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How to access Blackboard for Faculty

1. Open the internet using Firefox. If you do not have Firefox, you can download it at www.mozilla.org/en-US/firefox/new/.

2. Enter http://faulkner.blackboard.com in the address bar.

3. Enter your username and password.
   Your username is your Faulkner University email account. Your password is the last 4 digits of your SSN.
   Example: username: jdoe@faulkner.edu
   password: 1234

   **NOTE:** If you are unable to access Blackboard, try resetting your password using the Forgot Your Password link. If that is unsuccessful, submit a ticket to https://faulkner.jitbit.com.
How to add a file to Blackboard (e.g. Syllabus, Handouts, etc)

1. Go to the content area (button) where you would like to place the file.
2. Hover over Build Content then click File.
3. Click Browse My Computer to locate the file then enter a Name for the file.
4. Set the File and Standard Options
Select Yes to Permit Users to View this Content.
Select Yes to Track Number of Views.
Set Date and Time Restrictions, selecting the Display After and Display Until check boxes. Enter the dates and times in the boxes using the Date Calendar and Time Selection.

2. File Options

Open in New Window  Yes  No
Add alignment to content  Yes  No

3. Standard Options

Permit Users to View this Content  Yes  No
Track Number of Views  Yes  No
Select Date and Time Restrictions

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Enter dates as mm/dd/yyyy. Time may be entered in any increment.
How to add an item to Blackboard

1. Go to the content area (button) where you would like to place the item.
2. Hover over Build Content then click Item.

3. Enter a Name and optional text for the item.
   1. **Content Information**
      
      - **Name**: Enter a Name for the item
      - **Color of Name**: Black
      - **Text**: Optional: Enter text here for the item
4. Attach a file by clicking Browse My Computer.

2. **Attachments**
   
   If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

   ![Browse My Computer and Browse Course buttons]

3. **Standard Options**

   - **Permit Users to View this Content**: Select Yes or No.
   - **Track Number of Views**: Select Yes or No.
   - **Select Date and Time Restrictions**:
     
     - **Display After**
     - **Display Until**
     
     Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Set the Options.

   Select Yes to Permit Users to View this Content.

   Select Yes to Track Number of Views.

   Set Date and Time Restrictions, selecting the Display After and Display Until check boxes. Enter the dates and times in the boxes using the Date Calendar and Time Selection.

6. Click Submit.

4. **Submit**

   Click Submit to proceed. Click Cancel to quit.
How to add a YouTube video

This applies to any public YouTube video. It does not apply to individual unlisted videos.

1. Go to the content area (button) where you would like to place the YouTube video.
2. Hover over Build Content then click YouTube Video.
3. Enter the video search criteria then press Go.
4. A list of videos are then populated. Preview videos by clicking the Preview button. Select a video by clicking the Select button.

Click Preview to watch the video  
Click Select to choose the video

5. Set Mashup Options

**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)

Show YouTube URL  ○ Yes  ○ No
Show YouTube Information  ○ Yes  ○ No

6. Set the Standard Options

Select Yes to Permit Users to View this Content.
Select Yes to Track Number of Views.
Set Date and Time Restrictions, selecting the Display After and Display Until check boxes. Enter the dates and times in the boxes using the Date Calendar and Time Selection.

**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.

7. Click Submit.

**Submit**

*Click Submit to proceed. Click Back to back. Click Preview to preview.*
How to create an instructor contact

1. Click the Instructor Contact button

2. Click Create Contact
3. Fill in the Profile Information (Note: Your Faulkner University email address is required)

1. Profile Information

Provide an email address and a title, first name, or last name.

- Title
- First Name
- Last Name
- Email

Work Phone

Office Location

Office Hours

Notes

4. Select Yes to make the profile available

Make the Profile Available: Yes ☐ No ☐
5. Optional: To attach an image, click Browse

*Attach an image. For best results, the image size should be 150x150 pixels.*

**Current Image**

None

**Attach Image**

Browse

**Personal Link**

http://

6. Click Submit

3. **Submit**

*Click Submit to finish. Click Cancel to quit.*
How to edit an instructor contact

1. Click the Instructor Contact button

2. Hover over the contact you wish to edit then click the circle with the down arrow

3. Click Edit

4. Make your desired changes then click Submit

   Submit

   Click Submit to finish. Click Cancel to quit.
How to delete an instructor contact

1. Click the Instructor Contact button

2. Hover over the contact you wish to edit then click the circle with the down arrow

3. Click Delete

4. Click OK to confirm
How to create an announcement

1. Click the announcements button

2. Click Create Announcement

3. Enter a subject and message

   1. Announcement Information

   ```
   Subject
   
   Enter a subject
   ```

   Enter your message here
4. Set the Web Announcement Options

**2. Web Announcement Options**

**Duration:**
- Not Date Restricted: Visible to students until it is deleted
- Date Restricted: Allows the announcement to be visible for a certain date and time range

**Select Date Restrictions:**
If Date Restricted is selected, you will see this option. Be sure to check the Display After and/or Display Until check boxes and use the Date Calendar and Time Selection choose the dates and times.

**Email Announcement:**
Check “Send a copy of this announcement immediately” to send the email the announcement immediately. Note: You cannot set the email announcement to be sent based on the date restrictions.

5. Optional: Choose a course link by clicking browse then choose the item in the course.

**3. Course Link**

Click Browse to choose an item.

**Location**

6. Click Submit.

**4. Submit**

Click Submit to finish. Click Cancel to quit.
How to delete an announcement

1. Hover over the announcement you would like to delete.

   ![Demo](image)
   
   Posted on: Wednesday, September 25, 2013
   
   This is demo announcement.

2. Click the circle with the down arrow beside the subject.

   ![Demo](image)
   
   Posted on: Wednesday, September 25, 2013
   
   This is demo announcement.

3. Click Delete.

   ![Demo](image)
   
   Edit
   
   Delete

4. OK to confirm.
How to edit an announcement

1. Hover over the announcement you would like to edit.

2. Click the circle with the down arrow beside the subject.

3. Click Edit.

4. Make your changes then click Submit.
How to create and use the assignment feature

1. Click on the content area (button/folder) where you want to post the assignment then hover over Assessments.

2. Click Assignment.

3. Enter the name of your assignment and instructions.
4. To attach a file, click Browse My Computer. (optional)

**Assignment Files**

- Attach File
  - Browse My Computer
  - Browse Course

5. Enter the points possible.

**Grading**

- Points Possible

6. Make sure Make the Assignment Available is checked.
   Select the number of attempts.
   Set Date and Time Restrictions, selecting the Display After and Display Until check boxes. Enter the dates and times in the boxes using the Date Calendar and Time Selection.

**Availability**

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

**Number of Attempts**

- Allow single attempt
- Allow unlimited attempts
- Number of attempts

**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

7. Select All Students Individually if all students are required to submit the same assignment
   Select Groups of Students if it is a group submission (only one submission per group).

**Recipients**

- All Students Individually
- Groups of Students

8. Click Submit.

**Submit**

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

Note: A column for the assignment is automatically created in the Grade Center.
How to delete an assignment

1. Locate the assignment that has been created.
2. Hover over the assignment then click the circle with the down arrow.
3. Click Delete.
4. Click OK to confirm.
5. Click Remove after selecting an option.

1. **Delete Assignment**

   Warning: Deleting this Assignment also delete all its submissions. Retain the Grade Center item and scores for this Assignment by choosing Preserve scores below. These scores will no longer link to the Assignment submissions that produced the scores. This action cannot be undone. To prevent submissions from being deleted, choose **Cancel** and make this content item unavailable rather than deleting it.
   - Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.
   - Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.

2. **Remove**

   Click Remove to remove. Click Cancel to quit.
How to edit an assignment

1. Locate the assignment that has been created.
2. Hover over the assignment then click the circle with the down arrow.
3. Click Edit
4. Make the desired changes then click Submit.
How to grade an assignment

1. Go to the Control Panel, Grade Center then Full Grade Center

2. Hover over the cell with the green exclamation mark then click the circle with the down arrow

3. Click the Attempt

4. Review the submission and any attached files. To view the attached files, click the name of the file.
5. Enter the grade. Optional: You can enter feedback to the student as well as attach a file by clicking Browse My Computer.

3. Grade Current Attempt

   * Grade: out of 100

   Feedback to User

   Enter feedback for the student here
6. Optional: Enter grading notes

4. Grading Notes

Enter grading notes here. Note: This is NOT visible to students

7. Click Save and Exit or Save and Next to proceed to the next student.

5. Submit

When finished, make sure to click Submit. Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes.

Save as Draft  Exit  Save and Exit  Save and Next
How to archive a course

1. Go to the Control Panel, Packages and Utilities then click Export/Archive Course

   - Control Panel
     - Files
     - Course Tools
     - Evaluation
     - Grade Center
     - Users and Groups
     - Customization

   - Packages and Utilities
     - Bulk Delete
     - Check Course Links
     - Course Copy
       - Export/Archive Course
     - Import Course Cartridge
     - Import Package / View Logs
     - Manage LTI Links
     - Move Files to Course Files

2. Click Archive Course
   Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created.

3. Check Include Grade Center

4. Click Submit
   *You will receive an email when the archive is complete.
Retrieve the archive file and store it to your PC.

1. Go to the Control Panel, Packages and Utilities then click Export/Archive Course

   ![Control Panel Diagram]

2. Left click the file name then click OK to save the file (Default save location may vary)

   ![File Name Dialog]

3. The .zip file is stored to your PC.
How to export a course

1. Go to the Control Panel, Packages and Utilities then click Export/Archive Course

   COURSE MANAGEMENT

   ▼ Control Panel
     ▶ Files
     ▶ Course Tools
     ▶ Evaluation
     ▶ Grade Center
     ▶ Users and Groups
     ▶ Customization

   ▼ Packages and Utilities
     Bulk Delete
     Check Course Links
     Course Copy
     Export/Archive Course
     Import Course Cartridge
     Import Package / View Logs
     Manage LTI Links
     Move Files to Course Files

2. Click Export Package
   Export Course creates a package of course content that can later be imported into the same course or a different course.

3. Click Select All

4. Click Submit

   *You will receive an email when the export is complete.*
Retrieve the export file and store it to your PC.

1. Go to the Control Panel, Packages and Utilities then click Export/Archive Course

   ![Control Panel and Packages and Utilities menu]

2. Left click the file name then click OK to save the file (Default save location may vary)

   ![Opening ExportFile_BB_Training_20130403085427.zip]

3. The .zip file is stored to your PC.
How to import a course section

1. Go to the Control Panel, Packages and Utilities then click Import Package / View Logs

2. Click Import Package

3. For Select a Package, click Browse to locate the .zip file

   2. **Select a Package**

   *Click Browse to locate the Course Package:*
   
   Uploading large packages may take a long time.

   ![Select a Package](image)

4. Click Select All (recommended)

3. **Select Course Materials**

   *Select materials to include. To recreate a course from an Archive Package, including user records, use Restore instead of Import.*

   ![Select All, Unselect All](image)

5. Click Submit
Blackboard Collaborate: How to import an exported/archived course

NOTE: If you need an archived course (student data) restored, please send a request to bbsupport@faulkner.edu or submit at ticket to https://faulkner.jitbit.com.

1. Go to the Control Panel, Packages and Utilities then click Import Package / View Logs

   ![Control Panel](image)

   - Control Panel
     - Files
     - Course Tools
     - Evaluation
     - Grade Center
     - Users and Groups
     - Customization

   - Packages and Utilities
     - Bulk Delete
     - Check Course Links
     - Course Copy
     - Export/Archive Course
     - Import Course Cartridge
     - Import Package / View Logs
     - Manage LTI Links
     - Move Files to Course Files

2. Click Import Package

3. For Select a Package, click Browse to locate the .zip file

   ![Import Package](image)

   ![Select a Package](image)

4. Click Select All (recommended)

5. Select Course Materials

6. Click Submit
How to link to a recording

1. Click **Tools** from the course menu
   - Read Me First
   - Announcements
   - Instructor Contact
   - Syllabus
   - Discussion Board
   - Assignments
   - Help / External Links
   - Grades
   - Smarthinking
   - **Tools**

2. Click **Blackboard Collaborate**
3. Click **Recordings**

The list of recordings is displayed. (Note: It can take up to an hour before the recording is visible. It also only shows the last 30 days of recordings. If you wish to see more, change the Start Date.)
4. To add the recording to a content area, click the circle with the down arrow to view the options menu then click Add Content Item.

5. Enter the Content Area Details
   - Content Item Name: The name of the link for the session that will appear in the content area
   - Content Area List: Select the content area(s) you would like the link to appear
   - Description: The description of the session that will appear below the link
   - Comment: The comment that will appear below the session link
   - Required: Check this box if it is required. If it is not checked, it will appear as "Suggested."
6. Enter the Options
   • Date Restrictions: Enter the dates and times for this session to be available in the content area. If the session is still open, it will be accessible through the List page even after the content link has been removed.

   ![Options](image)

7. Click Submit

   ![Submit changes to the Content Area links](image)
Blackboard Collaborate: How to record a session

1. If you have the recording reminder, click Start.

   ![Recording Reminder]

   If not, click the Record button on the Collaboration Toolbar to start the recording.

2. Click OK to confirm.

   ![Confirm Recorder Start]

   Note: While the session is recording, the button will have a red dot.

3. To stop the recording, click Recording.

   ![Recording Button]

4. Click OK to confirm.

   ![Confirm Recorder Stop]
# Blackboard Collaborate: Audio/Video panel

![Audio/Video Panel](image)

1. How to turn your microphone on and off
   a. Press the Talk button

<table>
<thead>
<tr>
<th>Mic On</th>
<th>Mic Off</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Mic On" /></td>
<td><img src="image" alt="Mic Off" /></td>
</tr>
</tbody>
</table>

2. How to turn your video on and off
   a. Press the Video button

<table>
<thead>
<tr>
<th>Video On</th>
<th>Video Off</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Video On" /></td>
<td><img src="image" alt="Video Off" /></td>
</tr>
</tbody>
</table>
How to create a Blackboard Collaborate session

1. Click **Tools** from the course menu
   - Read Me First
   - Announcements
   - Instructor Contact
   - Syllabus
   - Discussion Board
   - Assignments
   - Help / External Links
   - Grades
   - Smarthinking

2. Click **Blackboard Collaborate**

3. Click **Create Session**

4. On the Create Session page, complete the required fields then click **Submit**.
**Information Tab**

1) Session Information
   - **Session Title:** The name of the session as it will appear on the List page.
   - **Session Type:**
     - Public - session will be displayed in all courses.
     - Course - session will only be displayed in the current course.
     - Shared - session is displayed in multiple selected courses. This is available for instructors who have more than one course.
   - **Additional Courses:** Enter the additional courses that you would like to have access to the session.
     (Note: You must select Shared from Session Type to use this add additional courses)

![Session Information]

2) Schedule
   - **Date:** Type a start and end date in the text box or click the calendar icon to the right to select a date.
     (Note: Use two digits for the month, two digits for the day, and four digits for the year, in that order, separated by a forward slash.)
   - **Type a start and end time in the text box or click the clock icon to the right to select a time.
     (Note: Times must fall on the quarter hour.)
   - **Early session entry:** Select an amount of time that the session will be open prior to the scheduled start time.
   - **Repeat Session:** Sessions can be setup to repeat. Place a check in the box to show the options. You can choose from the available options. Type an end date or select one from the calendar to set a final day for the reoccurrence.

![Schedule]

3) Session Attributes (Optional)
   - **Recording Mode:**
     - Manual – allows the Moderators to control when recordings start and stop from within the session.
     - Automatic – starts recording immediately whenever a participant enters an empty session.
     - Disabled – prevents the recording of a session.
   - **Max Simultaneous Talkers:** The maximum number of microphones that can be simultaneously active when the session begins. Can be changed from within the session.
   - **Max Cameras:** The maximum number of web cameras that can be simultaneously broadcasting when the session begins. Can be changed from within the session.
   - **Supervised:** Place a check in the box to allow moderators to view messages sent between participants, even if the moderator is not an intended recipient.
• All Permissions: Place a check in the box to allow all participants to use all Blackboard Collaborate features regardless of their course role.
• Raise Hand on Entry: Place a check in the box to have participants automatically trigger all visual and audio alerts associated with raising their hand to speak when they first join a session.
• Allow In-Session Invitations: Place a check in the box to allow Moderators to use the In-Session invitations feature of Blackboard Collaborate.
• Hide Names in Recordings: Place a check in the box to protect the privacy of the original participants of a session from viewers of the recording.

4) Integrate with Grade Center
• Enable Grade Center Integration: This option turns the Blackboard Collaborate session into a graded activity. Any participant in the course who attends the session will receive the all of the points assigned. This grade reflects only attendance.
• Grade Center Points: If you chose to integrate with the Grade Center, enter the desired point value.

Participation Tab
1) Assign Roles
• Restrict Participants: Check this box to restrict participants from accessing the session.
• All Moderators: Check this box to assign the role of moderator to all participants that join the session.
• Available Participants: Select participant names and use the left and right arrow buttons to move them into the Moderator list to have them join the session as a moderator or Participant list to have them join without moderator privileges. You can assign these roles in conjunction with the Restrict Participants option.
2) Guest Invitees
   - Allow Unregistered Guests: Checking this box will generate a web address for the session. The web address can then be distributed to guests.
   - Guest Invitees: Use this option to email the guest invitees.

Content Area Tab
1) Content Area Details
   - Content Item Name: The name of the link for the session that will appear in the content area.
   - Content Area List: Select the content area(s) you would like the link to appear.
   - Description: The description of the session that will appear below the link.
   - Comment: The comment that will appear below the session link.
   - Required: Check this box if it is required. If it is not checked, it will appear as "Suggested."
2) Options
  • Date Restrictions: Enter the dates and times for this session to be available in the content area. If the session is still open, it will be accessible through the List page even after the content link has been removed.

How to access a Blackboard Collaborate session

1. Click Tools from the course menu
   - Read Me First
   - Announcements
   - Instructor Contact
   - Syllabus
   - Discussion Board
   - Assignments
   - Help / External Links
   - Grades
   - Smarthinking
   - Tools
2. Click **Blackboard Collaborate**

3. Click the Title of the session you would like to access.

4. You will be prompted to Open or Save a join.jnlp file. Click OK. (It may take a few minutes to load.)

*Note: If you don't see your session, check the Start/End Dates*

Below is a screen capture using Firefox, but it will vary depending on the browser you use.
5. If you receive the security warning, check “Always trust content from this publisher” then click Run.

6. You will see the window below when the sessions starts loading. If this is your first time to access Blackboard Collaborate, you will need to accept the agreement then set your connect speed.
How to add a recording to course content

1. Go to Control Panel > Blackboard Collaborate
   - Control Panel
   - Files
   - Course Tools
     - Add Test Student
     - Announcements
     - Blackboard Collaborate
     - Blogs
     - Contacts
     - Course Calendar
     - Discussion Board

2. Click the Recordings tab

   Make sure the correct date range is entered.
3. Open the options menu

<table>
<thead>
<tr>
<th>Title</th>
<th>Date &amp; Time</th>
<th>Session Duration</th>
<th>Version</th>
<th>Blackboard Collaborate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Session</td>
<td>Jan 14, 2013 1:00 PM</td>
<td>0:04:13</td>
<td>12.0</td>
<td></td>
</tr>
</tbody>
</table>

4. Click Add Content Item
5. Select the content area(s) where you would like the recording placed and enter any of the optional information

* Indicates a required field.

1. Content Area Details

   Content Item Name: Sample Session

   Content Area List:

   - [ ] Read Me First
   - [ ] Collaborate Recordings
   - [ ] Assignments
   - [ ] Help / External Links
   - [ ] Course Documents
   - [ ] Syllabus

   Description:

   A description of the session to be displayed within the selected content areas.

   Comment:

   A comment that will be displayed on the content item within the selected content areas.

   Required

   [ ]
6. Enter any date restrictions (optional) then click Submit

2. Options

Date Restrictions

- Display After: \(1/29/2013\) 9:32 AM
- Display Until: \(1/30/2013\) 10:32 AM

3. Submit changes to the Content Area links

Upon submitting this form the selected content areas will be populated with the new content items.
How to convert a Blackboard Collaborate recording to MP3 and MP4

1. Go to Control Panel > Blackboard Collaborate
   - Control Panel
   - Files
   - Course Tools
     - Add Test Student
     - Announcements
     - Blackboard Collaborate
     - Blogs
     - Contacts
     - Course Calendar
     - Discussion Board

2. Click the Recordings tab

   ![Recordings tab image]

   Make sure the correct date range is entered

3. Click Convert for either the Audio (MP3) and/or Video (MP4)
   
   Note: It takes a moment for the recordings to be converted.

   ![Convert button image]
4. Once the conversion is completed, the students can play or download the MP3 and/or MP4.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date &amp; Time</th>
<th>Session Duration</th>
<th>Version</th>
<th>Blackboard Collaborate</th>
<th>Audio (MP3)</th>
<th>Video (MP4)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan 29, 2013 10:49 AM</td>
<td>0:05:30</td>
<td>12.0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to create a discussion board forum

1. Click the Discussion Board on the course menu

2. Click Create Forum

3. Enter a name for the forum and description/instructions.
4. Set the Forum Availability:
   - To make the discussion forum available to students, select Yes.
   - Set Date and Time Restrictions, selecting the Display After and Display Until check boxes. Enter the dates and times in the boxes using the Date Calendar and Time Selection.

2. Forum Availability
   - Available
   - Yes
   - No
   - Enter Date and Time Restrictions
   - Display After
   - Display Until

5. Set the options for the Forum Settings

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. These options will be set for you automatically.
   - Grade
     - No Grading in Forum
     - Grade Discussion Forum: Points possible:
   - 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 Files Attachments
     - Allow Users to Reply with Quote
     - Force Moderation of Posts
   - Additional Options
     - Allow Post Tagging
     - Allow Members to Rate Posts

6. Click Submit
   - Click Submit to proceed. Click Cancel to quit.
How to edit a discussion board forum

How to edit a Discussion Board Forum

1. Click the Discussion Board on the course menu

2. Hover over the forum that you wish to edit then click the circle with down arrow
3. Click Edit.

4. Once the changes are made, click Submit.

How to delete a Discussion Board Forum

1. Click the Discussion Board on the course menu.
2. Hover over the forum that you wish to edit then click the circle with down arrow.

3. Click Delete.

4. Click OK to confirm.
How to delete multiple discussion board threads

1. Click the Discussion Board on the course menu.

2. Click the title of the discussion board forum you would like to delete threads from.

3. Check the first checkbox (it selects all the threads in the current view).
4. Click Delete.

5. Click OK to confirm deletion.

6. Repeat as needed.
How to grade a discussion board forum

Option 1

1. Go to the Control Panel, Grade Center then click Full Grade Center.

2. Go to the student you wish to grade. Hover over the cell until you see the circle with the down arrow then click it to view the options menu.

3. Click Grade User Activity.
4. All posts that the student made for that forum is available to read. Click Mark as Read after reading each post.

5. Click Edit Grade.
6. Enter the Grade then Click Save.
   Feedback and Grading Notes are optional. Students can view Feedback. Only instructors can see Grading Notes.

7. To grade the next student, click the directional arrow or the student name. When complete, click OK.
Option 2
1. Click the Discussion Board on the course menu.

2. Click on the name of the discussion form to be graded.

3. Click Grade Discussion Forum.
4. Click Grade for the discussion post you would like to grade.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>Posts</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe</td>
<td>Jane</td>
<td>jdoe</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Doe</td>
<td>John</td>
<td>jodoe</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

All posts that the student made for that forum is available to read. Click Mark as Read after reading each post.

5. Click Edit Grade.
6. Enter the Grade then Click Save.  
   Feedback and Grading Notes are optional. Students can view Feedback. Only instructors can see Grading Notes.

7. To grade the next student, click the directional arrow or the student name. When complete, click OK.
How to add a YouTube video to a discussion board forum

1. Click the Discussion Board on the course menu.

2. Click Create Forum (If you wish to add a YouTube video to an existing forum, you can edit it).

3. Once in the Content Editor, click the Mashups button.

1. Forum Information

   ☒ Name

   Description

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Arial</th>
<th>3 (12pt)</th>
<th>5 (10pt)</th>
<th>7 (8pt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>
4. Click YouTube Video.

5. Enter the video search criteria then press Go.

6. A list of videos are then populated. Preview videos by clicking the Preview button. Select a video by clicking the Select button.
7. Set Mashup Options.

**Mashup Options**

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

<table>
<thead>
<tr>
<th>View</th>
<th>Thumbnail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- Show YouTube URL: Yes  No
- Show YouTube Information: Yes  No

8. Click Submit.

**Submit**

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

9. The video is embedded in the discussion board forum.

**Blackboard 9.1 for Beginners**

*Duration: (10:10)*
*User: mikebogle - Added: 5/24/11*
*YouTube URL: [http://www.youtube.com/watch?v=S54vkmSIpBE](http://www.youtube.com/watch?v=S54vkmSIpBE)*
How to subscribe to an existing discussion board forum

Make sure that the subscribe function is enabled.

5. Click the chevron beside the forum name.

6. Click Edit to edit the forum.

7. Scroll down to Forum Settings.
Select Allow members to subscribe to threads or Allow members to subscribe to forum.
Include body of post in the email: The entire post is sent in the body of the email message.
Include link to post: A link to the post is sent in the body of the email message.
Subscribe to the forum

1. Click the name of the forum you wish to subscribe to.

   **Ask the Professor**

   This is where you can ask the professor general questions regarding the course. DO NOT ask questions regarding grades in this forum. Email the professor directly regarding personal questions. The professor will respond within 48 hours.

2. Click Subscribe

3. The green bar at the top shows that you have successfully subscribed to the forum.

   **Success: Subcribed to Forum.**

NOTE: You can unsubscribe at anytime by clicking Unsubscribe.
How to create a test

1. Go to Control Panel, Course Tools then click Tests, Surveys, and Pools.

2. Click Tests.

Tests, Surveys, and Pools

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

3. Click Build Test.
4. Enter Test Name (Description and Instructions optional).

Test Information

* Name

Description

Instructions

5. Click Submit.

6. On the Test Canvas, add your questions using one of the following options:
   1. Create Question:
      a) Select Create Question
b) Choose a question style

c) Enter the required information

d) Click Submit

2. Reuse Question:
   a) Select the questions

   *Create Question Set* is a collection of questions retrieved from selected Tests and Pools. From this set, you specify how many questions to display. The specific questions displayed are randomly chosen for each time the test is taken.

   *Create Random Block* is a groups of questions that can be presented in a random fashion determined by the Instructor.

   *Find Questions* is used to filter and select individual questions for a test.

   b) Click Submit.

7. Repeat step 7 until all questions have been entered.

8. Click OK.
How to add a test to a content area

1. Go to content area (button) where you would like to place the test.
2. Hover over Assessments then click Test.
3. Select the test from Add an Existing Test.
   Add Test

   Create a new Test or select an existing Test to deploy.
   Create a New Test  Create

   Add Test

   -- Select Test Below --
   Demo Test
   Demo Test(1)

4. Click Submit.
5. Set your test options.

1. **Test Information**
   - **Name**: Demo Test 1
   - **Choose Color of Name**: Black
   - **Description**

2. **Test Availability**
   - **Make the Link Available**: Yes
   - **Add a New Announcement for this Test**: Yes
     - **Multiple Attempts**
       - **Allow Unlimited Attempts**: Yes
       - **Number of Attempts**: Empty
     - **Force Completion**: Yes
       - **Once started, this Test must be completed in one sitting.**
   - **Set Timer**
     - **Hours**: 1
     - **Minutes**: 00
     - **Auto-Submit**
       - **OFF**: The user is given the option to continue after time expires.
       - **ON**: Test will save and submit automatically when time expires.
   - **Display After**
     - **03/28/2015**: 02:38 PM
     - **Enter dates as mm/dd/yyyy. Time may be entered in any increment.**
   - **Display Until**
     - **03/28/2013**: 02:40 PM
     - **Enter dates as mm/dd/yyyy. Time may be entered in any increment.**
   - **Password**
     - **Require a password to access this Test**: Yes
     - **Password**: Passwords are limited to 15 characters. Passwords are case sensitive.

Select Yes to allow students access to the Test. The default setting is No. To set a specific time when the Test is available, select Yes and then enter the dates and times below.

**Force Completion**: The test must be completed once started. Students may not exit the Test and continue it at a later time.
3. **Due Date**

   Due Date
   
   Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. **Self-assessment Options**

   - Include this Test in Grade Center Score Calculations
     
     Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

   - Hide Results for this Test Completely from Instructor and the Grade Center
     
     If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

5. **Test Feedback**

   Select the Type of Feedback Displayed Upon Completion

   - [ ] Score
   - [ ] Submitted Answers
   - [ ] Correct Answers
   - [ ] Feedback

   **Score**: The score the Student achieved out of points possible.
   **Submitted Answers**: All the submitted answers.
   **Correct Answers**: Answers the Student scored correctly and which were answered incorrectly.
   **Feedback**: Shows Instructor generated feedback messages for each question.

6. **Test Presentation**

   Presentation Mode

   - [ ] All at Once
     
     Present the entire Test on one screen.

   - [ ] One at a Time
     
     Present one question at a time.

   - [ ] Prohibit Backtracking
     
     Prevent changing the answer to a question that has already been submitted.

   - [ ] Randomize Questions
     
     Randomize questions for each Test attempt.

   **All at once**: The entire test is displayed on one screen.
   **One at a time**: Each question is displayed alone on the screen.
   **Prohibit Backtracking**: Students are not allowed to go back and change the answer to a question that has already been answered.
   **Randomize Questions**: Tests with multiple questions will display them in a random order to Students.

6. **Click Submit.**
How to create a pool


   Course Management
   
   Control Panel
   Files
   
   Course Tools
   Add Test Student
   Announcements
   Blackboard Collaborate
   Blogs
   Collaboration
   Contacts
   Course Calendar
   Discussion Board
   Glossary
   Goals
   Journals
   Lecture Capture
   LiveText-SSO
   McGraw-Hill Higher Education
   Messages
   Rubrics
   SafeAssign
   Send Email
   Tasks
   
   Tests, Surveys, and Pools

10. Click Pools.

   Pools
   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.

11. Click Build Pool.
12. Enter Pool Name (Description and Instructions optional)

**Pool Information**

- Name

* Description

**Path:** body

* Instructions

**Path:** body

13. Click Submit.
14. On the Pool Canvas, add your questions using one of the following options:

3. Create Question
   e) Select Create Question
   f) Choose a question style
   g) Enter the required information
   h) Click Submit

![Create Question dropdown list]

4. Find Questions
   c) Click Find Questions.
d) Filter and select individual questions.

![Find Questions](image)

**Find Questions**

- Questions are organized by the Criteria listed on the page. Use the Criteria drop-down lists to search for questions to add to the test. Click Submit to finish. Click Cancel to return to the previous page. More Help.

**Criteria Summary**

<table>
<thead>
<tr>
<th>Question Type</th>
<th>Points</th>
<th>Source Name</th>
<th>Source Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Question</td>
<td>10</td>
<td>Demo Test (1)</td>
<td>Test</td>
</tr>
<tr>
<td>Sample Question</td>
<td>10</td>
<td>Demo Test</td>
<td>Test</td>
</tr>
</tbody>
</table>

- Selected Questions: 0

- Displaying 1 to 2 of 2 items

- Show All

- Edit Paging

- Cancel

- Submit

**e)** Click Submit.

5. Repeat step 7 until all questions have been entered.

6. Click OK.
How to edit a test or pool

1. Go to Control Panel, Course Tools then click Tests, Surveys, and Pools.

2. Click either Tests or Pools.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools
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.
3. Click the circle with the down arrow next to the test or pool you wish to edit.

4. Click Edit.

5. Make changes then click OK.
How to copy a test/pool

1. Go to Control Panel, Course Tools then click Tests, Surveys, and Pools.

   COURSE MANAGEMENT
   – Control Panel
     – Files
   – Course Tools
     - Add Test Student
     - Announcements
     - Blackboard Collaborate
     - Blogs
     - Collaboration
     - Contacts
     - Course Calendar
     - Discussion Board
     - Glossary
     - Goals
     - Journals
     - Lecture Capture
     - LiveText-SSO
     - McGraw-Hill Higher Education
     - Messages
     - Rubrics
     - SafeAssign
     - Send Email
     - Tasks
     - Tests, Surveys, and Pools

2. Click either Tests or Pools.

Tests, Surveys, and Pools

**Tests**
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

**Surveys**
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

**Pools**
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.
3. Click the circle with the down arrow next to the test or pool you wish to copy.

4. Click Copy.
How to export a test pool

1. Go to Control Panel, Course Tools then click Tests, Surveys, and Pools.

2. Click either Tests or Pools.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

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.
3. Click the circle with the down arrow next to the test or pool you wish to export.

4. Click Export.

5. Click Save File then OK.

NOTE: It is saved in your Downloads folder or other specified location.
How to import a test pool

1. Go to Control Panel, Course Tools then click Tests, Surveys, and Pools.

2. Click either Tests or Pools.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools
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.
3. Click the Import Test or Import Pool (depending on your previous selection).

4. Click Browse My Computer to locate the export file.

   Click **Browse** to locate a file to import.

   Attach File

   **Browse My Computer**

5. Click Submit.
How to add a Web link to a content area

1. Go to the content area (button) where you would like to place the link.

2. Hover over Build Content then click Web Link.
3. Enter the Name and URL.

**Web Link Information**

- **Name**

- **URL**

  *For example, http://www.myschooledu/*

[ ] This link is to a Tool Provider. *What’s a Tool Provider?*

4. Enter a description (optional).

2. **Description**

5. Attach a file by clicking Browse My Computer (optional).

3. **Attachments**

   *If you select a file you do not want, click Do Not Attach to remove the attachment from the content item. The file itself is not deleted.*

   **Attach File**

   [Browse My Computer] [Browse Course]

6. Set the Web Link Options.

4. **Web Link Options**

   - Open in New Window
     
     [ ] Yes  [ ] No
7. Set the Standard Options.

5. Standard Options

- Permit Users to View this Content: Yes | No
- Track Number of Views: Yes | No
- Select Date and Time Restrictions:
  - Display After: [Date]
  - Display Until: [Date]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

8. Click Submit.

6. Submit

*Click Submit to proceed. Click Cancel to quit.*
How to add a Web link to the course menu

1. Hover over the “+” sign above the course menu then click Web Link.

2. Enter the Name and URL then click Submit.

   Note: Make sure Available to Users is checked. If not, students will not be able to see the link.
Grade Center categories

How to Create Grade Center Categories

1. Go to the Control Panel, Grade Center then Full Grade Center.

2. Hover over Manage then click Categories.

3. Click Create Category.
4. Enter a Name then click Submit.

How to place Grade Center columns in a category

Option 1

1. Go to the Control Panel, Grade Center then Full Grade Center.

2. When creating a column, select the appropriate Category.

3. Click Submit.

Option 2
1. Go to the Control Panel, Grade Center then Full Grade Center.

   \[\text{Control Panel}\]
   \[\quad \text{Files}\]
   \[\quad \text{Course Tools}\]
   \[\quad \text{Evaluation}\]
   \[\quad \text{Grade Center}\]
   \[\quad \quad \text{Needs Grading}\]
   \[\quad \quad \quad \text{Full Grade Center}\]
   \[\quad \quad \text{Assignments}\]
   \[\quad \quad \text{Tests}\]

2. Hover over Manage then click Column Organization.

3. Select the items you wish to place in a category.
4. Hover over Change Category to… then select the category.

5. Click Submit.
Grade Center weighted total columns

1. Go to the Control Panel, Grade Center then Full Grade Center.

2. Hover over the Weighted Total column then click the circle with the down arrow.

3. Click Edit Column Information.
4. Move the selected columns and/or categories over to Selected Columns and enter the percentages.

**Select Columns**

*Select the columns and categories to include in this weighted grade and then set the weight percentages.*

![Select Columns image]

5. Click Submit.
How to access the grade center

1. Go to the Control Panel, Grade Center then click Full Grade Center.
How to create a grade center column

1. Go to the Control Panel, Grade Center then click Full Grade Center.

2. Click Create Column.

3. Enter the Column Information.

   1. Column Information
      
         * Column Name
         Grade Center Name
         Description
         
         Primary Display
         Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.
         
         Secondary Display
         This display option is shown in the Grade Center only.
         
         Category
         No Category
         
         Points Possible
         
         Associated Rubrics
         Add Rubric
         
         Name
         Type
         Date Last Edited
         Show Rubric to Students
4. Enter the Dates and Options then click Submit.

2. Dates

Date Created: Mar 13, 2013
Due Date: [Input field]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Options

Select Yes for the first option to exclude this Grade Center column from calculations. Select Yes for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations: Yes [ ] No [ ]
Show this Column to Students: Yes [ ] No [ ]
Show Statistics (average and median) for this column to Students in My Grades: Yes [ ] No [ ]

4. Submit

Click Submit to proceed. Click Cancel to quit.
**How to edit a grade center column**

1. Go to the Control Panel, Grade Center then click Full Grade Center.

![Control Panel]

2. Go to the column you want to edit then click the circle with the down arrow.

![Column Selection]

3. Click Edit Column Information.

![Edit Column Information]

4. Make any changes then click Submit.

![Submit button]
How to download grades

1. Go to the Control Panel, Grade Center then click Full Grade Center.

2. Hover over Work Offline then click Download.
3. On the Download Grades page it is recommended to use the default options then click Submit.

4. A file containing the Grade Center data will be created. Click Download.

Download Grades

The data has been saved to a file. To download the file and work offline click Download to Open the file.
5. Click Save File then OK.
   NOTE: It is saved in your Downloads folder or other specified location. The file will be downloaded with an *.xls extension which will open in Excel.
How to edit grades

Option 1

1. Go to the Control Panel, Grade Center then click Full Grade Center.

2. Go to the student you wish to edit the grade for and click on the grade. The cell then becomes editable.

3. Input the new grade then press the Enter Key.

Option 2

5. Go to the Control Panel, Grade Center then click Full Grade Center.
6. Hover over the cell of student you wish to edit the grade for then click the circle with the down arrow.

7. Click View Grade Details.

8. Click the Manual Override tab then enter the grade. Click Save.
How to manually enter grades

Option 1
1. Go to the Control Panel (located under the course menu), Grade Center then click Full Grade Center.

```
Control Panel
  Files
  Course Tools
  Evaluation
  Grade Center
    Needs Grading
      Full Grade Center
    Assignments
    Tests
```

2. Go to the student you wish to grade then click the double dash.

3. Input the grade then press the Enter Key.
   
   *Note: The grade is automatically saved.*

Option 2
1. Go to the Control Panel (located under the course menu), Grade Center then click Full Grade Center.

```
Control Panel
  Files
  Course Tools
  Evaluation
  Grade Center
    Needs Grading
      Full Grade Center
    Assignments
    Tests
```
2. Hover over the cell of student you wish to grade then click the circle with the down arrow.

3. Click View Grade Details.

4. Enter a grade then click Save.
How to show or hide a column from Grade Center view

1. Go to the Control Panel, Grade Center then Full Grade Center.

2. Hover over Manage then click Column Organization.

3. Select the items you wish to hide.
4. Hover over Show/Hide then click Hide Selected Columns.

5. To show the columns, Hover over Show/Hide then click Show Selected Columns.

6. Click Submit.
How to show or hide a Grade Center column from Student View

1. Go to the Control Panel, Grade Center then click Full Grade Center.

![Control Panel Screenshot]

2. Go to the column you want to hide/show then click the circle with the down arrow.

![Column Toggle Screenshot]

3. Click Show/Hide to Users.

![Show/Hide Users Screenshot]

4. The gray circle with the red slash mean that the column is not visible to users.

![Gray Circle Screenshot]

5. To show the column to users, repeat the steps.
How to create and upload a YouTube video using Video Everywhere

Video Everywhere is a new feature available in the content editor. The feature allows you to record on the fly videos everywhere the content editor is located. In order to create a recording, you must have a Google account and YouTube channel. Also, be sure that Adobe Flash is installed before trying to record. You can check by going to http://helpx.adobe.com/flash-player.html.

To create a recording,

1. From the content editor, click the webcam icon.
   Note: If you only see the first row, click the ▼ to show more.

2. Click Sign in to YouTube.
   Note: If you don’t have a Google Account, click Sign Up and enter your information.

4. Click Grant access.
5. **Click Record from webcam.**

   ![Webcam Recorder - Mozilla Firefox](image1)

6. **Click Allow to access the webcam and microphone then Close.**

   ![Adobe Flash Player Settings](image2)
7. Click Start recording.

8. Click OK.

The page at https://www.youtube.com says:

The website at https://faulkner.blackboard.com would like to use your webcam to upload to YouTube.
9. When you have finished recording, click Stop recording.
10. Click Upload.
11. Click Insert.

The video is then inserted in the content editor. Once your video has completed uploaded (it may take a little while depending on the length) you will see a thumbnail from the recording displayed.
How to upload a previously recorded YouTube video using VideoEverywhere

1. Click webcam icon in the Content Editor.
   Note: If you only see the first row, click the ▼ to show more.

2. Click Browse.

4. Click Grant access.
5. Click Insert to place the video from your library into the content editor.

6. Click Insert.

7. The video is then inserted in the content editor.
How to record a YouTube video with YouTube Capture

To record a YouTube video from your iPad, you will need to install YouTube Capture.

1. Go to the App Store.

2. Search for “YouTube Capture”.

3. Tap FREE to install the app.
4. Tap OPEN.

5. Tap Sign In (You must sign in with your Google account).
6. Enter your log in credentials. (This will be your Google account information.)

7. Tap Next until you complete the setup.
8. You are now ready to record.

Tap the camera to toggle between the front and rear camera

Tap the folders to access your videos

Tap the red button to start/stop recording

Tap the wheel to make changes to your settings

9. Enter a Title.

Enter a title for the video
10. Set your privacy setting.

11. Click Upload.
12. The video is then loaded into your YouTube account.
How to create a content area

Content Areas are used to organize course material. Each course shell will be created with four content areas (Read Me First, Syllabus, Assignments and Help/External Links). You can use Assignments content area to organize course material chronologically, by content type or by subject area.

1. Hover over the plus sign.

2. Click Content Area.

3. Enter the name of the Content Area then click Submit.

Note: In order for students to view the content area, Available to Users must be checked.
How to use the text editor

The text editor allows you to add and format text, hyperlinks, mashups, etc. There are three collapsible rows for the text editor.

A. Text font style
B. Text font size
C. Text font face
D. Text font emphasis (Bold, Italicize, Underline or Strikethrough)
E. Text font subscript or superscript
F. Align text
G. Input text from left to right or right to left
H. Create a bulleted or numbered list
I. Indent text to the right or left

A. Spell check
B. Cut selected content
C. Copy selected content
D. Paste content
E. Clear formatting
F. Undo previous action
G. Redo previous action
H. Create a hyperlink to email address or website (Note: You must select the text then click the globe)
I. Insert table
J. Insert horizontal line
K. Change text color
L. Insert symbol
M. Highlight text
N. WebEQ Equation Editor (Note: A Math and Science Notation Tool)
O. HTML view
P. Preview
Q. Markup Validator
The third row will only appear where it is possible to attach a file or link to a file.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Insert Content Link](image) | Add a file to the text area. The Insert Content Link page will appear. The system supports the following file types: .doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip.  
  - Browse My Computer: Select a file from the local machine.  
  - Browse Course: If Course Files is the Course's storage repository, select a file from Course Files.  
  - Browse Content Collection: If your school licenses content management, select a file from the Content Collection.  
  - Source URL: Type a URL to create a link to a file outside of the local system.  
  - Name of Link to File: Provide a descriptive name of the content is helpful for the user. This allows the user to read the link in context, rather than simply read the name of the file being linked to.  
  - Alt Text: Provide text to describe what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them.  
  - Launch in new window: Select whether to open the file in the current window or open a new browser window to display the file. Depending on your browser settings, some files may also open in a new tab. |
| ![Insert Image](image) | Add an image to the text area. The Insert Image page appears. The system supports the following file types: .gif, .jif, .jpg, jpeg, .png, .tif, .wmf. |
| ![Insert MPEG/AVI](image) | Add MPEG/AVI media content to the text area. The Insert MPEG/AVI File page appears. The system supports the following file types: .avi, .mpg, .mpeg. To learn more, see Inserting Multimedia Files from the Text Editor. |
| ![Insert QuickTime](image) | Add Apple QuickTime media to the text area. The Insert QuickTime File page appears. The system supports the following file type: .qt. To learn more, see Inserting Multimedia Files from the Text Editor. |
| ![Insert Audio](image) | Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page appears. The system supports the following file types: .aiff, .asf, .mp3, .midi, .moov, .mov, .mp, .wav, .wma, .wmv. To learn more, see Inserting Multimedia Files from the Text Editor. |
| ![Insert Flash/Shockwave](image) | Add Adobe Flash or Shockwave media to the text area. The Insert Flash/Shockwave File page appears. The system supports the following file types: .swa, .swf. To learn more, see Inserting Multimedia Files from the Text Editor. |
| ![Insert Flickr Photo, SlideShare Presentation, or YouTube Video](image) | Add a Flickr Photo, SlideShare Presentation, or YouTube Video. The Search for page appears. The system supports any files available on YouTube, SlideShare, or Flickr. |
How to add a test student account

1. Go to Course Tools located under the Control Panel then click Add Test Student.

2. The username is created with the suffix _s.
   You will then enter a password for the account then click Submit.
3. You will receive confirmation at the top of the screen.
How to check the course quota

1. Go to Course Tools located under the Control Panel click Files then the name of your course.

2. Click the circle with the down arrow beside the course name.

3. Click Edit Settings.

4. The course quota is located under #2, Quota Information.
How to reduce the course quota

1. Go to Course Tools located under the Control Panel click Files then the name of your course.

   ![Control Panel](image)

   **Control Panel**
   - Files
     - BB_Training

   ![Files](image)

   **Files**
   - Download Package
   - Copy
   - Move
   - Delete

   ![Files](image)

   **Files**
   - FaulknerBanner.png
     - Edited: Feb 7, 2013 2:12:50 PM
     - Size: 4.21 KB
   - FaulknerBanner(1).png
     - Edited: Apr 1, 2013 10:45:37 AM
     - Size: 4.21 KB
   - BB_Training ImportedContent_20130311025330
     - Edited: Mar 11, 2013 2:53:30 PM
     - Size: 4.21 KB

2. Select any files you wish to permanently delete from your course then click Delete.
How to copy/move an item to another location

1. Click the chevron next to the item name.

2. Click Copy or Move.

3. Select the Destination Course from the drop down list.

   **1. Content Information**
   
<table>
<thead>
<tr>
<th>Name</th>
<th>Course Map</th>
</tr>
</thead>
</table>

   **2. Destination**
   
<table>
<thead>
<tr>
<th>Destination Course</th>
<th>default_course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination Folder</td>
<td>Browse...</td>
</tr>
</tbody>
</table>

   **3. Submit**
   
   *Click Submit to proceed. Click Cancel to quit.*
4. Click Browse to choose the Destination Folder where you want the item to reside.

   Select Location: default_course

- Read Me First
- New Button
- Syllabus
- Assignments
- Course Documents
- Help / External Links

5. Click Submit.
How to create a tool link

1. Hover over the plus sign.

2. Click Tool Link.

3. Enter the name of the Tool Link and select the type then click Submit.

Note: In order for students to view the tool link, Available to Users must be checked.
How to hide courses

1. Log into Blackboard.

2. Hover over the “My Courses” header then click the settings icon.

3. Uncheck all the boxes to the right of the course you wish to hide.
How to perform a bulk delete

1. Log into the course you wish to delete the course material from.
2. Go to Packages and Utilities (located under the Control Panel) then click Bulk Delete.
3. Select **ONLY** the Material that you would like to delete.

*Warning:* Everything in the selected material location will be permanently deleted.

1. **Select Content Materials to Delete**
   - Read Me First
   - Syllabus
   - Assignments
   - Assignments2
   - Powerpoints
   - Help / External Links

2. **Select Other Materials to Delete**
   - Announcements
   - Users
   - Groups
   - Discussion Board
   - Tests, Surveys, and Pools
   - Grade Center Columns
   - Statistics
   - Glossary
   - Blogs
   - Journals
   - Course Messages

4. Enter **Delete** (case sensitive) in the textbox

3. **Confirmation**
   - Type "Delete" to complete this request

5. **Submit**
   - Click **Submit** to proceed. Click **Cancel** to quit.
How to perform a course copy

1. Enter the course you wish to copy from.
2. Go to the Control Panel > Packages and Utilities > Course Copy.

   - Control Panel
     - Files
     - Course Tools
     - Evaluation
     - Grade Center
     - Users and Groups
     - Customization

   - Packages and Utilities
     - Bulk Delete
     - Check Course List
     - **Course Copy**
     - Export/Archive Course
     - Import Course Cartridge
     - Import Package / View Logs
     - Manage LTI Links
     - Move Files to Course Files

3. Click Browse to locate the course you wish to copy to.

4. **Select Copy Type**
   - Select Copy Type
   
5. **Select Copy Options**
   - * Destination Course ID

6. Select the button for the course you wish to copy to. (Note: You can only copy to one course at a time).
7. Check the items you wish to copy. (Note: If you want to copy the entire course, I would recommend clicking the Select All button and use the defaults).
8. Click Submit.

You will receive an email notification once the course copy is complete.