

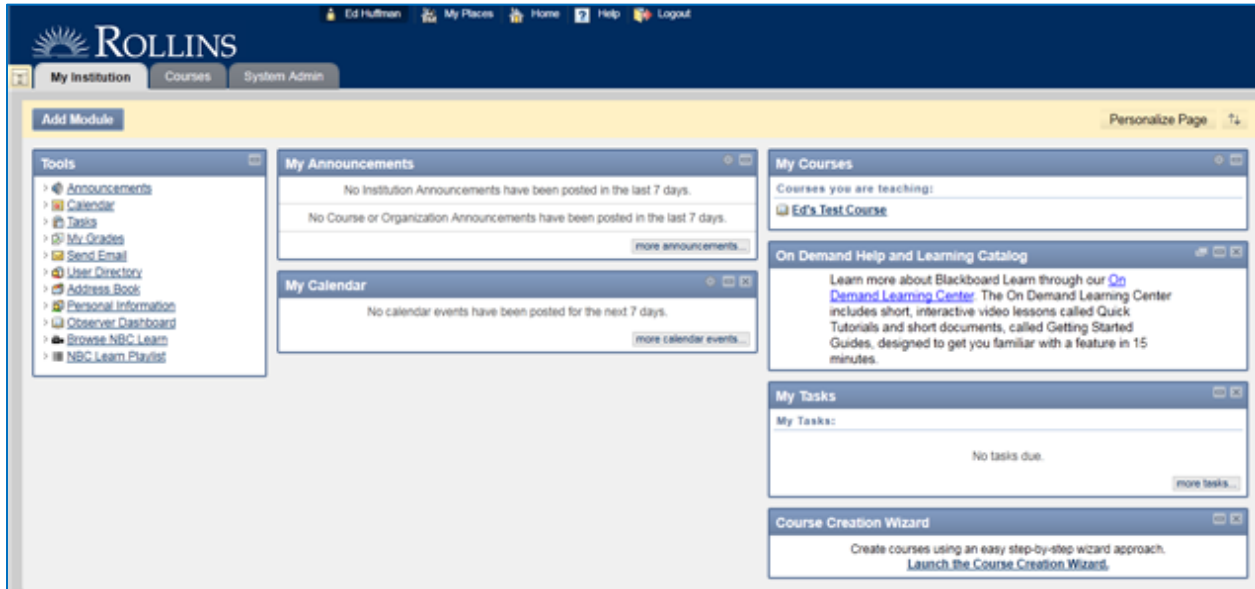
BlackBoard 9.1

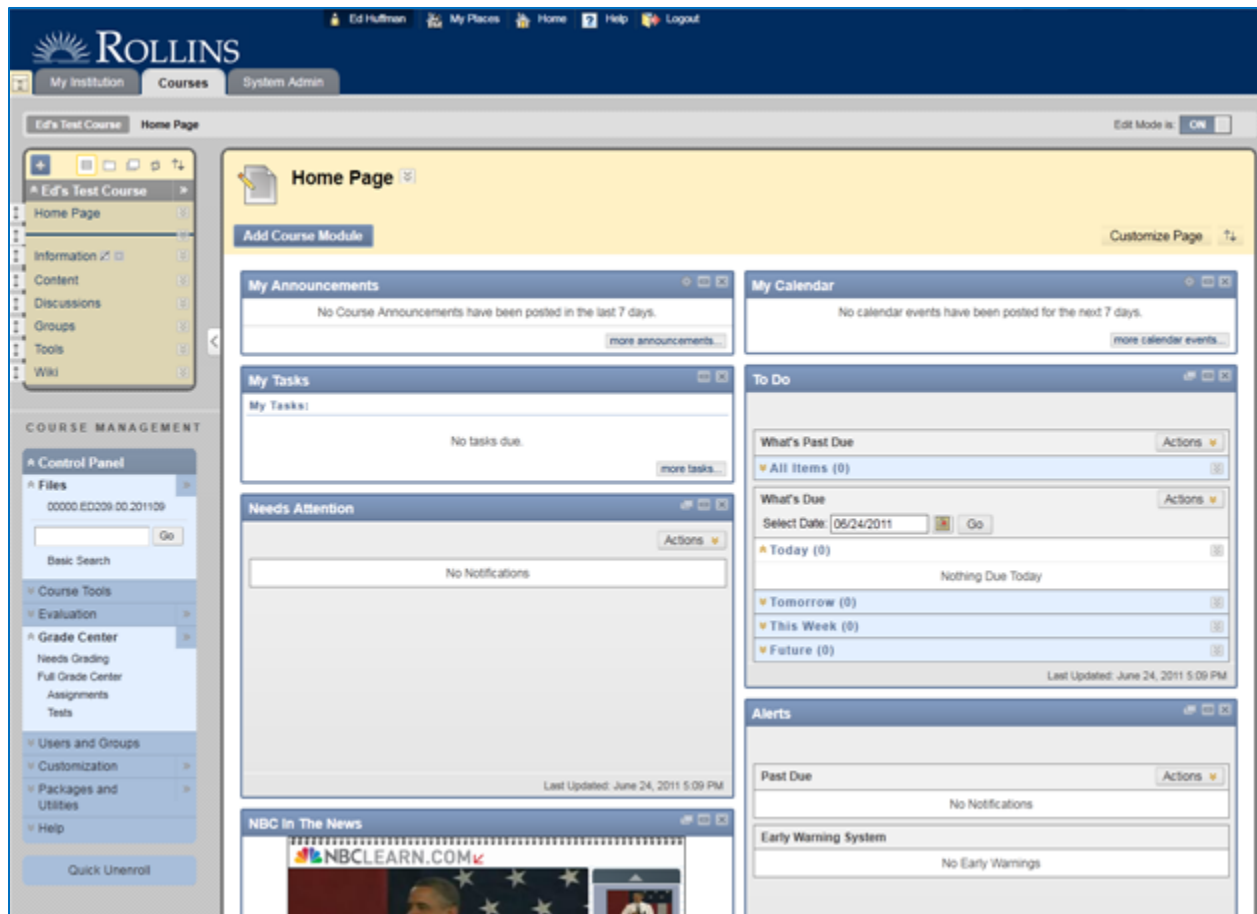
Rollins College
2011

What's New

Blackboard 9.1 brings several updates including an overhaul of the user interface and several new content types. The new version adds both blogs and wikis that you can easily use in your courses. You can now embed YouTube videos, Flickr images, Slideshare presentations and Mediasite content.

The Updated Interface





Working with Your Course

Control Panel

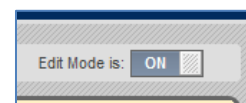
The Control Panel has been changed and no longer takes you to another page. Instead it is now a true panel on the left side of the course screen. The panel itself is collapsible so you will need to click on it to expand the different options. Additionally, the options have been grouped in a way that makes a bit more sense.

- ✓ Clicking on the downward-facing arrows will expand the group further.
- ✓ Clicking on the right-facing arrows will open the page for that group (if applicable).



Edit Mode

Edit Mode replaces Edit View but provides the same functionality. Additionally the control is located in the same area as it was in the previous versions. By default, you will be in Edit Mode when you enter a course you for which you are listed as an instructor. *In order to view the page as a student would see it, you will need to switch Edit Mode off.*

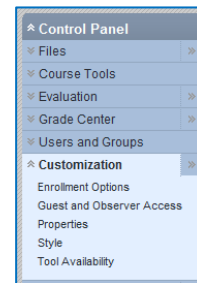


Course Files

The Course Files feature allows you to easily upload files to your course without immediately deploying them. Additionally, you can map the course files location as a drive on your computer to make the process quicker and easier.

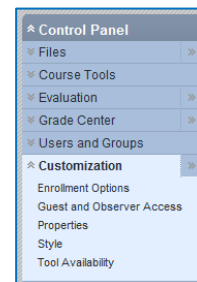
Setting Course Availability

1. Browse to the course where you would like to set the availability.
2. In the control panel, click on **Customization**.
3. Next, click on **Properties**.
4. On the page that loads, **Set Availability** is about halfway down the page; choose the appropriate option.
5. Click the **Submit** button.




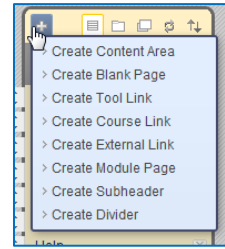
Setting Course Entry Point

1. Browse to the course where you would like to set the availability.
2. In the control panel, click on **Customization**.
3. Next, click on **Style**.
4. Scroll down to *Select Course Entry Point*.
5. Choose the area you would like for your Course Entry Point from the drop-down menu.
6. Click the **Submit** button.



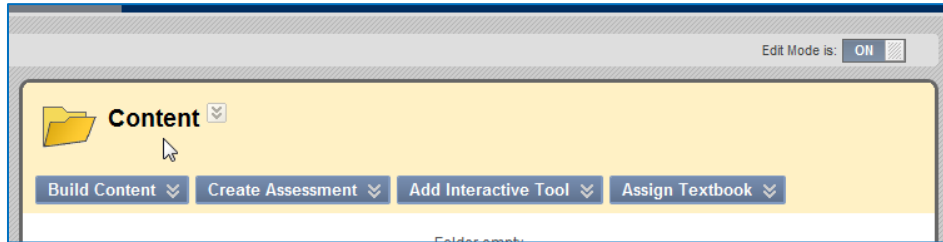
Adding a Content Area

1. Browse to the course where you would like to add the content area.
2. If you are not in *Edit Mode*, click the **Edit Mode** button to switch into Edit Mode.
3. Click on the + button  in the top right corner of the course menu.
4. Select Create Content Area.
5. Enter a name for the Content Area and select the **Available to Users** checkbox.
6. Click on the **Submit** button.
7. Your Content Area should now appear in the Course Menu.



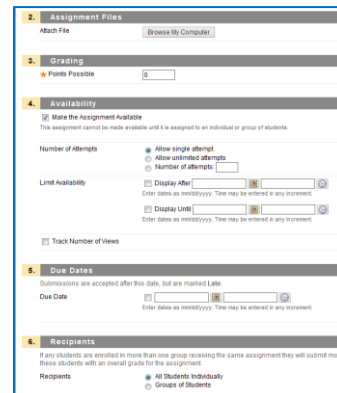
Creating Assignments

- Browse to the course where you would like to add the assignment.
- Click on a content area or create a new content area (see creating content area) where you would like the assignment to reside.
- If you are not in *Edit Mode*, click the **Edit Mode** button to switch into Edit Mode.



- Mouse over the Create Assessment drop-down menu.
- Select **Assignment**.
- On the page that loads, enter a name for the assignment and a color for the link if desired.
- In the next box, enter the instructions for the assignment.
- Attach files if needed, using the **Browse My Computer** button.

- Enter the number of points the assignment is worth (this will be included in the *Grade Center*).
- Select your availability options. Use these settings to adjust how long your assignment is available to your students.
- Add a due date, if desired. Any assignments received after the posted date will be marked late.

A screenshot of a form for configuring an assignment. The form is divided into several sections:

- 2. Assignment Files:** Includes a 'Browse My Computer' button.
- 3. Grading:** Includes a 'Points Possible' input field.
- 4. Availability:** Includes a checkbox for 'Make the Assignment Available', a note that the assignment cannot be made available until it is assigned to an individual or group of students, a 'Number of Attempts' section with radio buttons for 'Allow single attempt' (selected) and 'Allow unlimited attempts', and a 'Number of attempts' input field. It also has 'Limit Availability' options for 'Display After' and 'Display Until', each with a date/time picker and a note 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.' There is also a 'Track Number of Views' checkbox.
- 5. Due Dates:** Includes a note 'Dates entered are accepted after this date, but are marked Late' and a 'Due Date' input field with a date/time picker and a note 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'
- 6. Recipients:** Includes a note 'If any students are enrolled in more than one group receiving the same assignment they will submit more than one student with an overall grade for the assignment.' and radio buttons for 'All Students Individually' (selected) and 'Groups of Students'.

- Next, choose the recipients of the assignment, typically this will be the *All Students Individually* option.
- Click the **Submit** button.

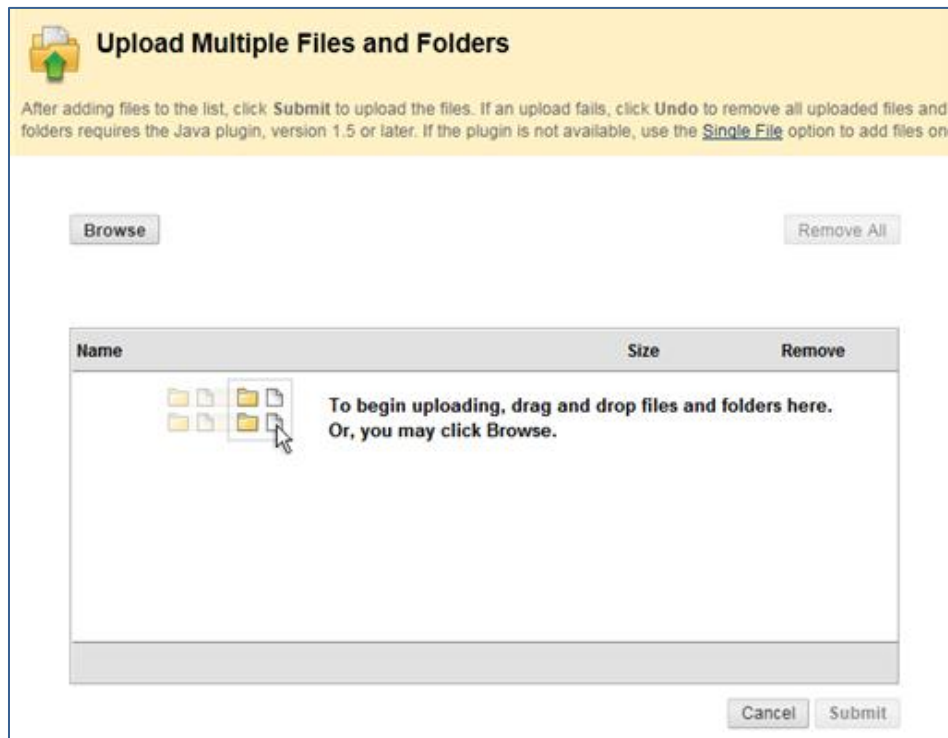
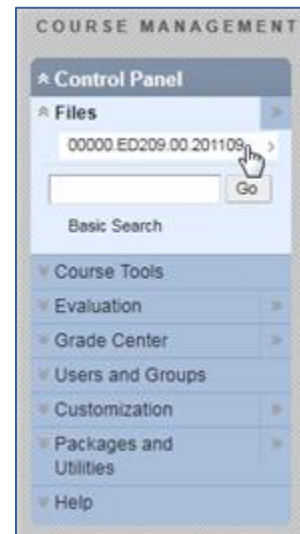
Your assignment should now be ready. A column for the assignment is automatically added to your Grade Center as a new column.

Upload Files to Course Files



Follow the instructions below to upload files into your Course Files.

1. Log into Blackboard.
2. Access your course.
3. Click on **Files** under the Control Panel on the left side of the course screen.
4. Click on the course to which you would like to add your files.
5. When the **Files** screen loads, Click on Upload and select **Upload Files**.



6. The next screen that loads will allow you to either use the **Browse** button to browse for a file on your computer or the drop area to drag and drop multiple files from your computer.
7. Once you have selected the file(s) that you want to upload, click the **Submit** button.
8. When the Files screen loads you should now see your file(s) listed.

Map Your Course Files as Network Drive

Follow the instructions below to add you course files as a network drive on your computer. This allows you to save files directly into Blackboard.



Using the Web address of the folder, follow these steps to create the Web Folder in Windows 7:

1. Open **Start > Computer**.
2. In the empty area at the bottom of the right-hand pane, right-click and select **Add a network location**.
3. The **Add Network Location Wizard** will open. Click **Next**.
4. When asked where you want to create the network location, select **Choose a custom network location**. Click **Next**.
5. When asked for the location of your website, type <https://bbprod.rollins.edu/bbcswedav/courses/00000.ED209.00.201109>. Click **Next**.
6. When prompted to enter a username and password, type your Blackboard Learn username and password. Click **OK**.
7. You will be prompted to enter a name for the location. Enter a name and select **Next**.
8. On the **Completing the Add Network Location Wizard** page, Click **Finish**.
9. The Web Folder will open. It will now be listed in **Computer** under **Network Location**.



Using the Web address of the folder, follow these steps to mount the shared location in Mac OS:

1. On the Finder bar, select the Go menu and then, select Connect to Server.
2. In the Connect to Server window, type <https://bbprod.rollins.edu/bbcswedav/courses/YOURCOURSEID> in the Server Address field. Click the plus sign to add this address to the Favorite Servers box.
3. Click Connect. When prompted to enter a name and password, type your Blackboard Learn username and password. Click Connect.
4. The Shared Location will open. It will now be listed in the Computer sidebar under Shared.

Adding Content to Your Course

Wikis

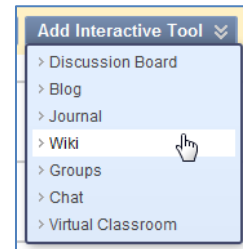
A Wiki is a web page created collaboratively by a community of users, allowing any user to add and edit content. Blackboard now allows you to create Wikis for your course. These websites allow you and your students to create a collaborative web page in Blackboard around a topic or particular assignment.

Follow the instructions below to add a Wiki to your site:

1. Navigate to the course where you would like to add the wiki.
2. Click on a content area or create a new content area (see creating content area) where you would like the wiki to reside.

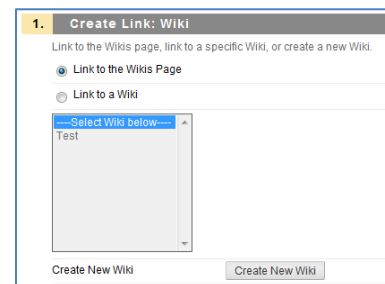
3. If you are not in *Edit Mode*, click the **Edit Mode** button to switch into Edit Mode.

4. Mouse over the *Add Interactive Tool* drop-down menu.



5. Select **Wiki**.

6. On the page that loads, select either *Link to the Wikis Page* or *Link to a Wiki*. The first option might be preferable if you plan to use multiple blogs in your course.



7. Click on the **Create New Wiki** button to create a wiki.

8. On the next page, enter a name and instructions for your wiki.

9. Next, set your blog availability.

10. Choose the participation and settings that fit the goals you have for the blog usage in your course. It is recommended that you do not allow anonymous comments and prevent users from deleting comments or entries.

11. Click the **Submit** button.

12. You will be returned to the Create Link: Wiki page, verify your options (either *Link to the Wikis Page* or *Link to Wiki*) and click the **Next** button.

13. On the page that loads, enter a name for the link to your wiki or wikis and a description, if desired.

14. Next, select the availability options for the link.

15. Click the **Submit** button.

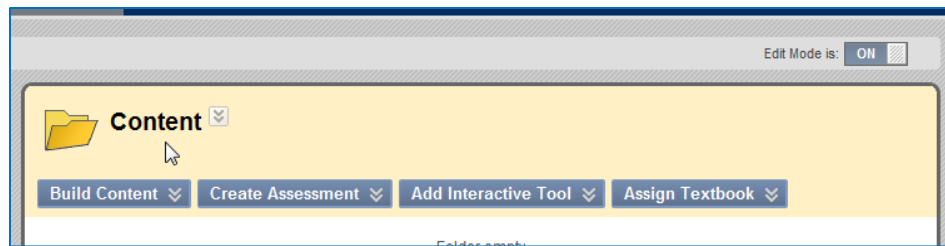
Blogs



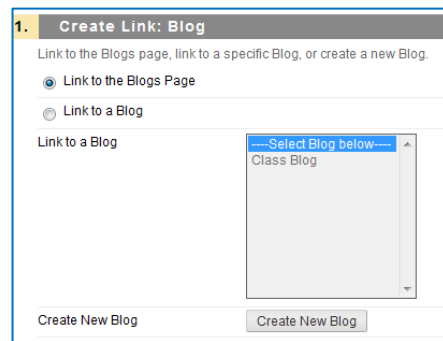
A blog is basically a journal, written online by one or more authors, that is accessible via the internet. The name comes from Weblog, which was the original term for these webpages. Posts are grouped chronologically and can be commented on by other users.

Follow the instructions below to add a blog to your site:

1. Navigate to the course where you would like to add the blog.
2. Click on a content area or create a new content area (see creating content area) where you would like the blog to reside.
3. If you are not in *Edit Mode*, click the **Edit Mode** button to switch into Edit Mode.



4. Mouse over the *Add Interactive Tool* drop-down menu.
5. Select **Blog**.
6. On the page that loads, select either *Link to the Blogs Page* or *Link to a Blog*. The first option might be preferable if you plan to use multiple blogs in your course.
7. Click on the **Create New Blog** button to create a blog.
8. On the next page, enter a name and instructions for your blog.
9. Next, set your blog availability.
10. Choose the participation and settings that fit the goals you have for the blog usage in your course. It is recommended that you do not allow anonymous comments and prevent users from deleting comments or entries.
11. Click the **Submit** button.



12. You will be returned to the Create Link: Blog page, verify your options (either *Link to the Blogs Page* or *Link to Blog*) and click the **Next** button.
13. On the page that loads, enter a name for the link to your blog or blogs and a description, if desired.
14. Next, select the availability options for the link.
15. Click the **Submit** button.

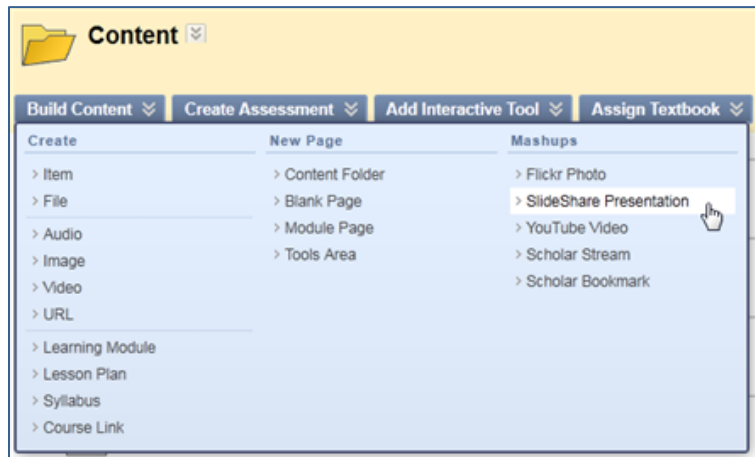


SlideShare is a website that allows users to share presentations, documents, and videos. This tool allows you to search the SlideShare site for relevant content that you can either link to or embed into your course.

Follow the directions below to add SlideShare content to your course:

1. Log into Blackboard.
2. Access your course.
3. Click on the content area where you would like the content to appear.

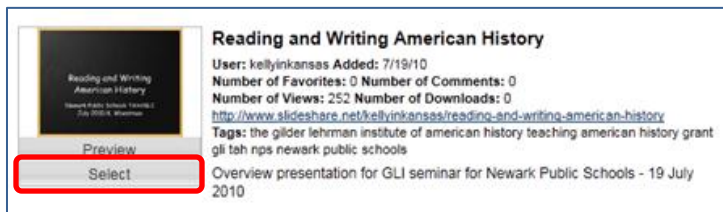
4. Browse to the Content Folder where you want the content (if applicable).



5. Mouse over **Build Content** and select **SlideShare Presentation** under Mashups.

6. When the Search for SlideShare Presentation screen loads, enter your search criteria and click **Go**.

7. The results of your search will be displayed and you can select the presentation you would like to use.



8. The Create Mashup Item screen will load; add a description, select your Mashup Options, link content and select your general options. Under

Mashup Options, you can choose to link to the presentation via text link or thumbnail or you can embed the content into your course.

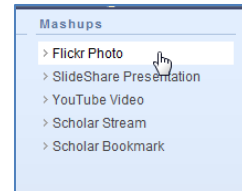
9. Click the **Submit** button to add the content to your course.



Flickr is an image sharing website. The Flickr tool allows the user to browse for images on Flickr and either link to them or embed them directly into the course.

Follow the directions below to add Flickr content to your course:

1. Log into Blackboard.
2. Access your course.
3. Click on the content area where you would like the content to appear.
4. Browse to the Content Folder where you want the content (if applicable).
5. Mouse over **Build Content** and select **Flickr Photo** under Mashups.
6. When the *Search for Flickr Photo* screen loads, enter your search criteria and click the **Go** button.



7. The search results will be displayed below the search area. Click on the Select button to select a Flickr image to use.



8. On the page that loads, enter a name for your image and a description, if desired.
9. Choose your Mashup Options. You can either place a thumbnail link to the image in your course or you can embed the image directly.
10. Attach any files, if necessary.
11. Select availability options for the content.
12. Click on the **Submit** button.

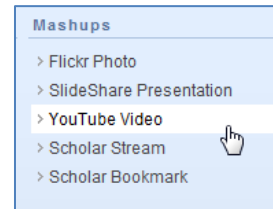


The YouTube tool allows users to search for video and either link to them or embed them into your course.

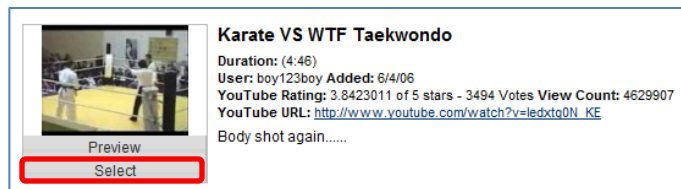
NOTE: *The search function for this tool takes a moment. Immediate results are not typical.*

Follow the directions below to add YouTube content to your course:

1. Log into Blackboard.
2. Access your course.
3. Click on the content area where you would like the content to appear.
4. Browse to the Content Folder where you want the content (if applicable).
5. Mouse over **Build Content** and select **YouTube Video** under Mashups.
6. When the Search for a YouTube Video page loads, enter your search term(s) and click the **Go** button.



7. Browse the results and select the video you would like to embed into your course.
8. On the page that loads, enter a name and description for the video.



9. Select your Mashup Options. If you want the video to appear directly in your content area, choose Embed Video from the drop-down menu.
10. Attach any associated files, if necessary.
11. Select the availability options.
12. Click the **Submit** button.

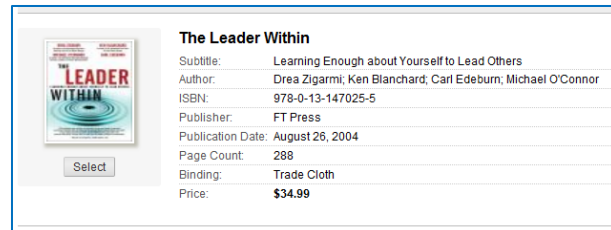
Course Textbook Information



The Books tool allows you to easily add your course's textbook information to your course. The tool works by searching based on ISBN, author, title or subject.

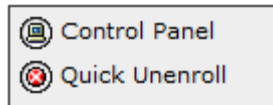
Follow the directions below to add YouTube content to your course:

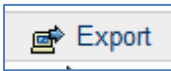
1. Log into Blackboard.
2. Access your course.
3. Click on the content area where you would like the content to appear.
4. Browse to the Content Folder where you want the content (if applicable).
5. Click on **Assign Textbook** and select **Search for Textbook**.
6. Enter either the ISBN or other information in the search interface and click the **Go** button.
7. Click the **Select** button near the book you want to add to your course.
8. On the next screen, choose whether the book is required or recommended and add a description if desired.
9. Next, select your availability options.
10. If you are going to add additional texts, click on the **Submit and Add Another** button, or if you are finished, click the **Submit** button.



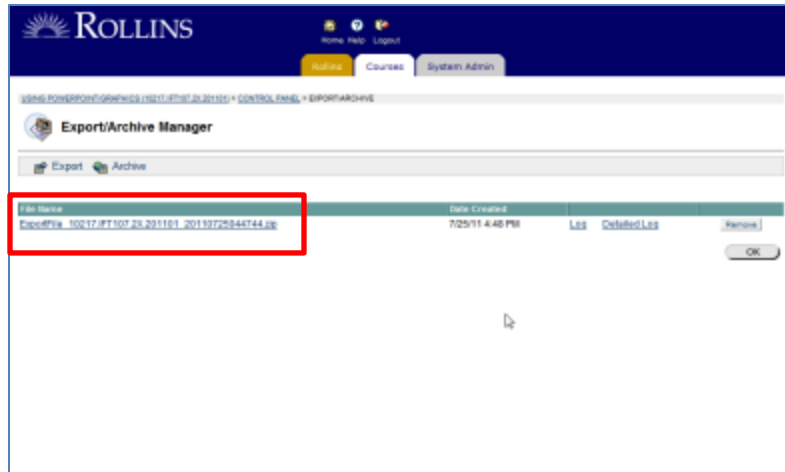
Exporting a Course from Blackboard 8 to Blackboard 9.1

1. Navigate to the Blackboard 8 server (<http://myblackboard.rollins.edu>).
2. Login to the Blackboard 8 server.
3. Access the course you would like to export.
4. Click on the **Control Panel** link.



5. Under *Course Options*, select **Export Course**.
 6. On the page that loads, click the Export button.
- 
7. On the next page, select the checkbox next to each type of content you would like to export. If you are not sure, check all of the boxes.
 8. Click the **Submit** button.
 9. You will receive a page with the following message: *"This action has been successfully queued. An email will be sent when the process is complete."* Click the **OK** button to continue.
 10. Shortly after you complete the steps above, you should receive an email notification indicating that the export file is ready for download.
 11. Navigate back to the Blackboard 8 server.
 12. Login to the Blackboard 8 server.
 13. Click on the link for the course you are exporting.
 14. Click on the **Control Panel** link.
 15. Under *Course Options*, select **Export Course**.

16. Click on the file that is now listed under File Name. If there are multiple files listed, click on the one with the one with the most recent date.



17. In the window that opens, click the **OK** button. This will download the file to your computer. Most typically, the file will download to your Downloads folder (Users>Your Username>Downloads).

18. Navigate to the Blackboard 9.1 server (<http://bbprod.rollins.edu>)

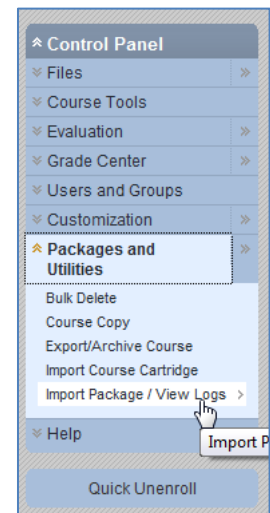
19. Login to the Blackboard 9.1 server.

20. Click on the course where you would like to Import your materials.

21. On the left side of the screen click on **Control Panel>Packages and Utilities>Import Package/View Logs**.

22. Click on the **Import Package** button.

23. On the page that loads, click the **Browse** button to browse for the file that you exported and saved from the Blackboard 8 server. Most typically, the file will have downloaded to your Downloads folder (Users>Your Username>Downloads).



24. Select the checkboxes next to the content types you would like to import.

25. Click the **Submit** button.