

**BLACKBOARD**

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**USER'S GUIDE**

**QUICK GUIDE FOR LECTURERS**



## User's guide

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### QUICK GUIDE TO BLACKBOARD

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| Publisher           | AU IT / BSS Support<br>Fuglesangs Allé 4 8210 Aarhus V |
| Knowledge group     | Advanced Multimedia Group                              |
| Editors             | Benjamin Møller Jensen, Bertel Kirkeby                 |
| Contributors        | Bjarke Rahbek, Mahmoud Ismail                          |
| Reviewers           | Margit Grønberg, Merethe Kirstine Juhl Hollen          |
| Photos and graphics | AU Kommunikation, Blackboard                           |
| Design              | AU Kommunikation, Advanced Multimedia Group            |

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# GETTING STARTED

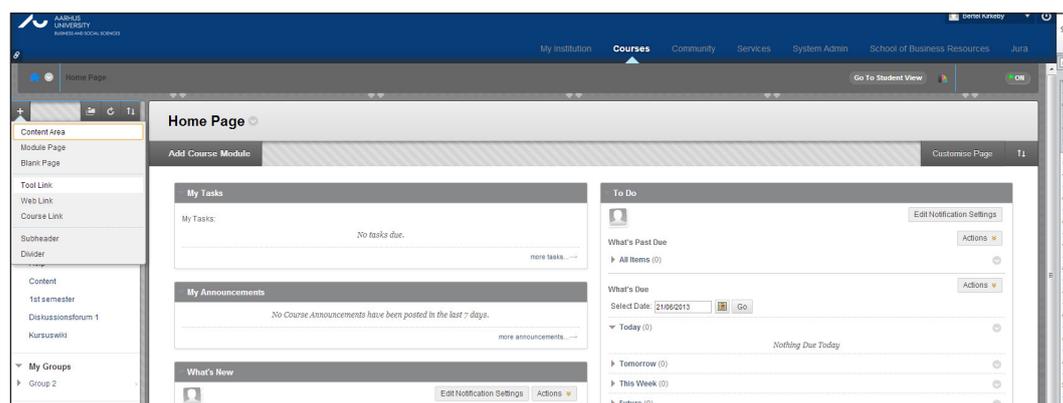
In order to manage courses in Blackboard, go to **'Courses'** from the horizontal navigation menu. Click the name of the course from the **'Course List'**. This will open the course as well as the 'Quick Setup Guide' which will not be elaborated here. Check the **'Hide Quick Setup Guide when I enter this course'** option. Otherwise, the 'Quick Setup Guide' will be displayed next time, too. Then click **'Apply Changes'**. To return to the guide later, go to **'Customization'** in the lefthand menu/navigation menu to the left and click the **'Quick Setup Guide'**.

## QUICK OVERVIEW

The course is what someone visiting the course website sees first. The course is currently displayed in **'Teacher View'**. Anywhere on the course website, you can switch to **'Student View'** to see what someone without administrative privileges sees when visiting the course website. To see how this looks for the course click **'Go To Student View'** in the upper-right corner.

Go To Student View

Change view settings to Student View



Go To Teacher View

Change view settings to Teacher View

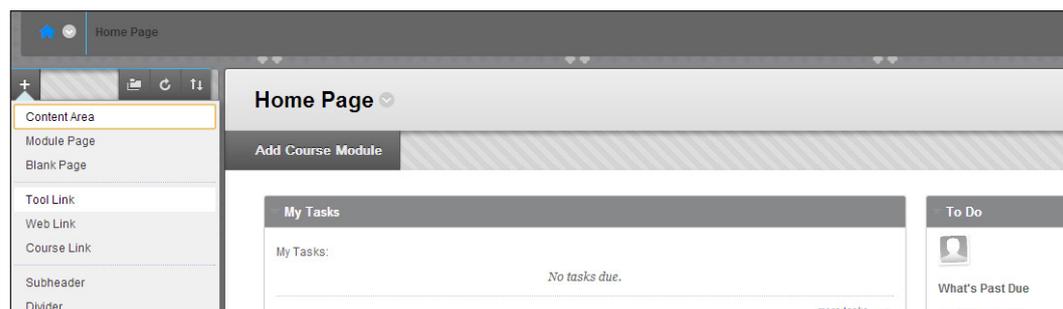
The Home Page content consists of modules. The course website can be edited by instructors and educators. Instructors and trainers are assigned to the course by their role defined in Syllabus. A course secretary can add a teacher or instructor for a temporary period - read more about this here <http://medarbejdere.au.dk/en/main-academic-areas/business-and-social-sciences/teaching-and-examination/blackboard/blackboard-tutorials/add-user/>

## ADD CONTENT

In order to add content to a course, click on the plus sign at the top of the course menu to the left. From this menu, a number of different links can be added to the course menu.

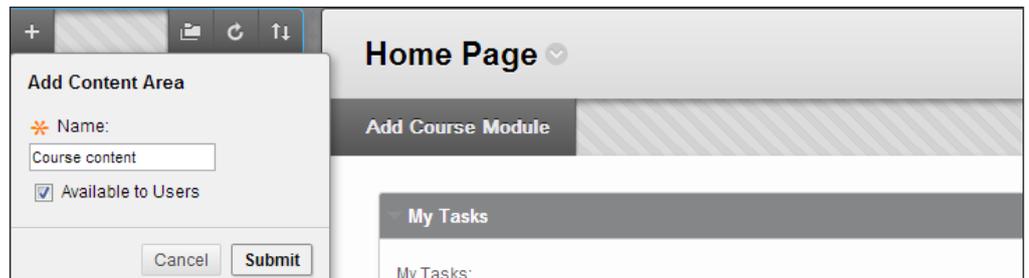
+

Add items to the left navigation menu using the 'Add Menu Item' option at the top of the menu

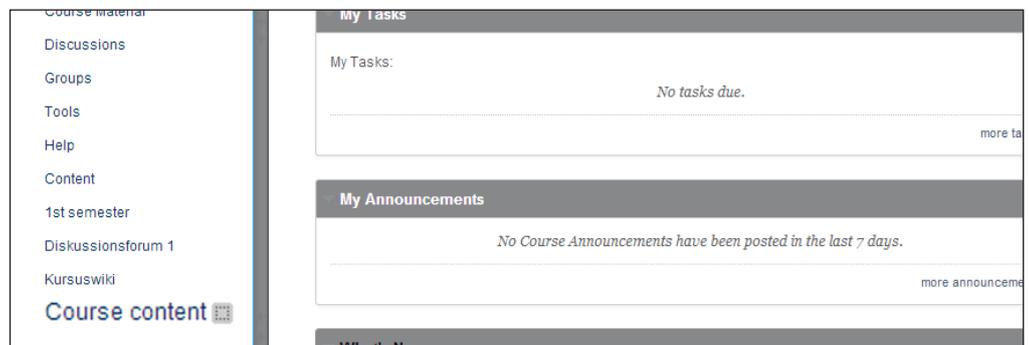


In order to add content to your course, first add a Content Area which can contain almost any kind of content.

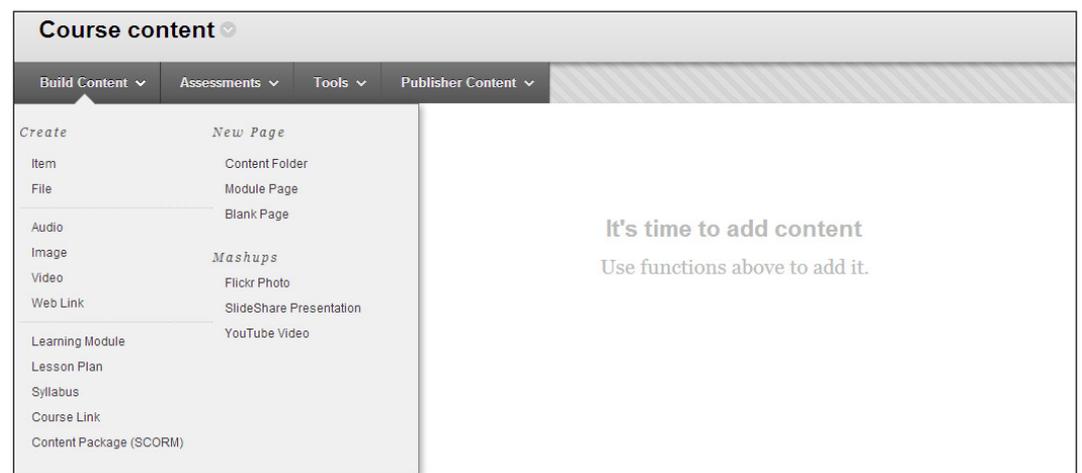
1. To add a Content Area, click '**Content Area**'.
2. Give the content area a suitable name.
3. If the Content Area should be visible to other users of the course, check '**Available to Users**'.



4. Click '**Submit**'. The Content Area is now placed in the course menu.

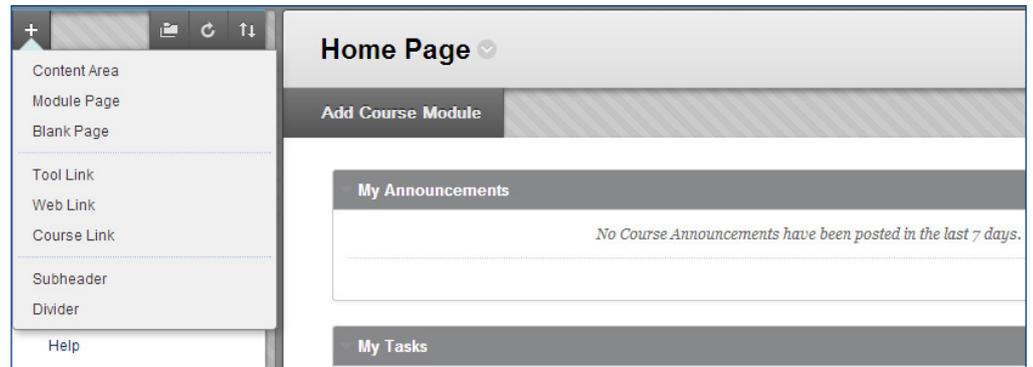


Blackboard has a wide range of built-in functionality and features. Examples are videos, audios, lesson plans, discussion fora, tests, surveys, assignments, teacher-student online chats, wikis, and much more. Click on the content area and hover over '**Build Content**' and start adding content to your course.

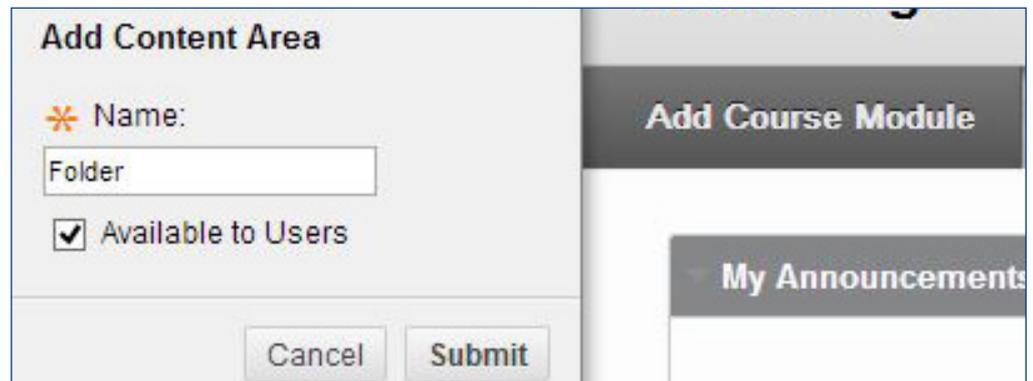


## ADD FOLDER

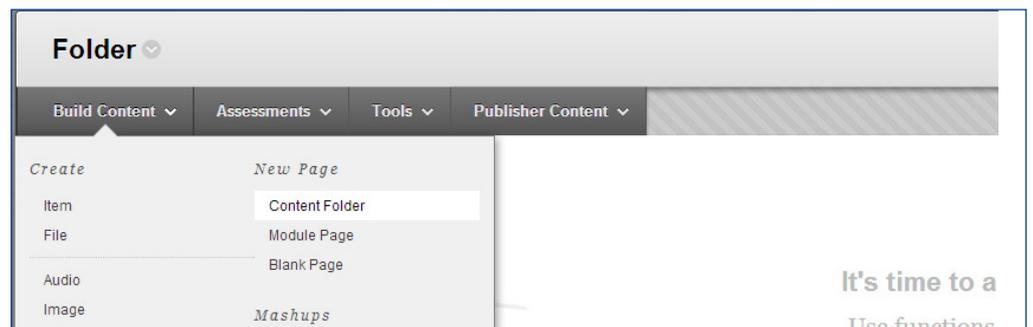
1. Add a new Content Area



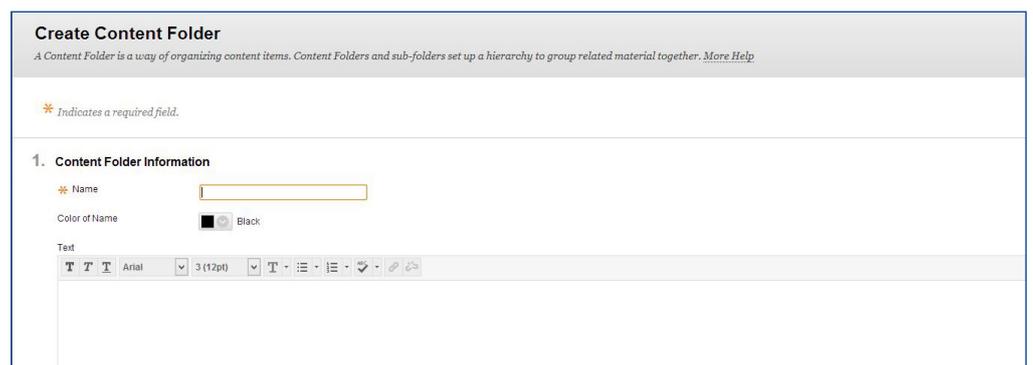
2. Name the Content Area and press Submit



3. Click the new Content Area (here named Folder) in the lefthand menu and click "Build Content". Choose "Content Folder".

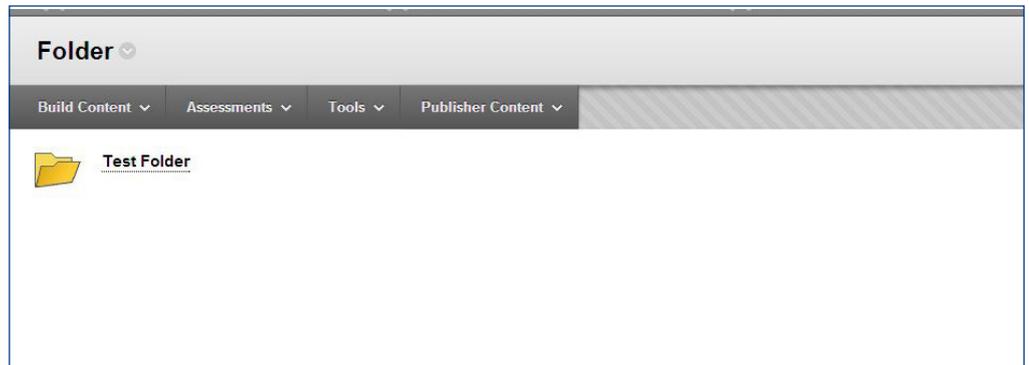


4. Name the new folder (Additional configuration options available below)

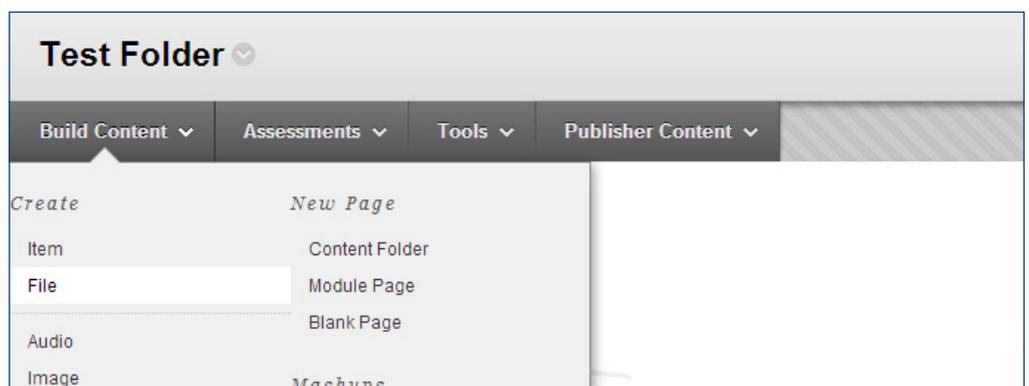


## ADD FILES TO THE FOLDER

1. Choose the new folder



2. In the Menu "Build Content" choose "File"



3. Browse to find a file on your Computer or in a Blackboard course and type a name (Additional configuration options available below).

**Create File**

Use the File content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire course can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

\* Indicates a required field.

**1. Select File**

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content items or **Yes** to display it as a separate piece of content with no Course page heading.

\* Name

Color of Name  Black

\* Find File

**2. File Options**

Open in New Window  Yes  No

4. Press **Submit**

## VISUAL CUSTOMISATION OF THE NAVIGATION MENU

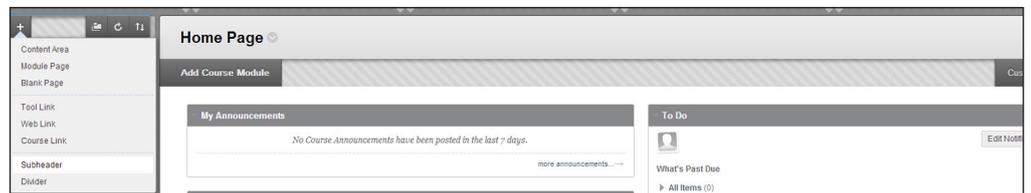
Make your course site's navigation menu more organized using '**Subheaders**' and '**Dividers**'.

A '**Subheader**' is a menu point that is not clickable, but is visually emphasized by being in bold text. It can then serve as a header, marking where a new section of navigation links starts.

A '**Divider**' is a horizontal line that, for instance, can mark the division between two sections of the navigation menu.

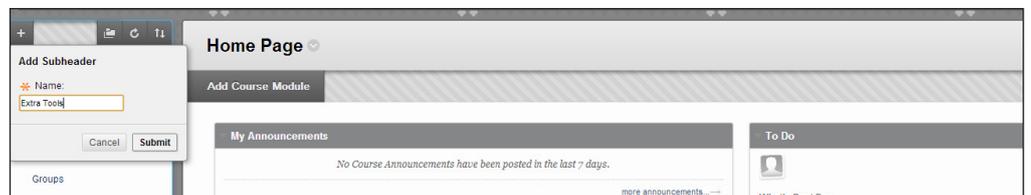
### CREATION

1. Click the plus sign at the top of the course menu to the left.
2. Click on either '**Subheader**' or '**Divider**'. In this example, we are making a '**Subheader**'.



3. Give the '**Subheader**' a name, and then click on '**Submit**'.

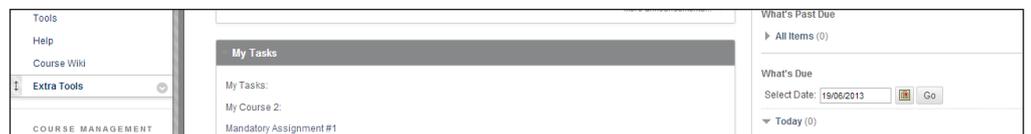
*Note: Dividers are not given names.*



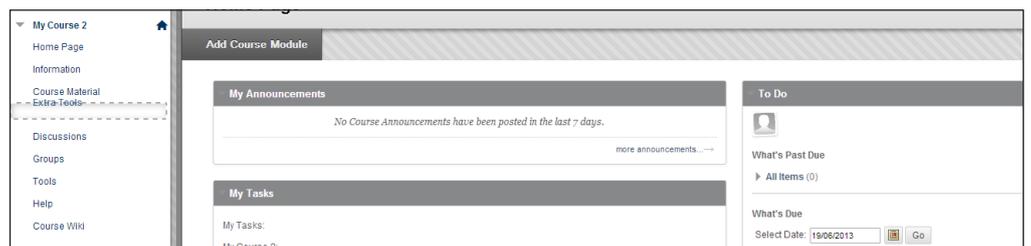
### PLACEMENT

The Subheader is automatically placed at the bottom of the navigation menu, but it can be moved around freely.

1. Hover over the '**Subheader**' with the mouse cursor.
2. Click the little upward and downward pointing arrow and hold down the mouse button.



3. Now you can drag it to a different place. Let go of the mouse button to release the '**Subheader**' in its current position, and it will stay there. This feature is commonly known as drag-and-drop.



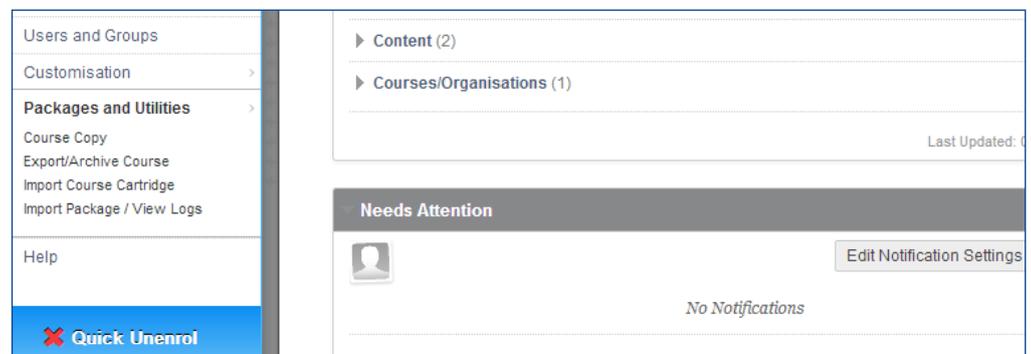
## COPY COURSES

There are basically three different ways of copying courses along with the course material. It is possible to either copy an entire course, copy several files from one course to another and copy single files one at a time.

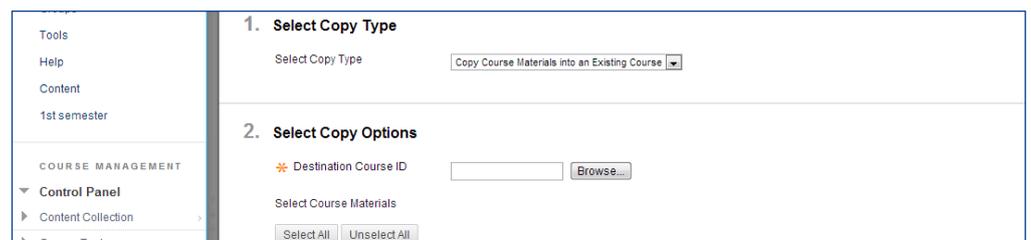
### COPY ENTIRE COURSE

It is possible to copy a course to a new course in order to copy course information, course material, course layout etc.

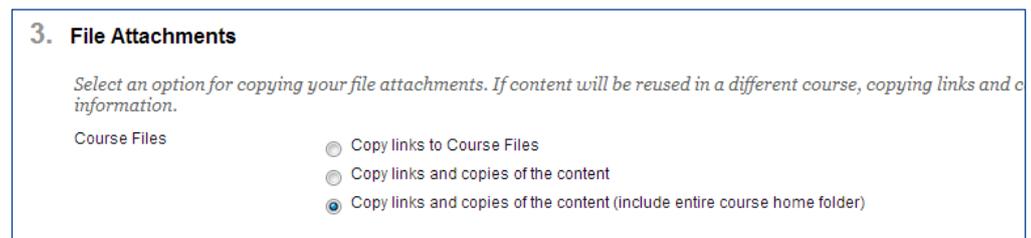
1. Click '**Courses**' in the horizontal Navigation menu and go to the course that you want to copy.
2. In the course menu to the left, expand the '**Control Panel**' and '**Packages and Utilities**' and click '**Course Copy**'.



3. Select the '**Copy Type**' and set the '**Copy Options**'. These options make it possible to copy virtually any kind of information from this course to the new course.



4. If you wish to copy file attachments to the new course, specify how you wish to copy them. It is possible to copy links or references to the files as well as copies of the files.



5. It is also possible to copy the list of enrollments for the course, but when students are automatically registered for courses via STADS, this option should **NOT** be used.
6. Click '**Submit**' when all options you want are selected.
7. Go to the destination course where a notice at the top of the screen will appear. Click the link to see the import details. (Once the required folder is selected, select it by clicking on the tick at the top right and then click '**Submit**').

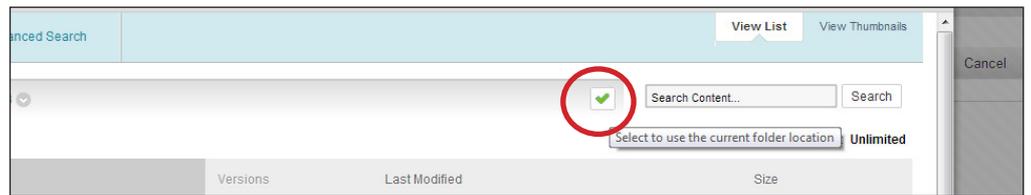
Submit

Copy courses and click 'Submit' to finish

**Submit**

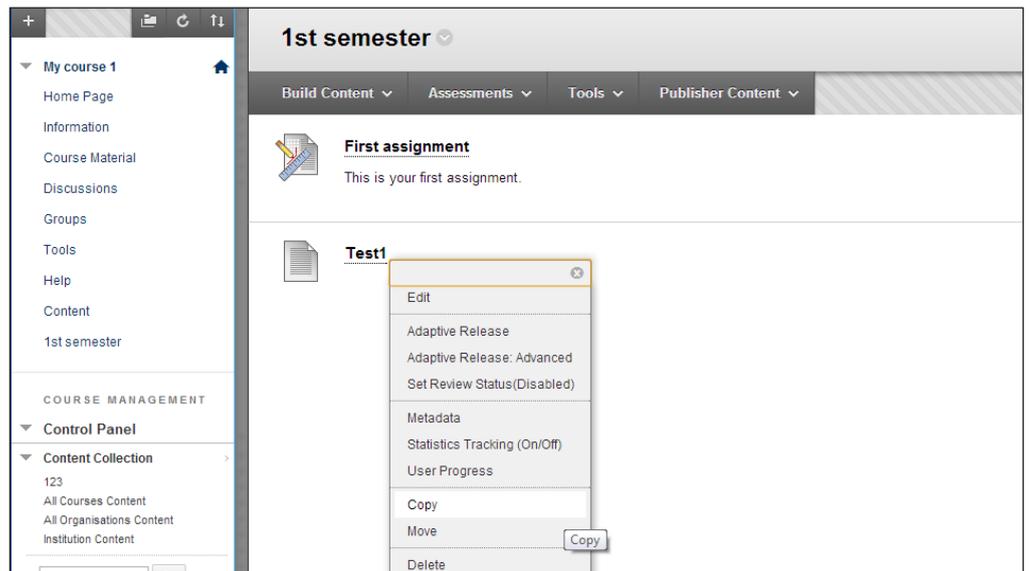
Select the files and click 'Submit' to copy them

- (Click 'Submit' and you will return to frontpage of the course. The files are now copied to the selected course folder.)



## COPY SPECIFIC FILE

- Go to the course from which you want to copy the file.
- Select the **'Content Area'** that holds the file. In this case, the 'Content Area' is called "1st semester".
- Place the mouse next to the file name and click the **downward pointing triangle**, then click **'Copy'**.



- Under **'2. Destination'**, click the drop-down menu and select the 'Destination Course', and then select the destination folder as well.

**2. Destination**

Destination Course

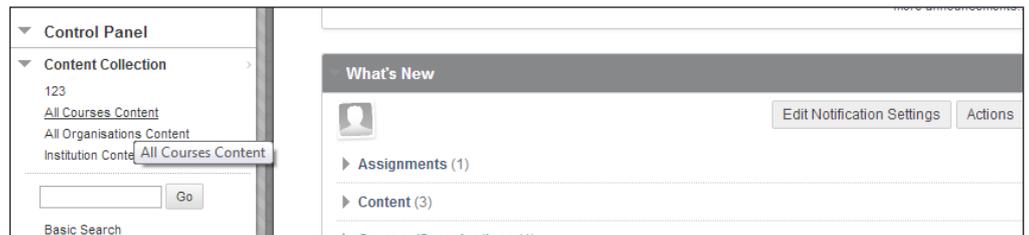
Destination Folder

- Adjust the **'Attachment and Embedded Links'** settings.
- Click **'Submit'** to copy the file.

## COPY SEVERAL FILES

It is possible to copy several files from one course to another. You can browse through all available courses in the organisation to find the destination course.

1. Go to the course from which you wish to copy files.
2. On the navigation menu to the left, expand the '**Control Panel**', and click '**Content Collection**'.
  - If you want to copy files from this particular course, click the '**Course ID**'.
  - If you want to copy files from another course, you can select '**All Courses Content**' in order to browse for all available material. This option will be demonstrated here.



3. Select the course from which you wish to copy files.

| File Type                           | Name           | Edited               | Size    |
|-------------------------------------|----------------|----------------------|---------|
|                                     | Projekter.docx | 05-Jun-2013 09:19:39 | 15.6 KB |
| <input checked="" type="checkbox"/> | Test1(1).docx  | 05-Jun-2013 11:34:09 | 12.4 KB |
|                                     | Test1.docx     | 02-Jun-2013 16:24:34 | 12.4 KB |

4. Check the file to copy and click '**Copy**'.
5. Click '**Browse**' to select the destination for the file.

**2. Destination**

Browse to select a destination folder for this content.

\* Destination

If selected, the system automatically  writes the existing file with the same name.

6. Browse to the course to which you want to copy the files. Use the **upward pointing arrow** in the upper left corner to go to the parent folder.

| Type | Name        | Versions | Last Modified        |
|------|-------------|----------|----------------------|
|      | courses     |          | 05-Jun-2013 11:01:45 |
|      | institution |          | 05-Jun-2013 09:59:03 |
|      | library     |          | 26-Jun-2012 08:40:10 |
|      | orgs        |          | 31-May-2013 10:51:27 |

Displaying 1 to 4 of 4 items

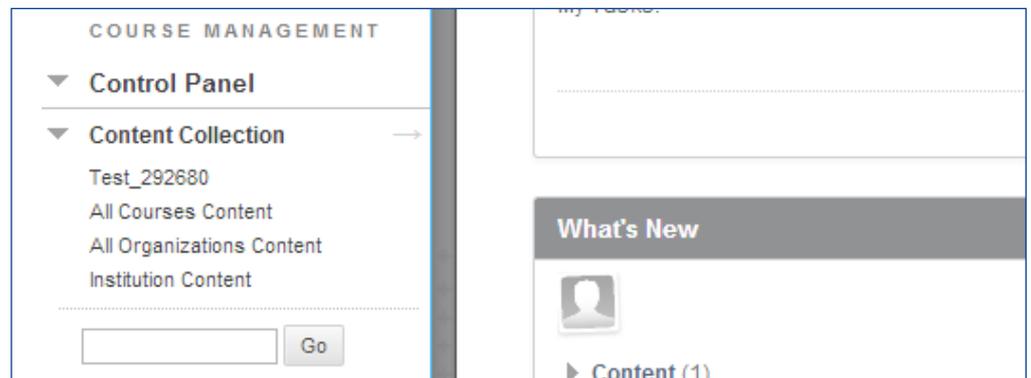
## UPLOAD-FOLDER FOR STUDENTS

As a lecturer you can create a folder in which the students can upload their material and all course participants can see and download the material.

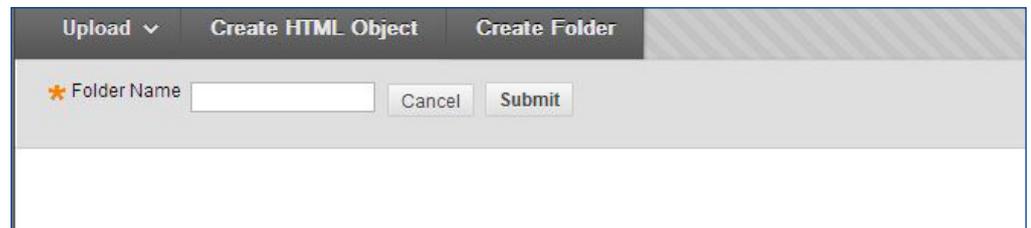
There are 2 steps before the student has access to upload material. Below are the 2 steps are described: "In the Control Panel" and "The Course Menu".

### IN THE CONTROL PANEL

1. Go to the course where you want to create a folder.
2. Select **Content Collection** and click on your course in this case Test.



3. Click **Create Folder** - type the name of the folder and press **Submit**.



4. The folder is now set up in the course **Content Collection** (the folder is not yet available for students).
5. Before the students can upload to the folder, you have to give the students permission to read and write to the folder. Click the hand icon and then "**Select specific Users by Place**". Click on "**Course**".
6. Put a checkmark next to the desired course in "**Choose Courses**".
7. Put a checkmark next to the students in "**Select Roles**".
8. Check Read and Write in "**Set Permissions**".



9. Click **Submit**.

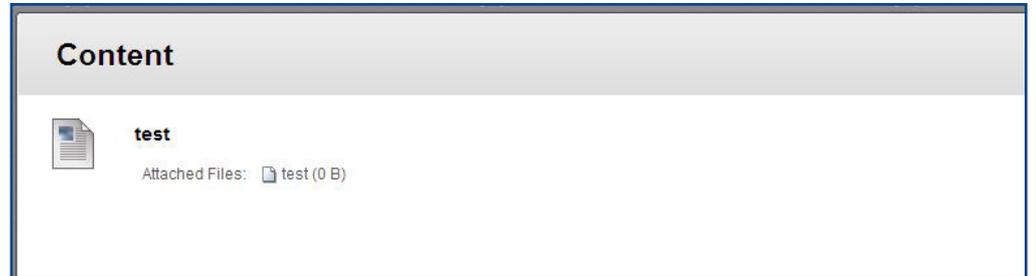


Click on this icon to give students permission to read and write to the folder



## FOR THE STUDENT

1. The student accesses the folder by clicking the link below, in this case Test.



2. The students may now upload material, create folders etc.

# ANNOUNCEMENTS

Announcements can be created for all users of a specific course. When announcements are created, they appear on the **'My Institution'** page of the recipients. The students receive automatic notifications when new content is added if the student has chosen this in the notification center.

1. Click **'Courses'** in the horizontal menu at the top and select the course from which you want to send announcements.
2. In the navigation menu to the left, expand **'Control Panel'**, then expand **'Course Tools'**, and click **'Announcements'**.



3. Click **'Create Announcement'** in the upper-left corner.

**1. Announcement Information**

✦ Subject  Black

Message

**T** **T** **T** Arial 3 (12pt) **T** **☰** **☰** **☰** **☰** **☰** **☰** **☰** **☰** **☰** **☰**

The location for today's course has been changed.

4. Enter a **'Subject'** and a **'Description'** for the announcement.
5. Adjust settings for the announcements.
  - Set date restrictions if the announcement should only be displayed for a restricted period of time.
  - Check **'Email Announcement'** if you wish to send the announcement as email as well, cf. next chapter on sending emails.

Date Restricted

Select Date Restrictions

Display After

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

Display Until

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

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

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**3. Course Link**

Click **Browse** to choose an item.

Location

- Click **'Browse'** to link to course material if necessary.
6. Click **'Submit'** to publish the announcement. The announcement will now be shown on the **'My Institution'** page of all recipients.

Create Announcement

'Create Announcements' to send to all enrolled in a course

AU IT / BSS Support  
Fuglesangs Allé 4  
8210 Aarhus V

T: 8715 2424  
M: [sdesk.bss@au.dk](mailto:sdesk.bss@au.dk)  
[www.au.dk/it](http://www.au.dk/it)