



New York City College of Technology

Blackboard Handout for Faculty

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NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial
Note: For your protection, please close all browser windows to log out of Blackboard completely. If you fail to do so, any subsequent users of the computer might be able to access your account.

You need the latest version of Java installed and it can be downloaded free from <http://java.sun.com/javase/downloads/index.jsp>.

How courses are entered into Blackboard:

Fed through **CUNYfirst** (Constance Tate (X5353), Instructional Staff Relations (x 5353) enters the faculty.

If you are not in CUNYfirst, contact ISR). Courses entered by Dean's office or your Chair. Please contact Dean's department if you do not see your Courses under your Course List:

| Department | Contact Person |
|--|--|
| School of Arts & Science | Denise Martin Email: dmartin@citytech.cuny.edu Phone: 718-260-5008 |
| School of Professional Studies | Liza Linton Email: llinton@citytech.cuny.edu Phone: 718-260-5345 |
| School of Technology and Design | Hope Reiser Email: hreiser@citytech.cuny.edu Phone: 718-260-5526 |

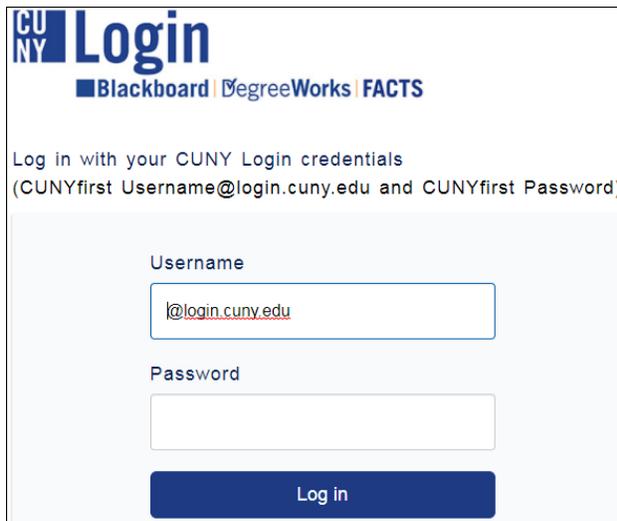
How do I logon to Blackboard?

Go to CUNY website at www.cuny.edu.

From upper right corner, hover mouse over LOG-IN and click Blackboard.

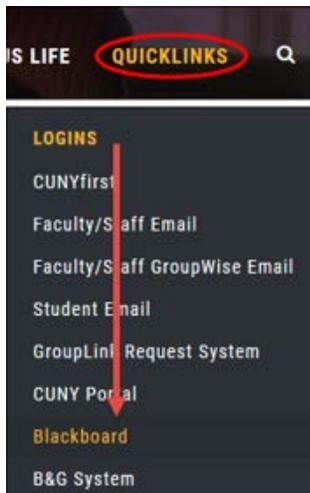


You will be landed on the CUNY Applications Login page.



Type in your CUNYfirst Username & Password and click Log in. For example, if you log into CUNYfirst as george.washington76, you will log into Blackboard as george.washington76@login.cuny.edu.

Alternatively, you can access Blackboard by visiting the school website at <http://www.citytech.cuny.edu>. Hover mouse over QUICKLINKS and click Blackboard under LOGINS. It will take you to CUNY Applications Login Page.



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 You can still access Blackboard through CUNY Portal, however, you will need to enter your credentials twice. It is simpler to use Blackboard Log-in link for Blackboard access, however, you will need to login to CUNY Portal for other services, i.e. eMall, ePermit, etc.

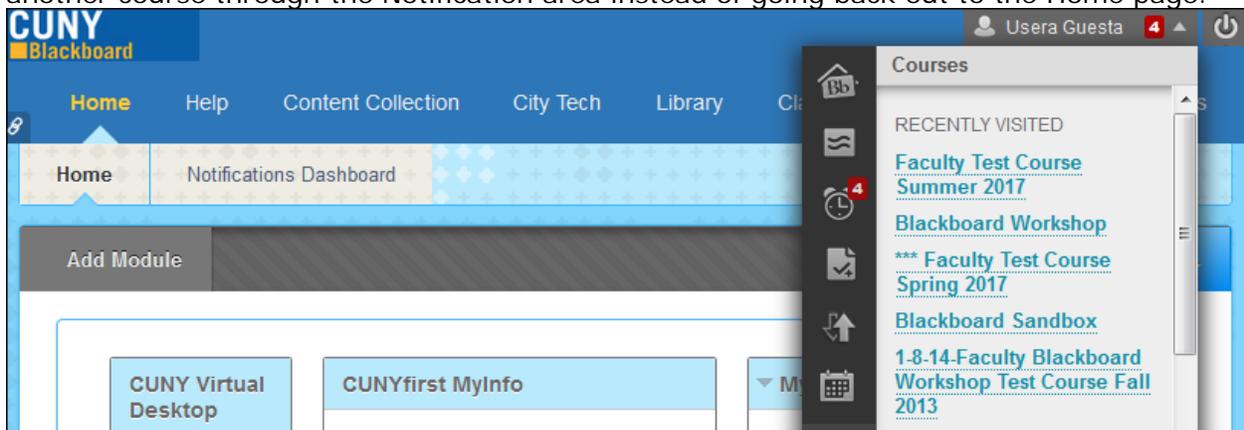
Note:

For the security reason, CUNYfirst password needs to be changed every six months. You can change password at <https://home.cunyfirst.cuny.edu>.

Should you forget your CUNYfirst challenge questions, you can reclaim your CUNYfirst account by creating a New User account at <https://impweb.cuny.edu/selfservice/activation/start.action>.

Blackboard Global Navigation menu:

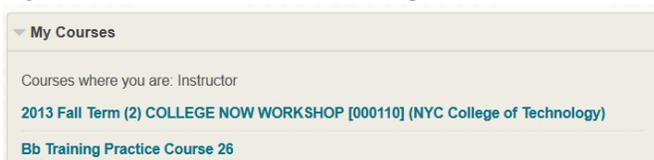
The new Notification area combines notices, alerts, messages, and other items from all of your courses in one place. Now you can find alerts in one place and even respond to discussion board posts from all your courses from the same area. Click on the arrow next to your name in the upper right-hand corner to get to Notification area. You can easily access another course through the Notification area instead of going back out to the Home page.



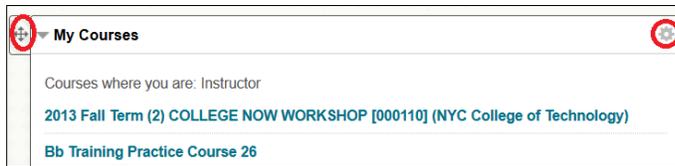
- To log off Blackboard click on the power button  in the upper right-hand corner.
- Bb Home  - displays recent notifications, such as items that are due and announcements.
- Posts  - shows new posts from areas such as discussion board, blogs and wikis.
- Updates  - shows courses that have updates, such as items that needs grading, new assignments, announcements, and tests that have been completed by students.
- My Grades  - for students, shows students their grades.
- Retention Center  - shows how many students are at risk for such things as lack of course participation (for example, shows last access by a student to the course.) You can send out a notification to student to log into the course and participate.
- Calendar  - shows anything that is due shortly. You must set a due date for events to appear in the Calendar.

Edit options, chevrons and handles are now hidden. You must mouse over to reveal options.

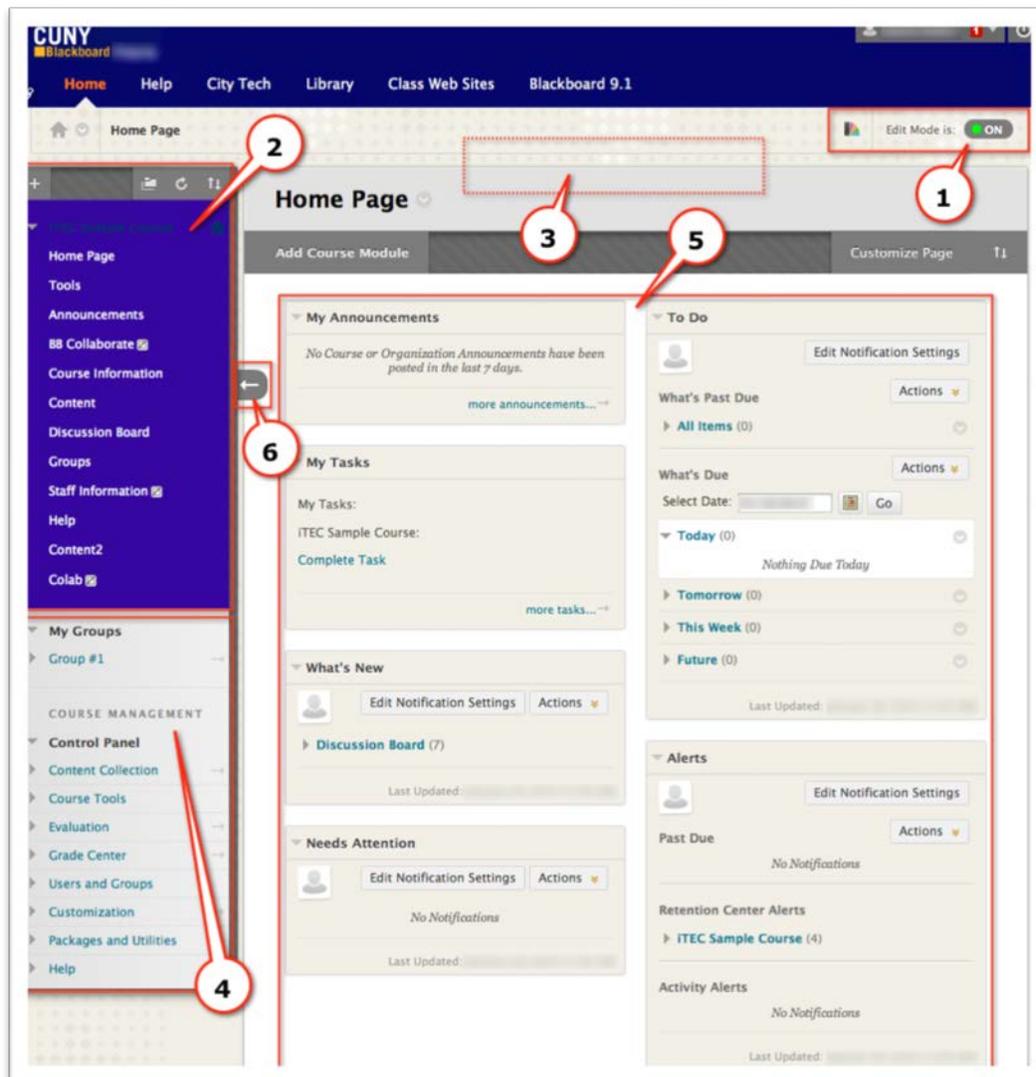
My Courses module (box) image shown below before mouse over:



NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial My Courses module image after mouse over:



Blackboard Course Interface



1) Edit Mode allows instructors to add or edit content of a course. Edit Mode must be turned **ON** to edit or add content, such as course documents. When Edit Mode is off, you see the student view.

2) Course Menu helps you to navigate through the course to find course documents, discussion forums, etc.

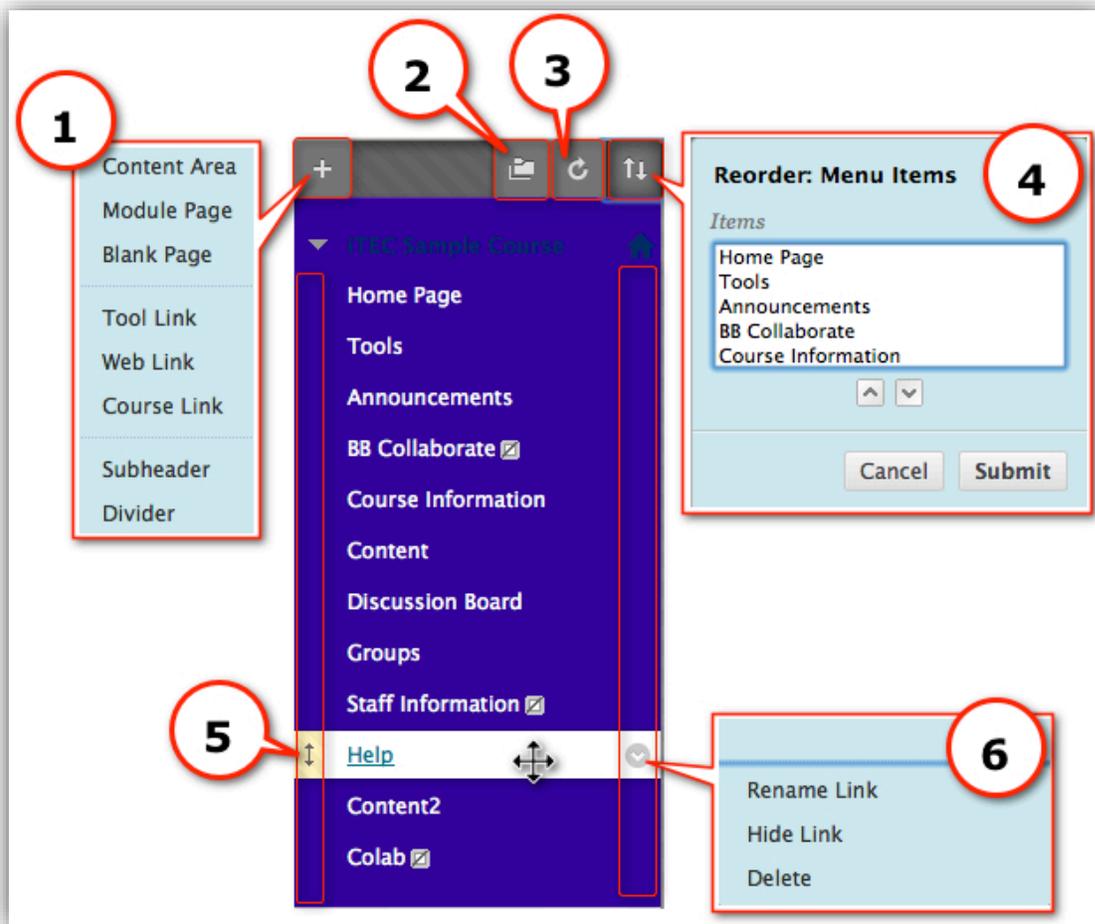
3) Banner Area is where the optional course banner appears.

4) Control Panel is the interface that allows instructors to manage the course's content, grade center, features, and the appearance.

5) Content Frame is where announcements, tasks, and reminders appear.

6) Arrow collapses the course menu so that content can cover the full screen. It allows the user to view the content of the course in the full screen area.

Content Area:

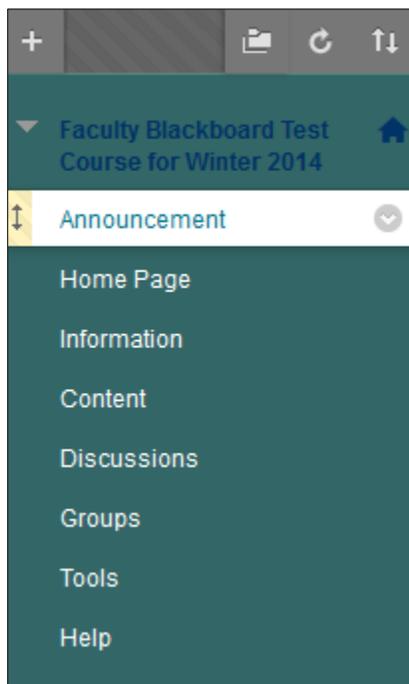


1. **Add Items to Course Menu Area (+ sign):** drop-down menu descriptions:
 - a. **Create Content Area** contains links to navigate to different areas of the course.
 - b. **Create Blank Page** allows you to create your own content area page that can be accessed through the course menu. Add text, links, or multimedia to the page.
 - c. **Create Tool Link** creates links to functional areas of Blackboard (for example, Discussion Board, Groups, Announcements, or Blogs). Enter a name for the link (for example, *Private Journal*), in the **Type:** field's drop-down

NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial menu, choose a tool from the list (for example, *Blogs*), and click **Available to Users**, then **Submit**.

- d. **Create Course Link** sets up a direct link from the course menu to any frequently used part of your site, such as the course syllabus. Click **Browse** to identify the target of the link.
 - e. **Create External Link** allows you to link directly from the course menu to an external Web site that you might use as a primary reference for the course. For example, if you are teaching an English course, you might want to link to the CUNY WriteSite (<http://writesite.cuny.edu>) to make it easily accessible.
 - f. **Create Module Page** lets you create and link to pages in your site which can be customized to include a variety of resources and tools. (For example, Calculator, Dictionary, To Do list, Alerts.) *You might find that the options here duplicate others already available.*
 - g. **Create Subheader** allows instructors to create a description heading under course menu items for clarification.
 - h. **Create Divider** allows the instructor to separate menu items into sections with a dividing line that shows up on the course menu.
2. **View Options:**
- a. List View: displays the names of the file system
 - b. Folder View: displays the tree structure of the file system. This view also provides the ability to expand and collapse folders.
 - c. Display course menu in a window: It opens up menu in a new browser window
3. **Refresh Browser:** When clicked, it refreshes the browser.
4. **Reorder Menu Items:** Users can reorder menu items using keyboard
5. **Drag-and-Drop Menu Items:** The Drag and Drop Arrows enable you to use the mouse to reposition items directly on the course menu by clicking on the item, dragging it to the desired location on the menu, and releasing the mouse button. (Drag-and-drop works only within the course menu.)

Content Area:



Name of the Course: Shows you the name of the Course you are in.

Home Page: Contains Course Announcements, Notifications, such as what needs attention, etc.

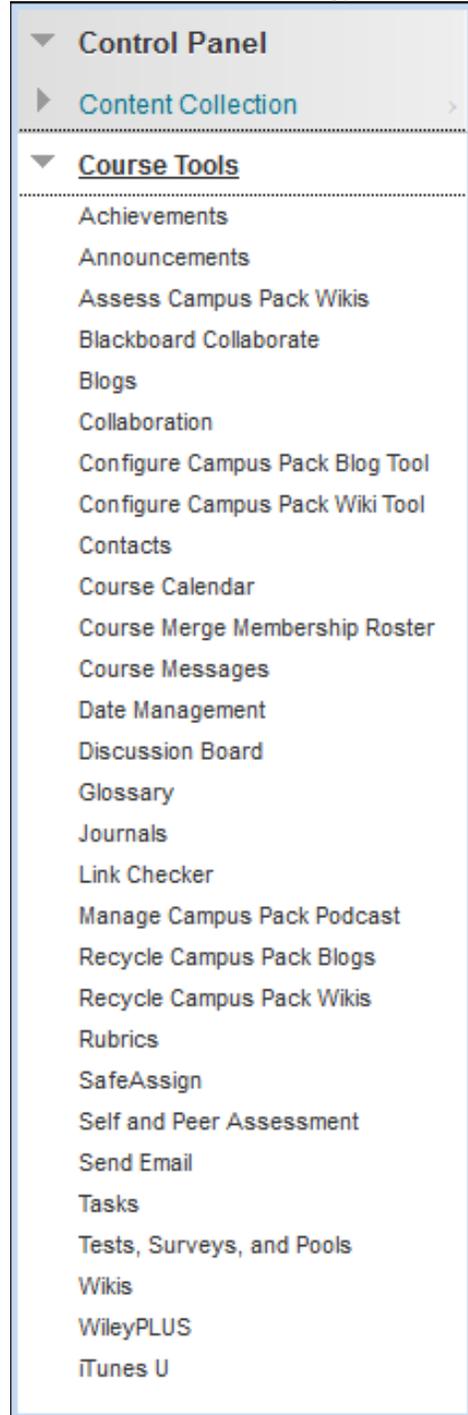
Content: Contains links to different areas of the Course. Content area links may not appear on student side if there are no items included.

Discussions: Allow instructors to create a Discussion topic.

Group: Create small sections of students within the Course.

Tools: Allow instructor to create wiki, blog, contact info (staff info), etc.

Help: Links to official Blackboard help sites for students.



Control Panel: is the interface that allows instructors to manage content, features, and the appearance of the course.

Content Collection: Allow instructors to search a course for the files you uploaded. You can quickly search for a document.

Course Tools: Allow instructors to create a test, announcement, journal, emails, etc.

Achievements: It is an indicator of an accomplishment, skill, competency, or interest students complete and achieve.

Announcements: Allow you to post important messages for your students to know about. For example, assignment reminder or class cancelled, etc.

Blogs: allows students to focus on a theme or topic while having others contribute.

Collaboration: a lightweight chat session.

Contacts: *Formerly Staff Information on Blackboard 8.* Instructors can provide students with their office location and hours.

Course Calendar: Instructors create important events for students.

Glossary: Instructors create terms that students should know for the course.

Journals: A Journal is a self-reflective tool for Students. Only the Student and the Instructor are able to add Comments to Journal Entries. Journals can be made Public by the Instructor, so all enrolled users can read all Entries made to the Journal topic.

Link Checker: This tool verifies that the links within the course are valid.

Manage Campus Pack Podcast: Synchronize users, enrollments, groups, & copied sites in a Campus Pack. See section How do I create a Campus Pack Podcast Episode?

Messages: Private and secure text-based communication that occurs within a Course and among Course members. Users must be logged into the Course to read and send Messages.

Rubrics: A tool that lists an evaluation criterion for an assignment.

SafeAssign: View SafeAssignments in a course.

Send Email: Instructors can send emails to all students or individual students. Students

NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial don't need to be signed into Blackboard to check since the email goes to the student's separate account (the City Tech account).

Task: Instructor creates a task, which will appear on the student's course home page as a reminder.

Tests, Surveys, and Pools:

Tests: are sets of questions that are graded to measure a student's performance. Once the test is created, it must be deployed within a content folder before students can take the test.

Surveys: are used for gathering data from students. Surveys are not graded.

Pools: are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

Wikis: a wiki is a website of one or more pages that allows people to add and edit content collectively.

iTunesU: gives instructor the option to upload audio, video or pdf files through Blackboard so students can download those from iTunes interface.

Evaluation: allows an instructor to see statistics of the course, create rules, view students' last access to the course, etc.

Grade Center: allows an instructor to calculate the students' grade, weighted total, drop lowest grade, etc.

Users and Groups: allows an instructor to view students and groups in a course.

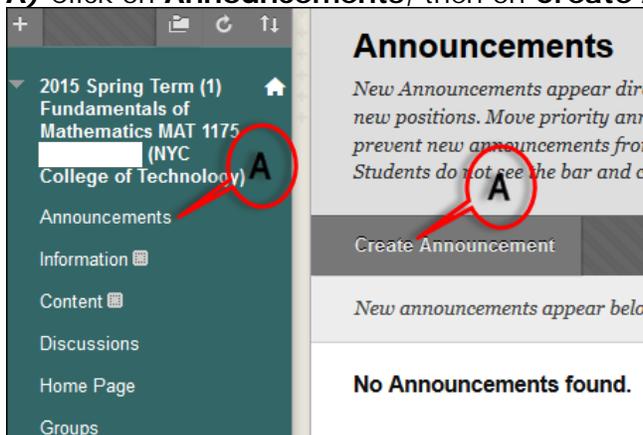
Customization: allows an instructor to make a course available, change course appearance and enable usage of tools.

Packages and Utilities: allows an instructor to copy, export, archive, import a course, etc.

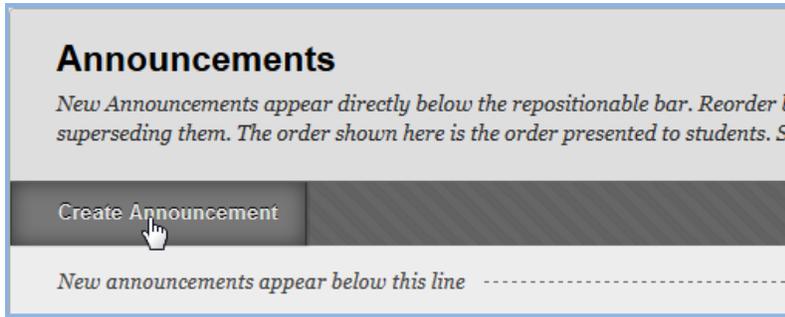
Help: Links to official Blackboard help sites for the instructor.

How do I create an Announcement?

A) Click on Announcements, then on Create Announcement.



B) Click Create Announcement

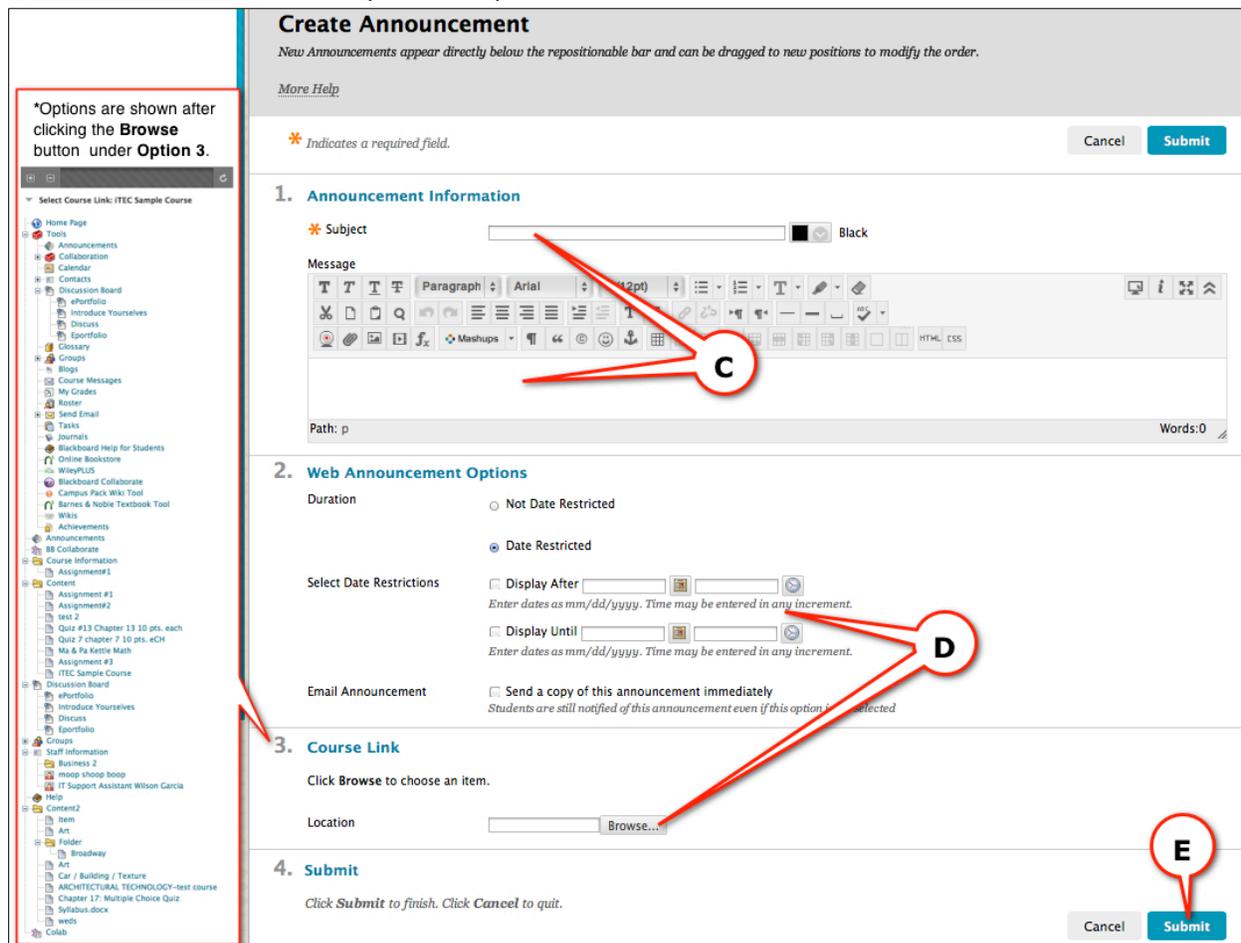


C) Add a Subject and Text to the body with the necessary information.

D) Optional settings include Select Date Restrictions and Course Link. You can restrict this announcement by date by selecting **Display After and Display Until**.

For Course Link you can link it to another content area location by clicking the **Browse** button.

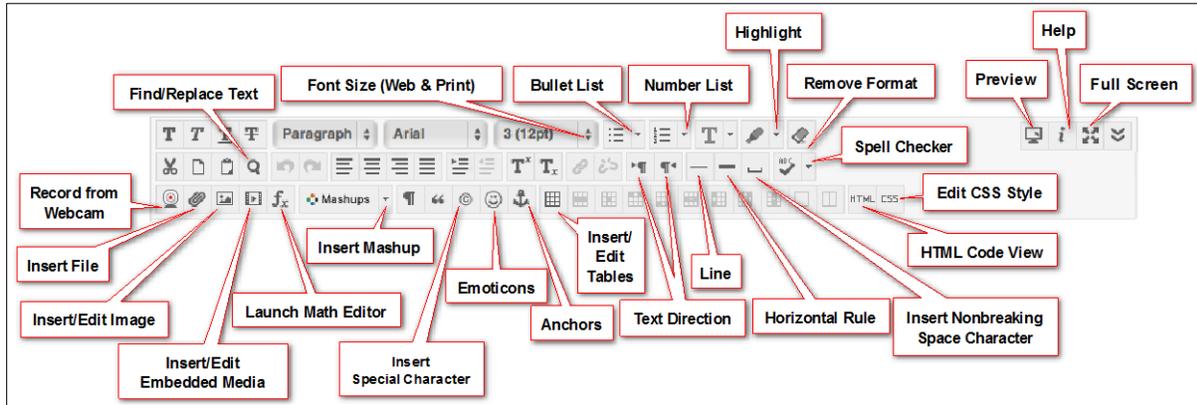
E) Click on Submit to complete the process.



Note that Announcements can be created from Control Panel area too.

Content Text Editor:

Several new features have been included in the Text Editor Tool bar, such as Record from Webcam, Mashup, enhanced Math Editors, multi-language spell check, Emoticons, etc. When using Math Editor, click on LaTeX for support.



How do I access Student Preview?

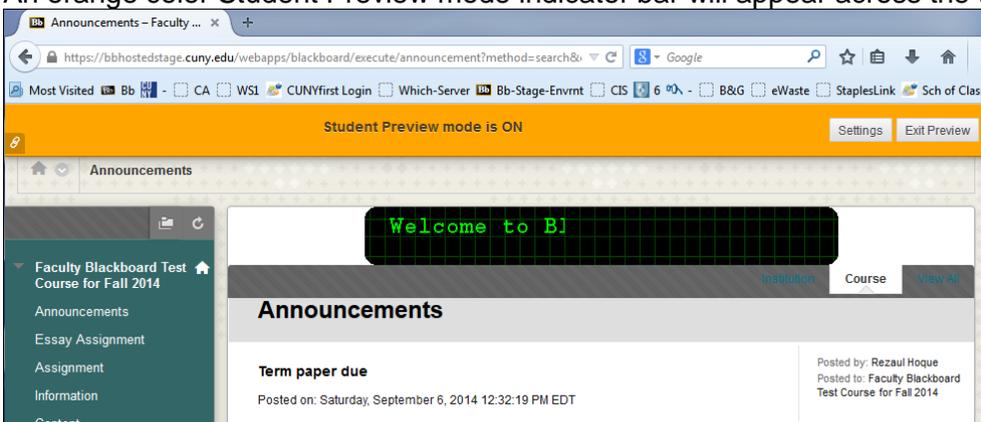
Blackboard's Student Preview gives the instructor the chance to see exactly what students see in a course. In Student Preview, the instructor can get into a course as a regular student, interact with a course, i.e. take a test, participate in the Discussion Board, submit assignments, etc. When the instructor exits Student Preview, the instructor can save the student data as a test student or not save the data if you are just viewing. This feature gives the instructor student access in a course without Blackboard Admin's involvement, yet gets all the dummy user's advantages. Until this feature, the instructor had to rely on Blackboard Admin to add a dummy user into the course.

Click on a course from Blackboard Home page.

Click on Student Preview icon located on the upper right hand corner next to Edit Mode.



An orange color Student Preview mode indicator bar will appear across the top of the screen.



A dummy user account is added to the course and will appear in Users and Groups and in Grade Center when an instructor enters the Student Preview mode. This user can also interact with other students in the course.

Users

Find Users to Enroll

Search: Username ▾ Not blank ▾ Go

Remove Users from Course

| <input type="checkbox"/> | Username | First Name | Last Name ▲ |
|--------------------------|-----------------------------------|------------|-------------------|
| <input type="checkbox"/> | <input type="text"/> | Anna | Banana |
| <input type="checkbox"/> | <input type="text"/> | Usera | Guesta |
| <input type="checkbox"/> | <input type="text"/> | Rezaul | Hoque |
| <input type="checkbox"/> | <input type="text"/> _previewuser | Rezaul | Hoque_PreviewUser |
| <input type="checkbox"/> | <input type="text"/> | Karen | Lundstrem |

All course activities are saved and can be viewed as long as the course is active; however, the instructor has option to delete the preview user and all data at Exit Preview.

Student Preview mode is ON

Settings Exit Preview

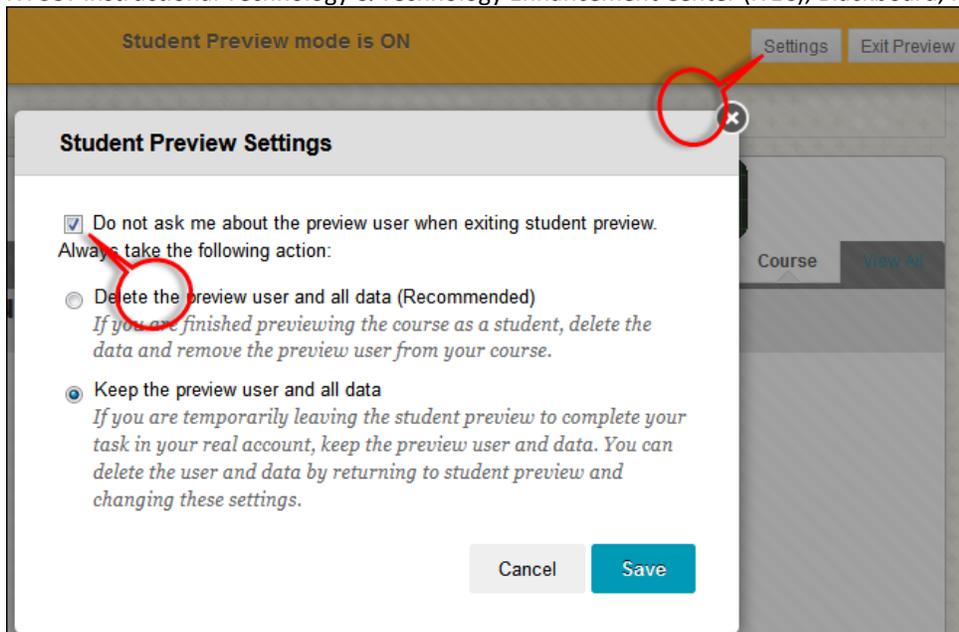
Exit Student Preview

You are leaving student preview. Using student preview created a preview user in your course with all of your activity as that user. This user and the related data may impact the course experience for you and your students. What would you like to do?

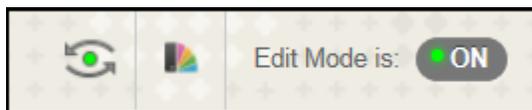
- Delete the preview user and all data (Recommended)
If you are finished previewing the course as a student, delete the data and remove the preview user from your course.
- Keep the preview user and all data
If you are temporarily leaving the student preview to complete your task in your real account, keep the preview user and data. You can delete the user and data by returning to student preview and changing these settings.
- Remember this choice and do not ask me again
This can be changed in Student Preview Settings, located in the Student Preview control bar.

Cancel Continue

The Exit Student Preview prompt can be disabled from the Settings button by checking *Do not ask me.....*

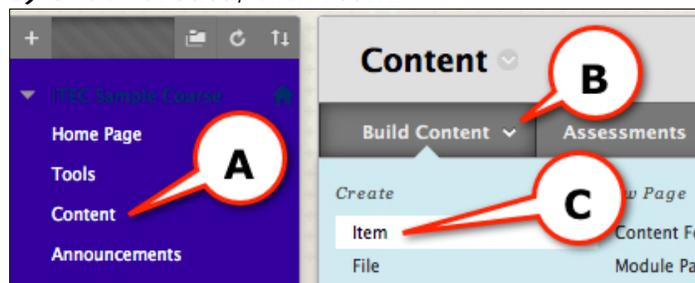


If *Keep the preview user and all data* are selected, there will be a green dot in the Student Preview icon.

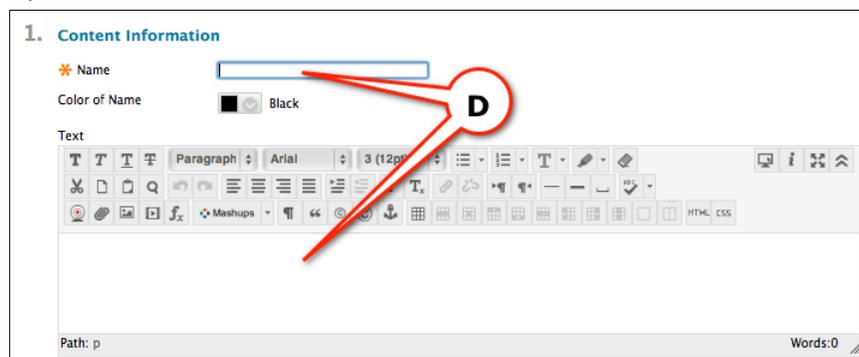


How do I upload a document?

- A) Click **Content** in the **Content Area**, to open the **Content Page**.
- B) Click **Build Content** to show the drop down menu.
- C) Under **Create**, click **Item**.



- D) Add **Name** and **Instructions** in the text box.



- E) Attach a **File** from your computer/ removable device or from a Course.

F) Click **Submit** to save the page.

Note: 25 MB is the file size limit for a single file.

Watch video at

http://ondemand.blackboard.com/r91/movies/bb91_course_files_attach_course_file_to_content_item.htm

How do I upload multiple files or folder?

A) Click **Content** in the **Content Area**, to open the **Content Page**.

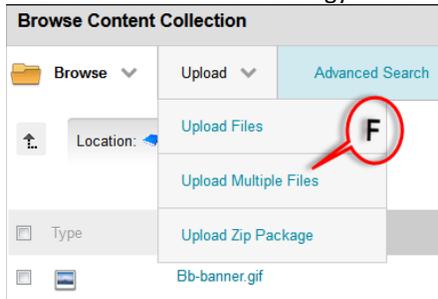
B) Click **Build Content** to show the drop down menu.

C) Under **Create**, click **Item**

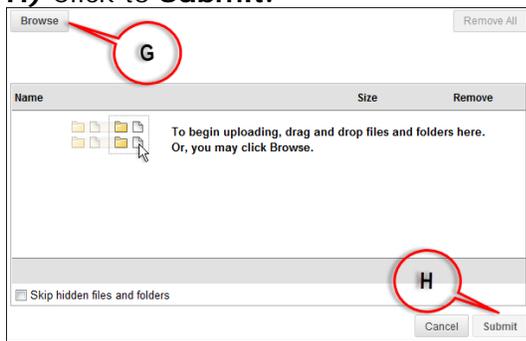
D) Add **Name** in the text box.

E) Click **Browse Content Collection**

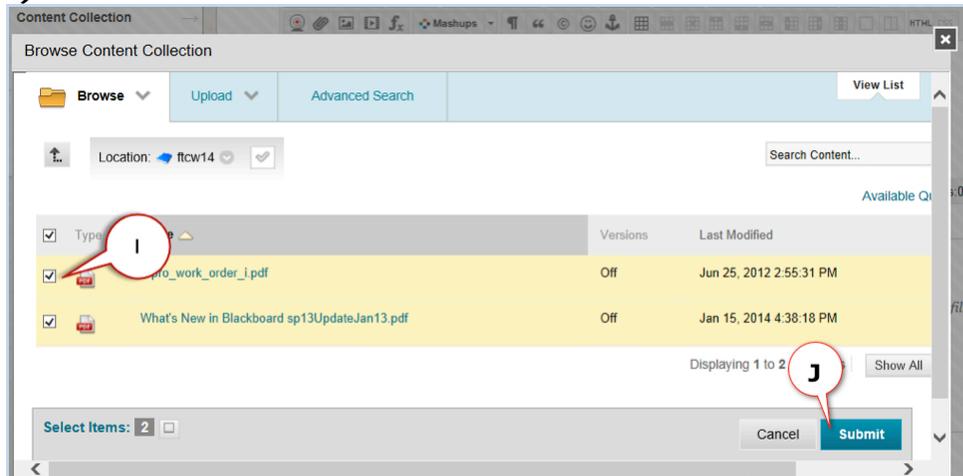
F) Click **Upload Multiple Files** under **Upload**.



- G) Either click **Browse** or drag and drop files or folder you want to upload.
- H) Click to **Submit**.



- I) Select the files or folders you want to upload.
- J) Click **Submit**.



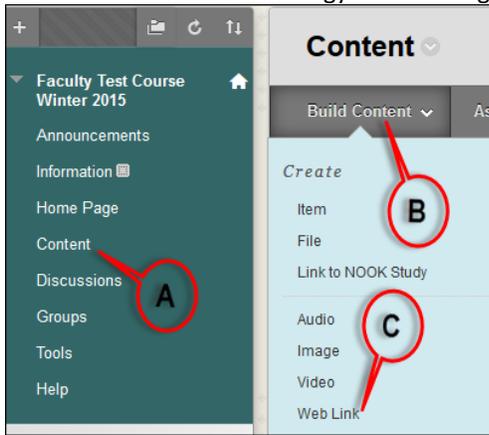
Note: 25 MB is the file size limit for a single file.

Watch video at

http://ondemand.blackboard.com/r91/movies/bb91_content_collection_upload_files.htm

How do I create a Web Link (External Link)?

- A) Click **Content** in the **Content Area**, to open the **Content Page**.
- B) Click **Build Content** to show the drop-down menu.
- C) Under **Create**, click **Web Link**.



- D) Add **Name**, **URL**, and **Instructions** in the text box.
- E) Change Options as needed.
- F) Click **Submit** to complete the process.

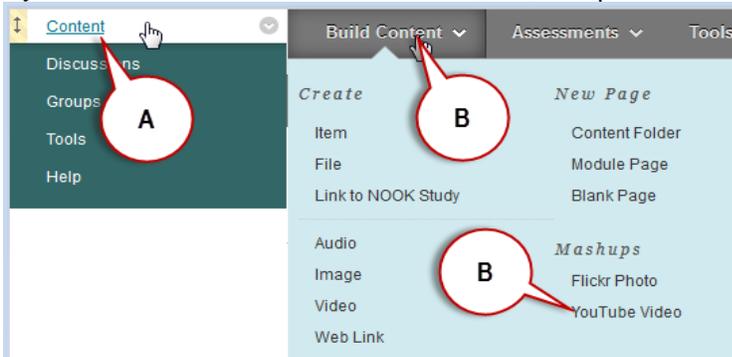
*Note: If you do not see a tool you are looking, you need to enable it from **Tool Availability** under **Customization**.*

How do I create a Mashup?

The **Mashup** feature allows instructors to find content outside of Blackboard and bring it into a course. It provides a simple way to add multimedia to a course without having to

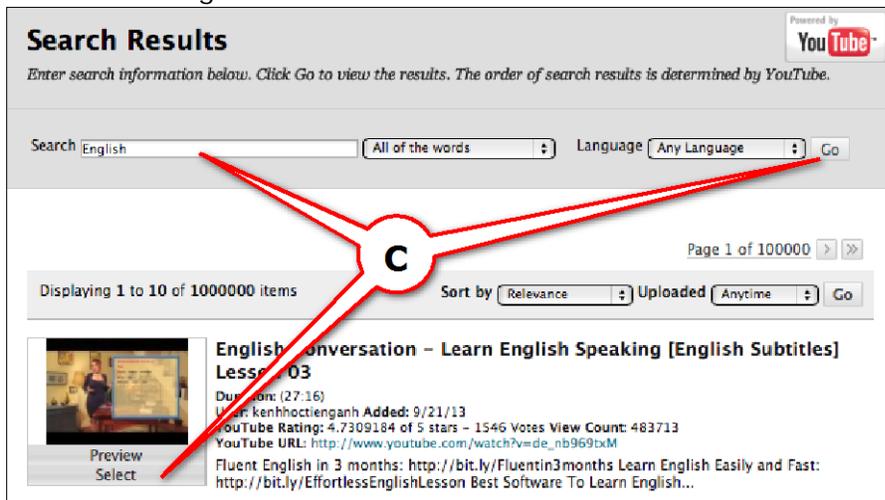
NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial create it ourselves. (A mashup is the integration of two or more tools together.) In this case, we will "mash" **YouTube Video** with **Blackboard**.

A) Click **Content** in the **Content Area**, to open the **Content Page**.



B) Under the **Build Content** tab, select **YouTube Video**. If YouTube Video is not under Built Content tab, enable it from Tool Availability under Customization.

C) Search for **Content**. List of videos will appear on the screen. Click Preview to watch before selecting the title or click **Select**.



D) Give a name in the Name field and a description is optional.

E) Editing **Mashup Options**, **Attach or Link Content** and **Options** are optional. Note: If selecting a YouTube video, you can embed the video so it plays on the page, and this will not add to your content quota. You should check the box to show the YouTube link for credit.

NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial
F) Click **Submit** to complete the process.

Create Mashup Item Powered by YouTube

Embed YouTube content directly in a course. The content is streamed from YouTube and is not stored within the course.

* Indicates a required field. Back Preview Submit

1. Add YouTube Content to Course

 * **Name** English Conversation - Learn English !
Color of Name Black
Duration: (27:16)
User: kenhhoctienganh - Added: 9/21/13
YouTube URL: http://www.youtube.com/watch?v=...nb969txM

Description




Path: p Words:0

2. Mashup Options

Show YouTube URL creates a link to the YouTube web site enabling students to browse videos. *Show YouTube information* displays length of video, name of creator and the date video was added.

View 
Thumbnail will show as full size when the Show Link is clicked. Embed Video will show the video player directly in the page.

Show YouTube URL Yes No

Show YouTube information Yes No

3. Attachments

Files can be attached here. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file Browse My Computer Browse Course

4. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time 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.

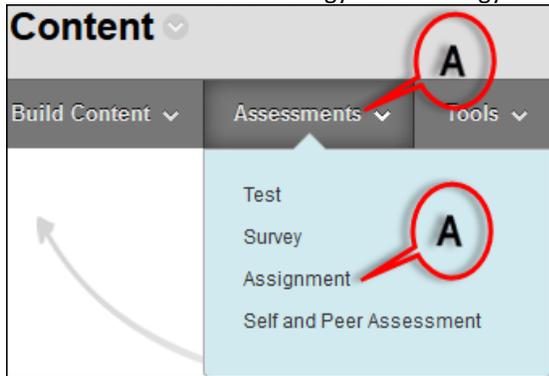


5. Submit

Click **Submit** to proceed. Click **Back** to back. Click **Preview** to preview. Back Preview Submit

How do I create an Assignment?

A) From a content area, hover over **Assessments** tab and select **Assignment**.



B) In the **Create Assignment** page, enter the info required under **Assignment Information**. If there is an attachment associated with this assignment, attach it under **Assignment Files**. If you wish to put a due date for this assignment enter that under **Due Dates**.

The image shows the 'Create Assignment' page. The page is divided into three sections: 'ASSIGNMENT INFORMATION', 'ASSIGNMENT FILES', and 'DUE DATES'. In the 'ASSIGNMENT INFORMATION' section, the 'Name and Color' field is highlighted with a red circle and the letter 'B'. In the 'ASSIGNMENT FILES' section, the 'Attach File' buttons are highlighted with a red circle and the letter 'B'. In the 'DUE DATES' section, the 'Due Date' field is highlighted with a red circle and the letter 'B'. The page also includes a rich text editor for instructions and a path field.

C) Under **Grading** type in Points Possible.

GRADING

C

* Points Possible

Associated Rubrics

| Name | Type |
|------|------|
|------|------|

D) Click **Submission Details** to expand it. Change optional Assignment Type and Number of Attempts if necessary. Expand **Grading Option** and **Display of Grades** as well if desired.

Submission Details

If any students are enrolled in more than one group receiving the same assignment, it may be necessary to provide the assignment.

D

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Selecting this option will require students to submit a submission

Number of Attempts

D

E) Chose optional assignment availability and **Track Number of Views**.

AVAILABILITY

Make the Assignment Available

This assignment cannot be made available until it is assigned to an individual or group of students.

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

E

E

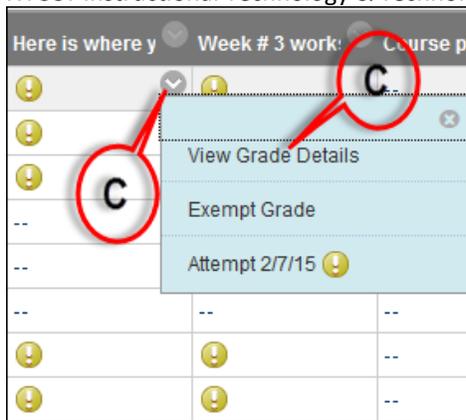
E

E

F) Click **Submit** to complete the process.

How do I find a student's submitted Assignment?

- A)** Click **Grade Center**.
- B)** Click on **Full Grade Center**.
- C)** Locate the column for the Assignment you want to view a student's submission and click the small drop-down arrow located on the right side of the exclamation sign and click **View Grade Details**.

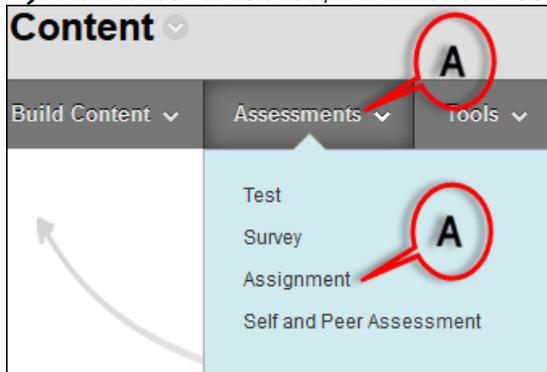


D) Click on **View Attempts**.

How do I create a SafeAssign?

SafeAssign is now integrated with Blackboard Assignments. A SafeAssign assignment is created directly under Assignments instead of a separate button.

A) From a content area, hover over **Assessments** tab and select **Assignment**.



B) In the **Create Assignment** page, enter the info required under **Assignment Information**. If there is an attachment associated with this assignment, attach it under **Assignment Files**. If you wish to put a due date for this assignment enter that under **Due Dates**.

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.

ASSIGNMENT INFORMATION

* Name and Color v Black

Instructions

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, link, unlink, list, indent, outdent, and other formatting options.

Path: p

ASSIGNMENT FILES

Attach File Browse My Computer Browse Content Collection

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.

C) Under **Grading** type in Points Possible. Click **Submission Details** to expand it.

GRADING

* Points Possible

Associated Rubrics Add Rubric v

| Name | Type |
|------------------------------------|------|
| Submission Details | |
| Grading Options | |
| Display of Grades | |

D) With Submission Details expanded, select **Check submissions for plagiarism using SafeAssign**. If you want student to be able to see the SafeAssign report, **select Allow students to view SafeAssign originality report for their attempts**. If this is a draft assignment select **Exclude submissions from the Institutional and Global References Database**.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign
*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.*
- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions from the Institutional and Global References Databases



E) Expand **Grade Options** and **Display of Grades**, fill in any info pertaining to your SafeAssign assignment.

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader can enter grades, feedback and notes to students. Users with the ability to reconcile grades can also reconcile grades and set the official grade for the attempt. By default, instructors have the ability to reconcile grades.

- Enable Anonymous Grading
Student names are hidden during the grading process.
- Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

Display of Grades

Grades must be entered using the format selected for Primary display. Grades displayed in both the Grade Center and My Grades. The secondary display option is shown in the Secondary display format.

Display grade as and

and
(displayed in Grade Center)

- Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be included in column calculations and are no longer anonymous.
- Show to students in My Grades
- Show Statistics (average and median) for this item to Students in My Grades




F) Choose optional assignment availability and **Track Number of Views** and hit **Submit** button.

AVAILABILITY

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

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

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel Submit

How do I see a student's submission?

A) Click on **Course Tools**, select **SafeAssign** and click **SafeAssign Items**.

Control Panel

Content Collection >

Course Tools

Recycle Campus Pack Blogs

Recycle Campus Pack Wikis

Rubrics

SafeAssign

Flags

SafeAssign

SafeAssign Items

View SafeAssign Items in this c

B) Click on the name of the assignment located under **Item Name**.

SafeAssign Items

Synchronize this course

Search: Category Any AND Due Date Any 01/08/2015 Go

| Category | Item Name | Due Date | Submissions |
|------------|-------------|----------|-------------|
| Assignment | Home Work 1 | | 1 |

Displaying 1 to 1 of 1 items Show All Edit Paging...

C) Click on the name of the student under User Attempt to see the student's submitted paper or ion or click on green icon to view a SA Report.

View SafeAssign Submissions

Home Work 1

Download All Submissions

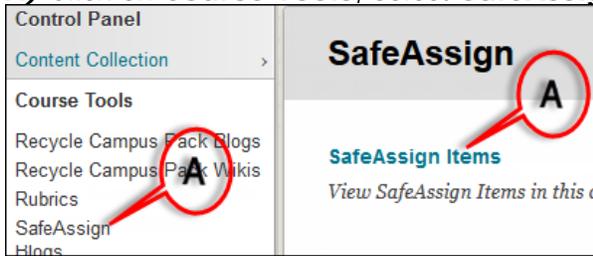
| Student ID | Name | User Attempt | Average Match | Highest Match | SA Report | Submitted |
|------------|-------------|--------------|---------------|---------------|-----------|-----------------------------|
| — | Anna Banana | Anna Banana | 100% | 100% | | Wed, Jan 07, 2015, 03:08 PM |

Another way of viewing the submission through Grade Center. Please see **Inline Grading** section.

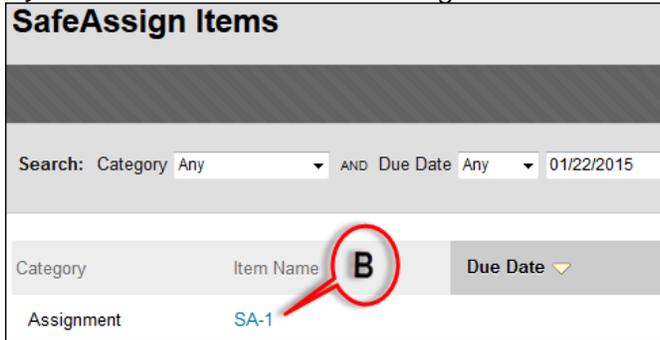
To download all students' submissions:

NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial

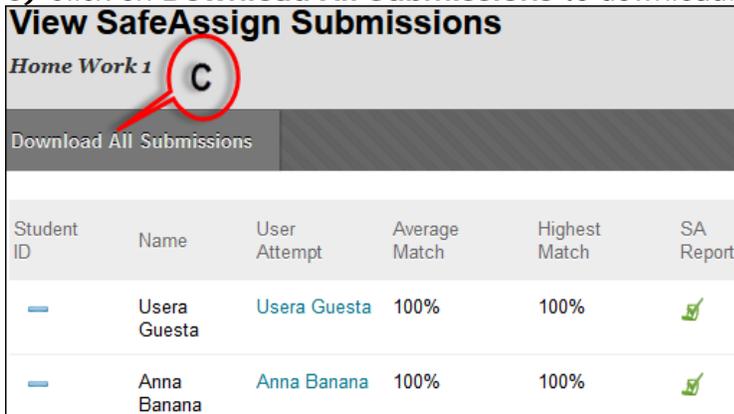
A) Click on Course Tools, select SafeAssign and click SafeAssign Items.



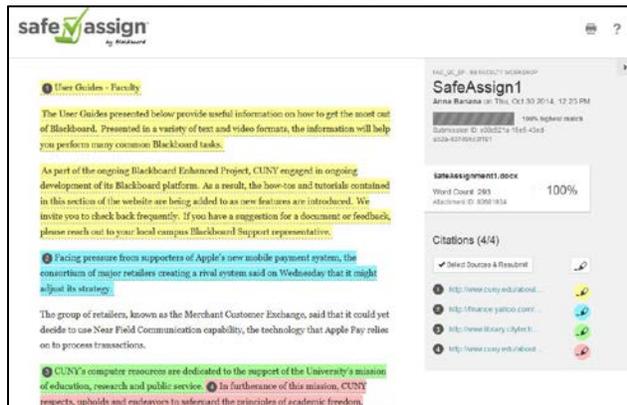
B) Click on the name of the assignment located under Item Name.



C) Click on Download All Submissions to download.



To view the report click on the icon under SA Report of the student you wish to see. Reading the SafeAssign report. The citations are highlighted in different colors. You can uncheck a citation and resubmit the document.



D) To resubmit the document, click on Select Sources & Resubmit.



E) Uncheck the citations you want to remove from the report and click **Resubmit**.

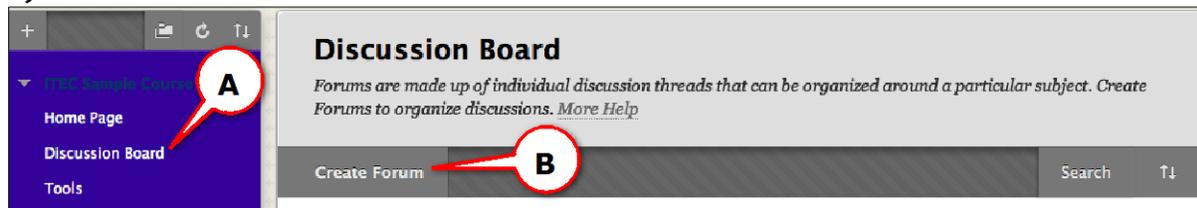


How do I create a Discussion Board forum?

You need to hover over the post/thread to get Search or Refresh options. Also, the Unread Posts are now highlighted. There is a new option that instructors can select: students must create a thread in order to view other threads in the forum. If you select this option, students must post their own answer and thoughts to the discussion board before they can read what other students wrote before them.

A) Click on **Discussion Board**.

B) Click **Create Forum**.



C) Add a **Name** and **Text** to the body with the necessary information.

D) Change the **Forum Availability** and **Settings** as needed.

E) Click **Submit** to complete the process.

Create Forum
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

* Indicates a required field. Cancel Submit

1. Forum Information

* Name

Description

Path: p Words: 0

2. Forum Availability

Available Yes No

Enter Date and Time Restrictions

Display After

Display Until

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies Standard View

Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Alignments Forum alignments

Thread alignments

Subscribe Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Create and Edit Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

Force Moderation of Posts

Additional Options Allow Post Tagging

Allow Members to Rate Posts

4. Submit

Click Submit to proceed. Click Cancel to quit. Cancel Submit

How do I create a group?

Blackboard 9 gives the option to design a group as a self-enroll group that allows students to add themselves; Manual enroll group--the instructor assigns students to a group; Random enroll -- Blackboard randomly enrolls for you after you indicate how many members will be in each group.

A) Click on **Groups**.

B) Point to **Create** and select **Manual Enroll** under **Single Group**.

Groups

You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. [More Help](#)

Create Export Group Settings

Single Group Group Set

Self-Enroll Random Enroll

Manual Enroll Self-Enroll

Manual Enroll

| Members | Self-Enroll | Available |
|---------|-------------|-----------|
| | Yes | Yes |

C) Add a **Name** and **Text** to the body with the necessary info.

D) Select **Yes** to make the group available.

E) Select the tools that you want to make available to the group. Allowing members to add modules to the group page is optional (only the person who added the module can view it).

F) Select the members of the group by clicking users from the **Add Users** pop-up window.

G) Click **Submit** to complete the process.

1. Group Information

Name:

Description:

T T T Arial 12pt

Path: p Words: 0

Group is visible to students: No Yes

2. Tool Availability

- Blogs
 - No grading
 - Grade: Points possible:
- Calendar
- Collaboration
- Discussion Board
 - Allow any group members to create forums
 - Do not allow student group members to create forums
- Email
- File Exchange
- Journals
 - No grading
 - Grade: Points possible:
- Tasks
- Wikis
 - No grading
 - Grade: Points possible:

Tools below are turned off for the course. They can still be turned on/off for the group, but they will not be available until they are turned on for the course.

Commercial Content Tools

3. Module Personalization Setting

Allow individual group members to personalize group space modules

Allow Personalization

4. Group Options

Create smart view for this group

5. Membership

Add Users Remove All Users

| Username | First Name | Last Name | Role | |
|----------|------------|-----------|---------|-------------------------------------|
| 200 | | | Student | <input checked="" type="checkbox"/> |
| 200 | | | Student | <input checked="" type="checkbox"/> |
| 200 | | | Student | <input checked="" type="checkbox"/> |
| 200 | | | Student | <input checked="" type="checkbox"/> |
| 200 | | | Student | <input checked="" type="checkbox"/> |

6. Submit

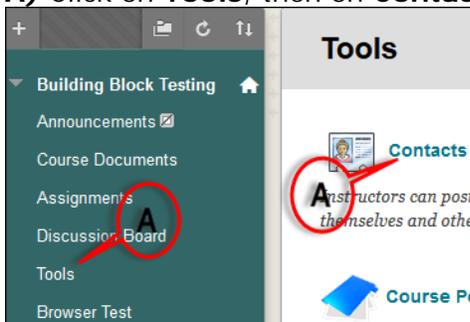
Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

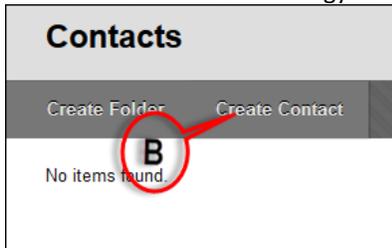
Tools: It is a very important area where an instructor can go to communicate with students and perform many things with few clicks.

How do I create a Contact (Staff Information)?

A) Click on **Tools**, then on **Contacts**.



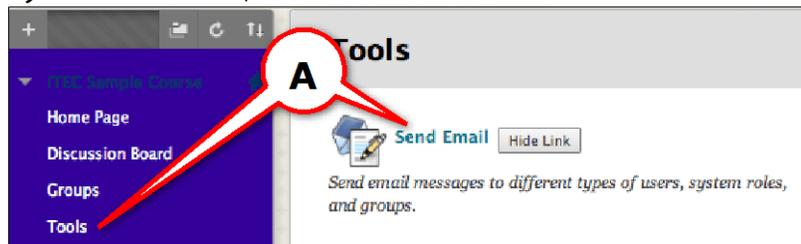
B) Click on **Create Contact**.



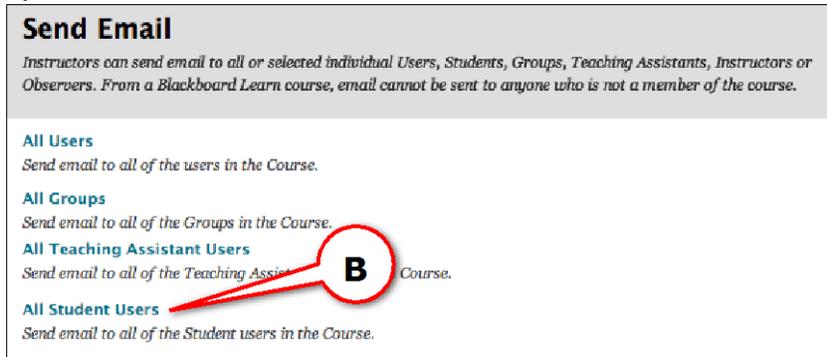
- C) Add the necessary Contact information. Email is the only required field.
- D) Click **Submit** to complete the process. Students see staff information from Tools area.

How do I Send Email to all students?

- A) Click on **Tools**, then on **Send Email**.

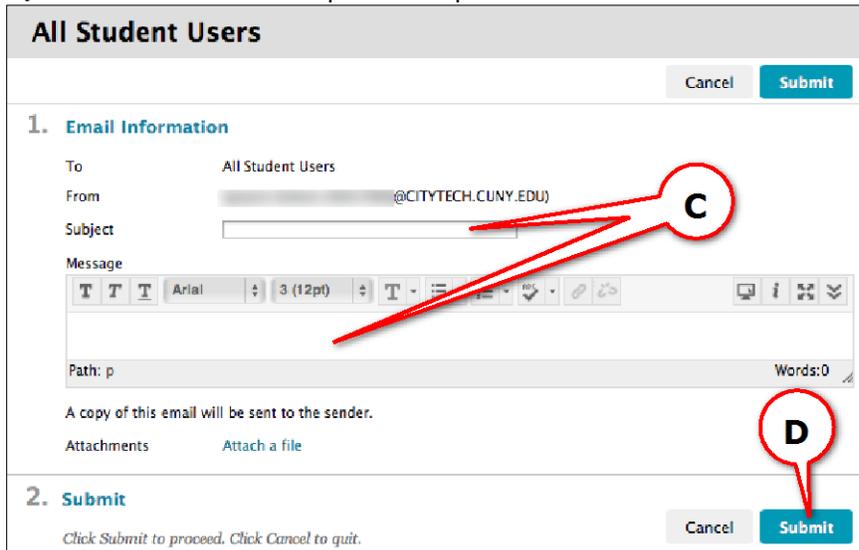


B) Click on All Student Users.



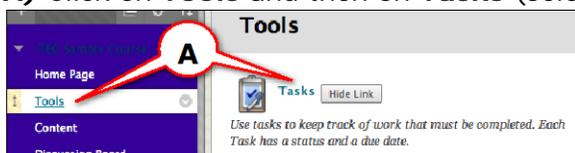
C) Add a Subject and Message to the body with the necessary information. Attaching a file is optional.

D) Click Submit to complete the process.

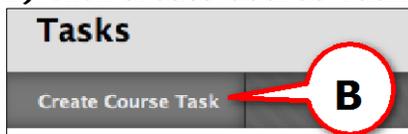


How do I create a Task?

A) Click on Tools and then on Tasks (select more tasks link)



B) Click Create Course Task



C) Type the Task Name and Description.

D) Select a Due Date and Priority.

E) Click Submit.

Create Course Task

1. Task Information

* Task Name

Description

Path: p Words: 0

* Due Date Enter dates as mm/dd/yyyy

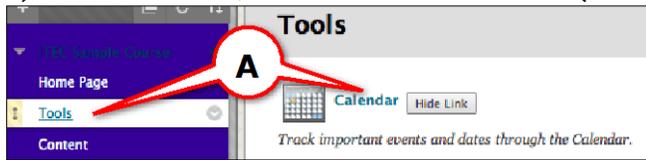
2. Task Options

* Priority

Callout C points to the Description text area. Callout D points to the Due Date field.

How do I create a Calendar event?

A) Click on **Tools**, then click on **Calendar** (then select more calendar events link)



B) Click **Create Course Event**.



C) Type in the **Event Name** and **Description**.

D) Select **Event Date** and **Time**.

E) Click **Save**.

Create Event

Calendar:

Starts: Ends:

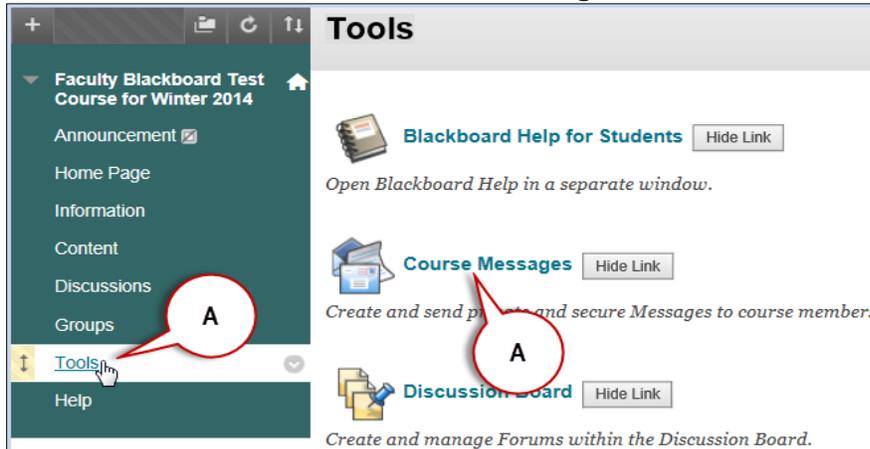
All Day Repeat

Event Description:

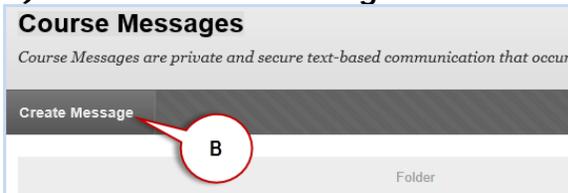
Callout C points to the Event Name field. Callout D points to the Start/End date and time fields.

How do I send a message?

A) Click on **Course Tools**, then on **Messages**.



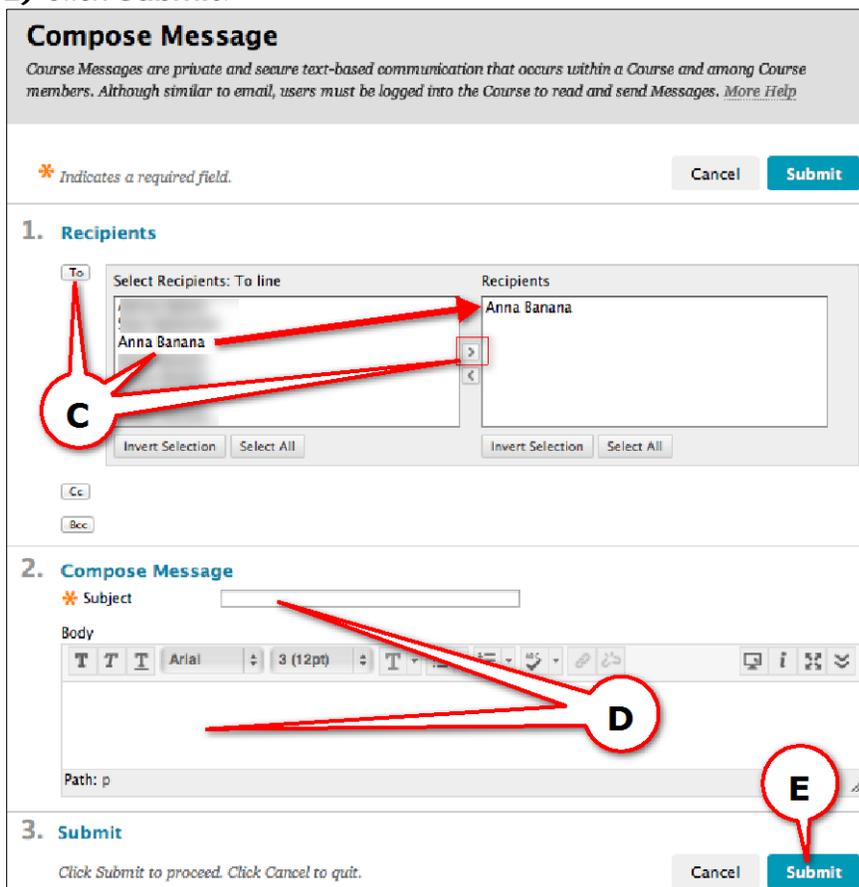
B) Click on **Create Message**.



C) Click on **To** and select the recipient(s) under the **Select Recipients: To line** box. Click on the right arrow to add the recipient(s).

D) Add the **Subject** and **Body** in the text box.

E) Click **Submit**.



What is an Achievement?

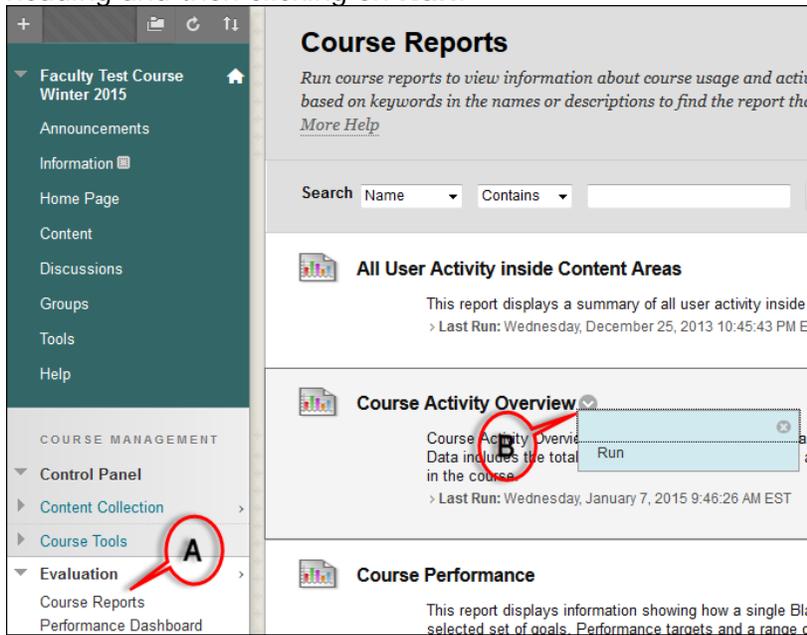
Blackboard Achievement, found under Course Tools, is an indicator of an accomplishment, skill, competency, or interest students complete and achieve. Create achievements for course completion.

Evaluation: It provides the tools an instructor needs to view and get data of the course.

How do I get a Course Report?

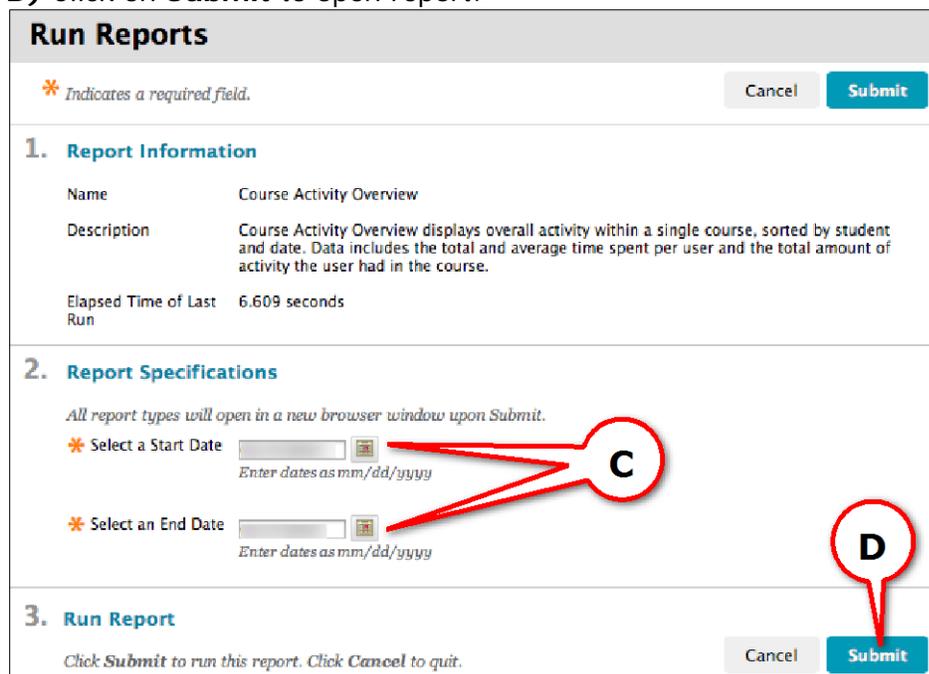
A) Click on **Evaluation**, then on **Course Reports**.

B) Select the type of report you want by clicking on the drop down arrow next to the heading and then clicking on **Run**.



C) Change the **start and end dates** as needed.

D) Click on **Submit** to open report.



Run Reports

* Indicates a required field.

Cancel Submit

1. Report Information

| | |
|--------------------------|---|
| Name | Course Activity Overview |
| Description | Course Activity Overview displays overall activity within a single course, sorted by student and date. Data includes the total and average time spent per user and the total amount of activity the user had in the course. |
| Elapsed Time of Last Run | 6.609 seconds |

2. Report Specifications

All report types will open in a new browser window upon Submit.

* Select a Start Date Enter dates as mm/dd/yyyy

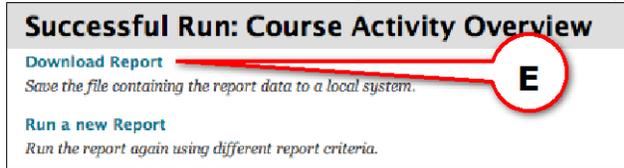
* Select an End Date Enter dates as mm/dd/yyyy

3. Run Report

Click **Submit** to run this report. Click **Cancel** to quit.

Cancel Submit

E) Click on **Download Report** to save the report.

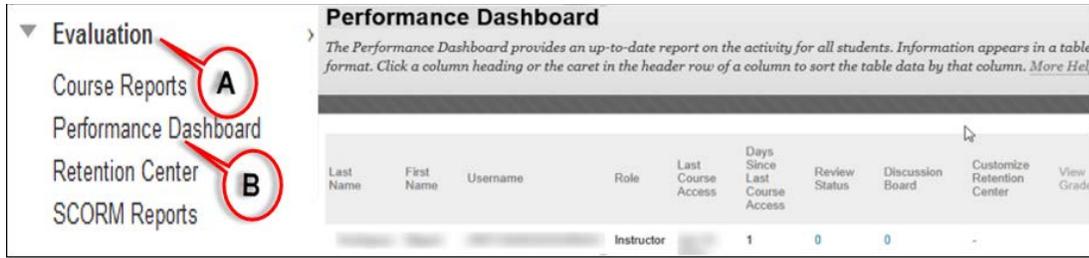


How do I use Performance Dashboard?

Performance Dashboard gives you a quick view of user activity of a course.

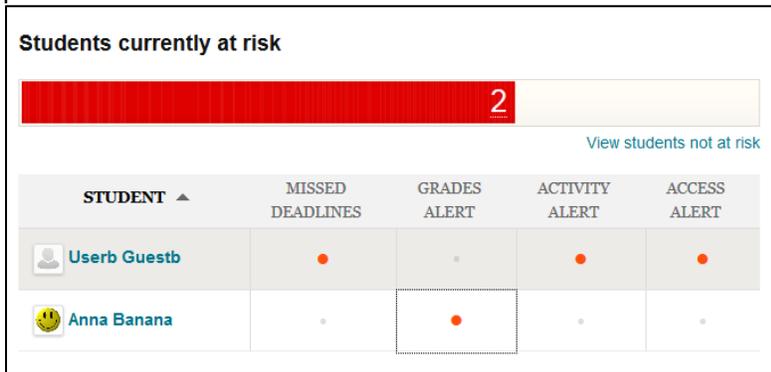
A) Click on **Evaluation**.

B) Click on **Performance Dashboard**.



What is a Retention Center?

Retention Center shows the instructors which students are at risk. It is the upgraded version of the previous Early Warning System. From Control Panel, click Evaluation then select retention Center. The retention center will show a chart of the students at risk and the problem areas.



NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial
Click on an area to see more information

| STUDENT | MISSED DEADLINES | GRADES ALERT | ACTIVITY ALERT | ACCESS ALERT |
|--------------|------------------|--------------|----------------|--------------|
| Userb Guestb | ● | ● | ● | ● |
| Anna Banana | ● | ● | ● | ● |

MATCHING RISK FACTORS

- External Grade is 25% below class average 29.37%
29.37% lower than class average of 46.63%

Total Grade: 17.25%
29.37% lower than class average of 46.63%

★ Monitor ✉ Notify

Alternatively, Retention Center can be viewed from the Blackboard Home page.

How to create a Retention Center Rule?

A) Click on **Evaluation** to expand the menu and select **Retention Center**.

B) Click on **Customize** located on the right hand side.

C) Hover mouse over **Create Rule** then select the type of the rule you want to create. For this demo click on **Grade Rule**.

Customize Retention Center
You can use the four default rules to begin receiving

Create Rule ▾

- Course Activity Rule
- Grade Rule
- Course Access Rule
- Missed Deadline Rule

D) Under **Rule Information**, enter a name for the rule and click Yes to **Include in Risk Table**.

Add Grade Rule

Grade rules are based on a defined score for any grade their observers. [More Help](#)

* Indicates a required field

RULE INFORMATION

* Rule Name

Rule Type

Included in Risk Table Yes No

D) Under **Rule Criteria**, select a grade item either final grade or a specific item; and define the grade criteria to specify a threshold or use an average. Once done, hit **Submit** button.

RULE CRITERIA

To define the score threshold for a particular Grade Center item, first select the item from the drop-down list. Possible points for the items appear in parentheses.

* Select Grade Monitor Final Grade Monitor Specific Item

* Define Criteria Set Grade Value Use Average Grades

Grade is Points

Click **Submit** to proceed. Click **Cancel** to go back.

How can I use Inline Grading?

Comments can be added to the student's documents without having to download the document, and students will see all the comments in a PDF. Students can upload their assignments as Microsoft Word, PDFs and PowerPoint Presentation files.

A) From **Full Grade Center**, locate the assignment and click a student's **Attempt**.

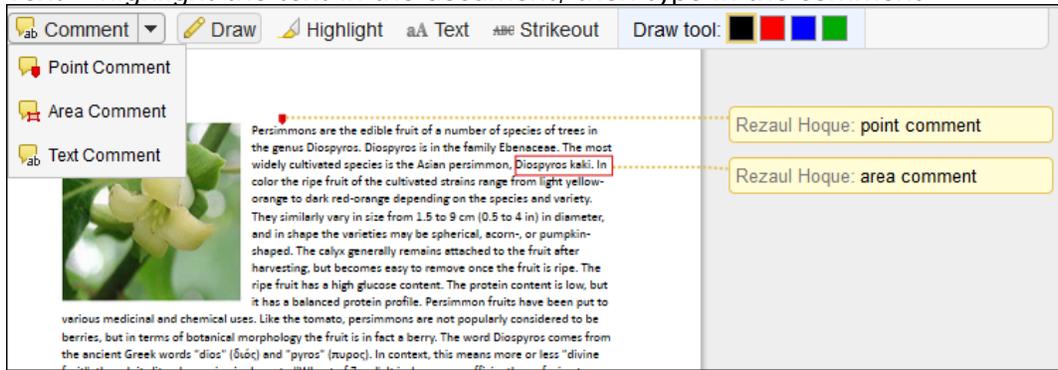
| Grade Information Bar | | | | | | | Last Saved: January 7, 2015 3:08 PM |
|-----------------------|------------|-----------------|--------------|----------------|-------|-------------|---|
| Last Name | First Name | Last Access | Availability | Weighted Total | Total | Home Work 1 | |
| Banana | Anna | January 7, 2015 | Available | -- | -- | | <input type="button" value="View Grade Details"/> |
| Guesta | Usera | | Available | -- | -- | | <input type="button" value="Exempt Grade"/> |
| Hoque_PreviewUse | Rezaul | January 7, 2015 | Available | -- | -- | | <input type="button" value="Attempt 1/7/15"/> |

To add text and comments, click on the Comment button. There are 3 comment tools: Point, Area and Text. Click on Comment then select one of the three.

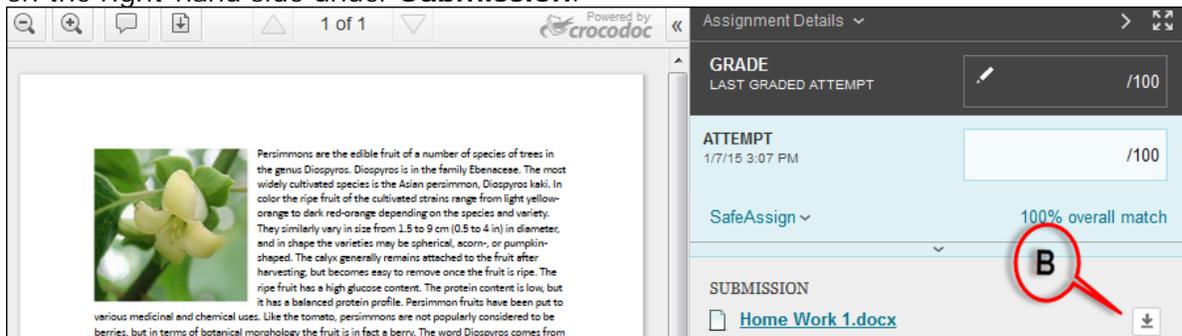
Point – click to place the pointer, then type in the comment.

Area – drag the mouse over an area to create a box, then type in the comment

NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial Text – highlight the text in the document, then type in the comment



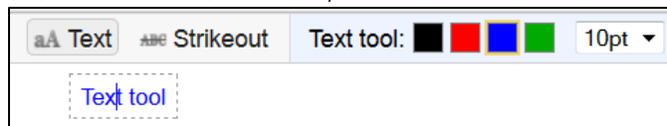
B) To download the original, click on the download button  next to the document name on the right-hand side under **Submission**.



Draw tool – Click on the Draw icon, select a color and start drawing. Click complete when done with drawing.



Text tool – Click on text, select a color and font size, then click on an area and type in text

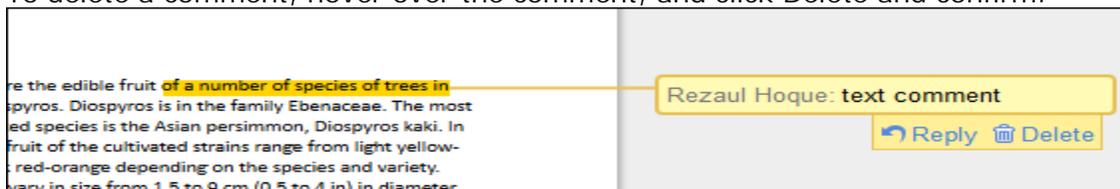


Strikeout tool – Click on Strikeout, then drag the mouse over the words to strikeout on the document

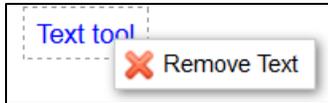
Highlight tool – Click on Highlight, select a color then drag the mouse over the words to highlight them on the document.

Deleting an annotation:

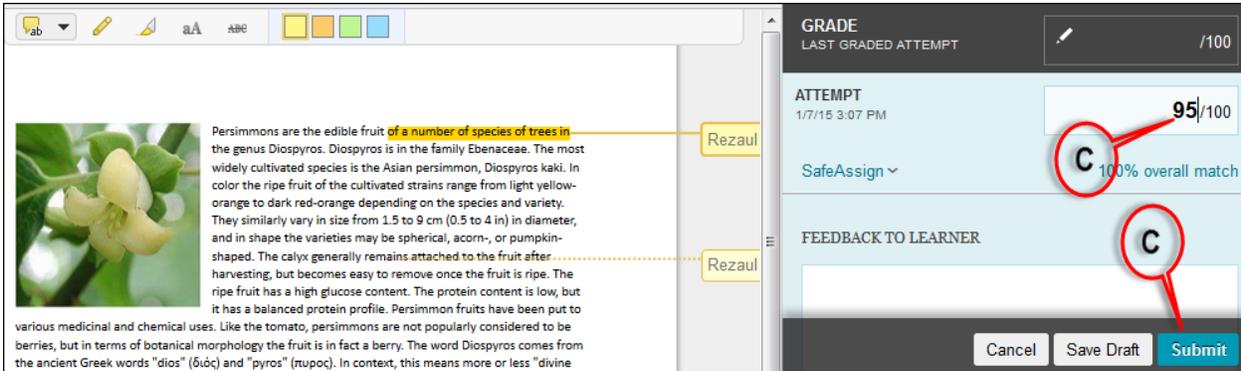
To delete a comment, hover over the comment, and click Delete and confirm.



NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial
 To delete drawings, text, strikeouts and highlights, right click on it, click Remove and confirm



C) After all grading is done on the document, enter a grade on the right-hand side, click Submit to save.



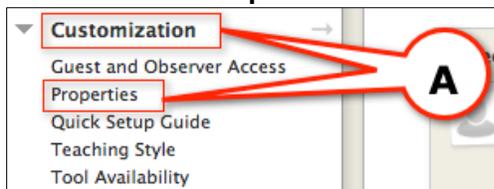
Customization: It is one of the most important but least visited areas of Blackboard. This is the place an instructor needs to visit to make a course available to students.

How do I make my Course Available to students?

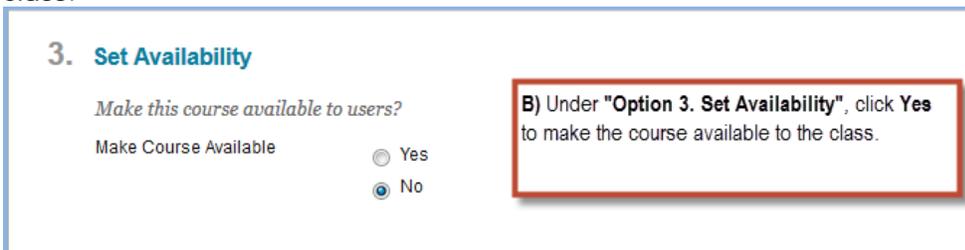
Click the course you want to make it available for students. Make sure the **Edit Mode** is **ON**.



A) Click on **Customization** to open the drop down menu in the **Control Panel**, and then click **Properties**.

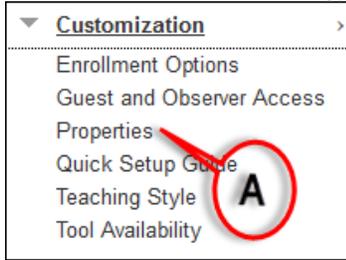


B) Under "**Option 3. Set Availability**", click **YES** to make the course available to the class.

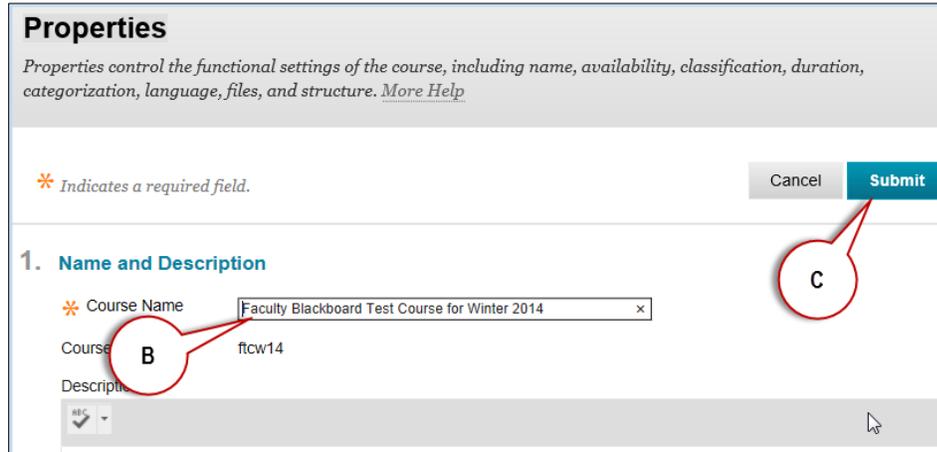


How do I change my course name?

A) Click on Customization, then click Properties.



- B) Change the Course Name.
- C) Click on **Submit**.



How do I add a Course Banner?

- A) Click on **Customization** then select **Teaching Style**.
- B) Click on **Browse My Computer** to locate a banner

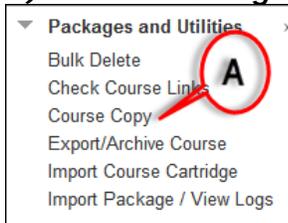


- C) Click **Submit** button after selecting your image.

Packages and Utilities: It is a very useful area that includes many tools to save time for the instructors.

How do I copy my course?

- A) Click on **Packages and Utilities**, then click on **Course Copy**.



- B) Select **Copy Course Materials into an Existing Course** from the **Select Copy Type** drop down menu.
- C) Type in the **Destination Course ID** or click **Browse** to search the course ID. Once the course is found, click on the **radio** button and then click on **Submit**.

NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial

D) Select and check the areas you want to include in the copy process.

Do not include *Enrollments in the Copy or you will copy all previous (old) students into your new course in addition to the new students.

E) Click on **Submit**. You'll receive a **verification email** that process has been completed.

The screenshot shows the 'Copy Course' interface with the following sections and annotations:

- 1. Select Copy Type:** A dropdown menu is set to 'Copy Course Materials into an Existing Course', annotated with a red circle and the letter **B**.
- 2. Select Copy Options:**
 - Destination Course ID:** A text field with a 'Browse' button, annotated with a red circle and the letter **C**.
 - Select Course Materials:** A list of checkboxes for various content areas. 'Content Areas' is checked, annotated with a red circle and the letter **D**.
 - File Attachments:** A section with radio buttons for 'Copy links to Course Files', 'Copy links and copies of the content', and 'Copy links and copies of the content (include entire course home folder)'. The second option is selected.
 - Enrollments:** A section with a checkbox for 'Include Enrollments in the Copy', which is unchecked.
- 3. Submit:** A yellow box highlights the 'Include Enrollments in the Copy' checkbox with the text '*Do not click this option.' A red circle with the letter **E** is positioned over the 'Submit' button.

What is Date Management?

This tool changes dates of any item that is date restricted or has a due date in it. Use it for Course Copy.

Click Course Tools from the Course Control Panel then click Date Management

NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial Select List All Dates for Review and click Start. If you do not see Select Date Adjustment Option, click Run Date Management Again button.

Date Management

Automatically adjust all content and tool dates for this course. Select **Use Course Start Date** or **Adjust by Number of Days** to adjust the dates accordingly. You can also review all dates and adjust them later. [More Help](#)

Select Date Adjustment Option

Use Course Start Date (?)
 Adjust by Number of Days (?)
 List All Dates For Review (?)

Start

Ready to get started?

Click Next when date management progress is done.

Date Management Progress

Date Management process status for course name: Faculty Collaborate Workshop

100%

✔

Date Management process completed successfully 2 seconds

Processing will continue to run in the background, even if you choose to leave this page. You will always receive an email reminder once processing has completed.

Any item that has a date restriction or due date will be listed

| NAME | DUE | STARTS | ENDS |
|--|---|---|---|
| <input type="checkbox"/> Assignment 1 <small>Assignment</small> | 8 NOV 2013 <small>Fri 12:35 PM</small> | | |
| <input type="checkbox"/> Midter Exam <small>Announcements</small> | | 20 OCT 2013 <small>Sun 01:12 PM</small> | 26 OCT 2013 <small>Sat 11:59 PM</small> |
| <input type="checkbox"/> Midterm <small>Test</small> | 24 SEP 2013 <small>Tue 11:59 PM</small> | | |

To edit the dates, click on the Edit Dates button next to the item. Edit the date(s) and click on green check mark (Submit button) to save.

Midter Exam

Availability Starts: Availability Ends:

Assignment 1

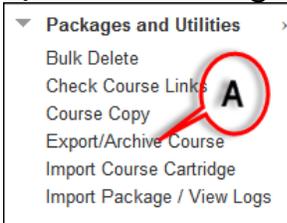
Due: Availability Starts: Availability Ends:

After changes have been made, you will see the new dates and under the name it will say Updated.

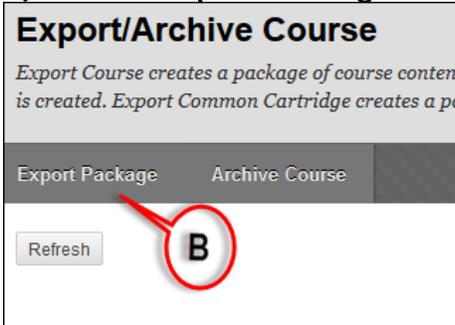
| NAME ▲ | DUE | STARTS | ENDS |
|--|-------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Assignment-1 Assignment Updated | | 28 NOV 2013 Thu 11:59 PM | 31 DEC 2013 Tue 11:59 PM |
| <input type="checkbox"/> ddd Assignment | 9 DEC 2013 | Mon 12:00 AM | |

How do I Export my course (Export allows you to select files)?

A) Click on Packages and Utilities, then click on Export/Archive Course.

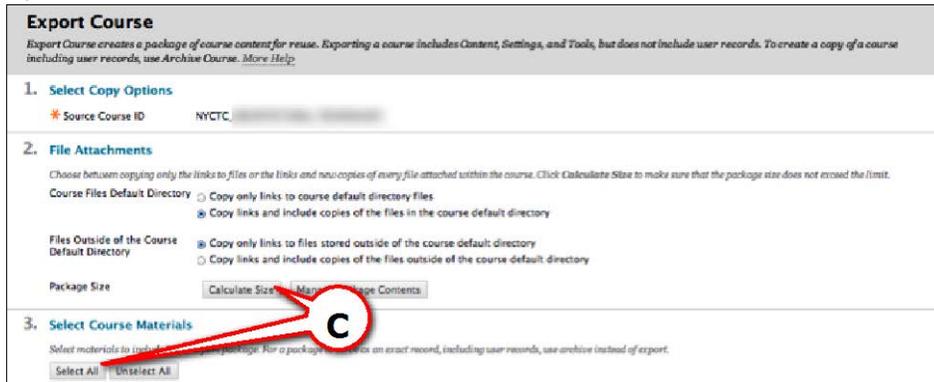


B) Click on Export Package.



C) If needed, click Calculate Size to check the file size of the course. Select the Course Materials to export.

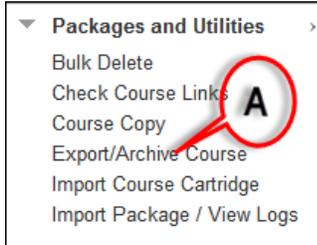
D) Click on Submit.



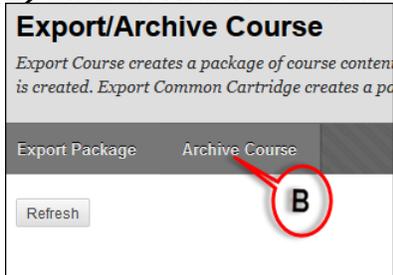
Note: 25 MB is the file size limit for a single file.

How do I Archive my course (an archive includes all files except Grade Center, which you must select)?

A) Click on Packages and Utilities, then click on Export/Archive Course.



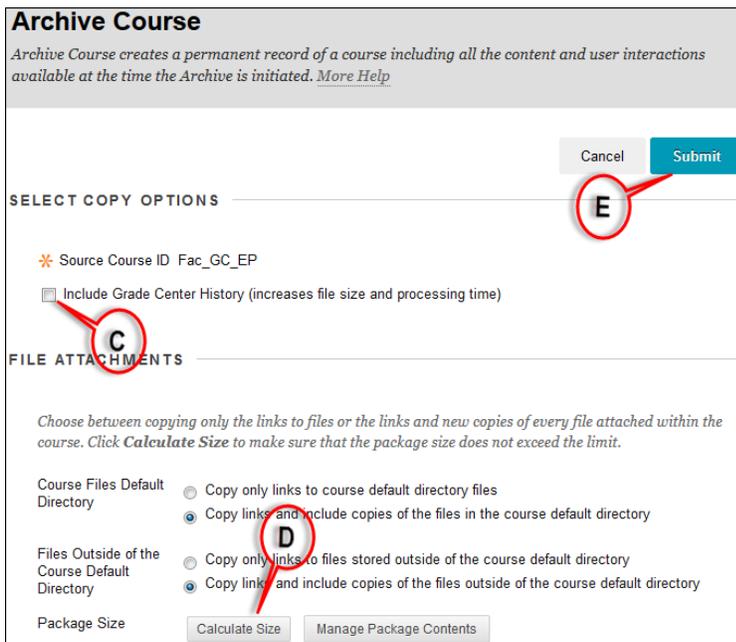
B) Click on Archive Course.



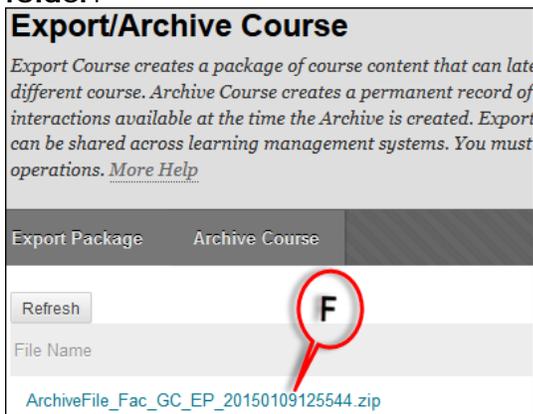
C) Click on the small box to Include Grade Center History.

D) If needed, click Calculate Size to check the file size of the course.

E) Click on Submit. A notice will appear on the screen saying "This action has been.."



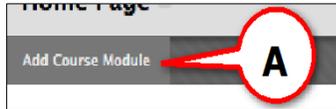
F) Click on the Course Name, then it will save the exported zip file to your download folder.



Note: 25 MB is the file size limit for a single file.

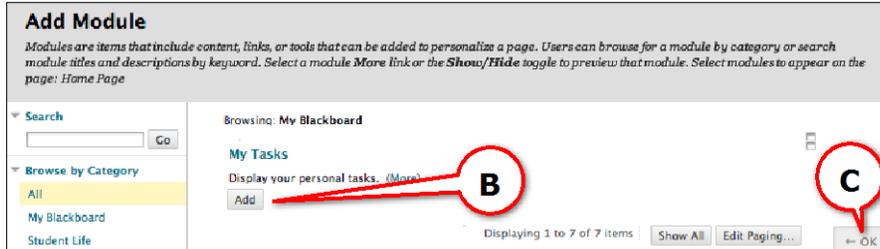
How do I add a Module to my Homepage?

A) While on the homepage click “Add Course Module” →



B) Click on “+Add” under the Module that you would like to add.

C) Click **OK** to submit.



What's in my Modules?

A) **The “My Announcements”**: All announcements from the past seven days will here.

B) **The “My Task”**: All upcoming task will appear here.

C) **The “What's New” Module**: Every time you post an announcement, assignment, etc. within a content area a notification will appear.

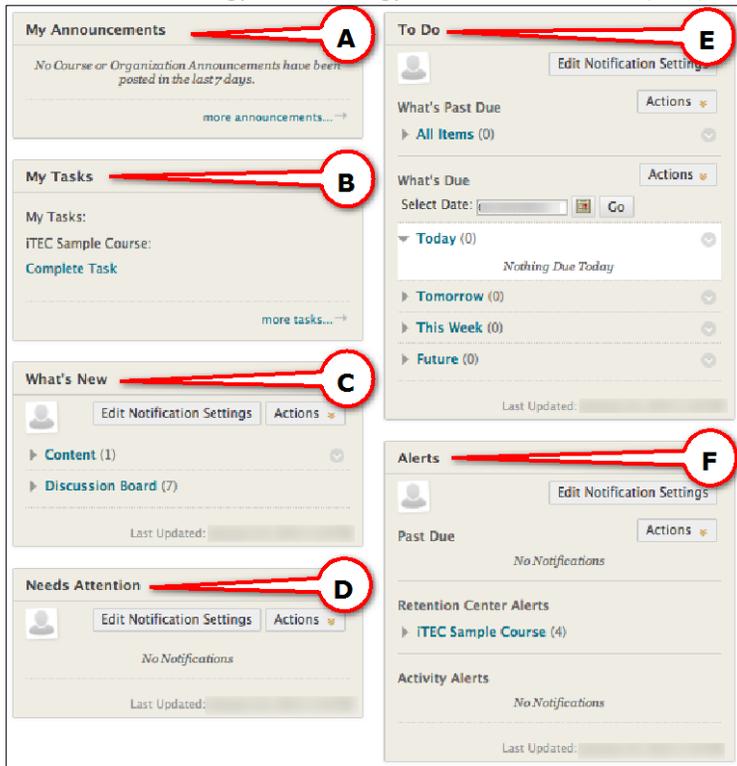
D) **The “Needs Attention” Module**: Shows a notification when a student submits an assignment that needs your attention for grading.

E) **The “To Do” Module**:

- **What's Past Due:**
 - o Shows a notification to the students whenever an assignment is past due (Must have the Due Date set up in the assignment)
- **What's Due:**
 - o Shows a notification to the students whenever an assignment is due within the week or by the due date. (Must have the Due Date set up in the assignment)

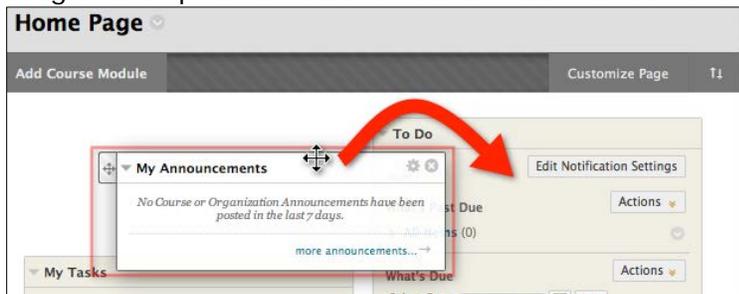
F) **The Alerts Module**:

- **Past Due Alerts:**
 - o Shows a notification when an assignment is past due. In order for this to work you will have to set up due dates on assignments.
- **Early Warning System:**
 - o Shows a notification when a student meets the criteria of the rule set within the Early Warning System.
- **Activity Alerts:**
 - o Shows when you have created “**Last Access Rule**” and the students meet the criteria of the rule set. See How to set up an Early Warning Rule section.



How do I arrange the modules?

Drag and drop the module. You must have the latest version of Java installed.



How do I change the Theme of the modules?

A) While on the Home page click on **“Personalize Page”**.



B) Select your theme

C) Click **Submit** (Within the course, select **Customize Page**).

Blackboard Collaborate:

Automatically each course has a course room already created, as well as a room for the course instructor. The course and instructor’s rooms by default are available as long as the course is available. Students will enter as participants, instructors will enter as moderators. To change the settings, click Edit Room. To invite outside guests, click Allow Guests. You

NYCCT Instructional Technology & Technology Enhancement Center (iTEC), Blackboard, Faculty Tutorial will send Guests an emails with the link to the room.

Blackboard Collaborate

Blackboard Collaborate offers a robust tool set that allows you to web conference and connect with one student or your entire class. You and your students can collaborate using audio, video, and recording capabilities. You can also use private and public chat, a whiteboard, application sharing, a clip art library, and the ability to add and edit content at any time. [More Help](#)

| | | |
|---|---|--|
|  Course Room Launch Room <small>Edit Room Add Link Allow Guests</small> |  Evelyn Pak's Room Launch Room <small>Edit Room Add Link Allow Guests</small> |  Schedule a Session Create Session <small>Set Defaults</small> |
|---|---|--|

A new session can be created by clicking on Create Session. Defaults can be preset for these sessions by clicking on Set Defaults before creating the rooms. Visit the CUNY website at <http://cuny.edu/about/administration/offices/CIS/functions/bb/userguides/faculty.html> for additional help, or email itec@citytech.cuny.edu.