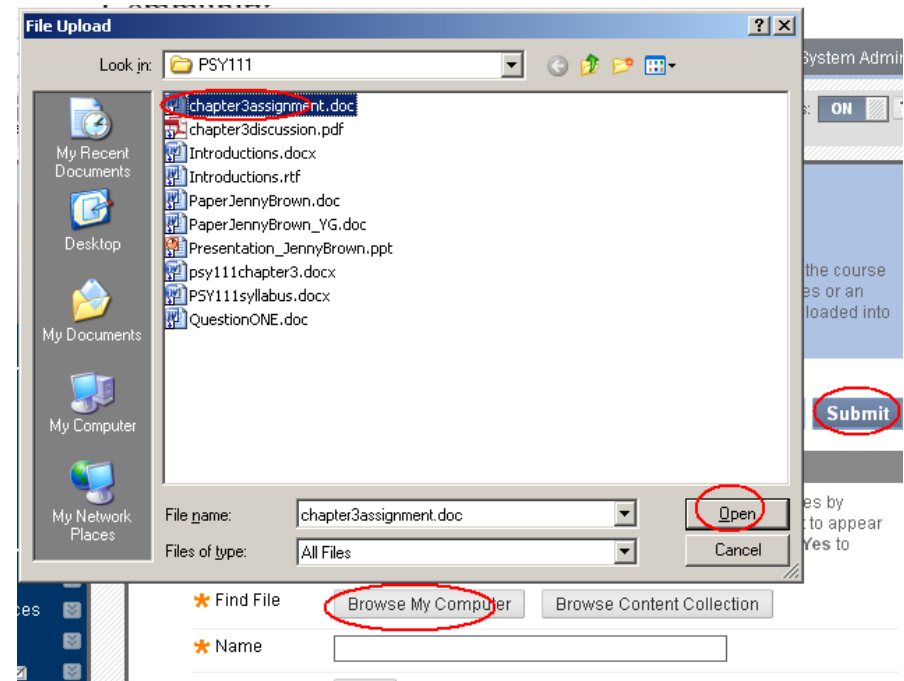
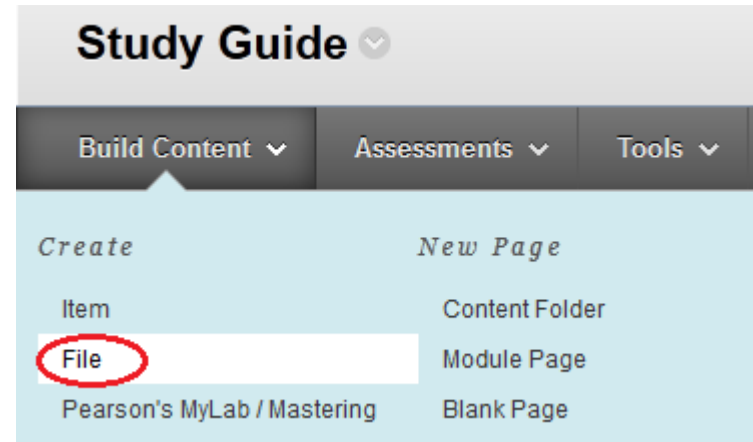
1. **Content Folder Information**

★ Name

Color of Name Black

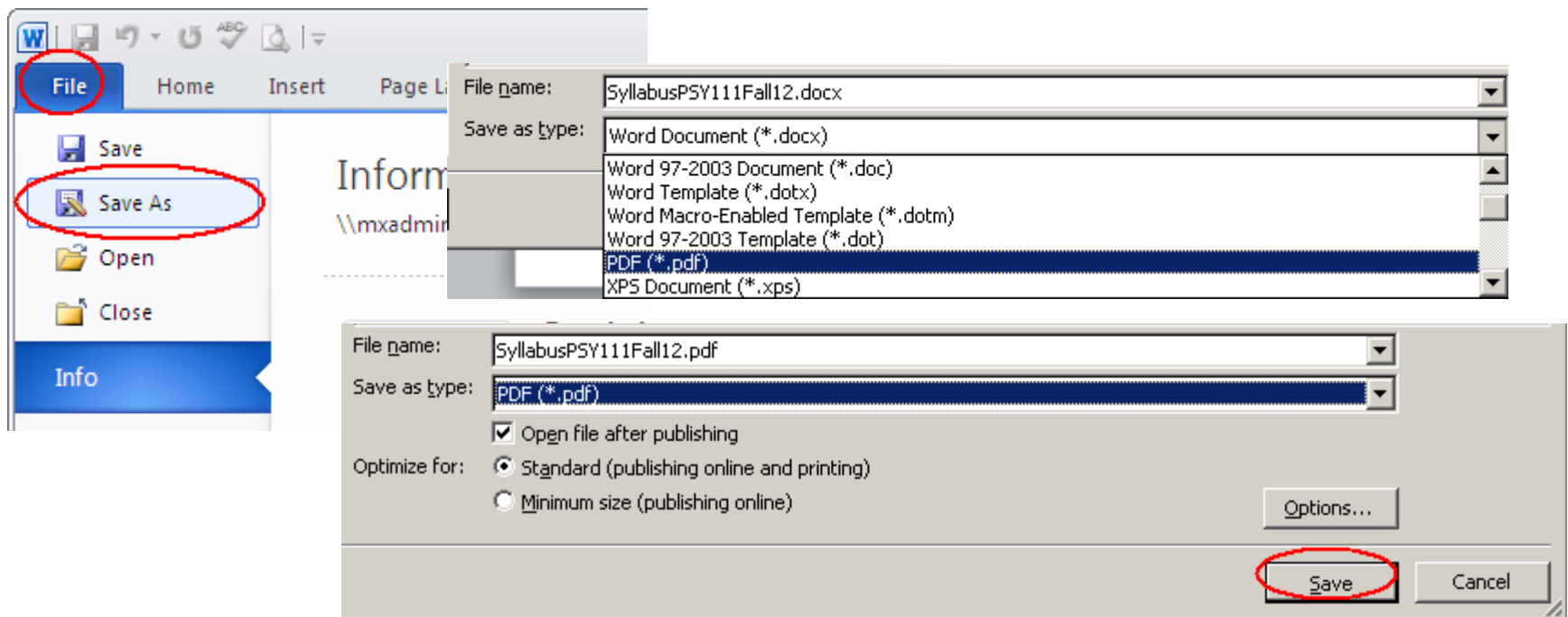
Add the Files to a Folder

- 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.



PDF Files in Blackboard Board

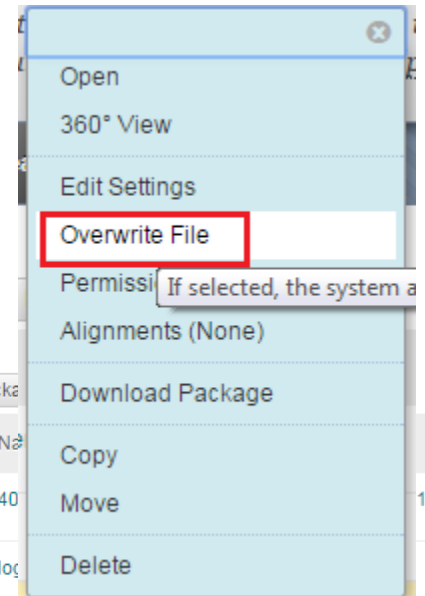
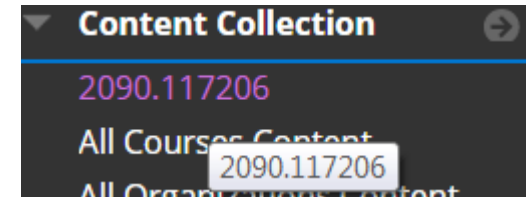
- For MS Word files with images, special characters, and complex formatting, you may convert it to.pdf.
- For MS PowerPoint or MS Excel files, you may convert them to .pdf.
- In MS Word, MS PowerPoint, or MS Excel, open the file.
 - Go to File and select Save As. Select .pdf in File Type. Click on Save.



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

Edit Files and Reload Files

- If you need to make revision in a file such as MS Word or MS PowerPoint file, you will edit it off line and save the updated file.
- To reload the file, please follow the steps:
 - Under Control panel, click on "Content Collection".
 - Click on your course title such as "2090.117206".
 - Navigate to the directory where the original file locates.
 - Click on the icon next to the file, select "Overwrite File".
 - Click on "Choose File". Locate the file on your computer and double-click on the file.
 - Click on "Submit".

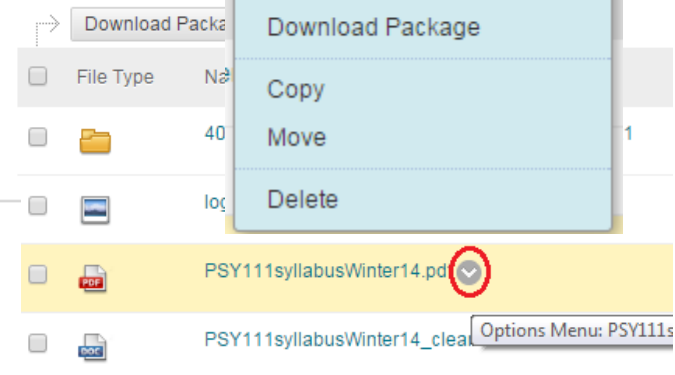


FILE INFORMATION

Browse to select a file to upload. The file selected will replace the current file.

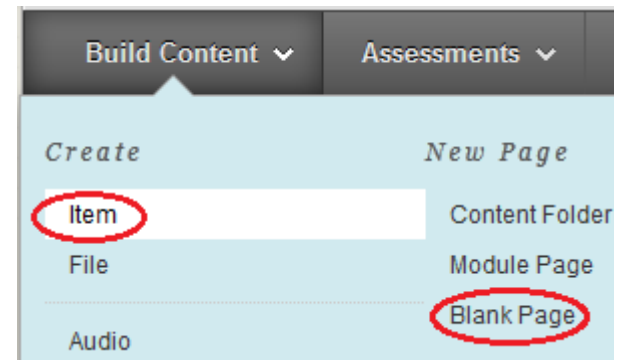
✱ File

Choose File No file chosen



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.



Learning Module

- In a Course Content area, you can add a learning module. A Learning Module has a Table of Content window.
- 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.

Table of Contents

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

Week 1

Build Content ▼ Create Assessment ▼ Add Interactive Tool ▼ Assign Textbook ▼

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 skill this class.
You need to post your summary report here by **Sunday, January 29th**. This assignment is worth 20 poi

How to Take a SmarterMeasure Test? ▼

Week 1 - Introductions ▼

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

* Indicates a required field.

1. Learning Module Information

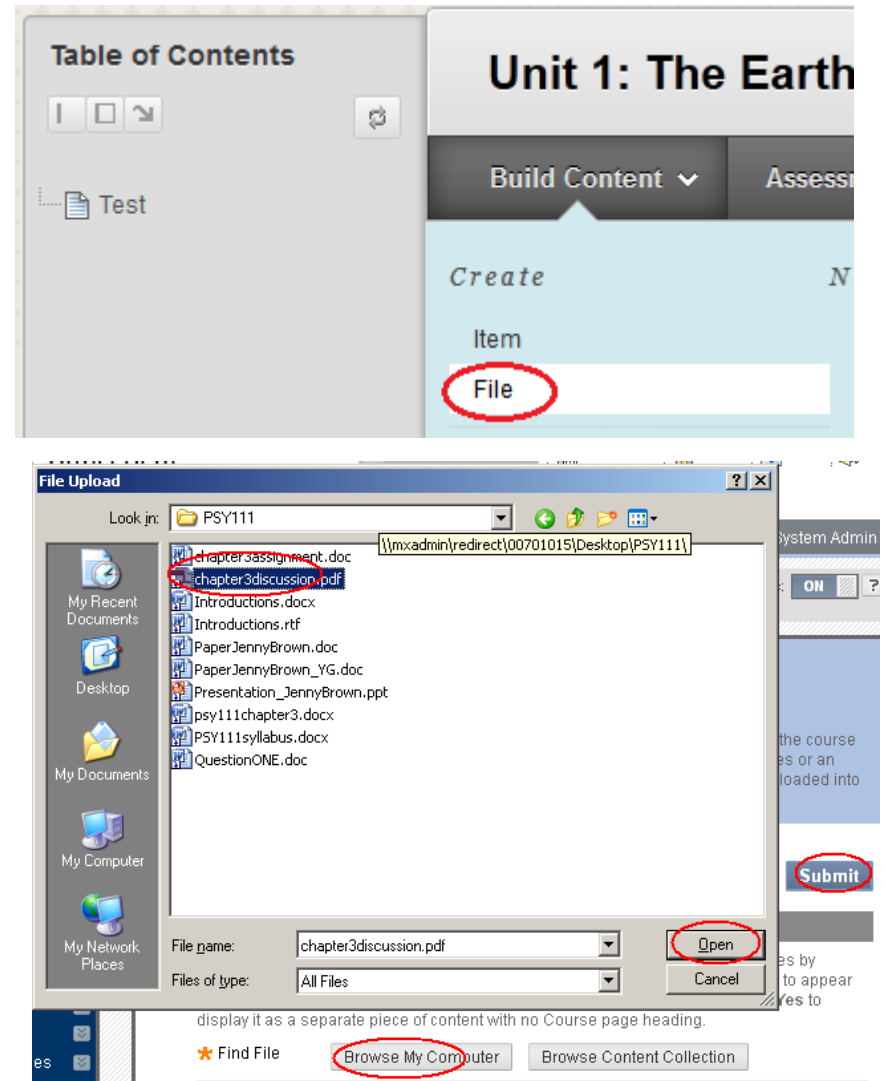
* Name

Color of Name Black

Cancel **Submit**

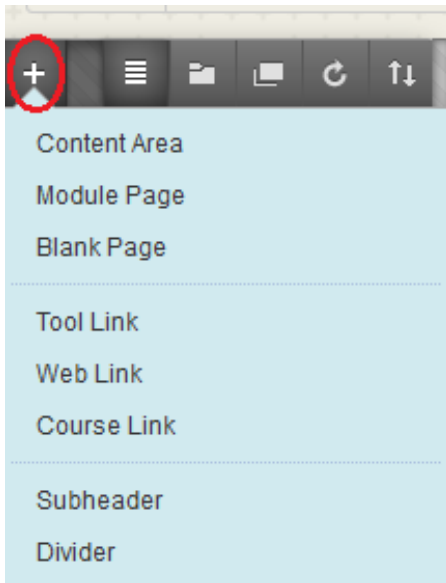
Add Files or Tools in a Learning Module

- 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."

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.

Link the announcement to a Course Link

Email Announcement

☐ Send a copy of this announcement

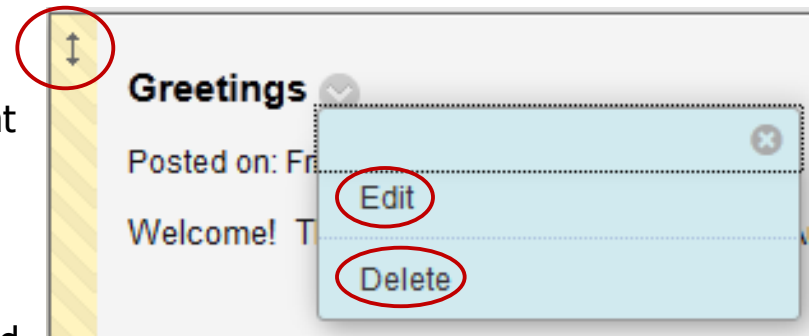
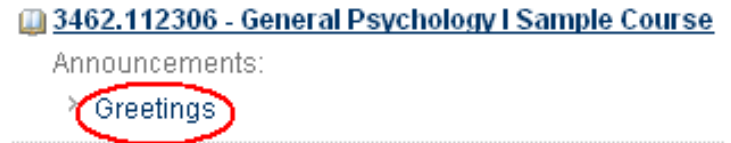
Students are still notified of this announcement

Location

Browse...

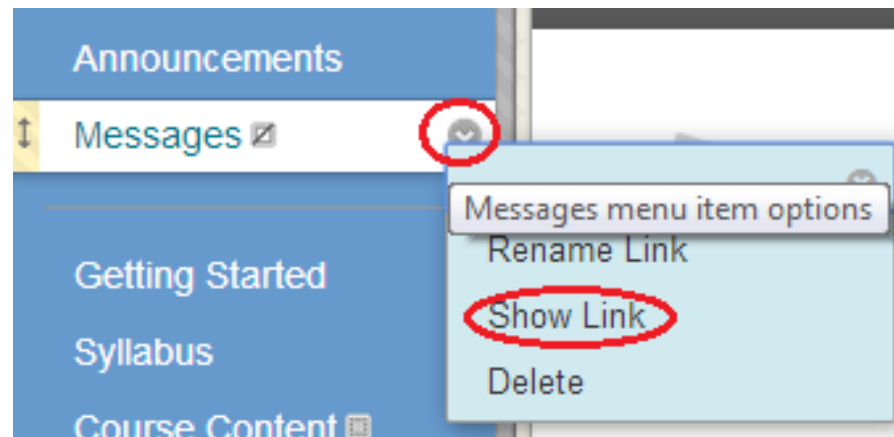
Edit/Delete/Reorder an Announcement

- 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

Normal 3 Arial B I U abc x₂ x² [List Icons]

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

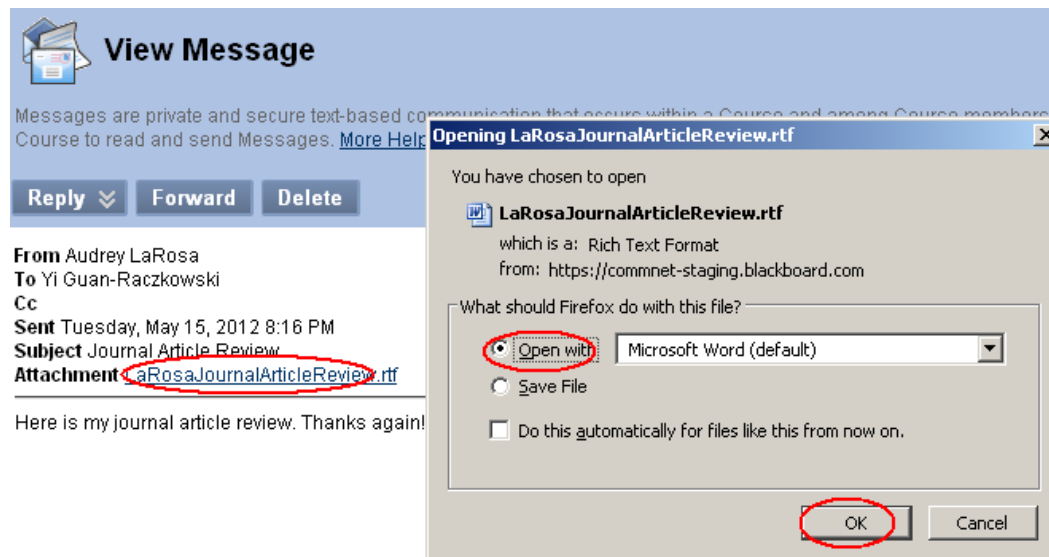
Text Editor is: ON

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.

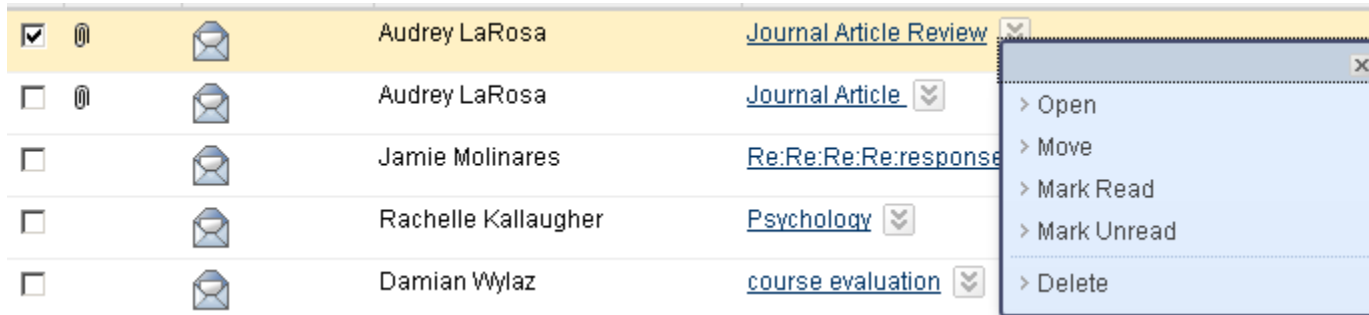
| | | Status | Sender | Subject | Date |
|--------------------------|--|--------|---------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> | | | Audrey LaRosa | <u>Journal Article Review</u> | Tuesday, May 15, 2012 8:16 PM |

- 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.

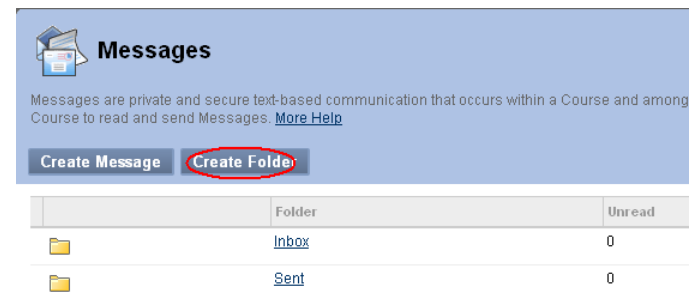


Messages: Delete, Create a Sub-Folder, Move

- 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.

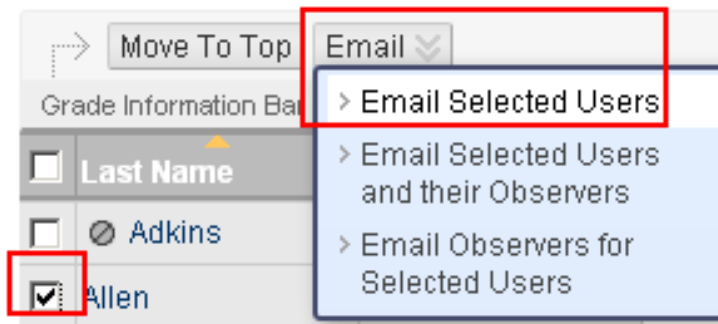
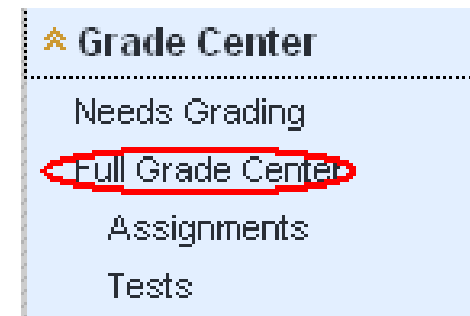


- In Messages page, click on Create Folder. Type the folder name and click on "Submit".
 - You may move a message:
 - Click on the Action menu at a message subject line.
 - Select Move.
 - Choose the Folder to which moved.
 - Click on "Submit".



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**.

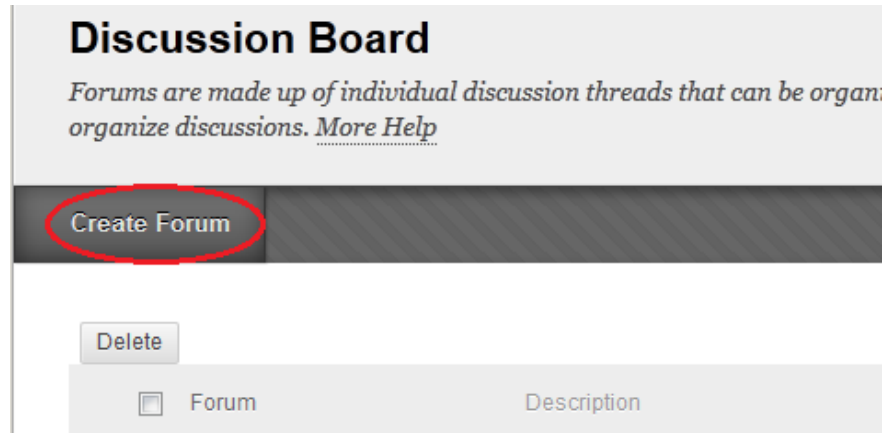


Discussions and Examples

- 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.

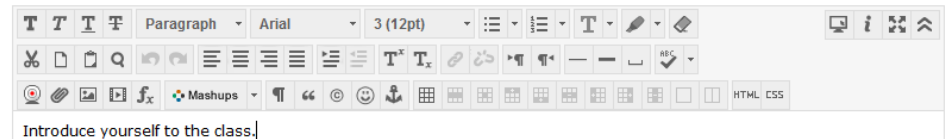
Cancel **Submit**

1. Forum Information

* Name

Week 1 Discussions

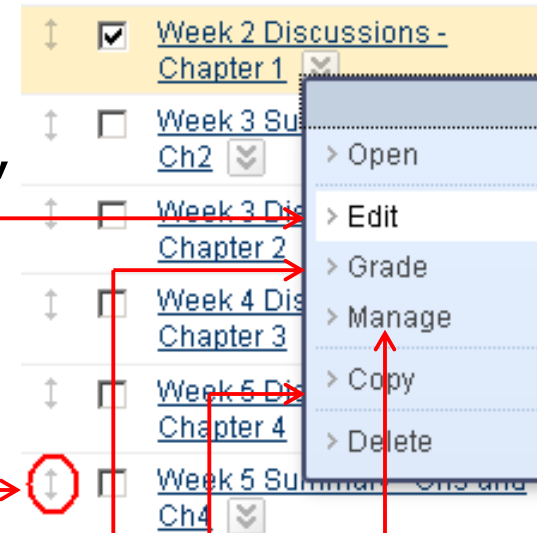
Description



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 three buttons: '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 icons for formatting and inserting elements. The text 'Hello! Welcome to this course.' is entered in the text area. A small note at the top left of the form states '* Indicates a required field.'.

2. Attachments

Attach File

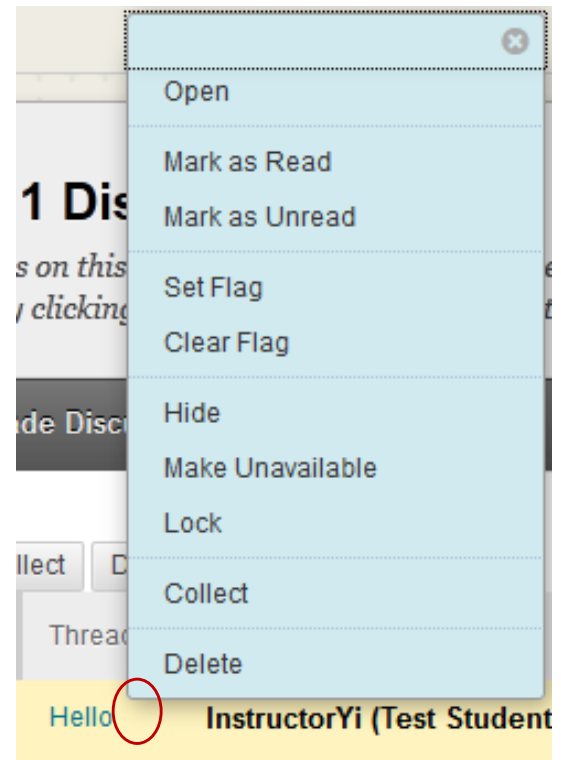
Browse My Computer

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-Rackowski** 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 open, showing options like 'Collect' and 'Delete'. The main thread is titled 'Thread: Hello' and shows a message from 'InstructorYi (Test Student) Guan-Raczkowski' with the subject 'Hello' and the text 'This is my introduction.' The 'Reply' button is highlighted with a red circle. Other buttons visible include 'Quote', 'Edit', and 'Delete'.

Create Thread Grade Discussion Forum Subscribe Search Discover Content Display

Thread Actions Collect Delete

Thread: Hello

7/30/13 3:11 PM Hello

Thread Actions Collect Delete Select: All None Message Actions Expand All Collapse All

InstructorYi (Test Student) Guan-Raczkowski Email Author

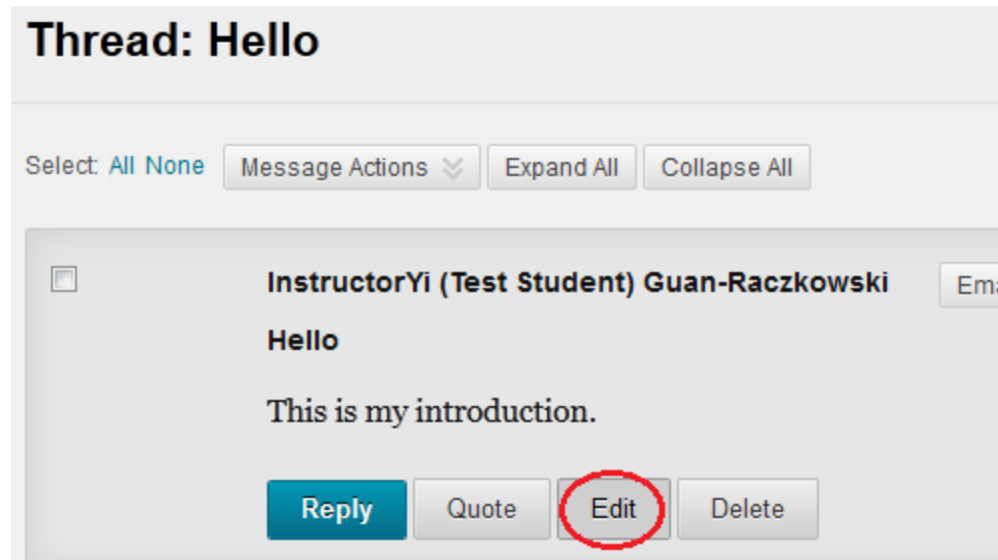
Hello

This is my introduction.

Reply Quote Edit Delete

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**.



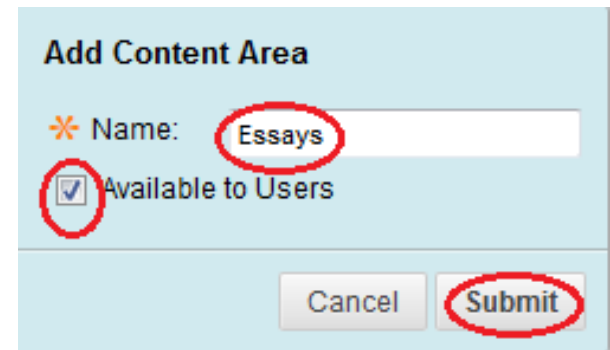
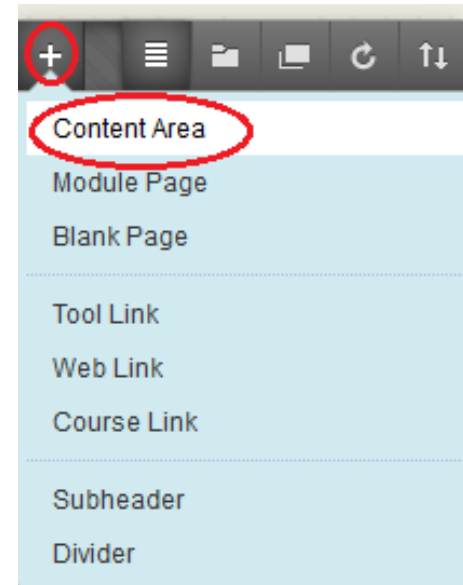
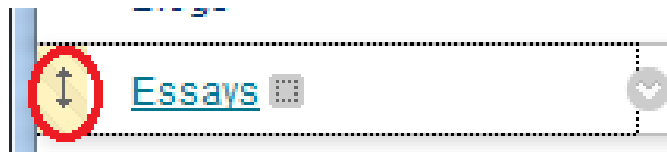
- Delete a message
 - Click on Delete when you open a message.
- "Email Author" will send an email to the author's external email account. For students, it will be their college email account.

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.

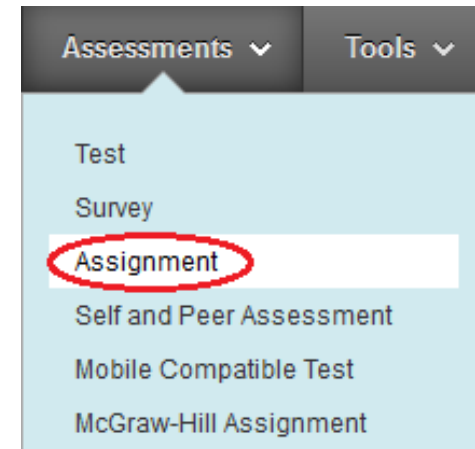
Assignment Dropbox - Example

- 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 a form titled 'Add Content Area'. The form has two main fields: 'Name' and 'Available to Users'. The 'Name' field contains the text 'Essays' and is circled in red. The 'Available to Users' checkbox is checked and is also circled in red. At the bottom of the form are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is 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

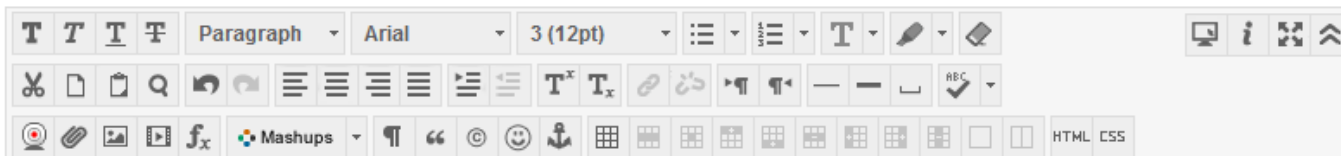
1. Assignment Information

* 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

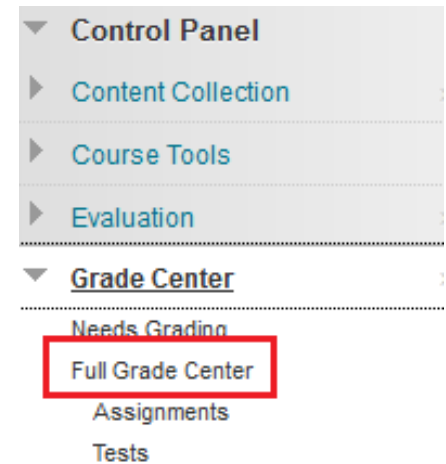
Submissions are accepted ☒ After this date, but are marked **Late**.

Due Date ☒

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

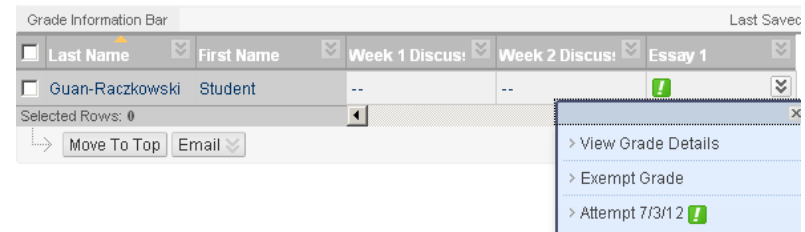
Grade Center

- Last Access: show a time stamp of 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 </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 “Getting Started, 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”.

Packages and Utilities

- Check Course Links
- Course Copy**
- Export/Archive Course
- Import Course Cartridge
- Import Package / View Logs
- Manage LTI Links
- Move Files to Course Files

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-118: Blackboard Learn Faculty Resource Center
Instructor: Tobi Krutt; Joe Priester; Francine Skalicky;

- Additional instructions on Blackboard
 - <http://mxcc.edu/distance/faculty-online-teaching/how-to-documentation/>
- One-on-one assistance
 - Distance Learning staff: you may schedule an appointment with a distance learning staff to assist you with the use of Blackboard Learn. Email to mxccdistanace@mxcc.comnet.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
- Chapman 701B/701C (860-343-5756)
- Mon-Wed, Fri, 8:00 am – 4:00 pm
- Thur, 8:00 am – 6:30 pm
- Technical Support Center
 - <http://websupport.ct.edu>
 - 860-723-0221

Technical Help in Blackboard Learn

- Distance Learning/Educational Technology
 - Chapman 701b/701C, Middletown Campus
 - (860) 343-5756
 - mxccdistance@mxcc.commnet.edu
 - Any technical difficulties with Blackboard Learn
 - Mon-Wed, Fri, 8:00 am – 4:00 pm
 - Thur, 8:00 am – 6:30 pm
- Technical Support Center
 - <http://websupport.ct.edu>
 - 860-723-0221 – 24/7/356