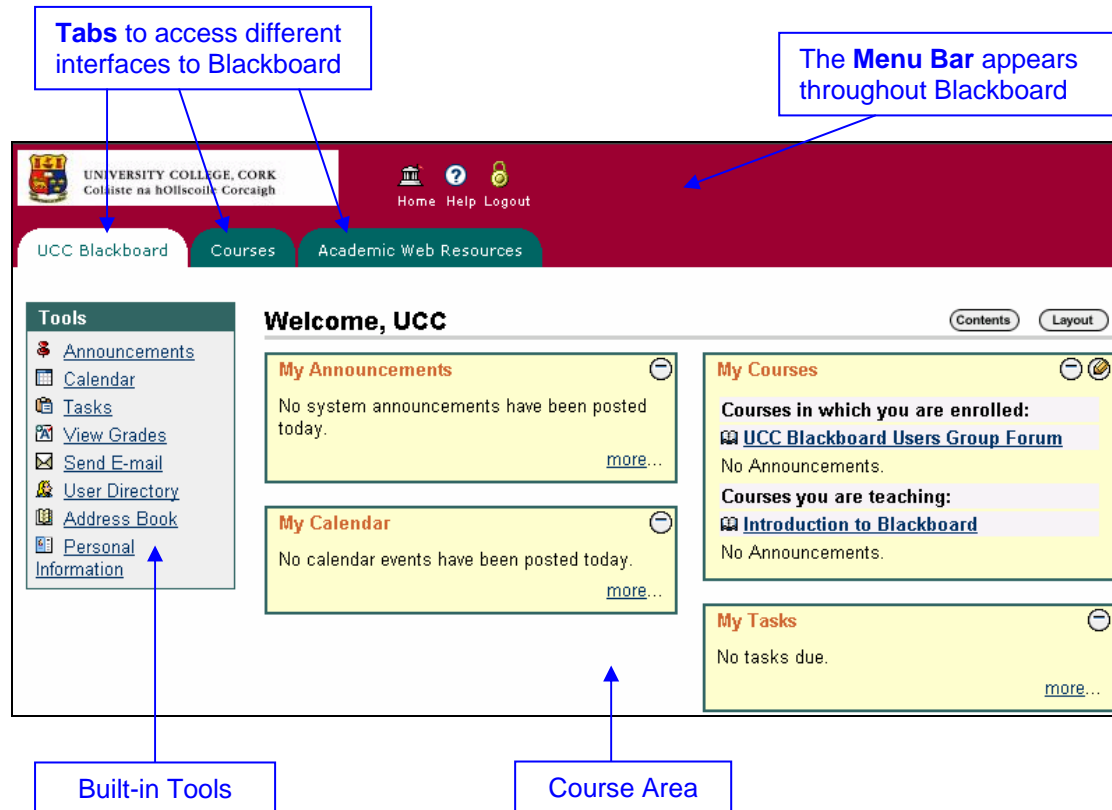
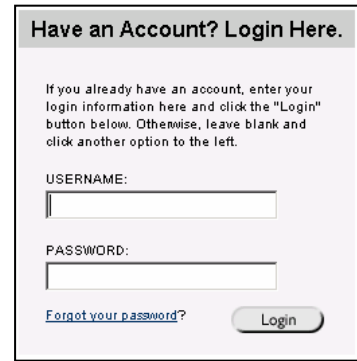


**To Login to Blackboard**

1. Navigate to <http://blackboard.ucc.ie/>.
2. Click the **Login** button.
3. Type the **Blackboard UserID** and **Password** you have been issued with into the relevant boxes and click the **Login** button.
4. The **UCC Blackboard** portal opens as displayed below.



**To Change your Password**

1. Click on the **UCC Blackboard** tab.
2. Click the **Personal Information** link in the **Tools** box on the left.
3. Select the **Change Password** option.
4. Type your new password in the upper box. Repeat the new password in the lower box.
5. Click **Submit**.
6. The message (*right*) should appear. Click **OK**.



**The Tools Box**

**Announcements:** Details of all institution-wide announcements along with those of all courses you are registered on.

**Calendar:** Display your calendar, events and announcements.

**Tasks:** A scheduling facility that can be used within courses also useful as a personal tool.

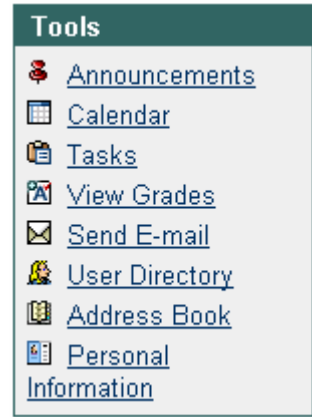
**View Grades:** Access grades from course quizzes/assignments.

**Send E-mail:** Allows access to the Send Email facility of each course you are registered on.

**User Directory:** Searchable index of users currently registered on the system.

**Address Book:** A store for details of contacts and email addresses.

**Personal Information:** Options to change your password, amend your personal details, and choose how much information about you appears in the User Directory.

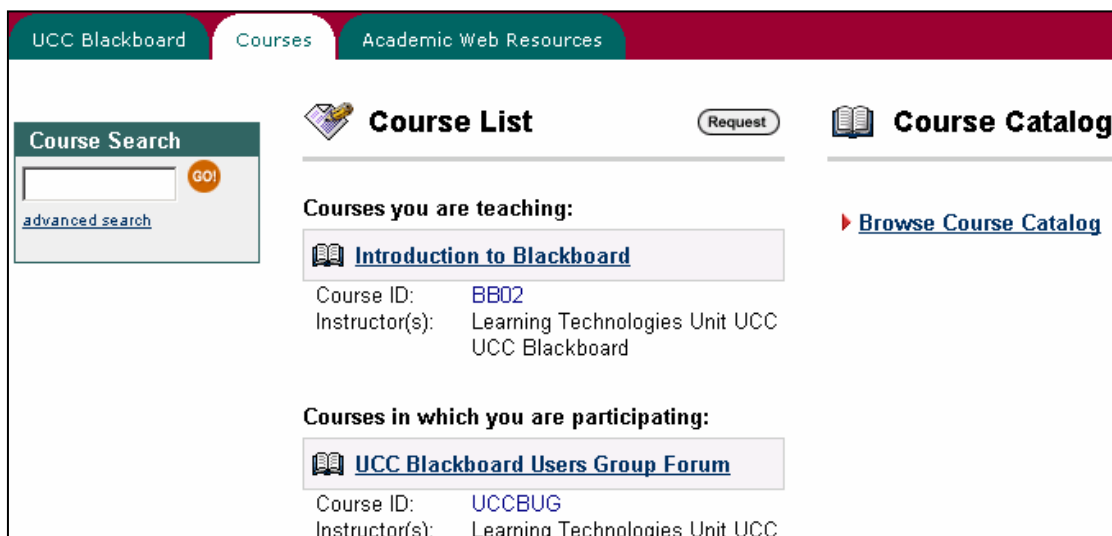


**To Edit your Personal Information**

1. Click on the **UCC Blackboard** tab.
2. Click the **Personal Information** link in the **Tools** box on the left.
3. Click the **Edit Personal Information** link and fill in the remaining fields.
4. Click **Submit**.
5. Review the information and click **OK**. (Repeat steps 3-5 if you wish to make further changes.)

**The Courses Tab**

The **Courses** tab provides a **Course List** displaying the courses on which you are enrolled, whether as an instructor or a student. The **Course Catalog** provides access to listings of courses currently available on UCC Blackboard.



**The Academic Web Resources Tab**



The **Blackboard Resource Center** provides users with a wealth of academic resource information. These resources are maintained by Blackboard Inc.

Click on a category, and then select a discipline from the selection offered.

**STEP 1: Categories**

- [Art and Music](#)
- [Business and Management](#)
- [Computer & Engineering](#)
- [Computer and Information Technology](#)
- [Education](#)
- [Hobbies](#)
- [Languages](#)
- [Legal](#)
- [Literature and Linguistics](#)
- [Mathematics](#)
- [Medicine & Health](#)
- [Physical Education](#)
- [Science](#)
- [Social Sciences and Social Study](#)
- [Vocational](#)

**INSTRUCTOR CONTROL PANEL**

All course administration is carried out through the Instructor Control Panel.

COURSES > INTRODUCTION TO BLACKBOARD > CONTROL PANEL

**BB02: Introduction to Blackboard - UCC Blackboard (Instructor)**

<b>Content Areas</b>		<b>User Management</b>	
<a href="#">Course Information</a>	<a href="#">Assignments</a>	<a href="#">List / Modify Users</a>	<a href="#">Remove Users from the Course</a>
<a href="#">Course Documents</a>	<a href="#">Books</a>	<a href="#">Enroll User</a>	<a href="#">Manage Groups</a>
<a href="#">External Links</a>			
<b>Course Tools</b>		<b>Assessment</b>	
<a href="#">Announcements</a>	<a href="#">Discussion Boards</a>	<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Course Calendar</a>	<a href="#">Send E-mail</a>	<a href="#">Survey Manager</a>	<a href="#">Gradebook Views</a>
<a href="#">Staff Information</a>	<a href="#">Collaboration</a>	<a href="#">Pool Manager</a>	<a href="#">Course Statistics</a>
<a href="#">Tasks</a>	<a href="#">Digital Drop Box</a>		
<b>Course Options</b>		<b>Support</b>	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>	<a href="#">Support</a>	
<a href="#">Archive Course</a>	<a href="#">Import Package</a>	<a href="#">Manual</a>	
<a href="#">Recycle Course</a>	<a href="#">Resources</a>	<a href="#">Contact System Administrator</a>	
<a href="#">Manage Tools</a>	<a href="#">Export Course</a>		
<a href="#">Settings</a>			

Control Panel Function Areas	
<b>Content Areas</b>	Tools necessary to add text, files, and information into your course.
<b>Course Tools</b>	Communication tools for instructors to send email, create tasks, and work with groups.
<b>Course Options</b>	Security and customisation options for advanced management of course components.
<b>User Management</b>	Tools for the instructor to manage users and enrolments.
<b>Assessment</b>	Tools for building assessments, recording grades, and tracking user activity.
<b>Support</b>	Support contacts and online documentation.

**Accessing your Course**

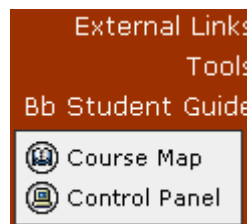
- From the **UCC Blackboard** tab, click the name of the course you wish to access in the **My Courses** box.

OR

- Click the **Courses** tab, and select the name of the course you wish to access from the **Courses you are teaching** list.

**The Course Menu**

1. Click **Control Panel** at the bottom of the menu on the left.
2. Select **Manage Course Menu** from the **Course Options** box.
  - ▶ Default menu options are as follows:



Content Area	Description
<b>Announcements</b>	Announcements relating to your module can be posted in this area. The Announcements are the first thing a student sees on entering your course.
<b>Course Information</b>	This area is used to display descriptive information related to a course, e.g. objectives, timetables, syllabus, exam dates.
<b>Staff Information</b>	Contact information and hours can be posted in this section.
<b>Course Documents</b>	Learning materials such as lecture notes, overheads, and multimedia clips are posted here.
<b>Assignments</b>	This area lists the due date and description for class work. Files can also be attached to posted assignments.
<b>Communication</b>	Those enrolled on the course can communicate with each other in various ways: <ul style="list-style-type: none"> <li>• <b>Send &amp; Receive Email</b> via <i>UCC Student email accounts</i></li> <li>• <b>Discussion Boards</b></li> <li>• <b>Collaboration Sessions</b>:                             <ul style="list-style-type: none"> <li>• <i>Virtual Classroom or Lightweight Chat</i></li> </ul> </li> <li>• View the <b>Roster</b> of those enrolled on the course</li> <li>• View <b>Group Pages</b> where a lecturer has created groups for project work</li> </ul>
<b>Discussion Board</b>	Read and post messages to Discussion Boards created by Instructors for the class.
<b>External Links</b>	Build your own selection of hyperlinks to outside learning materials.
<b>Tools</b>	Student Tools: <ul style="list-style-type: none"> <li>• <b>Digital Drop Box</b> for electronic submission of assignments</li> <li>• Students can create their own <b>Homepage</b> which can be visited by those looking up the Roster (within Communication)</li> <li>• Access <b>Personal Information</b></li> <li>• View the <b>Course Calendar</b></li> <li>• View course <b>Grades</b></li> <li>• Access the <b>Student Blackboard Manual</b></li> <li>• View <b>Tasks</b> set by the course Instructor.</li> <li>• Use the <b>Electronic Blackboard</b> for note-taking</li> </ul>
<b>Bb Student Guide</b>	A link to UCC's Student Guide to Blackboard
<b>Course Map</b>	Navigate the course site using a collapsible tree directory.
<b>Control Panel</b>	Instructors can administer their module by clicking this link.

## GROUNDWORK FOR YOUR COURSE

### Remove a Link/Button from the Course Menu

If you don't intend to use a particular link for your course, you can click the **Remove** button to the right of it. This will tidy up the Course Menu on the left of the course screen.

**NOTE:** When you choose to **Remove** a default **Content Area** (see table on page 4) any information stored within that area is deleted and cannot be recovered!

### Rename a Link/Button on the Course Menu

If you wish to rename an existing link, click the **Modify** button to the right of the link. Type your preferred name for the link (maximum 18 characters) and click **Submit**.

### Add a New Menu Link

You can use the **Add** toolbar at the top of the **Manage Course Menu** page to add a new menu link of your choice.



☞ See page 13 for details on linking directly to a specific folder or item within your course.

### To Change the Menu Style

1. From the **Control Panel**, select **Settings** from the **Course Options** box.

2. Select **Course Design** from the options displayed.

3. Select **Course Design** again from the smaller list of options.

4. **Section 1: Select Navigation Style**

▶ Select **Buttons** or **Text**.

Buttons

Text

Announcements

Course Information

Announcements



Course Information



Staff Information

5. **Section 2: Select Style Properties**

▶ If you have chosen **Buttons**, you need to select a Button **Type**, **Shape** and **Style** from the options displayed.

▶ If you have chosen **Text**, you need to click each **Pick** button in turn to choose a background and text colour for your Course Menu.

Select background color for navigation:  

Select highlight color for navigation:  

6. When you have made your choices, click **Submit**.

**To Display a Course Banner** (e.g. a departmental logo)

1. From the **Control Panel**, select **Settings** from the **Course Options** box.
2. Select **Course Design** from the options displayed.
3. Select **Course Banner** from the smaller list of options.

<b>Select from the following:</b>	
<b>Current Banner</b>	Displays the banner that currently appears at the top of the Announcements area.
<b>New Banner</b>	Browse your hard/floppy disk drive to locate the banner you wish to use.
<b>Remove this banner</b>	Select this check box to remove the current banner image from the course website.

4. Click **Submit**.

**To Include the Module Code in the Course Title**

1. From the **Control Panel**, select **Settings** from the **Course Options** box.
2. Select **Course Name and Description**.
3. Click in the box to the left of the **Course Title**, type the module code and click **Submit**.

**To Make a Course Available/Unavailable to Students**

1. From the **Control Panel**, select **Settings** from the **Course Options** box.
2. Select **Course Availability**.
3. Click **Yes** and **Submit**.

**To Set Self-enrolment on a Blackboard Course**

1. From the **Control Panel**, select **Settings** from the **Course Options** box.
2. Select **Enrolment Options**.
3. Ensure **Self-Enrolment** is selected, then tick the “**Require Access Code to enrol**” check box and enter an **Access Code**.
4. Click **Submit** to finish the process.
5. Distribute the **Access Code** only to those whom you wish to enrol on the course.

**Self-enrolling on a Blackboard Course** (instructions for students)

1. Log on to UCC Blackboard <http://blackboard.ucc.ie> using your **Student ID** and **PIN**.
2. Click the **Courses** tab.
3. Click **Browse Course Catalog**.
4. Type the course code or name in the Search box.
5. Once the correct course has been located, click the **ENROL** button to the *right* of the course description.
6. If necessary, type the **Access Code** specified by your lecturer.
7. Click **Submit** to be taken to the course website.

**Posting Announcements**

1. From the **Control Panel**, select **Announcements** from the **Course Tools** box.
2. Click the **Add Announcement** button.
3. Type the subject and message, e.g. assignment due dates, clarifications, exam schedules, etc.
4. Select a text type:
  - **Smart Text (recommended)** is the default setting for message areas. It automatically recognises links and accepts HTML tags.
  - **Plain Text** displays text exactly as written.
  - **HTML** displays text as coded if using HTML tags.

5. **Section 2: Options**

- (a) **Permanent Announcement**  
Click **Yes** if you wish to **always show this announcement on the course's main page**

OR

- (b) **Temporary Announcement**  
Select dates on the calendar under **Restrict dates to show this announcement** and tick the relevant boxes if you wish to restrict the announcement to particular dates.

Restrict dates to show this announcement:

Display After  
Oct 10 2005  
08 00 AM

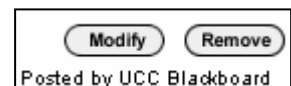
Display Until  
Oct 16 2005  
12 00 PM

6. Click **Submit**.

**Modifying/Removing Announcements**

1. From the **Control Panel**, select **Announcements** from the **Course Tools** box.  
Announcements created within the **last 7 days** are listed according to date. You may need to click another tab if your announcement was posted before then.

2. Select the announcement you wish to modify/remove and click the relevant button.



- **Modify:** make changes to your announcement as for Posting Announcements.
- **Remove:** a confirmation window appears asking if you are sure you want to remove the announcement. Click **OK** to confirm or **Cancel** if you do not wish to delete it.

 **Ensure you select the correct message before removing!**

### Adding Staff Information



1. From the **Control Panel**, select **Staff Information** from the **Course Tools** box.

If there are a few lecturers sharing a course, and a few demonstrators working with students, then you can create separate folders for lecturers and tutors by selecting the **Add Folder** button. Otherwise just click **Add Profile** for each lecturer.

- If adding a folder, select an appropriate folder name from the drop-down list, and describe the contents of the folder in the **Text** box if necessary.
- Select **Yes** to make the folder visible to students, and click **Submit** and then click **OK**.
- If you have created a folder, click on the name of the folder before carrying out the steps to add a profile below.

2. Click the **Add Profile** button and fill in the designated fields.

*It is not necessary to fill all fields. Empty fields won't appear in the finished profile; however an **email address must be supplied**.*

3. **Section 2: Options**

- Choose to display/hide your profile by selecting **Yes** or **No**.
- Insert a photograph if desired: click the **Browse** button to locate the photo on your floppy/hard disk, and click the **Open** button when you have selected the correct file.
- Link to a personal web page by typing the URL in the **Personal Link** box.

<b>Current Image:</b>	None
<b>Profile image:</b>	<input type="text"/> <input type="button" value="Browse..."/>
<b>Personal link:</b>	<input type="text" value="http://"/>

4. Click **Submit** and then **OK**.

### Adding Course Information

The Course Information area is used to post static information on a module, e.g. course description, syllabus, objectives, exam dates, etc.



1. From the **Control Panel**, select **Course Information** from the **Content Areas** box.

Generally it isn't necessary to create a folder in the Course Information area, however if you intend to post a lot of information folders should be used to structure the material to make it easier for students to navigate.

2. Click the **Add Item** button.
3. Choose a name for the item from the drop-down list, or specify a name yourself by choosing **Other - Add Text Below** at the bottom of the list and type your choice of title in the box provided, e.g. Exam Details.

4. Set a colour for the item name by clicking the **Pick** button and selecting a colour from the **ColorPicker**.





5. Describe the contents of the folder in the **Text** box. The default **Smart Text** setting is recommended.

File to Attach:	<input type="text"/>	Browse...
Name of Link to File:	<input type="text"/>	
Special Action:	Create a link to this file <input type="button" value="v"/>	

6. **Section 2: Content Attachments**

- Click the **Browse** button to attach a file if necessary.
- In the **Name of Link to File** box type the name of the link that students click to access the attached file. *TIP: type the name of the package used to create the file e.g. Excel, so that students know what format it will be displayed in.*
- Choose a **Special Action** from the drop-down menu.


Special Actions	
<b>Create a link to this file:</b>	Selecting this option attaches the file to the Blackboard document. A link is automatically inserted below the document title to access the file.
<b>Display media file within the page:</b>	Selecting this option embeds certain kinds of media within the page itself instead of creating a link.
<b>Unpackage this file:</b>	This option indicates to the system that the file must be unzipped before displaying it to the student. Large graphics or animated files should be zipped prior to uploading to Blackboard.  NOTE: If the file format is not supported by Blackboard, the selections will default to <b>Create a link to this file</b> . If students are to view the file correctly, they will need the same package installed on the computer they use to open the file.

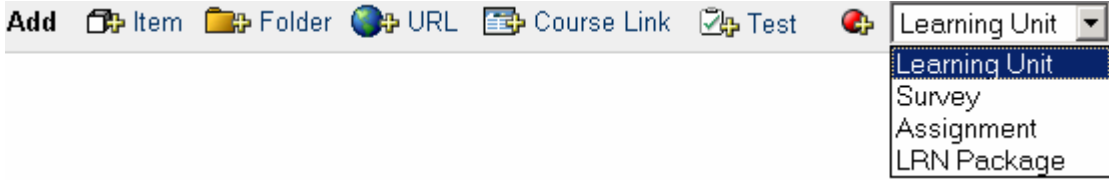
5. **Section 3: Options**

Options	
<b>Do you want to make the content visible?</b>	Select <b>Yes</b> to make this item available for viewing when a user accesses the Course Information page. Select <b>No</b> to hide this item.
<b>Do you want to add offline content?</b>	Select <b>Yes</b> or <b>No</b> to indicate whether users can view content offline or not.
<b>Do you want to track number of views?</b>	<b>Yes</b> will instruct the system to track the number of times a user accesses this item. Use the Course Statistics page to view these reports. <b>No</b> will instruct the system not to record this information.
<b>Do you want to add metadata?</b>	Choose <b>Yes</b> or <b>No</b> . Meta-data is data about the added item, such as ownership, resource format and copyright information.
<b>Choose date restrictions</b>	Tick the Display After and/or Display Until boxes and set dates of availability using the calendar interface ( <i>optional</i> ).

6. Click **Submit** and **OK** to acknowledge the receipt.  
The item appears listed on the **Course Information** page.

## BUILDING YOUR COURSE

 It is necessary to create Folders to structure Course Documents so it is vital to think about information structure before starting to build your course. This makes it much easier for students to navigate through posted material. You may wish to create a separate folder for each term's lectures, or for each area of the course studied.

The 'Add' Menu Bar	
	
<b>Item</b>	Upload Course Documents, Lecture notes, Multimedia files, etc.
<b>Folder</b>	Creating folders to house Course Documents will enable easy navigation of your site for students.
<b>URL</b>	Add a link to a website relevant to the subject material. Note that it may be better to place all web addresses in the dedicated External Links section of your course ( <i>Control Panel, Content Areas box, External Links</i> ).
<b>Course Link</b>	Provide a shortcut to another area within your Blackboard course, e.g. exam dates posted in the Course Information folder.
<b>Test</b>	Create a link to a test you've already prepared that you wish to make available to students.
<b>Learning Unit</b>	Learning Units are similar to folders, in that they may contain several documents or items, URLs and assignments. They differ in that they may also contain quizzes and surveys. Students can follow a structured path through content. Instructors have the option of enforcing a sequential path or allowing students to access any page within the Learning Unit at any time.
<b>Survey</b>	Create a link to a test you've already prepared that you wish to make available to students.
<b>Assignment</b>	Deploy a previously created assignment to students.
<b>LRN Package</b>	Microsoft LRN Content enables Instructors to create course content presentations that have a hierarchical structure and sequential navigation. Instructors can create LRN Content through the Microsoft LRN toolkit, which can be accessed from the Blackboard Learning System only if installed on your computer. For more information about the Microsoft LRN Toolkit, go to <a href="http://www.microsoft.com/elearn/resources.asp">http://www.microsoft.com/elearn/resources.asp</a> .


### Adding a Folder for Course Documents

1. From the **Control Panel**, select **Course Documents** from the **Content Areas** box.
2. Click the **Add Folder** button from the options bar at the top of the page.
3. Choose a name for the folder from the drop-down list, or specify a name yourself by choosing **Other - Add Text Below**, from the drop down list and typing the name in the box, e.g. Lecture Notes.



4. Set a colour for the name of the folder by clicking the **Pick** button and selecting a colour from the **ColorPicker**.
5. Describe the contents of the folder in the **Text** box. The default **Smart Text** setting is recommended.
6. **Section 2: Options**
  - Choose whether you want to make the folder visible by selecting **Yes** or **No**.
  - If necessary, restrict folder availability by ticking Display Before/After and selecting dates from the calendar.
7. Click **Submit** and **OK** to acknowledge the receipt.
8. The folder appears listed on the **Course Documents** page. If you click the Folder Title (link) you will find it is empty.

### Adding Course Documents

 **When adding course content, especially PowerPoint Presentations please select a light background and dark text to ensure that students will be able to print these files if necessary. Avoid unnecessary graphics.**

1. Open the folder to which you want to post a file, e.g. Lecture Notes, by clicking on the folder title.
2. Select the content you wish to add from the Add menu bar. To upload lecture notes click the **Add Item** button.
3. Select **Other - Add Text** from the drop down list.
4. Type the item name, e.g. Lecture 1, in the specify name box and describe the lecture content briefly in the box below.
5. **Section 2: Content Attachments**
  - **Browse** to attach a file if necessary.
  - In the **Name of Link to File** box type the name of the link that users click to access the attached file. You could also specify the file type here.
  - Choose a **Special Action** from the drop-down menu.

<b>Special Actions</b>	
<b>Create a link to this file:</b>	Selecting this option attaches the file to the Blackboard document. A link is automatically inserted below the document title to access the file.
<b>Display media file within the page:</b>	Selecting this option embeds certain kinds of media within the page itself instead of creating a link.
<b>Unpackage this file:</b>	This option indicates to the system that the file must be unzipped before displaying it to the student. Large graphics or animated files should be zipped prior to uploading to Blackboard.  NOTE: If the file format is not supported by Blackboard, the selections will default to <b>Create a link to this file</b> . If students are to view the file correctly, they will need the same package installed on the computer they use to open the file.

6. Section 3: Options

Options	
Do you want to make the content visible?	Select <b>Yes</b> to make this item available for viewing when a user accesses the Course Information page. Select <b>No</b> to hide this item.
Do you want to add offline content?	Select <b>Yes</b> or <b>No</b> to indicate whether users can view content offline or not.
Do you want to track number of views?	<b>Yes</b> will instruct the system to track the number of times a user accesses this item. Use the Course Statistics page to view these reports. <b>No</b> will instruct the system not to record this information.
Do you want to add Meta-Data?	Choose <b>Yes</b> or <b>No</b> . Meta-data is data about the added item, such as ownership, resource format and copyright information.
Choose date restrictions	Tick the Display After and/or Display Until boxes and set dates of availability using the calendar interface ( <i>optional</i> ).

7. Click **Submit** and **OK** to acknowledge the receipt. The Item appears in the relevant folder on the **Course Documents** page.

The following file types are recognized by the Blackboard Learning System.

Extension	File Type	Programs associates with the file type
.aam	Multimedia	Macromedia® Authorware® plug-in
.aiff	Audio	Audio program
.asf	Multimedia	Microsoft® .NET™ Show
.au	Audio	Real Audio Player™
.avi	Video	Video player (not Macintosh® compatible)
.doc	Text	Microsoft® Word® or other word processor
.ea	Audio	Java™ enabled Web browser
.ev, .ev2	Video	Java™ enabled Web browser
.exe	Executable	
.gif	Image	Graphics program or Web browser
.html, .htm	Web page	HTML editor or Web browser
.image	Image	Graphics program or Web browser
.jpg, .jpeg	Image	Graphics program or Web browser
.jif	Image	Graphics program or Web browser
.mpe	Audio/Video	
.mpg, .mpeg	Image	Graphics program or Web browser
.moov	Movie	
.mov, .movie	Video	Movie or media player
.pdf	Text	Adobe® Acrobat® Reader®
.ppt, .pps	Slide show	Microsoft® PowerPoint® and PowerPoint Player®
.qt	Movie	QuickTime®
.ra	Audio	Real Audio Player™
.ram	Video	Real Audio Movie™
.swa	Audio	Macromedia® Shockwave® plug-in
.swv, .swf	Multimedia	Macromedia® Shockwave® plug-in
.tiff	Image	Graphics program or Web browser
.txt	Text	Text or HTML editor, word processor
.wav	Audio	Audio program
.wma	Audio	
.wmf	Graphic	Microsoft® Windows®
.wmv	Media/Audio	Microsoft® Windows®
.wpd	Text	WordPerfect® or other word processor
.xls	Spreadsheet	Microsoft® Excel®

## To Copy/Move Content within a Blackboard Course

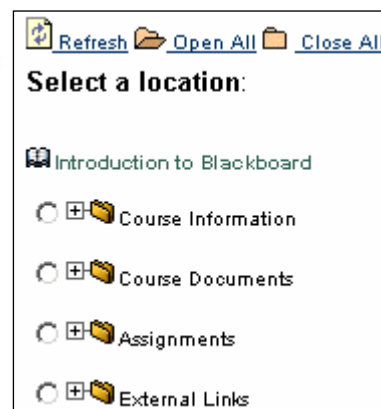
Posted teaching material can now be copied or moved to another area within a Blackboard course.

1. From the **Control Panel**, select **Course Documents**.
2. Click the **Copy** button to the right of the document or folder you wish to copy/move elsewhere in your course.
3. Depending on whether you're moving a document or folder, the **Copy/Move Content** or **Copy/Move Folder** page is displayed.
4. The actual document or folder is displayed in **Section 1: Information**.

5. Click the **Browse** button in **Section 2: Destination** and select a destination folder for the item you are copying /moving from the pop-up window displayed.
6. If you wish to copy/ move the item to a sub-folder, click the plus symbol to the left of that folder e.g. Course Documents, and choose from the listed folders.

All sub-folders can be viewed by clicking the **Open All** link at the top of the pop-up window.


7. Click the **Submit** button on the pop-up window, and the destination folder name appears in the **Destination Folder** box to the left of the **Browse** button.



8. **Delete item after copy?**
  - ⇒ If you are **Copying** the item, ensure the **No** radio button is selected.
  - ⇒ If you are **Moving** the item, ensure the **Yes** radio button is selected.
9. Click **Submit** at the bottom of the **Copy/Move** page.
10. Click **OK** on the receipt page to return to the folder you copied/moved material from.

## To Create a Direct Menu Link to an Item/Folder

It is now possible for you to create a link on the Course Menu to a particular area/file on your course.

1. From the **Control Panel**, select **Manage Course Menu** from the **Course Options** box.
2. Click the **Add Course Link** button. 
3. Type a **short** name for the link in the **Area Name** box.
4. Click the **Browse** button to locate the folder or item you wish to link to.
5. Ensure the **Make available for Student/Participant users** box is ticked and click **Submit**.

- 🗑️ **Remove a link** by clicking the **Remove** button to the *right* of the link on the **Manage Course Menu** page.

## DISPLAYING POWERPOINT FILES ON BLACKBOARD

### IMPORTANT NOTICE

If you are posting images, sound, PowerPoint, Word, or PDF files on Blackboard, please **make sure that the files are of a reasonable size** otherwise it makes it very difficult to download/view them off-campus. It also uses up a lot of disk space unnecessarily. *A 350 Mb file can take 5-6 hours download time on a dial-up connection!*

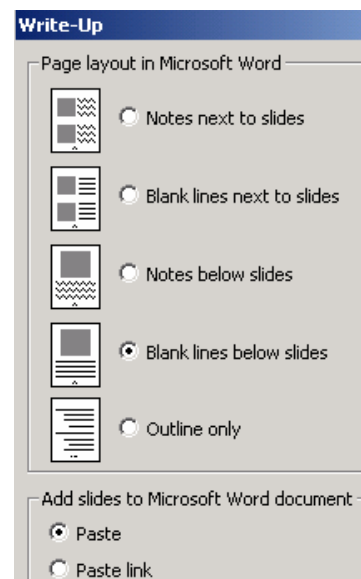
Details of how to resize images for screen use are available at:

<http://www.ucc.ie:8080/cocoon/cc/elec-pub/graphics>.

**Please convert PowerPoint slide shows to Word format to make printing easier for students.** Both the PowerPoint and Word versions can be displayed in Blackboard giving the student the choice to view the **online version** or the **printable version**.

### To Convert PowerPoint Files to Word Format

1. Open the PowerPoint presentation as saved on your own computer. Don't open the file via Blackboard.
2. From the **File** menu, select **Send to**, and select **Microsoft Word** from the sub-menu.
3. A pop-up dialog box appears, asking you to choose the format in which you wish the presentation to be displayed in Word:
  - Choose **Blank lines below slides**.  
*The other options are unsuitable for our purpose.*
  - Also choose **Paste** under **Add slides to Microsoft Word document**.
4. Click **OK** to convert your file to Word format. *This process creates a separate Word file and your original slide show remains unaffected.*
5. In Word, delete the blank lines and slide numbers to fit three slides on each page.
6. Save the Word file and upload it to Blackboard in the usual manner, labelling it as a "**printable version**" of the slide show.



### Testing Course Links

1. If you wish to see your course from a student's perspective, click on the **Module Title** in the navigation path at the top of your screen to return to the main course view.



2. From the button bar, select the area to which you have just posted a file e.g. **Course Documents** and click the **Lecture Notes** folder; then select the lecture title.

Depending on your browser, it may open the document within the Blackboard screen, in an external window or it may prompt you to save the file locally before viewing.

### Adding Learning Units

Learning Unit content is managed in much the same way as content in Course Documents, with one exception: **Learning Units cannot contain folders.**

1. From the **Control Panel**, select **Course Documents**.
2. Select **Add Learning Unit** from the drop-down list on the right of the **Add** menu bar, and click the **Go** button.
3. Choose a name for the Learning Unit from the drop-down list **or** select **Other – Add text below** and **specify your own name** underneath.
4. Describe the unit, or list instructions for your students to follow in the **Text** box underneath the title, e.g. 'These units must be read in sequential order'.
5. **Section 2: Options**

Options	
<b>Do you want to make the Learning Unit visible?</b>	Select <b>Yes</b> or <b>No</b> to indicate whether to make the Learning Unit available to students. Instructors and staff will still be able to access the unit via the Control Panel.
<b>Do you want to enforce sequential viewing of the Learning Unit?</b>	Select <b>Yes</b> if you wish students to view units in the order listed. They will not be able to advance to a page without having viewed a previous page. Select <b>No</b> if you wish students to view units in any order.
<b>Do you want the Learning Unit to open in a new window?</b>	<b>Yes</b> will instruct the unit to open in a new browser window. <b>No</b> will open the unit in the current browser window.
<b>Do you want to track number of views?</b>	<b>Yes</b> will instruct the system to track the number of times a user accesses this item. Use the Course Statistics page to view these reports. <b>No</b> will instruct the system not to record this information.
<b>Do you want to add metadata?</b>	Choose <b>Yes</b> or <b>No</b> . Meta-data is data about the added item, such as ownership, resource format and copyright information.
<b>Choose date restrictions</b>	Tick the Display After and/or Display Until boxes and set dates of availability using the calendar interface ( <i>optional</i> ).

6. Click **Submit** and **OK** to acknowledge the receipt. The **Learning Unit** appears on the **Course Documents** page.
7. Open the **Learning Units** folder.
8. Select the **Add Item** button. This option allows you to attach a file and include a description of the file/instructions for students.
9. See **Adding Course Documents** steps 3-7 (*on page 11*) to add a file.

**Adding Multimedia Files**

1. From the **Control Panel**, select **Course Documents**.
2. Add a new folder entitled **Additional Materials**.
3. Open the folder and click the **Add Item** button.
4. From the **Name** box, select **Other – Add text below** and type **Video Demonstration** in the **Specify your own name** box.
5. Describe the multimedia clip in the **Text** box underneath the title.
6. **Section 2: Content Attachments**
  - **Browse** to attach a file if necessary.
  - In the **Name of Link to File** box type the name of the link that users click to access the attached file. You could also specify the file type here.
  - Choose a **Special Action** from the drop-down menu.

<b>Special Actions</b>	
<b>Create a link to this file:</b>	Selecting this option attaches the file to the Blackboard document. A link is automatically inserted below the document title to access the file.
<b>Display media file within the page:</b>	Selecting this option embeds certain kinds of media within the page itself instead of creating a link.
<b>Unpackage this file:</b>	<p>This option indicates to the system that the file must be unzipped before it is displayed to the user.</p> <p><b>NOTE:</b> If the file format is not supported by Blackboard, the selections will default to <b>Create a link to this file</b>. Supported digital media formats are:</p> <ul style="list-style-type: none"> <li>• Graphics: GIF, JPEG</li> <li>• Video: MPEG, Quicktime, AVI</li> <li>• Audio: WAV, AIFF</li> <li>• Multimedia: Shockwave Flash</li> </ul>

Cont/d...



7. Section 3: Options

Options	
<b>Do you want to make the content visible?</b>	Select <b>Yes</b> to make this item available for viewing when a user accesses the Course Information page. Select <b>No</b> to hide this item.
<b>Do you want to add offline content?</b>	Select <b>Yes</b> or <b>No</b> to indicate whether users can view content offline or not.
<b>Do you want to track number of views?</b>	<b>Yes</b> will instruct the system to track the number of times a user accesses this item. Use the Course Statistics page to view these reports. <b>No</b> will instruct the system not to record this information.
<b>Do you want to add Meta-Data?</b>	Choose <b>Yes</b> or <b>No</b> . Meta-data is data about the added item, such as ownership, resource format and copyright information.
<b>Choose date restrictions</b>	Tick the Display After and/or Display Until boxes to choose dates of availability ( <i>optional</i> ).

8. Click **Submit** and **OK** to acknowledge the receipt. The Item appears in the **Additional Materials** folder on the **Course Documents** page.

Re-ordering Items

1. To change the order in which items are displayed, click the arrow next to the title and choose a number.



Modifying Content

1. Click the **Modify** button next to an item, e.g. Video Demonstration  
You may wish to add further text, e.g. This media clip will automatically open in the media player on your computer.
2. Click **Submit** and **OK**.

Removing Content

1. Press the **Remove** button next to the item you wish to remove, e.g. **Additional Materials**.
2. You will be prompted **Are you sure you want to remove this item?** Click **OK** if you wish to remove it.

**CAUTION!**  
**Folders can be removed as easily as individual items, even when they are full of content so use this option carefully!!!**

### Assignments

Assignments can be managed in the same way as course content via the Control Panel. Select Assignments from the Content Areas section and proceed as for adding course content.

### Adding External Links to your Course

1. Click **Control Panel** from the button bar on the left.
2. Under **Content Areas**, select **External Links**.
3. Click **Add URL** on the **Add** menu bar.
4. Enter the name and URL for the page to which you are creating a link. Describe the link briefly for students.
5. If you wish the link to open in a new browser window, click the **Yes** radio button alongside **Launch item in external window**. *Selecting Yes is recommended so that students can refer back to their Blackboard course whilst browsing the external link if necessary.*
6. Click **Submit** and **OK**. The link is now listed under **External Links** on the course website menu.



### COURSE CALENDAR

Instructors can use the course calendar to indicate important course related events. The dates and events that appear on the Course Calendar can be viewed by all students enrolled on that course.


### Adding Events to the Course Calendar

1. From the **Control Panel**, select **Course Calendar** from the **Course Tools** box.

2. Click the **Add Event** button. 


3. Enter a name and description for the event in the relevant boxes, e.g. **Visiting Speaker**.

4. Use the drop-down arrows on the date selector to choose the date, start and end time for the event.

<b>Event Date:</b>	Nov	08	2005	
<b>Event Start Time:</b>	10	00	AM	
<b>Event End Time:</b>	11	00	AM	

5. Click **Submit** and **OK**.

### **To View Events on a Particular Day**

1. From the **Control Panel**, select **Course Calendar** from the **Course Tools** box.
2. Click the **Quick Jump** button. The image shows a button with a calendar icon and the text "Quick Jump".
3. Use the drop-down arrows to select the date you wish to view, and then choose whether you wish to see a Monthly, Weekly or Daily view.
4. Click the **Submit** button. The calendar is displayed according to your request.
5. Click on an event from the listing for further details.

### **To Modify an Event**

1. Display the event using the **Quick Jump** button as detailed previously.
2. Click the **Modify** button next to the entry.
3. The **Modify** page is exactly the same as the **Add Event** page and all details already entered are displayed.
4. Make changes as necessary and click **Submit**.

### **To Remove an Event**


1. Display the event using the **Quick Jump** button as detailed previously.
2. Click the **Remove** button next to the relevant event.
3. A **warning box** will be displayed asking if you want to remove the event.
4. Select **OK** or **Cancel**. Removing an event is irreversible.

## **SENDING EMAIL WITHIN BLACKBOARD**

Instructors can use Blackboard to send email to individuals participating on their courses and, if enabled by the instructor, students can email their fellow students. **Students must be notified that all email sent via Blackboard will be sent to their UCC student email accounts.**

To minimise the distraction of long lists of **To:** addresses, and to make the reuse of address lists more difficult for potential spammers, all destination addresses are placed into the email's **Bcc:** (*Blind Carbon Copy*) field upon receipt.

### **To Send an Email within a Blackboard Course**

1. From the **Control Panel**, select **Send Email** from the **Course Tools** area.
2. Select one of the options on display:
  - **All Users:** email all users enrolled on a Blackboard module.
  - **All Groups:** email all groups created within a module.
  - **All Teaching Assistants:** email all teaching assistants on a module.
  - **All Instructors:** email all instructors on a module.
  - **Single/Select Users:** email single or select users enrolled on a module.
  - **Single/Select Groups:** email a single group or select groups within a module.
- ✓ If you choose one of the **All** options, the **Send email** page of your choice is displayed, listing the selected user(s) in the **To:** field.
- ✓ If you choose one of the **Single/Select** options a list of enrolled users is displayed for you to choose from. Tick the box next to the name of each person you wish to email.
3. The Instructor's email address is automatically listed in the **From:** field.
4. Type a subject for the email in the **Subject** box.
5. Type the email content in the **Message** box.
6. If you would like to receive a copy of the email, tick the **Send Copy of Message to self** box.
7. If you wish to add an attachment, click the **Add** button in the attachments section, **Browse** to locate the file you wish to add, and then click **OK**. 
8. Click **Submit** to send the email.

### **Disabling the Email facility on a Course**

The **Send Email** facility is enabled by default on all Blackboard Courses.

- **Send Email** can be disabled from the **Control Panel** of a course by selecting **Manage Tools** from the **Course Options** box, then selecting **Enable Blackboard Tools**.
- Scroll down through the listings to **Email** (Tools are listed alphabetically).
- Remove the tick from the box opposite **Email** and **Submit** your choice.

## DISCUSSION BOARDS

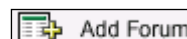
Blackboard's Discussion Board facility is designed to encourage communication between students and staff. All messages are displayed in a **threaded discussion** format and can be easily archived for future reference. Messages may be posted anonymously depending on the **forum options** chosen at the time of creation.

Students can also be given the right to administer individual forums. Once a student has been given **administrative rights** to the forum, he/she has the same rights as the instructor of that forum. However, the student cannot remove the instructor from the forum.

### Creating a Forum on the Discussion Board

1. From the **Control Panel**, click on the **Discussion Boards** link under the heading **Course Tools**.

2. Click the **Add Forum** button, and then enter the forum **Title** and **Description**.



3. Choose the appropriate **Forum Settings** and then click **Submit** to create the forum.

#### Forum Settings:

- Allow anonymous posts
- Allow author to edit message after posting
- Allow author to remove own posted messages
- Allow file attachments
- Allow new threads

**NOTE: Allowing file attachments is not recommended.**

4. Click the forum title to enter the forum and read/post comments.



### Forum User Settings

1. Highlight a user and click the appropriate button to assign specific rights as described below.

**Forum User Settings:**

- Ⓐ = Forum **Administrator** privileges
- Ⓐ = Permanent Forum **Administrator**
- ⓑ = User is **blocked** from posting

Ⓐ Blackboard, UCC (blackboard)  
student Ⓐ (a.student)

ADMIN

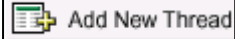

NORMAL

BLOCK



UNBLOCK

Forum User Settings	
<b>Normal</b>	Revokes the forum administrator privileges to a selected user, e.g. a particular student who may have been appointed temporary administrator.
<b>Admin</b>	Assigns forum administrator privileges to a selected user. <ul style="list-style-type: none"> <li><b>A</b> = permanent forum administrator, i.e. the person creating the forum. No one can take away these privileges.</li> <li><b>a</b> = Administrator assigned by the permanent forum administrator, e.g. a student/co-instructor/teaching assistant.</li> </ul>
<b>Block</b>	Blocks a user from posting to the discussion board forum. Only an administrator can block a user.
<b>Unblock</b>	Unblocks a user who was formerly blocked from posting to the discussion board forum.

### Posting Messages to the Discussion Board

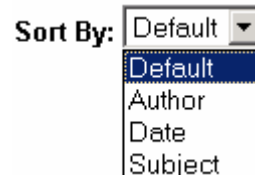
- Once in the forum, click the **Add New Thread** button to start a thread. 
- Enter the **Subject** and **Message** for the thread.
- Depending on the forum settings, there may be an option to post the message anonymously. Tick the box if you wish to do this.  Post message as *Anonymous*
- Click **Submit** to post the message.
- Click on the subject to view the full message.
  - The title of the posting is displayed along with the author's name or "Anonymous" and the date and time of posting.
  - Unread messages appear in **bold text** and may be accompanied by a **New** icon. 

### Replying to a Message on the Discussion Board

- Click the **Communication** link from the course menu, and select **Discussion Boards**. 
- Click on the **Forum** you wish to access.
- Read through the postings and when you wish to respond to one, click the **Reply** button to the lower right of the message. 
- Enter your message as before and click **Submit**.
  - Note how the subject line automatically refers to the previous message and also how the threaded messages are displayed

### Sorting Messages

Use the **Sort By:** drop-down list to sort messages in a forum.



### Discussion Board Toolbar

The Discussion Board toolbar can be viewed from within a forum by clicking the **Show Options** tab.

SHOW OPTIONS



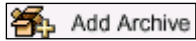
Options Buttons	
<b>Select All</b>	Select all threads and messages in the forum.
<b>Unselect</b>	Unselect the selections.
<b>Invert</b>	Reverse the current selection. (Unselect the selected items and select those items that have not been selected.)
<b>Read</b>	To mark messages as read, select the threads and messages and click <b>Read</b> .
<b>Unread</b>	To mark messages as unread, select the threads and messages and click <b>Unread</b> .
<b>Collect</b>	To view multiple threads and messages select them, then click <b>Collect</b> .
<b>Lock</b>	To lock messages so they cannot be read, select them and click <b>Lock</b> .
<b>Unlock</b>	To unlock message so they can be read, select them and click <b>Unlock</b> .
<b>Remove</b>	To remove items from a forum, select them and click <b>Remove</b> .

Availability of these options depends on the **Forum Settings**.

**To Create a Discussion Board Archive**

[ [Click Here for Archives](#) ]

1. Select the **Click Here for Archives** link.
2. Click the **Add Archive** button.
3. Enter an **Archive Title and Description**, making sure the Title and Description suitably describe the topic of discussion.

 Add Archive

**Archive Title:**

**Description:**

Smart Text  Plain Text  HTML

**Available:**  The archive and its messages are available to students

4. Tick the **Available** box if you wish students to be able to read the archive and its messages.
5. Click **Submit** to create the archive.
- The archive is empty when it is initially created. Note how it contains **[No Messages]**.

1 [Getting Started with Blackboard](#) Modify Remove

Early Blackboard comments. [ No Messages ]

**To Move Messages from a Forum into an Archive**

1. Click the **Modify** button.
2. A list of threads is displayed under the heading **Select threads to move to Archive**.
3. Click on the check box next to each main thread you wish to archive.
4. Click **Submit**. Only the checked messages will be moved into the archive.
5. Click on the archive name to view the contents of the archive. Messages appear in the archive in the same format as in the forum.

**Select threads to move to Archive**

first impressions

**To Return an Archived Thread back onto the Discussion Board**


1. Click the **Modify** button.
2. A list of archived threads is displayed under the heading **Release archived thread into Forum**.
3. Click on the check box next to each thread you wish to return to the forum.
4. Click **Submit**. Only the checked messages will be returned to the forum.

**Release archived thread into Forum**

first impressions

## MANAGE TOOLS

By default all Tools are made available within a course when it is created on Blackboard. Tools you don't intend to use with students can be made unavailable by selecting **Manage Tools** from the **Course Options** area of the **Control Panel**.

 **Manage Tools**

---

- ▶ [Enable Blackboard Tools](#)  
Enable tools provided by Blackboard.
- ▶ [Enable Extension Tools](#)  
Enable tools provided through system extensions.
- ▶ [Enable Content Tools](#)  
Enable content tools.

**Blackboard Tools** appear directly on the Course menu of the Courses Tab, or within areas of the Course menu, e.g. the Digital Drop Box for students is located under the Tools link/button on the Course menu.

**Extension Tools** are not currently in use within UCC Blackboard.

**Content Tools** represent different types of content that can be added to a course, e.g. a URL, test or survey.

Click on one of the available options under Manage Tools to access the relevant management page. All **Tools** are made available on the system by default. If a tick box next to a tool is empty, then the tool is unavailable within that course.

- To make a tool available, click the box so that a tick appears, and click **Submit**.
- To make a tool unavailable, click the box to remove the tick, and click **Submit**.

**NOTE:** The **Allow Guest** column should be ignored as Guests (those without UCC Blackboard accounts) are not allowed to logon to the system.


## COURSE SETTINGS

Select **Settings** from the **Course Options** area of the **Instructor Control Panel** to access the **Course Settings** page. Click a link to modify one of the listed options as detailed below.

Course Name and Description
<p><b>Course Name</b> displays the module title. Official course names must be used in accordance with the UCC Book of Modules.</p> <p><b>Description</b> describes the course in accordance with the UCC Book of Modules (see <b>Content heading</b>).</p> <p><b>Course Categorisation</b> gives you the opportunity to select a subject area and discipline to best describe your course.</p>
Course Availability
<p>This link allows you to control whether your course is visible to students or not. It is recommended that you make a course <b>unavailable</b> whilst preparing it for use. When ready, it can be made available on the system by selecting the <b>Course Availability</b> link, then clicking <b>Yes</b> and <b>Submit</b>.</p>
Guest Access
<p>Guest access to UCC Blackboard is not permitted therefore this option cannot be modified. <b>Guest</b> refers to external users without an account on the system.</p>

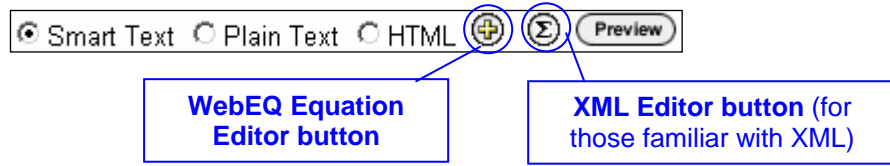
*...continued overleaf*



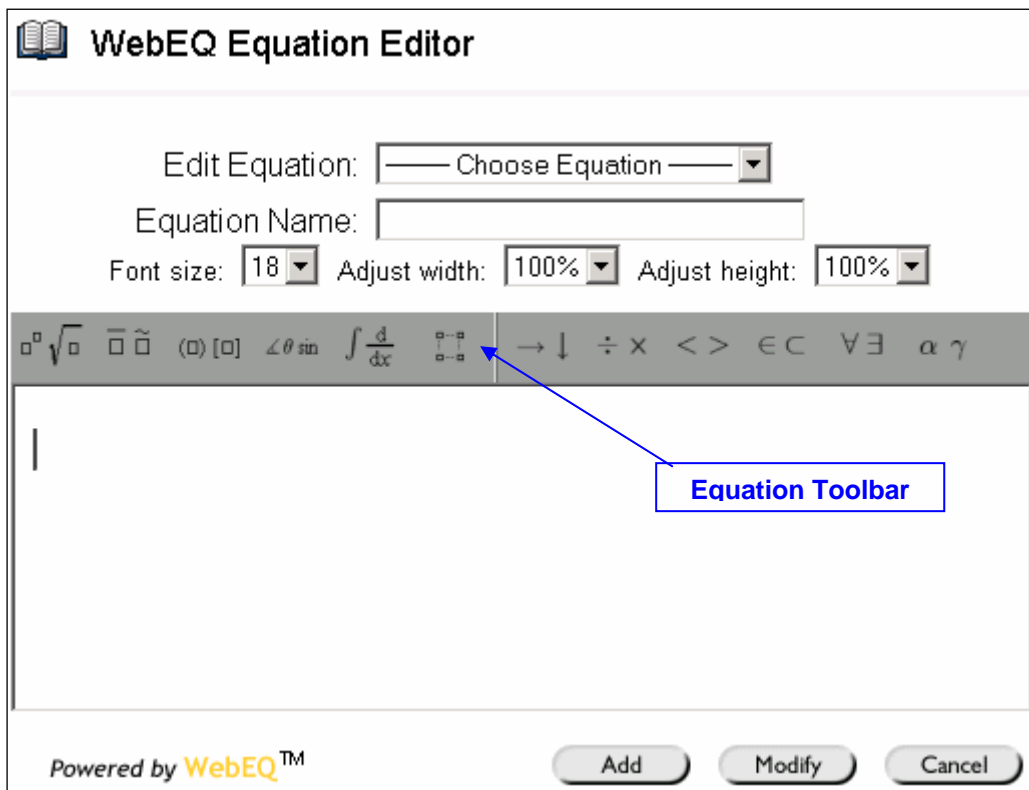
<b>Course Duration</b>
<p>It is recommended that you retain the default setting of <b>Continuous</b> for your course.</p> <p>For <i>distance learning courses</i>, it is possible to set a start and end date for the course, or to make a course available for a set number of days from the date of enrolment.</p> <p>Click the appropriate radio button and set the start and end dates using the calendar displayed, or type the number of days for which the course will be available to the student and then click <b>Submit</b>.</p>
<b>Enrolment Options</b>
<p>We recommend that you select the self-enrol option on your course and set a password so that only those you give the password to will be able to enrol.</p> <p><b>Setting Self-Enrolment on a Blackboard Course</b></p> <ol style="list-style-type: none"> <li>1. From the <b>Control Panel</b>, select <b>Settings</b>.</li> <li>2. Select <b>Enrolment Options</b>.</li> <li>3. Ensure <b>Self-Enrolment</b> is selected, then tick the “<b>Require Access Code to enrol</b>” check box and enter an <b>Access Code</b>.   There is no need to set a <b>Start</b> and <b>End</b> date for your course.</li> <li>4. Click <b>Submit</b> to finish the process.</li> <li>5. Distribute the Access Code only to those whom you wish to enrol on the course.</li> </ol> <p><b>Self-enrolling on a Blackboard Course</b> (<i>instructions for students</i>)</p> <ol style="list-style-type: none"> <li>1. Log on to UCC Blackboard <a href="http://blackboard.ucc.ie">http://blackboard.ucc.ie</a> using your <b>Student ID</b> and <b>PIN</b>.</li> <li>2. Click the <b>Courses</b> tab.</li> <li>3. Click <b>Browse Course Catalog</b>.</li> <li>4. Type the course code or name in the Search box.</li> <li>5. Once the correct course has been located, click the <b>Enrol</b> button to the <i>right</i> of the course description.</li> <li>6. If necessary, type the <b>Access Code</b> specified by your lecturer.</li> <li>7. Click <b>Submit</b> to be taken to the course website.</li> </ol>
<b>Categorize Course</b>
<p>Categorisation of courses is not currently in use on UCC Blackboard.</p>
<b>Set Course Entry Point</b>
<p>The default course entry point is the <b>Announcements</b> page. You may prefer your students to access another area when they enter your Blackboard course.</p> <p>To select a new course entry point, select an area from the drop-down list and click <b>Submit</b>.</p>
<b>Course Design</b>
<p>Manage the appearance of your Blackboard course by selecting a menu style and colour (<i>page 5</i>), and by uploading a departmental logo (<i>page 6</i>).</p>
<b>Observer Access</b>
<p>Observer facilities are not available within UCC Blackboard.</p>

**WebEQ Equation Editor** (Maths & Science Notation Tool)

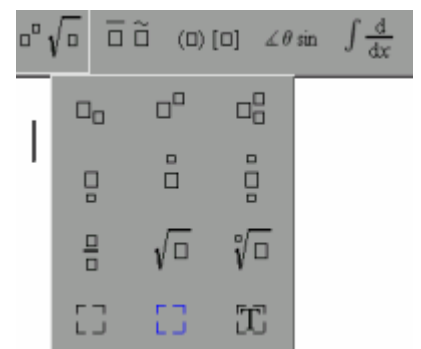
Blackboard now provides a general purpose equation editor to enable use of mathematical and scientific notation throughout Blackboard. All of the Equation Editor symbols are based on **MathML**, a mark-up language for maths on the Web.



1. Open the WebEQ Equation Editor by clicking the WebEQ Editor button underneath the **Text** box when adding an **Item** to your course.



2. Click a button on the **equation toolbar** in the pop-up **WebEQ** window to display a drop-down menu of options relevant to your choice of symbol.
3. A red vertical bar indicates where your typed text will appear.
4. When you have completed your equation, click the **Add** button on the pop-up window.
5. A reference to your equation is displayed in the **Text** box. Making changes to this reference will disturb the build of your equation.
6. To see how the equation will appear following submission, click the **Preview** button under the **Text** box.
7. Fill in or select any other relevant details on the **Add Content** page before clicking **Submit**.



## **BLACKBOARD HOUSEKEEPING**

### **BACK-UP YOUR COURSE!**

**Create a back-up copy of your course regularly** in case you accidentally remove an important element. This could save hours of work locating and re-loading lost material.

We recommend you create a **Blackboard Archive** folder on your own computer for any archive files created, so that you'll be able to locate your back-up files easily when required.

1. From the **Control Panel** of each course select **Archive Course** from the **Course Options** box.
2. Destination **Course ID: 'ModuleCode'** is displayed. Click **Submit**.
3. Click the link indicated on the **Receipt** page to download the file to your own computer.
4. Choose the folder into which you will save the file (see above), then click the **Save** button on the dialog box displayed. Make sure you add a date to the filename for your own records.

### **PLEASE NOTE**

If you are no longer teaching a particular module, but may teach it again in the future, please archive your course as above, and inform the Learning Technologies Unit ([Ltu@ucc.ie](mailto:Ltu@ucc.ie)) so that we can remove it from the system, or prepare it for the lecturer who may be teaching it the following year.

### **Recycle Your Course**

Each September it is important that you 'recycle' the students enrolled on your course to make way for incoming students. It is also possible to 'recycle' other course areas, e.g. Discussion Boards, etc.

1. Login to each Blackboard module you are teaching in turn.
  2. From the **Control Panel** select **Recycle Course** from the **Course Options** box.
  3. Click in the boxes to the left of those areas you wish to recycle (ticking **Users** will unenrol last year's students). A tick confirms your selection for recycling.
  4. Type **Remove** (case sensitive) in the box displayed at the end of the page and click **Submit**.
- ⚠ These changes are **irreversible** so double-check your selection before clicking **Submit**.

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