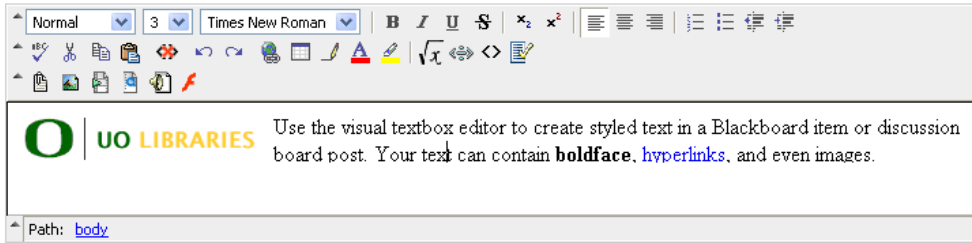


Visual Text Box Editor

Use the visual editor to enter text in items, discussion posts, and throughout Bb:



html font size

bold/italic/underline/strikeout



paragraph style

font family

sub/superscript

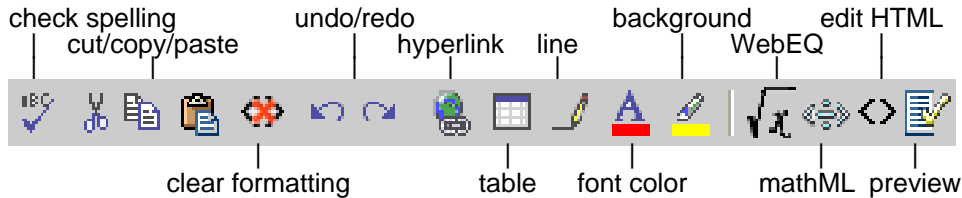
numbers/bullets



(first row continued)

align:left/center/right

outdent/indent



file mpeg/avi audio

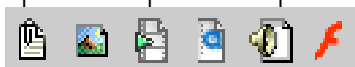


image quicktime flash

(insert files and media)

Blackboard™ for UO Instructors: Control Panel Quick Reference

Blackboard 7.1,
Fall 2006

Center for Educational Technologies
University of Oregon Libraries

For help teaching
with Blackboard, visit:
Knight Library Room 19
346-1942
<http://libweb.uoregon.edu/cet/>

The Blackboard Coursesite Control Panel

Use the control panel to manage your blackboard site:

Content Areas		User Management	
Course Information	Assignments	List / Modify Users	Remove Users from Course
Course Documents	External Links	Enroll User	Manage Groups
Course Tools		Assessment	
Announcements	Glossary Manager	Test Manager	Gradebook
Course Calendar	Messages	Survey Manager	Gradebook Views
Staff Information	Manage Chalk Title	Pool Manager	Performance Dashboard
Tasks	Link Checker	Course Statistics	
Send Email	WebAssign	Help	
Discussion Board	Advanced Group Management	Support	Contact System Administrator
Collaboration	Amiga Room Administration	Manual	Quick Tutorials
Digital Dropbox	Power User Enrollment		
Course Options			
Manage Course Menu	Course Copy		
Course Design	Import Course Cartridge		
Manage Tools	Import Package		
Settings	Export Course		

Content Areas

Use the "Add" toolbar to add content to a particular content area in your site:



- **Create folders to organize a content area:** Content Area link → add Folder
- **Post documents, presentations, or multimedia files:** Content Area link → add Item (then attach a file with Action: Create a link)
- **Remove files or update text (typos, formatting, etc.):** Content Area link → Modify button
- **Introduce related websites:** Content Area link → add External Link
- **Create cross-references within your site:** Content Area link → add Course Link
- **Copy or move files to another area or course:** Content Area link → Copy button

Center for Educational Technologies
University of Oregon Libraries

Knight Library Room 19 – 346-1942
<http://libweb.uoregon.edu/cet/>

cet@uoregon.edu
Last edit 8/16/2006 by JQJ

Based on a reference card
from U. of Kansas, ids@ku.edu

- **Create online quiz:** Content Area link → add Test
- **Create discussion forum:** Content Area link → add Discussion Board (on “Select:” menu) → Go
- **Create homework submission dropbox (aka “View/Complete”):** Content Area link → add Assignment (on “Select:” menu) → Go
- **Upload a set of files as a group:** package as a ZIP archive, then Content Area link → add Document Package (on “Select:” menu) → Go

----- **Course Tools** -----

- **Post important messages or special notices:** Announcements → Add Announcement button
- **Send email to all students:** Send email → All Users
- **Share contact and biographical information:** Staff Information → add Profile button
- **Post initial discussion forum question or comment:** Discussion Boards → Forum Name → add New Thread button
- **Create and manage groups:** Advanced Group Management
- **Add GTF, course assistant, or co-instructor:** Power User Enrollment

----- **Course Options** -----

- **Make coursesite “available” to allow student access:** Settings → Course Availability
- **Create, reorder, or remove navigation buttons:** Manage Course Menu
- **Use material from previous term:** in your old site, Course Copy

----- **User Management** -----

- **Add students:** Enroll User → Search by Last Name, Email, or username (e.g. ‘jdoe’)
- **Remove students:** Remove Users from the Course → Search by Last Name, Alpha, or List All

----- **Assessment** -----

- **Create column for assignments, in-class quizzes, etc.:** Gradebook → Add Item
- **Add student scores to gradebook:** Gradebook → Column heading name → Item Grade List

- **Modify gradebook column properties (e.g. weight, availability):** Gradebook → Column heading name → Item Information
- **Modify online quiz questions:** Test Manager or Content Area button/link (under Content Areas) → Modify → Modify the Test
- **Make quizzes available to students:** Content Area button/link (under Content Areas) → Add Test → Select Test → Modify Test Options
- **View students’ answers to online quiz questions:** Gradebook → Column heading name → Assessment Attempt Details
- **Review and grade online homework submission:** Gradebook → Exclamation Point → View OR select Column heading name → Item Download
- **Download grades to Excel spreadsheet:** Gradebook → Download Grades
- **View course Roster, last login, and which portions of site are visible to each student:** Performance Dashboard

Commonly Used File Formats for Attachments to Blackboard Items

Type	Content	Type	Content
doc	Microsoft Word document	pdf	Adobe Portable Document Format
html	Web page	png	Portable Network Graphics image
jpg	JPEG image	ppt	Microsoft Powerpoint presentation
m4a	Mpeg4 audio	rtf	Microsoft Rich Text format
mov	Quicktime video	xls	Microsoft Excel spreadsheet
mp3	MP3 audio	zip	Archive

Notes: Large files = long download times. Many of these formats also require a browser plugin or appropriate software. For example, .mov and .m4a require Apple Quicktime. Viewing ppt files requires that students have Microsoft Office.

General Reminders

Don’t forget to set your site to “available” when you’re ready for your students to see it. Use Settings → Course Availability.

Don’t forget to enroll your GTFs and support staff in your site.

Contact courseinfo@blackboard.uoregon.edu if you have questions or difficulties. Visit CET Consulting for training and assistance.

The main help page for Blackboard at UO is <http://libweb.uoregon.edu/cet/blackboard/help/>