



Introduction to Blackboard 8

[See Blackboard 8 – New Features \(Faculty\)](#)
to view brand new features—especially the Grade Center.

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Blackboard 8 Overview

- eLearning software
- Use Internet Explorer 6 or 7 or the Mozilla Firefox 1 and 2 browsers to go to <https://community.worcester.edu> .
(Blackboard's Worcester State University Community System portal page)
- Usefulness:
 - Course Documents available online
 - Links to sites

Benefits to Online Learning

- Course materials available 24 hours/day
- Enhanced methods of communication
Such as Discussion boards, e-mail
- Student-centered
Can “mix and match”
instructional modes
(on-line, traditional etc.)



Blackboard 8 Login

1. Open Internet Explorer or the Firefox browser and go to **<https://community.worcester.edu>**. This should redirect you to the Worcester State University Community System Login page.
2. Under **Login Here**, type your WSC Network **Username** and Password. Then click the **Login** button.

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The WSC Blackboard Community System Screen



A screenshot of the Blackboard FacStaff Central page. The header includes the Worcester State College logo and navigation links: Home, Help, and Logout. Below the header is a menu with tabs for FacStaff Central, Student Central, My Resources, My WSC, My OneCard Account, IT Testing Tab (IT Staff ONLY), and Student Activities. The main content area is titled "FacStaff Central" and contains several sections: "Tools" with links for FacStaff Email, WSC Email Directory, WSC Network Password Reset, Announcements & Classifieds, Course Look-Up, Bb Guest Access, and WSC Community Calendar; "Faculty and Staff:" with a security notice about phishing; "My Webs Information" with instructions on logging into the domain; "My Courses" with a list of courses being taught; and "Course Available/Unavailable" with a link to course availability information.

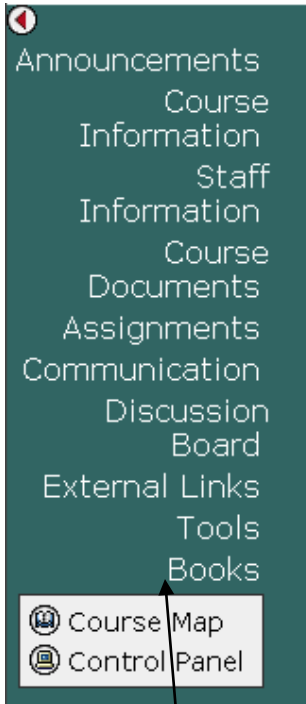
3. Under **My Courses**, click the link for the Blackboard course you wish to view or modify.

- Buttons, Graphics,
and tabs make navigation easy and intuitive.

Control Panel

- Used to administer site and add course content
- Only available to:
 - Instructors
 - Teaching Assistants
 - Graders
 - System Administrators

Control Panel



Course Menu

Students use the Course Menu to move to various areas within a course shell, but do not have access to the Control Panel.

- Open the Control Panel for a Course.
- 1. On the Course Menu, click **Control Panel**.
 - The Control Panel is divided into sections.

Content Areas

Listed on the Course Menu



- Provides tools necessary to add course information, documents, assignments, and external links
- Create assignments, handouts, and presentations in standard Microsoft Office applications.
 1. Save in native format (Word/PP etc.) for future revising, handouts, etc.
 2. Can save a second time as .pdf (Adobe Portable Document format) for use in Blackboard.

*The **mht format**, which has been used in the past, **is not recognized by Macintoshes**

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Content Areas

- Documents for multiple sections of the same course can be stored within Blackboard. Documents also can be stored in the My Website area of the Community System if anonymous access is activated or Sharepoint document libraries with appropriate access rights are created.
 - Then, instead of storing the documents/files in Blackboard, external links to the documents can be created in Blackboard
 - If Preferred, documents can be stored on a Google Site and links to the documents can be added in Blackboard courses.

Refer to the Using Your Sharepoint Personal sites [documentation](#) or [Managing Course Content With WSU Google](#) on <http://it.worcester.edu> (Beside Community System) or call the Helpdesk (508 929-8856) to initiate a ticket.

Content Area

Course Information



- Course Information-Contains descriptive material about course
 - Examples:
 - Syllabus
 - Course objectives
 - Attendance Policies

Adding Content

- Information can be added to content areas in one of two ways:

1. Click the Add Item button.

Or...

2. Select a document type from the Select drop-down menu and click OK.

Add a Syllabus Using the Select menu.



1. Under **Content Area** in the Control Panel, click **Course** Information.
2. Choose **Syllabus** from the **Select** menu and click **Go** (Or click the + Item button).

A screenshot of the Worcester State College Control Panel. The top navigation bar is blue with the college logo and links for Home, Help, and Logout. Below this are several menu items: FacStaff Central, Student Central, My Resources, My WSC, My OneCard Account, IT Testing Tab (IT Staff ONLY), and (TEST>Welcome to WSC(TEST). The main content area shows the breadcrumb "RSIBULKIN (DEV_RSIBULKIN) > CONTROL PANEL > COURSE INFORMATION" and a "Course Information" section with a book icon. Below this is a toolbar with icons for Item, Folder, External Link, Course Link, and Test. To the right of the toolbar is a "Select:" dropdown menu currently set to "Survey" and a "Go" button. Below the toolbar, there is a list of items, with one item selected: "1 Syllabus" with a document icon, and the filename "Sample_Syllabus.htm (9.642 Kb)". To the right of this item are buttons for "Modify", "Manage", "Copy", and "Remove". At the bottom right of the page is an "OK" button.

Add a Syllabus Using the Select menu



3. Beside 1 Syllabus Name, enter the **name** for the syllabus.
4. Beside 2 Syllabus, choose either **Create New Syllabus** or click **Use existing file** and **browse** to locate and select the file.
5. Click **Submit**.

A screenshot of the "Add Syllabus" web form. The form is titled "Add Syllabus" and has three main sections: 1. Name: A required field for "Syllabus Name" with the value "CS101_E1_Syllabus". 2. Syllabus: Two radio button options: "Create New Syllabus" (selected) and "Use existing file". Below the "Use existing file" option is a text input for "Attach local file" and a "Browse..." button. 3. Submit: A section with instructions "Click Submit to finish. Click Cancel to quit." and a "Required Field" asterisk. At the bottom right are "Cancel" and "Submit" buttons. The top of the page shows navigation links like "Faculty Central", "Student Central", etc.

Create a Sample Syllabus

- **Create a sample syllabus.**
 1. Type the document in MS Word 2007 or another word processing application.
 2. Save the document a second time as .pdf (portable document format-Read by Adobe Acrobat or Adobe Reader available at <http://www.adobe.com>) for use in Blackboard.
 3. Under Content Area in the Control Panel, click link for Course Information
 4. Click the Item button.

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Create a Sample Syllabus

6. Beside Name, enter the desired syllabus name.
7. Under Content, click in box beside Attach local file and browse to locate the desired syllabus document.
8. Click the Open button
9. Choose other desired options and click the Submit button.
10. Click OK.

Course Tools

- Contains various communication tools

- Examples:

Announcements

Course Calendar

Staff Information

Photo - 150 pixels x 150 pixels
recommended

Discussion Boards

E-mail

Create an Announcement

- **Create an Announcement.**
- Announcements are used to post timely or critical information pertaining to the course.
Assignments, Exams, Course Changes
- Can be typed directly into Blackboard or attached from an existing document.
 1. Under Course Tools in Control Panel, click link titled Announcements
 2. Click Add Announcement button
 3. Type directly into Blackboard or browse to locate an existing file

Create an Announcement

4. Under Announcement Information, type a Subject and Announcement message
Or... browse to locate an existing file.
5. Choose additional options and click the Submit button.
6. Click OK.

Student Enrollment

- Students are automatically enrolled into Blackboard course shells that correspond with the courses in which they enrolled through the Registrar's office or Graduate & Continuing Education.

It takes up to 24 hours after the student registers for the information in our system (Colleague) to update.

User Management

- This area provides tools for managing users and student enrollment.
- **List Users enrolled in your course.**
 1. Under User Management in the Control Panel, click on List/Modify Users.
 2. Click on the List All tab.
 3. Click on the List All button.
If a student created a “Home Page”, it will display when the student’s name is selected.
 4. Click OK.

Class Roster

View a class roster.

1. On the Navigation bar, click on Communication.
2. Click Roster
3. On the Search tab type the last name or username of a specific person you wish to locate.
4. Click Search Or...
5. Click the List All tab followed by the List All button to display a list containing all students and instructors associated with the course.

Communication Center



- Send and receive e-mail
 - May be rejected as “Junk” by some ISP mail clients.
 - Uses WSC e-mail address
- Send message and request response during first or second week to determine account status and student’s knowledge of e-mail



Helpful Information

- Help Guides
 1. Go to the IT Web Site <http://it.worcester.edu>
 2. Under Blackboard see Additional Guides
 3. Click on desired link under the Blackboard heading.