

## Blackboard Learn Quick Start Guide

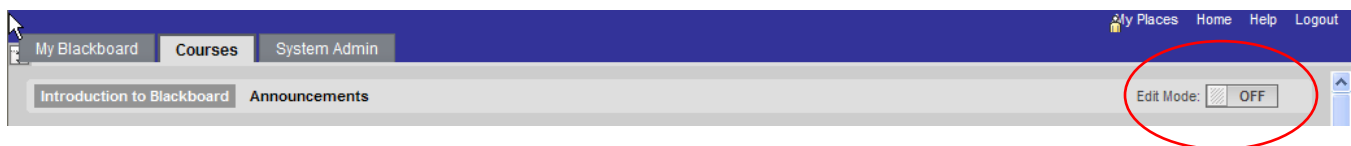
The Blackboard Learning System is a fully-featured Learning Management System with a great deal of functionality. Occasionally, the page is so full of features that it's hard to find what you're looking for! And many features are visible only within menus or sub-menus. In addition, the display is meant to toggle between the students' view and your (the instructor's) view. Just remember three fundamental principles of navigation as you get going:

- Turn on the Edit Mode switch; this will enable many navigation and editing tools
- Look for the "chevron" (double drop-down arrow next to many items) to find options for this item (see "chevron" samples below)
- Drag and drop the double-headed arrows to rearrange the order of items.

### Turn on the Edit Mode switch

The Edit Mode Switch is located in the upper-right corner of every page and must be "On" in order to access the editing tools. The switch image shows you what state the page is in:

- Edit = Off means the page is displaying what the students will see
- Edit = On means that the editing tools are visible for the instructor



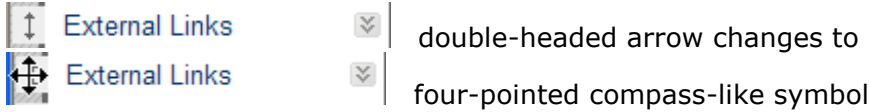
**Note on Display Mode:** Links to course content areas now appear in the left-hand navigation area only if there is content in the areas; if they are empty, the links do not appear by default. This helps direct students to areas of the course where there is material for them to see. When you are done editing, turn Edit Mode to "Off" in order to see the page as your students will see it.

### Look for the Chevron

Image	Description	Function
	Two arrows on top of each other, pointing up "Up chevron"	Hides the content of a navigation menu.
	Two arrows next to each other, pointing to the right "Right chevron"	Expands a sub-menu to the right (into the right-hand frame)
	Two arrows on top of each other, pointing down "Down chevron" (usually next to a content item) <b>Note:</b> click on this chevron to expand	Reveals a menu of options for editing or managing this item
	Two arrows on top of each other, pointing down "Down chevron" (usually part of a tool button) <b>Note:</b> hover the mouse to expand this chevron	Reveals a menu of tools for this category of tools
	Two arrows on top of each other, pointing down "Down chevron" (usually next to a course menu item) <b>Note:</b> click on this chevron to expand	Reveals tools or other items which are part of this course area (e.g. Course Tools)

## Use double-headed arrows to drag-and-drop items (to change their order)

Blackboard uses a drag-and-drop method to change the order of a list of items (for example, the course menu or the columns in the Grade Center). When Edit Mode is On, these appear as double-headed arrows; when you hover the mouse over them, the image changes to a four-headed arrow. Click and hold the item in order to drag it to a new location; then let go to drop it there.



## Where did the Control Panel go?

There is no separate page for the Control Panel any longer. Its functionality has been either absorbed into other areas (for example, the ability to add announcements and edit the course menu directly from the course home page) or it is located right here on the course home page, below the Course Menu, in the area entitled "Course Management." All the tools that used to be on the Control Panel page are located within a sub-menu which can be accessed by clicking a chevron. Remember that most of these editing functions will only appear if Edit Mode is "On." Don't be afraid to hover over or click chevrons to see if what you're looking for is in a specific menu.

## All together, now ...

Sample Blackboard Course Content Edit Mode is: ON

Click this plus sign for more options

Mouse over these buttons to see options

Turn Edit Mode "On"

Click the chevron to see the menu

Click to see more tools

Drag and drop to re-order

The screenshot shows the Blackboard course interface. On the left is a navigation menu with a plus sign at the top. The main content area is titled 'Content' and shows a list of items: 'Content', 'A Resume Example', and 'Java Garbage Collection'. Each item has a double-headed arrow on its left side. A 'Control Panel' sub-menu is visible below the main menu, containing options like 'Files', 'Course Tools', and 'Evaluation'. A 'Rocky and Bullwinkle Opening Theme' is also visible at the bottom. Callouts point to various UI elements: a plus sign in the navigation menu, a double-headed arrow, a chevron on the 'Create Assessment' button, the 'Edit Mode' toggle, a plus sign in the 'Control Panel' sub-menu, and a double-headed arrow on the 'A Resume Example' item.

## How do I create an Announcement?

1. Go to the Announcements page (this is the default course home page).
2. Click the Edit Mode switch to "On" (this makes all the editing tools appear).
3. Click the "Create Announcement" button.
4. Enter information as needed and click "Submit." (Notes: Announcements will display unless otherwise restricted by a date range, most recent on top. If you would like to send an email of the announcement, you must check the "Override User Notification" setting.)

## How do I add material to a content area?

1. Click the Edit Mode switch to "On" (this will display all content areas of the course, even those which are unavailable or have no material in them).
2. Go to the content area in which you wish to add your material (e.g., upload a syllabus).
3. Under the "Build Content" menu, select the "Item" option.
4. Type in your text in section 1 or Browse to the document in section 2.
5. Set options as needed and click "Submit."
6. For tests, surveys, assignments, and Safe Assignments, select that option under the "Create Assessment" button menu.
7. For blogs, wikis, journals, discussion boards, etc., select that option under the "Add Interactive Tool" button menu.

## How do I make changes to an item I've already uploaded?

1. Click the Edit Mode switch to "On" (this makes visible all the chevrons for item menus).
2. Click the chevron next to the item you need to modify (a long menu should pop up).
3. Click the first option, "Edit," to change information or replace a file.
4. Note that there is a "Copy" button which allows copying this item to another course space; and there is also a "Delete" option if necessary.

## How do I change the course menu?

1. Click the Edit Mode switch to "On" (this makes the entire menu and all options visible).
2. Links to areas of the course which are hidden or have no content will be grayed out.
3. Click the chevron to the right of any menu item to see the options for that item.
4. Click the double-headed arrow to the left of any menu item to drag-and-drop it to a new location.
5. Click the plus sign to the left of the course title for options to add content areas or links.
6. Click the "Edit Mode" switch to "Off" when you are done to see how this looks to students.

## How do I send an e-mail to my class?

1. Go to the Tools page.
2. Click the "Send Email" tool (tools are in alphabetical order, left column then right column).
3. Pick the option which best suits your purpose.
4. Enter subject and text, attach file if needed, then click "Submit."

## How do I see the list of students in my class?

1. Go to the Tools page and click the "Roster" tool.
2. In the Search bar, click the drop-down for the field showing the option "Contains" and select the last option, "Not Blank" (the name can be either first name or last name). Click "Go."
3. One can also see the class list on the "Users" page under "Users and Groups" (in the Control Panel area) and one can add TAs or graders from this page.

## How do I access the Grade Center?

1. Click the chevron to the right of the Grade Center sub-menu (under the Control Panel area).
2. Click the "Create Column" button to add an item to the Grade Center.
3. Hover the mouse over the "Manage" tool button in order to see a menu of tool options, including the "Column Organization" page where you can show/hide columns, change the order in which columns appear in the Grade Center, change which columns are "frozen" on the left of the spreadsheet, change the sort order and many other features.
4. Click the chevron to the right of any column header to see options for that grade center item, including editing existing items, deleting columns, and options specific to certain types of columns (for example, statistics for surveys or downloading files for assignments).
5. Click in the cell for a specific student and column in order to enter a grade; click the chevron which appears on the right side of the cell for grade details or to add a comment.
6. Hover the mouse over the "Work Offline" button to see the options for downloading Excel-readable files. You can also upload grades from Excel files.
7. Click the "Filter" button to see various filtering options, including Smart Views, categories and grading status.
8. Under "Reports," the "View Grade History" will show all changes to all student grades.
9. You can temporarily change the order of columns by using the "Sort Columns By" and "Order" options (permanent changes should be done via "Column Organization" under "Manage").
10. You can choose the number of rows to see at once by clicking the "Edit Rows Displayed" button. Click "Icon Legend" to see an explanation of special symbols.

**Grade Center: Full Grade Center**

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Current View: Full Grade Center Category: All Statuses Filter Work Offline

Click this chevron to see options

Last Name	First Name	First essay	
<input type="checkbox"/>	Quatrino	Jason	-
<input type="checkbox"/>	Student	Average	85.00 (B)
<input type="checkbox"/>	Student	Bogus	75.00 (C)
<input type="checkbox"/>	Student	Demo	95.00 (A)
<input type="checkbox"/>	User	Demonstration	60.00 80.00 (B-)

Selected Rows: 0

Move To Top Email

Icon Legend Edit Rows Displayed

Questions? Call x4877 or e-mail [blackboard@hamilton.edu](mailto:blackboard@hamilton.edu)