



# Blackboard 9: Quick Start Guide

The Blackboard Learning System has been completely redesigned from version 7.3. The new interface is sleeker, faster, and easier to navigate. You'll find that the functionality is still here; it's just been retooled, relocated and rearranged.

## Navigation tips:

- Turn on the Edit Mode switch; this will enable many navigation and editing tools
- Look for the “chevron” (double drop-down arrow next to many items) to find options for this item (and also menus/options that used to be on separate pages)
- Drag and drop the double-headed arrows to rearrange the order of items.

## Turn on the Edit Mode switch

The Edit Mode Switch is located in the upper-right corner of every page and must be “On” in order to access the editing tools.

The switch image shows you what state the page is in:

- Edit = Off means the page is displaying what the students will see
- Edit = On means that the editing tools are visible for the instructor



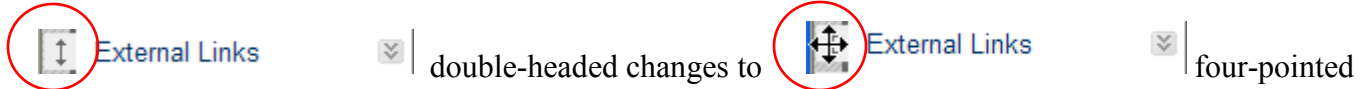
**Note on Display Mode:** Links to course content areas now appear in the left-hand navigation area only if there is content in the areas; if they are empty, the links do not appear by default. This means that areas without content will not be seen by students.

## Look for the Chevron

Image	Description	Function
	Two arrows on top of each other, pointing up “Up chevron”	Hides the content of a navigation sub menu
	Two arrows on top of each other, pointing to the right “Right chevron”	Expands a sub-menu to the right (into a new page)
	Two arrows on top of each other, pointing down “Down chevron” (usually next to a content item) Note: click on this chevron to expand	Reveals a menu of options for editing this item
	Two arrows on top of each other, pointing down “Down chevron” (usually part of a tool button) Note: hover the mouse to expand this chevron	Reveals a menu of options for this tool
	Two arrows on top of each other, pointing down “Down chevron” (usually next to a menu item) Note: click on this chevron to expand	Reveals tools or other items which are part of this course area (e.g. Course Tools)

## Use double-headed arrows to drag-and-drop items (to change their order)

Blackboard now uses a drag-and-drop method to change the order of a list of items (for example, the course menu or the columns in the Grade Center). When Edit Mode is On, these appear as double-headed arrows; when you hover the mouse over them, the image changes to a four-pointed arrow. Click and hold the item in order to drag it to a new location; then let go to drop it there.



## Where did the Control Panel go?

There is no separate page for the Control Panel. All functions formerly in the Control Panel have been absorbed into other areas or they are now located on the course home page.

For example:

- \* The ability to add announcements and edit the course menu directly from the course home page
- \* Instructors can now expand all Control Panel options to be viewed on the course home page.
- \* Fewer clicks to get to Control Panel functions!

## Edit course content with fewer steps:

The screenshot shows the Blackboard interface for a course titled "CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT". The "Edit Mode" is turned "ON". The "Course Materials" section is expanded, showing options like "Create Item", "Build", "Evaluate", and "Collaborate". The "Evaluate" menu is open, showing options like "Create Test", "Create Survey", "Create Assignment", and "Create SafeAssign". The "Week One Course Module" and "Week Two Course Module" are visible. Callouts provide instructions: "Click + for options" points to the plus sign in the course menu; "Click to see more tools" points to the plus sign in the Control Panel; "Drag and drop to reorder items" points to the double-headed arrow icon; "Mouse over these buttons to see more options" points to the "Evaluate" button; "Click the Chevron to see the item menu" points to the chevron icon next to the "Week Two Course Module"; and "Turn Edit Mode 'On' or 'Off'" points to the "Edit Mode" toggle.

## How do I create an Announcement?

1. Go to the Announcements page (often this is the default course entry point).
2. Click the Edit Mode switch to “On” (this makes all the editing tools appear).
3. Click the “Create Announcement” button.
4. Enter information as needed and click “Submit.” (Note: Announcements will display, unless otherwise restricted by a date range, most recent on top.)

## How do I add material to a content area?

1. Click the Edit Mode switch to “On” (this will display all content areas of the course, even those which are unavailable or have no material in them).
2. Go to the content area in which you wish to add your material (e.g., upload a syllabus).
3. Click the “Create Item” button (to upload a single document or type in text).\*
4. Type in your text in section 1 or Browse to the document in section 2.
5. Set options as needed and click “Submit.”
  - \* Folders and external links can be added through the “Build” button menu.
  - \* Tests, surveys, assignments, and Safe Assignments can be added through the “Evaluate” button menu.
  - \* Blogs, journals, and other item types can be added through the “More” button menu.

## How do I make changes to an item I’ve already uploaded?

1. Click the Edit Mode switch to “On” (this makes visible all the chevrons for item menus).
2. Click the chevron next to the item you need to modify (a long menu should pop up).
3. Click the first option, “Edit,” to change information or replace a file.
4. Note that there is a “Copy” button which allows copying this item to another course space; and there is also a “Delete” option if necessary.

## How do I change the course menu?

1. Click the Edit Mode switch to “On” (this makes the entire menu and all options visible).
2. Links to areas of the course which are hidden or have no content will be grayed out.
3. Click the chevron to the right of any menu item to see the options for that item.
4. Click the double-headed arrow to the left of any menu item to drag-and-drop it to a new location.
5. Click the plus sign to the left of the course title for options to add content areas or links.
6. Click the “Edit Mode” switch to “Off” when you are done to see how this will look to students.

## How do I send an e-mail to my class?

1. Go to the Tools page (there is no separate Communications page).
2. Click the “Send Email” tool (tools are in alphabetical order, left column then right column).
3. Select the recipient option that best suits your purpose (e.g. All Users, Select Users, etc.).
4. Enter subject and text, attach file if needed, then click “Submit.”

## What other Blackboard features have changed or improved?

- \* Groups (the addition of group assignments, blogs, or journals; plus improved enrollment functions)
- \* Digital Drop Box (is no longer available in Blackboard 9; replaced by the Assignments Feature)
- \* Blogs & Journals (new features; students can author, read, and comment on Blogs & Journals)
- \* Home page (new page within courses, default entry point if no entry point is previously selected)
- \* Improved Accessibility (including Keyboard Accessible Reordering)

## The Grade Center:

How to access the Grade Center:

1. Click the chevron to the left of the Evaluation sub-menu (under the Control Panel area).
2. Click the Grade Center link (the Grade Center will take a few seconds to load).

Basic Steps:

- \* To add an item - Click the “Create Column”
- \* Hover the mouse over the “Manage” tool button in order to see a menu of tools options, including the “Column Organization” page where you can show/hide columns, change the order in which columns appear in the Grade Center, change the sort order and many other features.
- \* Click the chevron to the right of any column header to see options for that grade center item, including editing existing items, deleting columns, and options specific to certain types of columns (for example, statistics for surveys or downloading files for assignments).
- \* Click in the cell for a specific student and column in order to enter a grade. Click the chevron which appears on the right side of the cell for grade details or to add a comment.
- \* Hover the mouse over the “Work Offline” button to see the options for downloading Excel-readable files.
- \* Under “Reports,” the “View Grade History” will show all changes to all student grades.
- \* You can temporarily change the order of columns by using the “Sort Columns By” and “Order” options (permanent changed should be done via “Column Organization” under “Manage”).
- \* You can choose the number of rows to see at once by using the “Edit Rows Displayed” button.

The screenshot displays the Blackboard Grade Center interface. On the left, the 'Evaluation' menu is expanded, and 'Gradebook' is highlighted with a red circle. The main content area shows the 'Grade Center' for 'Chabot Bb 9 Course'. The 'Manage' button is circled in red, and its dropdown menu is open, showing options like 'Grading Periods', 'Grading Schemas', 'Categories', 'Smart Views', 'Column Organization', 'Student Visibility', and 'Send Email'. The 'Quick Column Information' sub-menu is also open, showing options like 'Quick Column Information', 'Edit Column Information', 'Column Statistics', 'Sort Ascending', 'Sort Descending', and 'Hide Column'. The table below shows student names, usernames, and grades.

Last Name	First Name	Username	Access	Availability	Weight
Student1	Chabot	chabot_studer		Available	-
Student10	Chabot	chabot_student10		Available	-
Student2	Chabot	chabot_student2	April 30, 2010	Available	-
Student3	Chabot	chabot_student3	April 27, 2010	Available	-
Student4	Chabot	chabot_student4		Available	-

Questions? Want to learn more about Blackboard?

Visit <http://www.chabotcollege.edu/cws/Blackboard/>