Orientation Guide
Objectives:

- Logging into Blackboard
- Blackboard Course Delete and Merge
- Overview of Blackboard interface
- Adding an Announcement
- Upload course documents

This orientation guide covers the basics of using the Blackboard Course Management System at Wichita State University. Using Blackboard, an instructor can perform a variety of course management tasks from nearly any location that supports Internet connectivity. Some of the features of Blackboard include:

**Course Documents** - Instructors can upload a variety of course materials, including a syllabus, handouts, presentation files, images and even multimedia files.

**Communication and Collaboration Tools** - Instructors can e-mail all the students in class or select individuals; set up a course discussion board to support active learning outside the confines of the classroom; or host a live, interactive basic chat session or a chat session with a shared whiteboard.

**Grade book and testing** - Instructors can generate electronic tests and surveys that can be delivered at pre-determined times and days. These tests can be set to auto-mark and generate descriptive statistics. Instructors can also utilize the grade book to manage student scores on everything from exams to attendance. Students can use the grade book to review their standing in the class or to see their score on an assessment.

**Course Tools** - Blackboard includes such things as an interactive course calendar that allows the students to see upcoming deadlines; a task manager that includes the ability to set priority tasks for students, and a digital drop box that allows the students to send the instructor homework submissions.

**External Links** - Instructors can add links to their favorite web sites to support the course content.

**Student Groups** - Using this feature, faculty can group students into study units. These study units can have their own sets of tools, including a discussion board, chat, and document exchange.
Logging into Blackboard

As of March 20, 2006 all WSU faculty, staff and students will access Blackboard using their myWSU ID and password. Go to http://www.wichita.edu/SOS to activate your account.

Log-in to Blackboard, once you have activated your myWSU ID. You can log in to Blackboard directly through the Log in to Blackboard link on the Wichita State University website or log in through the myWSU portal.

Blackboard Log-in Screens

Please contact 978-HELP extension 1 or Helpdesk@wichita.edu for myWSU ID log in questions.

The following are some Blackboard browser requirements:

- Blackboard is designed to work with Internet Explorer or Netscape Communicator versions 4 or greater on a Mac or PC. It is not designed to work with other browsers.
- If a student is using America Online (AOL), it is recommended that the student continue to dial up using AOL, but immediately switch to Internet Explorer (IE) or Netscape when using Blackboard. Problems with e-tests can arise if the student uses the AOL browser.
Flagging a course for Blackboard

Faculty are no longer required to flag their courses or ‘Turn on BB’ through SOS in order to use Blackboard for their courses. The system will automatically create course shells for all courses in a semester. The course ID will contain the catalog ID, section number and semester. (e.g ENGL-100-12345-200710)

Request a Blackboard Course Delete through SOS.
1. In SOS under Blackboard Course Tools Click on the Course Delete link.
2. Select the course you would like to delete.
3. Click on Submit.

(The course will be deleted within 24 hours. If you submitted the delete by mistake please email blackboard.help@wichita.edu and Indika.mccampbell@wichita.edu immediately.)

NOTE: It is always best to Archive a course before you delete it. (Course Archive and Import Process is outlined in the Blackboard Semester Maintenance Guide)

Blackboard Course Merge Tool

The Course Merger Tool that was previously located within the Blackboard Course Tools in SOS is now located within Blackboard. The tool renamed as the ‘Enrollment Merger’ is located in the Course Tools section.
Blackboard Tip:
Blackboard can connect to external media, such as a CD-ROM. This allows the instructor to utilize course resources, such as video and audio files, that may be associated with the textbook. Using the “Tools” area under My Blackboard, the user can set the drive letter of the CD-ROM so as to access CD-based resources.

My Blackboard

When an instructor opens up Blackboard, the first thing that normally appears is the My Blackboard page. This page contains a variety of information regarding the Blackboard courses:

- The name and link to the course(s) the instructor is teaching and/or enrolled in (My Courses).
- Aggregation of new items that have been added to the courses (What’s New).
- Aggregation of course announcements (My Announcements).
- Aggregation of calendar events (My Calendar).
- Aggregation of course tasks (My Tasks).
- A Tools area that includes resources for changing the CD-ROM drive and setting privacy options.
- Tabs to the Courses and SOS.

When a course is generated, it will appear automatically under “My Courses”. In addition students will be added to the courses automatically as they enroll. This information is collected and added to Blackboard from the Registrar’s course schedule through the WSU Banner system, so you should see your students trickle in over a short period of time.

The students will access Blackboard using their myWSU ID and the courses they are enrolled in will be accessible.
Blackboard Tip:
Blackboard supports six different user roles in addition to the instructor:

Teacher’s Assistant carries the same access capabilities as the instructor, but is not listed as a co-instructor.

Graders have access to the course grade book, quizzes, and surveys only.

Course Builders have access to the areas where course materials can be uploaded, but no access to the grade book, quizzes, or surveys.

Students, Guests and Observers do not have access to any of the Control Panel functions. Guests and Observers can only browse certain portions of the course that the instructor enables for Guest/Observer access.

Blackboard Tip:
Content Area: This section will mirror the buttons on the student side of BB. Use this area to post your content.

Course Tools: This section contains communication and collaboration tools that enhance interaction between users.

Course Options: This section is where you can customize your class by changing the color and style of buttons or disabling features of Blackboard you do not wish to use.

User Management: This section will allow you to add your GTA to your class, see a list of your students and put your students into groups.

Assessment: This section is where you will post your grades, develop online quizzes or tests or view statistics for your course.

Designing a Course

To begin designing the course, the instructor will first click the Control Panel button on the sidebar. The Control Panel is also referred to as the “Designer View”. Students will not see a Control Panel button.

After clicking the Control Panel button, the user will see a designer’s window. (Below)
Blackboard Tip:
Announcements can be set to display for specific periods of time, or permanently. By default, they show for a period of seven days after creation, after which they “roll over” to thirty days; after which they roll over to permanent. Instructors can modify or remove them at any time.

They are great for alerting students to grade postings, room changes, quizzes, class cancellations, Web addresses or other important course information. Using some creativity, instructors can even add images, such as photos, to the announcement.

1. Click on Announcements under Course Tools section in the Control Panel.

2. Click Add Announcement to add a new course announcement. Fill out the announcement information. Click on Submit.
Adding Course Documents

Blackboard Tip:
Adding Course Documents
Use the Folder, External Link, Course Link and Test buttons to add corresponding content to your course.

The Text Box can be used to attach multimedia files and insert html code.

Course Documents that have been added can be modified, managed, copied and removed by going back to the Content Area through the Control Panel.

1. Click on the class you want to add documents into. Click on Control Panel.

2. Click in the Content Area (e.g. Course Documents) in which you would like to put your documents.

3. Click on the add Item button.

4. In the Content Information section, add a title and description for the document.

5. Click on the Browse button in the Content section to locate the file on your hard drive, server or disk. Then fill in the “Name of Link to File” input box.

6. You can change any of the settings in Options sections if you wish. The defaults settings work well.

7. Click on Submit to add document to course content.