

**REQUESTING YOUR Bb SITE**

- Bb course sites are **not** automatically created. Faculty **must** submit the completed Course Request Form in order for Bb courses to be created.
- Emails are sent to remind faculty to request Bb courses for an upcoming semester. It is recommended that you request your Bb courses for the upcoming semester prior to the end of the current semester. For example, at the end of the Fall 13 semester, faculty requested their Spring 14 Bb courses.
- You may request an empty shell be created **or** you may request that content be copied from a previous semester. If you request copying content, then you may want to wait until the end of the semester in order to have all the content copied.
- **Note:** If you want content copied from another instructor’s course, please have the that instructor or the Department Chair send an email to ehendrix@se.edu giving me permission to copy his/her content to your Bb course.
- To access the Bb Course Request form, browse to [http://www.se.edu](http://www.se.edu), select Faculty & Staff > System Logins > Blackboard Support > Bb Course Request Form for Faculty.

**ACCESSING YOUR Bb SITE**

- Browse to the Southeastern homepage at [http://www.se.edu](http://www.se.edu), select Faculty & Staff > System Logins > Blackboard.
- **Username:** SE Username
- **Password:** SE Username (if accessing for the first time)
- After gaining access, **please change your password** on the left side of the My SE page.
  - Personal Information > Change Password > Submit
  - Click on the My SE tab to return to the modules.
  - From the My Courses module, click on the name of your course to access the Course Home Page.

**Bb LOGIN PAGE: FACULTY & STUDENT SUPPORT**

- Browse to the SE Blackboard login page ([http://blackboard.se.edu](http://blackboard.se.edu))
- **Faculty Support**
  - **Resources:** guides, step-by-step instructions, video previews and tutorials
  - **Bb Quick Start Guide** – This guide provides basic orientation information on how to get started using Blackboard.
  - **Bb Course Request Form** – Complete this form to request your Bb courses.
  - Workshops and Handouts
- **Student Support**
- System Requirements
- Test-Taking Tips
- Institution Announcements
- **Help** – Once you are inside a course, utilize the Help button, located under the Control Panel.

**THE MY SE PAGE**

- **Personal Information** (left side of page) – Change your password
- **My Courses** (right side of page) – Click on the name of a course for access
  - **Default** – (not currently available) - Instructor **must** make the course available for students to have access. Once you have added content, make it available. **See instructions below.**
Use the icon in the upper-right corner to modify the list of courses, such as hiding instructor’s name, reordering the list, etc.

### Global Navigation Menu

- Available all the time in the top right corner of the entry page
- Provides one-click access to your Courses, Settings, Blackboard Help, and the new My Blackboard tools, (left-hand side of the menu), from anywhere in Bb.
- The **numbers in red** tell you if something is new or needs your attention.

### Posts

- All posts, comments, and replies are consolidated here: Discussion Boards, Journals, Wikis, and Blogs.
- Filters
  - View all posts
  - Just those that directly involve you
  - Just those from one particular course
- Journal, Wiki, and Blog posts
  - Comment directly from within the Posts interface or
  - Click to see the full context of the post in the course environment
- **Discussion Board posts**
  - Click right into the interface in the course environment where you can type your reply.
**UPDATES**

- Consolidates all of your Notifications from across all your Bb courses.
  - Updates on course announcements, when new content or assignments are added to a course, when an assignment or assessment is due, and much more.
  - Instructors can also see when assignments and assessments need grading.
- Filters
  - All Notifications at once
  - Only those from one particular course
  - Only Course Announcements from all courses
- Change your notification preferences and choose exactly what you want to show up in this tool.

**RETENTION CENTER**

- Quick access to easily view the students’ academic status by highlighting retention factors and student engagement, alerting instructor to potential risks and allowing immediate action.
- No Set-up Required; Easy-to-Understand Views
- Pre-Configured rules; modify existing rules and/or add new ones – You can create as many rules as you need in each category.
  - Missed Deadlines
  - Grades
  - Course Activity
  - Course Access
- Can Monitor Individual Students
**Course Calendar**

- Completely rebuilt, more modern tool, with quick access to institution, personal, and course calendars
- Allows for personalization and customization
- Select views (month, week, day) and color-code the events to differentiate courses and personal items
- Items with due dates automatically appear on the new Bb calendar!
- If the instructor changes a due date, the calendar gets updated as well.
- If the instructor moves a calendar item by clicking on the item or by drag-and-drop, the date is simultaneously changed for the item within the course.
- Users can also create recurring events and calendar events may be viewed all at once or filtered to show only the desired mix of class and personal events

- These calendar items can also be exported via an iCal feed to Outlook, Google or other 3rd party calendars.
- You cannot import into the Bb calendar, but you can export the Bb calendar to a 3rd party calendar.
- NOTE: If you experience issues with the calendar when using Internet Explorer, then use either Firefox or Chrome to access Bb.

**Date Management**

**Date Management**

- Automatically adjust all course and task data for the course. Select the course, start date, end date, and number of days. Adjust the data accordingly. You can also review all dates and adjust them later. More info...

**Date Management Review**

- Run Date Management daily to update the dates.
- Set Dates to adjust.
- Make changes to all items.
- Save and close.
- Date Type: Add, Edit, Delete.
- Show Dates: All Dates, Dates for Review.
- Date Type: Add, Edit, Delete.
- Show Dates: All Dates, Dates for Review.
The **Course Home Page**

- The **Course Home Page** is the default entry page, which contains notification modules for the course.
- The **My Announcements** module will display announcement notifications for 7 days for announcements that are not date restricted. Click the **more announcements** link to view all announcements.
- The **Announcements** page is a single-page repository for system-wide and course announcements.
- System-wide announcements will also be displayed in the center of the Bb login page.

**Hoover your mouse to access** a two-sided arrow giving drag-and-drop capabilities for reordering the **Course Menu** items and/or Chevrons for a drop-down menu.

**Edit Mode**

- The **Edit Mode** button is located in the upper-right corner of every Bb page.
- Be sure it is turned **On** to edit your course. Turn it off to view the page as a Student. When in Student view, you will still see the **Control Panel**, but students will not see it.
- Click on a **Menu Item** link to add content.
THE CONTROL PANEL

The Control Panel is located below the Course Menu and allows you to manage your course.

- **Course Files** is a central file storage area for a single course. When you add a file to your course, a copy of the file is stored in **Course Files**.
- **Course Tools** – In addition to customary course tools, here is where you will also find Send Email, and Tests, Surveys, and Pools.

**NEW Test Options**

- Now you can add a question in the middle of the test exactly where you want it to go.

- **Availability “exceptions” for One or more Users or Groups**
  - Exceptions that can be made are:
  - Number of attempts
  - Time of test – When you have students who have the accommodation of extra time on tests
  - Auto submit on/off
  - Availability Start & End Date
  - Force Completion On/Off.

- **New Event-based Method for Releasing Test Feedback and Feedback Options**
  - Provides instructors with more control over what kinds of feedback students can or cannot see
  - Events can be specified to trigger specific feedback settings.

- **Evaluation – Course Reports, Performance Dashboard, Retention Center, SCORM Reports.** The Performance Dashboard provides an up-to-date report on the activity for all students, in a table format.

- **Grade Center** – Access the Full Grade Center for most of your grading needs. The Needs Grading, Assignments, and Tests links are Smart Views, which are pre-formatted filters of your grade center.

### ADD AN ANNOUNCEMENT

When you add an announcement, it will be displayed for 7 days on the Course Home Page > Announcements module, provided it is not date restricted. Announcements can viewed at any time by clicking More Announcements in the Announcements module and/or accessing the Announcements page, providing the announcements have not been date restricted. Instructors can see Date Restricted announcements.

- Select Announcements and click on Create Announcement.
- Enter your announcement in the text box. Note: Announcements are now limited to 1000 characters.
- Choose Not Date Restricted for the announcement to be available for students throughout the semester.
\begin{itemize}
  \item \textbf{Optional:} Check the box to send an email notification to students that an announcement has been posted in the course.
  \item Click Submit.
\end{itemize}

**ADD FACULTY INFO**

\begin{itemize}
  \item Click on Faculty Info > Create Contact.
  \item Enter your information and then click Submit.
\end{itemize}

**ADDING COURSE CONTENT** (Syllabus, PPT, etc.)

Upload your syllabus using the steps below. Follow the same procedure for adding other content items.

\begin{itemize}
  \item From the Course Menu, select Course Content > Build Content.
  \item Enter \textbf{Syllabus} for the \textbf{Name}.
    \begin{itemize}
      \item \textbf{Optional:} Enter instructions for the students in the \textbf{Text} box.
      \item \textbf{NOTE the Enhanced Content Editor}
    \end{itemize}
\end{itemize}

\begin{itemize}
  \item Add and format text, such as resize images, find/replace, and other simple tasks in the toolbar
  \item Insert equations, hyperlinks, tables
  \item Attach different types of files to create content, such as YouTube, Flickr, Side Share, etc.
  \item Is the default editor throughout Bb
  \item Switch from Simple to Advanced mode by clicking on the arrows, located in the upper-right corner.
\end{itemize}
• Select **Browse My Computer** if your document is saved locally, or select the **Browse Course** button if you have already added it to the Course Files, as explained on Page 6.

• Click **Submit**.

• Follow the same procedure for adding additional items in any of the Content Areas.

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**CREATING AN ASSIGNMENT LINK FOR STUDENTS TO UPLOAD AND SUBMIT ASSIGNMENTS ELECTRONICALLY**

The link for uploading assignments is the name of the Assignment and a column is automatically generated in your Grade Center.

• From the **Course Menu**, select **Assignments > Assessments > Assignment**.

![Assignments screenshot](image)

• Enter the **Assignment Name** in Section 1. **Use only letters and/or numerals. Do not use special characters such as #, *, /, etc.**

  • You may want to include student instructions such as, "Click on the name of the Assignment to submit your work."

• Students will see two options:

  - **Text Submission** – This is a text box where they can add comments and/or enter the assignment directly into the Text Editor.

  - **Attach File** – This is the link that students use for attaching a document.

• **Points Possible** - Section 3 – Enter the points possible for the Assignment.

• **Availability** – Section 4

  • By default, only one attempt is allowed. However, after that attempt is used, you have the option to allow additional attempts through the Grade Center.

  • You have additional attempt options available.

• When students submit their assignment via this link, you should see an exclamation mark in your gradebook, indicating it needs grading.

  • If you see a padlock instead of an exclamation mark, this indicates the student saved the assignment instead of submitting it, in which case the student must return to the link and click **Submit** in order for you to access it for grading.

• Access the **Performance Dashboard** for an up-to-date report on the activity for all students.
INLINE-GRADING OF ASSIGNMENTS SUBMITTED VIA THE UPLOAD ASSIGNMENT LINK

- When Assignments are submitted via the Upload Assignment link, a column is added automatically to your Grade Center.

- Now you can view student-submitted files “inline,” i.e. in the web browser, without requiring any plug-ins, applets, or additional applications.
- A new sidebar provides assignment details, previous attempts, the grade, rubrics, grading notes and grader feedback.
- Files in the inline viewer can be annotated directly within the browser. The tools available for annotation are: Comment, Draw, Highlight, Text and Strikeout.
- Supported document types that can be converted are Word (.doc, .docx), PowerPoint (.ppt, .pptx), Excel (.xls, .xlsx), and PDF (.pdf).
- Formatting and embedded images of the original document are preserved in the conversion.
Discussion Board Enhancements

- All Posts on One Page.
- Entire discussion thread appears on a single page.
- Conditional highlighting of instructor’s posts makes it easier to locate instructor’s responses.

- Respond to posts inline
- When clicking “Reply,” the content editor appears in the context of the discussion.
- The full content editor is available for the user to write a reply.
- When finished, submitting the post adds it directly into the page without losing context.
• **Post First Feature (Option 3 – Participants must create a thread in order to view other threads in this forum.**)
  o Instructors can specify that students must enter their own thread before viewing other threads in a forum.
  o **Note:** This capability only applies at the forum level, not the thread level. This means that post first is not an option when students are not permitted to create threads.

• **Due Date –** This now appears in the Forum settings, as well as in the Grade Center column for a forum. However, in order for the Due Date to appear on the students’ To Do module on the Course Home page, you must set the Due Date via the Grade Center. This is a Known Issue and Bb says it will be corrected in an upcoming Service Pack.

************Make Your Course Available**********

You must make your course available in order for students to access it.

Control Panel > Customization > Properties > Make Course Available > Yes > Submit.

**NOTE:** Students are added to their respective Bb courses a few days prior to the first day of classes. Student uploads are then processed three times a day through the first 10 days of classes.

Compare your official rosters in CampusConnect with your Bb rosters for accuracy. CampusConnect rosters supersede Bb rosters, so students listed on the Bb roster that are not listed on the CampusConnect roster should be removed from the Bb roster. Please use the contact information below for requesting that students be removed from your Bb roster during the first two weeks of the semester.

After two weeks, please make the course unavailable to the student(s) via the Control Panel > Users & Groups > Users. Click the down-arrow beside the student’s Username, select Change User’s Availability in Course > No > Submit. The student will no longer have access to the course nor will he/she receive course notifications.

**Bb Support**

• Bb Login Page > Faculty Support
• Once inside a Bb course, click on Help, located in the Control Panel.
• Bb support is available during regular University office hours. If it is an emergency, every attempt will be made to address the issues in a timely manner.
• Via phone: 580-745-3185 (Ellen Hendrix)
• Via email: ehendrix@se.edu or blackboard@se.edu