

Online@A-BTech Instructor's Blackboard Quick Reference

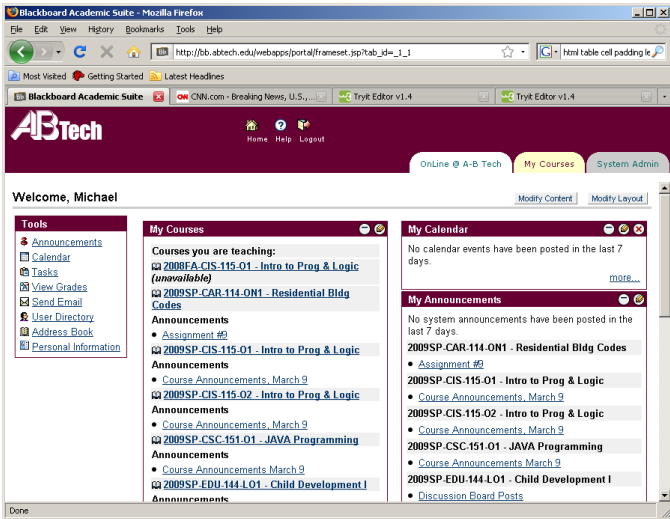
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Getting Started



Customizing Your "Online@A-BTech" Page Contents

1. On your "Online@A-BTech" page, click **Modify Content**
2. Select the modules you want to display
3. Clear boxes for the modules you want to remove
4. Click **Submit**

Customizing Your " Online@A-BTech " Page Layout

1. On your " Online@A-BTech " page, click **Modify Layout**
2. Make changes to the layout options
3. Click **Submit**

Modifying Your "My Courses" List

1. On your " Online@A-BTech " page, click the pencil icon in the **My Courses** module



2. Check mark those items to be displayed in the **My Courses** module
3. Click **Submit**

Changing Your Password

On your " Online@A-BTech " page, click Personal Information in the Tools menu. Click "Change Password"

Customizing Your Course Site

Customizing the Course Menu

The Course Menu appears on the left side of a course Web site. Content and tools are accessed from the **Course Menu** but managing content and tools is done through the **Course Control Panel**.

1. Within a course site, click **Control Panel**
2. Click **Manage Course Menu** in the **Course Options** area
3. In the **Add** area, do any of the following:
 4. To add a new content area menu item click **Content Area**
 5. To add a new tool link menu item click **Tool Link**
 6. To add a course link menu item click **Course Link**
 7. To add an external link menu item click **External Link**
 8. To reorder the items in the **Course Menu**, click the arrow on the number box to the left of the menu item and select the order number
 9. To modify/remove existing menu items, click the appropriate **Modify** or **Remove** button to the right of the menu item

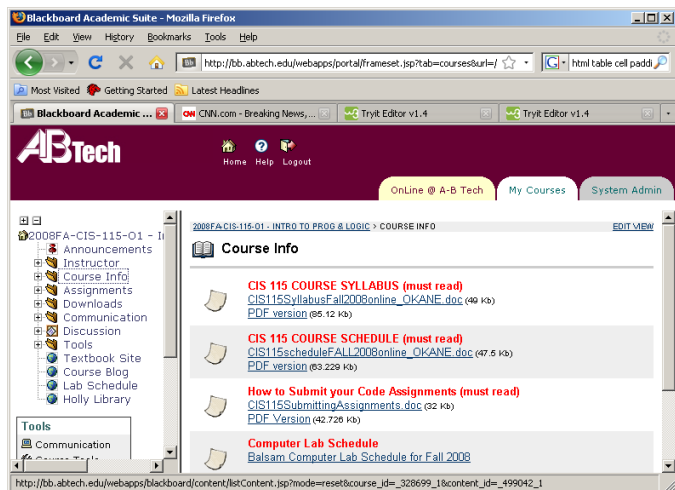


Customizing the Course Design

1. Within a course site, click **Control Panel**
2. Click **Course Design** in the **Course Options** area
3. Make design selections
4. Click **Submit**
5. Click **OK** to return to the **Control Panel** page
6. *Optional:* To add a banner graphic to the opening course page, click **Course Banner**
7. Click **Browse**
8. Locate and select the file
9. Click **Open**
10. Click **Submit**
11. Click **OK**

Using Quick Edit

The **Quick Edit** feature allows instructors to make changes to course content while in the student course view without having to go through the **Control Panel**. When you click on the various menu items in your course, you will see an Edit View at the top right of each screen.



Course Tools

Creating an Announcement

1. Within a course site, click **Control Panel**
2. Click **Announcements** in the **Course Tools** area
3. Click **Add Announcement**
4. Enter a **Subject**
5. Enter text in the **Message** text box
6. Select desired settings in the **Options** section
7. *Optional:* To create a **Course Link** click **Browse** next to the **Location** text box, select the course location to link to, and click **Submit**
8. Click **Submit**
9. Click **OK**

Creating a Staff Profile

1. Within a course site, click **Control Panel**
2. Click **Staff Information** in the **Course Tools** area
3. Click **Profile**
4. Enter **Profile Information**
5. Select desired settings in the **Options** section (*Note:* an **Image** and/or a **Personal Link** can be added)
6. Click **Submit**
7. Click **OK**

Digital Dropbox – Sending a File

1. Within a course site, click **Control Panel**
2. Click **Digital Dropbox** in the **Course Tools** area
3. Click **Send File**
4. Select a user in the **To** box, *Note:* Multiple users can be selected - hold down the Ctrl key and click on user names
5. Do one of the following:
 - ✓ **Select File** - Click arrow on the **Select File** box and select from file(s) already in the **Digital Dropbox**
 - ✓ **Upload New File** - Enter name in the **Name** text box, click **Browse**, double-click on file to be sent
6. *Optional:* Enter comments in the **Comments** text box
7. Click **OK**

Note: To add a file to be sent to users at a later time, click **Add File**

Course Content

Creating/Editing Content within a Course Site



Add Folder

1. Click **Control Panel**
2. Click desired **Content Area** (e.g Course Documents, Course Information, or Assignments)
3. Click **Folder**
4. Click the arrow on the **Name** text box and select a name or **Enter Name** in the blank text box
5. *Optional:* Enter text in the **Text** box and/or paste text into the **Text** box
6. Select desired settings in the **Options** section
7. Click **Submit**
8. Click **OK**

Note: To add content to a **Folder**, click on the **Folder** name to open it and then add desired **Content** item(s)

Add Item

1. Click **Control Panel**
2. Click desired **Content Area**
3. Click **Item**
4. Click the arrow on the **Name** text box and select a name or **Enter Name** in the blank text box
5. Enter text in the **Text** box and/or paste text into the **Text** box
6. Select desired settings in the **Options** section
7. Click **Submit**
8. Click **OK**

Attach File

1. Click **Control Panel**
2. Click desired **Content Area**
3. Click **Item**
4. Click the arrow on the **Name** text box and select a name or **Enter Name** in the blank text box
5. *Optional:* Enter text in the **Text** box and/or paste text into the **Text** box
6. Click **Browse**
7. Locate and select the file
8. Click **Open**
9. *Optional:* Enter a name in the **Name of Link to File** text box
10. Select desired settings in the **Options** section
11. *Optional:* Click the arrow on the **Special Action** box and select how the file should be displayed
12. Click **Submit**
13. Click **OK**

External Link

1. Click **Control Panel**
2. Click desired **Content Area**
3. Click **External Link**
4. Enter a name for the link in the **Name** text box
5. Enter the full website address in the **URL** text box
6. *Optional:* Enter a description of the link in the **Description** text box
7. Select desired settings in the **Options** section
8. Click **Submit**
9. Click **OK**

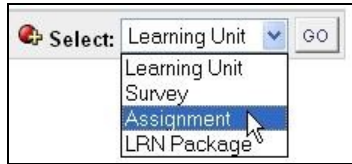
Course Link

1. Click **Control Panel**
2. Click desired **Content Area**
3. Click **Course Link**
4. Click the arrow on the **Name** text box and select a name or **Enter Name** in the blank text box
5. *Optional:* Enter text in the **Text** box and/or paste text into the **Text** box
6. Click **Browse**
7. Select a course location to link to
8. Select desired settings in the **Options** section
9. Click **Submit**
10. Click **OK**

Assignments

Creating an Assignment

1. Click **Control Panel**
2. Click desired **Content Area** (e.g Course Documents, Assignments)
3. From the drop-down list on the right side of the page, select **Assignment**
4. Click **Go**
5. Enter a name in the **Name** text box
6. Enter **Points Possible**
7. Enter instructions in the **Instructions** text box
8. Select desired settings in the **Options** section
9. *Optional:* **Attach** a file
10. Click **Submit**
11. Click **OK**



Note: A column will automatically be generated for the **Assignment** in the **Gradebook**

Reviewing and Grading Assignments

1. Click **Control Panel**
2. Click **Gradebook**
3. Click on the individual student entry in the Gradebook column associated with the Assignment
4. Enter the student score in the **Grade** column and/or access the Assignment by clicking on **View**

Gradebook

Adding a Gradebook Item

1. Click **Control Panel**
2. Click **Gradebook** in the **Assessment** area
3. Click **Add Item**
4. Enter a name in the **Item Name** text box
5. Select a **Category** type from the drop down list
6. *Optional:* Enter a description
7. Select a **Date** for the item
8. Enter **Points Possible**
9. Select a **Display As** option from the drop down list
10. Select **Yes** or **No** to **Make item available to users**
11. Select **Yes** or **No** to **Include item in Gradebook score calculations**
12. Click **Submit**
13. Click **OK**

Downloading the Gradebook

1. **Control Panel**
2. Click **Gradebook** in the **Assessment** area
3. Click **Download Grades**
4. **Select Delimiter** type for the downloaded file
5. Click **Download**

6. Click **Save** (*Note:* this step may differ depending on your Windows settings)
7. Select the location where the file is to be saved
8. Click **Save** (*Note:* The resulting file will be a Comma Separated Value (.csv) file. This .csv file can be opened in NotePad, Excel, SPSS, etc.
9. Click **OK**

Assessment

Creating a Test

1. Click **Control Panel**
2. Click **Test Manager** in the **Assessment** area
3. Click **Add Test**
4. *Optional:* Add a test **Description** and test **Instructions**
5. Click **Submit**
6. *Optional:* Click **Creation Settings** to set default settings for point values, use of images, individual answer feedback and/or adding categories/keywords to questions
7. **Add** questions, by choosing the question type from the drop down list (*Note:* If adding previously created questions, select **Random Block**, **From a Question Pool** or **Assessment**, or **Upload Questions**)
8. Click **Go**
9. Enter the **Question Text**
10. Set the **Point Value**
11. Add the **Answer(s)** and indicate the **Correct Answer** if applicable
12. *Optional:* Enter **Feedback** information
13. Click **Submit** (*Note:* In some cases, you will click a **Continue** button to complete the test question)
14. To add additional questions, repeat steps 7-13.
15. *Note:* A test will not be available to students until it is deployed in a content area.

Deploying a Test in a Content Area

1. Click **Control Panel**
2. Click desired **Content Area** (e.g Course Documents, Course Information)
3. Click **Test**



4. Select the appropriate test in the **Add Test** box
5. Click **Submit**
6. Click **OK**
7. Click [Modify the Test options](#)
8. Enter/modify the **Test Name** and **Description**
9. Select the appropriate **Test Availability**, **Test Feedback** and **Test Presentation** options
10. Click **Submit**
11. Click **OK**
12. Click **OK**

Course Options

Archiving a Course

At any point during a course and most importantly at the end of a course, use the Archive feature to save a backup of the course.

1. Click **Control Panel**
2. Click [Archive Course](#) in the **Course Options** area
3. Click **Archive**
4. Click **Submit**

(Note: an email will be sent to when the Archive is complete)

5. Once the Archive is completed, click **Control Panel**
6. Click **Archive Course**
7. Click on the **File Name** of the Archived Course
8. Click **Save**
9. Save to your hard drive, flash drive, or CD
10. Contact Blackboard Assistance if the course site should ever need to be put on the Blackboard server.

Discussion Board

Creating a Forum

1. Click **Control Panel**
2. Click **Discussion Board** in the **Course Tools** area
3. Click **Add Forum**
4. Enter a title in the **Title** text box
5. Enter a title in the **Description** text box
6. Select options under **Forum Settings**
7. *Optional:* Modify **Forum User Settings**

Note: Within a **Forum**, click on the **Show Options** tab located in the upper right hand corner of the **Discussion Board** to display the **Discussion Board Options menu**



Creating a Discussion Thread

1. Click **Control Panel**
2. Click **Discussion Board** in the **Course Tools** area
3. Click the appropriate **Forum Title**
4. Click **Add New Thread**
5. Enter a subject in the **Subject** text box
6. Enter a message in the **Message** text box
7. *Optional:* Add a file attachment
8. Click **Submit**

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