BLACKBOARD™ BOOT CAMP

LEVEL I

STEP-BY-STEP GUIDE

TulsaTech

Table of Contents

T.A.N.K.

Look for **Tips and Nifty Knowledge (T.A.N.K.)** boxes next to step-by-step instructions. These boxes provide helpful additional information on the topic at hand.

Visual Design Elements

Course Menu

To design Course Menu buttons/text:
1.	Click Control Panel on the left side of the main course page.
2.	Click Course Design under the Course Options heading.
3.	Click Course Menu Design.
4.	Select the Buttons or Text radial.
5.	Select the properties of the Course Menu navigation.
   - If you selected buttons, choose the button properties including type, shape, style, and color.
   - If you selected text, choose the color scheme for the navigation panel and text.
6.	Click Submit.
7.	Click OK on the Course Menu Design receipt page.

To add a Course Menu item:
1.	Click Control Panel on the left side of the main course page.
2.	Click Manage Course Menu under the Course Options heading.
3.	Determine the type of Course Menu item you wish to add and click the appropriate icon.

Content Area	Creates a new content area folder.
Tool Link	Creates a course tool.
Course Link	Creates a link to another area/item in the course.
External Link	Creates a link to an Internet address.

Content Area
a.	Enter the name of the content area or select a name from the drop-down options.
b.	Set the properties of the Course Menu item.
c.	Click Submit.
d.	Click OK on the Add New Area receipt page.
* The new folder will appear under the Content Areas heading in the Control Panel.

Tool Link
a.	Choose the type of tool you wish to create from the Type drop-down options.
b.	Enter the name of the tool link.
c.	Click Submit.
d.	Click OK on the Add New Area receipt page.

Course Link
a.   Enter the name of the course link.
b.   Click Browse to locate the area/item in the course to which you wish to link. A folder tree of the course will appear.
c.   Expand folders by clicking the plus sign (+) next to them.
d.   Click the item to which you want to link. The location of the item will appear in the Location field.
e.   Click Submit.
f.   Click OK on the Add New Area receipt page.

External Link
a.   Enter the display name of the Web site.
b.   Enter the URL.
c.   Set the properties of the URL.
d.   Click Submit.
e.   Click OK on the Add New Area receipt page.

T.A.N.K.

You must enter the **full URL** for the Web site (e.g., http://www.google.com/). We recommend **copying and pasting the URL directly from** the Address bar in **Internet Explorer** to ensure you have the full. correct address.

To modify a Course Menu item:
1.   Click Control Panel on the left side of the main course page.
2.   Click Manage Course Menu under the Course Options heading.
3.   A list of Course Menu items is displayed. Click Modify to the right of the Course Menu item you wish to edit.
4.   Enter your changes to the Course Menu item.
5.   Click Submit.
6.   Click OK on the Update Area receipt page.

To re-order the display of Course Menu items:
1.   Click Control Panel on the left side of the main course page.
2.   Click Manage Course Menu under the Course Options heading.
3.   A list of Course Menu items is displayed. Click the number drop down to the left of the item you wish to move and choose the order for the item.
4.   All Course Menu items will be automatically re-ordered.
5.   Repeat step 3 until all items are in the desired order. Click OK.

To remove a Course Menu item:
1.   Click Control Panel on the left side of the main course page.
2.   Click Manage Course Menu under the Course Options heading.

T.A.N.K.

Keep in mind that removing a Course Menu item **removes all content** contained within the menu item.

3. A list of Course Menu items is displayed. Click Remove to the right of the Course menu item you wish to delete.
4. Click OK on the dialog box to permanently remove the Course Menu item.

Banner

 T.A.N.K.

To add a course banner to the Announcements page:
1. Click Control Panel on the left side of the main course page.
2. Click Course Design under the Course Options heading.
3. Click Course Banner.
4. Click Browse. A Choose file dialog box will open.
5. Locate the image you wish to use. Double-click the file or single-click the file and click Open.
6. The file location will appear in the New banner image field.
7. Click Submit.
8. Click OK on the Course Banner receipt page.

We recommend keeping the banner size to **450x90 pixels or smaller**, so students will not have to scroll sideways or down in order to view your course content. The banner needs to be a **jpeg or a gif file**, with the appropriate file extension in the file name (**.gif or .jpg**).

You can create a course banner in virtually any graphics program, such as Paint or Photoshop.

To remove a course banner from the Announcements page:
1. Click Control Panel on the left side of the main course page.
2. Click Course Design under the Course Options heading.
3. Click Course Banner.
4. The current banner image is displayed under the Select Banner heading.
5. Click the Remove this banner box.
6. Click Submit
7. Click OK on the Course Banner receipt page.

Staff Information

 T.A.N.K.

To add a staff profile and photo to the course:
1. Click Control Panel on the left side of the main course page.
2. Click Staff Information under the Course Tools heading.
3. Click Profile.
4. Enter your profile information.
5. To add an image to your profile, click Browse under the Options heading. A Choose file dialog box will open.

We recommend a profile image size of **150x150 pixels.** The image needs to be a **jpeg or a gif file**, with the appropriate file extension in the file name (**.gif or .jpg**).

6. Locate the image you wish to use. Double-click the file or single-click the file and click Open.
7. The file location will appear in the Attach Image field.
8. Click Submit.
9. Click OK on the Staff Information receipt page.

User Management

To enroll an existing Blackboard user in a course:
1. Click Control Panel on the left side of the main course page.
2. Click Enroll User under the User Management heading.
3. Select the appropriate Search by radial.
4. Enter the Search item and click Search.
5. A list of existing users matching your Search criteria will appear. Click the box(es) next to the user(s) you wish to enroll.
6. Click Submit.
7. Review the information on the Create User receipt page and click OK.

To create a user in a course:
1. Click Control Panel on the left side of the main course page.
2. Click Create User under the User Management heading.
3. Enter the following information:
   - First Name
   - Last Name
   - E-mail
   - Username
   - Password
4. Under the Role and Availability heading, make sure the Student radial is selected.
5. Click Submit.
6. Review the information on the Create User receipt page and click OK.
7. The Create User page is displayed again. Follow steps 1 through 6 to create another user.

 * When a user is created in a course, he/she is automatically enrolled in that course.

T.A.N.K.

Use the Tulsa Tech system login for newly created Blackboard users to avoid the confusion of multiple logins.

For example:
basummers for Buffy Summers

Usernames are limited to **50 characters**.

We suggest using "password" as the password for newly created users. Be sure to have students **change and personalize the password the first time they log into Blackboard!**

Passwords are limited to **19 characters.**

To batch create users in a course:
1. Create an Excel spreadsheet with each of the following pieces of information in its own column.

- Username
- Last Name
- First Name
- Email
- Password
- Course Role (S = Student)

2. Save the spreadsheet in the CSV (Comma delimited) file format.
3. In Blackboard, Click Control Panel on the left side of the main course page.
4. Click Batch Create Users from Course under the User Management heading.
5. Click Browse under the File Upload heading. A Choose file dialog box will open.
6. Locate the spreadsheet. Double-click the file or single-click the file and click Open.
7. The file location will appear in the File Location field.
8. Make sure the Delimiter Type Automatic radial is selected.
9. Click Submit.
10. Click OK on the Create Batch Users receipt page.

To modify a user in a course:
1. Click Control Panel on the left side of the main course page.
2. Click List / Modify Users from Course under the User Management heading.
3. Select the appropriate Search by radial.
4. Enter the Search item and click Search.
5. A list of users enrolled in your course that match your Search criteria will appear. Click Properties to the right of the user you wish to modify.
6. Enter your changes to the user's information.
7. Click Submit.
8. Review the information on the List / Review Users receipt page and click OK.

To reset a user's password:
1. Click Control Panel on the left side of the main course page.
2. Click List / Modify Users from Course under the User Management heading.
3. Select the appropriate Search by radial.
4. Enter the Search item and click Search.
5. A list of users enrolled in your course that match your Search criteria will appear. Click Password to the right of the user you wish to modify.
6. Enter and verify the new password.
7. Click Submit.
8. Review the information on the Change User Password receipt page and click OK.

To remove a user from a course:
1. Click Control Panel on the left side of the main course page.

2.   Click Remove Users from Course under the User Management heading.
3.   Select the appropriate Search by radial.
4.   Enter the Search item and click Search.
5.   A list of users enrolled in your course that match your Search criteria will appear. Click the box(es) next to the user(s) you wish to remove.
6.   Type Yes in the text box.
7.   Click Submit.
8.   Click OK on the dialog box confirming the permanent removal of the student.
9.   Review the information on the Create User receipt page and click OK.

Announcements

T.A.N.K.

Announcements will appear in the order posted with the **most recent** appearing **first**, unless an Announcement has been designated as Permanent. **Permanent Announcements** will appear **first**.

By **default**, the announcements from the **last seven days are displayed** when students access a course.

To add an announcement to the course:
1.   Click Control Panel on the left side of the main course page.
2.   Click Announcements under the Course Tools heading.
3.   Click Add Announcement.
4.   Enter a subject and message.
5.   Under the Options heading, determine the properties of the announcement.
6.   If you wish to add a link to another area/item of the course, enter the location under the Course Link heading.
7.   If you wish to send the announcement to the users in your course as an e-mail, click the box under the E-mail Announcement heading.
8.   Click Submit.
9.   Review the announcement on the Announcement Receipt page and click OK.

To modify an announcement from the course:
1.   Click Control Panel on the left side of the main course page.
2.   Click Announcements under the Course Tools heading.
3.   A list of the course's announcement will appear. Click Modify to the right of the announcement you wish to edit.
4.   Enter your changes to the announcement.
5.   Click Submit.
6.   Click OK on the Announcement Receipt page.

To remove an announcement from the course:
1.   Click Control Panel on the left side of the main course page.
2.   Click Announcements under the Course Tools heading.

3. A list of the course's announcement will appear. Click Remove to the right of the announcement you wish to delete from the course.
4. Click OK on the dialog box to permanently remove the announcement.

Course Information/Course Documents/Assignments/External Links
The steps for adding and managing content are the same for all Content Areas.

To add content to a course:
1. Click Control Panel on the left side of the main course page.
2. Click the appropriate link under the Content Areas heading.
   OR
1. Click the appropriate link on the Course Menu.
2. Click EDIT VIEW in the upper-right corner.
3. Determine the type of content you wish to add and click the appropriate icon.

Item	Allows a file to be added to the folder.
Folder	Creates a folder within the folder.
External Link	Creates a link to an Internet address.
Course Link	Creates a link to another item within the course.

Item
a. Click Item.
b. Enter the item name.
c. Enter a description of the folder in the Text box.
d. Under the Content heading, click Browse. A Choose file dialog box will open.
e. Locate the file you wish to use. Double-click the file or single-click the file and click Open.
f. The file location will appear in the Attach local file field.
g. Enter the display name of the file in the Name of Link to File field.
h. Under the Options heading, determine the properties of the file.
i. Click Submit.
j. Click OK on the receipt page.

Folder
a. Click Folder.
b. Enter the folder name.
c. Enter a description of the folder in the Text box.
d. Under the Options heading, determine the properties of the folder.
e. Click Submit.
f. Click OK on the receipt page.

External Link
a. Enter the display name for the Web site.
b. Enter the URL.
c. Enter a description of the Web site in the Text box.
d. If so desired, attach a file under the Content heading.
e. Under the Options heading, determine the properties of the Web site.
   - Select the Yes radial for the Open in a new window option.
f. Click Submit.
g. Click OK on the receipt page.

T.A.N.K.

You must enter the **full URL** for the Web site (e.g., http://www.google.com/). We recommend **copying and pasting the URL directly from** the Address bar in **Internet Explorer** to ensure you have the full, correct address.

Course Link
a. Enter the name of the course link.
b. Enter a description of the course link in the Text box.
c. Under the Course Link heading, click Browse to locate the area/item in the course to which you wish to link. A folder tree of the course will appear.
d. Expand folders by clicking the plus sign (+) next to them.
e. Click the folder/item to which you want to link. The location of the folder/item will appear in the Location field.
f. Under the Options heading, determine the properties of the course link.
g. Click Submit.
h. Click OK on the Add New Area receipt page.

To add content to a folder:
1. Click Control Panel on the left side of the main course page.
2. Click the appropriate link under the Content Areas heading.
   OR
1. Click the appropriate link on the Course Menu.
2. Click EDIT VIEW in the upper-right corner.
3. A list of all content is displayed. Click the name of the folder in which you wish to add content.
4. Determine the type of content you wish to add and click the appropriate icon.

Item	Allows a file to be added to the folder.
Folder	Creates a folder within the folder.
External Link	Creates a link to an Internet address.
Course Link	Creates a link to another item within the course.

Item
a. Click Item.
b. Enter the item name.

c.   Enter a description of the folder in the Text box.
d.   Under the Content heading, click Browse. A Choose file dialog box will open.
e.   Locate the file you wish to use. Double-click the file or single-click the file and click Open.
f.   The file location will appear in the Attach local file field.
g.   Enter the display name of the file in the Name of Link to File field.
h.   Under the Options heading, determine the properties of the file.
i.   Click Submit.
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a.   Click Folder.
b.   Enter the folder name.
c.   Enter a description of the folder in the Text box.
d.   Under the Options heading, determine the properties of the folder.
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f.   Click OK on the receipt page.

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d.   Expand folders by clicking the plus sign (+) next to them.
e.   Click the folder/item to which you want to link. The location of the folder/item will appear in the Location field.
f.   Under the Options heading, determine the properties of the course link.
g.   Click Submit.
h.   Click OK on the Add New Area receipt page.

To modify content:
1.   Click Control Panel on the left side of the main course page.
2.   Click the appropriate link under the Content Areas heading.
   OR
1.   Click the appropriate link on the Course Menu.
2.   Click EDIT VIEW in the upper-right corner.
3.   A list of content is displayed. Click Modify to the right of the content you wish to edit.
4.   Enter your changes to the content.
5.   Click Submit.
6.   Click OK on the receipt page.

To re-order the display of content:
1.   Click Control Panel on the left side of the main course page.
2.   Click the appropriate link under the Content Areas heading.
   OR
1.   Click the appropriate link on the Course Menu.
2.   Click EDIT VIEW in the upper-right corner.
3.   A list of all content is displayed. Click the number drop down to the left of the item you wish to move and choose the order for the item.
4.   All items will be automatically re-ordered.
5.   Repeat step 3 until all content is in the desired order. Click OK.

To remove content:
1.   Click Control Panel on the left side of the main course page.
2.   Click the appropriate link under the Content Areas heading.
   OR

T.A.N.K.

Keep in mind that removing a folder **removes all content** contained within the menu item.

1.   Click the appropriate link on the Course Menu.
2.   Click EDIT VIEW in the upper-right corner.
3.   A list of content is displayed. Click Remove to the right of the content you wish to delete.
4.   Click OK on the dialog box to permanently remove the content.