Blackboard Learn 9.1 Basics
For Instructors

Log into Blackboard 9.1 at
- https://nvcc.my.vccs.edu
- http://learn.vccs.edu

Blackboard is an ideal way to stay connected with today's students – whether they're around the world or just across the campus. This short guide aims to help instructors get started with this virtual learning environment.

My Blackboard Courses

All your NOVA Blackboard courses will appear in the **My Blackboard Courses** module and you simply click on a course to access it.

The **My Blackboard Courses** module offers some ability to customize how each course displays including: **Course Name**, **Course ID**, **Instructors**, **Announcements**, **Tasks** & **Calendar Events**. Click on the ⚙ in the top of the module to select or deselect which attributes you would like to see for each course and click **Submit**. Deselect all attributes to hide a course.

Courses remain in Blackboard for roughly two years and the next semester's courses often appear weeks before the current semester ends.

Make Course Available

By default, your course is not available to students (notice the *(unavailable)* next to some of the courses in the **My Blackboard Courses** image). To make a course available to students, go to the **Control Panel** inside your course, under **Customization**, choose **Properties**. Within **Properties**, under **Set Availability**, choose *Yes* for **Make Course Available** and click **Submit**.

Now your students can access your Blackboard course. It is recommended as a best practice to make your course unavailable once the semester is over.
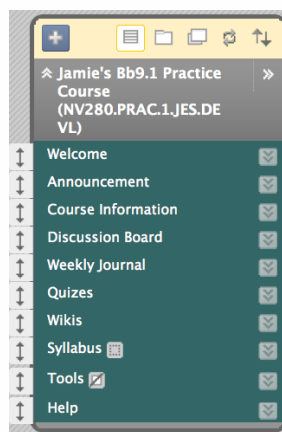
Navigating the Course Interface

Edit Mode Switch
Located in the upper right hand corner of every page, the **Edit Mode** switch must be on to access editing tools. Click to change modes.

Course Menu

The **Course Menu** provides navigation for the content of this course and can be customized based on the course organization.

➕ Add a new menu item.

↕ Move menu items up and down by drag-and-drop.

⌄ Menu editing options appear by clicking on the action link, which typically including Rename and Hide.

⊞ Content Area (folder) has no content.

✎ Menu item is hidden from student view.

Control Panel

Students do not see the **Control Panel** that appears under the **Course Menu** on the left.

⌄ Click to expand/contract that
⌃ section.

» Click to go to the submenu on a page

Hiding the Course Menu & Control Panel

The right column that contains the Course Menu & Control Panel can be hidden to create more screen space when needed by clicking on the arrow tab. Click again to make the column appear.

More on Blackboard 9.1 at http://www.nvcc.edu/faculty-and-staff/technology/blackboard/

Adding Content in a Content Area

Content Areas are folders that contain course content. A Content Area without content (an empty folder) will not be visible to students. *Edit Mode switch must be on to add content.*

| Build Content ⌄ | Create Assessment ⌄ | Add Interactive Tool ⌄ | Assign Textbook ⌄ |

By hovering over each button, menus open up that offer many ways to add different types of content.

Build Content:
Create: Add text, image, files (PDF, DOC, DOCX, PPT, etc), audio, video, URL, etc.
New Page: Add folders, pages and tools.
Mashups: Add embedded content from YouTube, Slideshare and Flickr.
Create Assessment: Add Tests, Surveys, Assignments and SafeAssignments.
Add Interactive Tool: Add communication tools such as Blogs, Journals, Wikis and Discussion Boards.
Assign Textbook: Add the textbook info.

Adding a Syllabus

To add a PDF or DOC syllabus to a Blackboard course, select **File** from under **Build Content** in a Content Area.

1. Select File

Find the file on your computer or in the Content Collection.

2. Standard Options

Track how many times student view the file or restrict how long it's available here.

3. Submit

Click **Submit** to upload the file and make it available.

Create an Announcement

An Announcements page is a communication tool in Blackboard that sends notification emails to students (can be turned off) as it adds each announcement to the page. To create an announcement, click the **Create Announcement** button on the Announcements page.

[Create Announcement]

1. Announcement Information

Fill in the title and content of the announcement.

2. Web Announcement Options

Date restrict the announcement or override the student notification settings.

3. Course Link
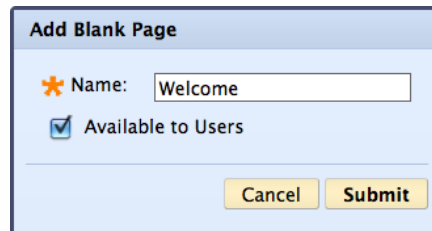
Link to any content already existing inside the course.

4. Submit

Click **Submit** when finished.

Creating a Welcome Page

Used in the Course Menu, Blank Pages can create a Welcome page to greet students when they access the course.

Hover over the plus icon at the top of the **Course Menu** and select **Blank Page** from the menu that appears. Give the page a name, make it available to users and click **Submit** to add it to the **Course Menu**.

Add Blank Page
✳ **Name:** Welcome
☑ Available to Users
[Cancel] [Submit]

1. Content

Fill in the content of the page.

2. Attachments

Find any attachments that you may want to add.

3. Options

Track how many times students view the file or restrict how long it's available here.

4. Submit

Click **Submit** when finished.

Log Out

Don't forget to log out when you are finished.

[My Places] | [Home] | [? Help] | [Logout]