

Amarillo College
Faculty Training

Blackboard Basics

(Blackboard Learn v9.1)



Revision Date: September 16, 2015


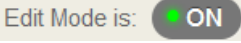

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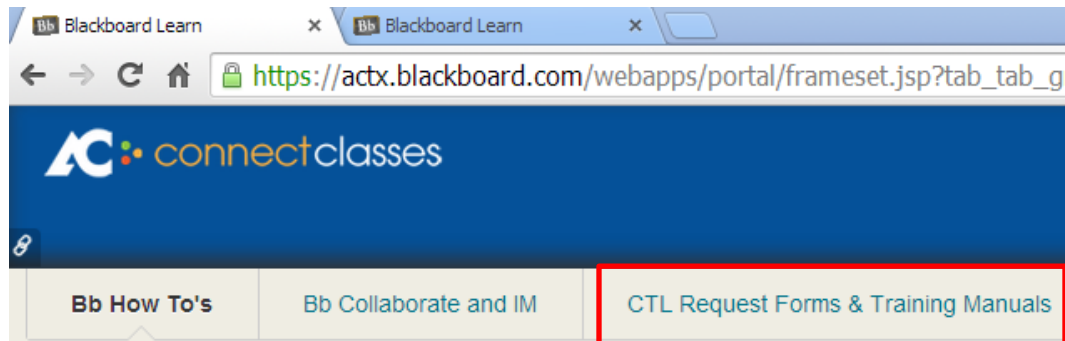
BLACKBOARD

Parts of the Blackboard Screen

1. Log in to the AC Connect portal. The directions are listed in the first section of this manual.
2. In the **AC Connect Courses** module, click on any desired course. This will launch Blackboard.
3. You will have access to many parts of the program:
 - a. **Course Menu** – The customizable list of links located at the left side of any Blackboard course.
 - b. **Control Panel** – The collection of links below the course menu. Even though they look like the course menu, they are not part of that menu. These links are under the “Course Management” title in the menu.
 - c. **Institutional Tabs** – These are the links located in the upper-right portion of the Blackboard screen, starting with “My Institution.” These tabs (links) are customizable by the college and may change over time as our faculty need more access to other parts of Blackboard.
 - d. **Colors** – The  icon, located below the Institutional Tabs in the upper-right portion of the Blackboard window allows you to quickly change the color scheme for the course. Whatever color scheme is chosen by the instructor cannot be changed by the student.
 - e. **Edit Mode** – This button  is either “ON” or “OFF.” If Editing Mode is “ON,” the instructor can modify the course as needed. If Edit Mode is “OFF,” the instructor can only see the course as a student would see it and no settings can be changed.
 - f. **Logout Button** – This button  logs the user out of Blackboard. It breaks the connection to the server and another unauthorized person cannot use your username/password set to get into the Blackboard.

DEVELOPMENTAL SHELLS

1. Login to any one of your Bb courses.
2. In the upper right corner of the window, click **Faculty Tools**.
3. As illustrated below, click the **CTL Request Forms & Training Manuals** link.



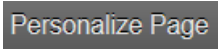

4. Click (you may have to right-click) the **Developmental Shell Request From** link.
5. Fill out the form as needed. **NOTE:** *You may request up to four shells per form.*

THE “MY INSTITUTION TAB”

Launching the “My Institution” tab

1. Log in to the AC Connect portal and click on a Blackboard course link.
2. Click the **“My Institution”** tab. This allows you to open any other course you are taking or teaching. It can even show courses from prior semesters.


Setting the Color Scheme for the “My Institution” tab

1. Launch the “My Institution” tab.
2. Set the Color Scheme:
 - a. In the upper-right portion of the screen, click the  button.
 - b. Click the desired theme.
 - c. 

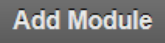

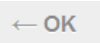
Moving Modules on the Page

1. Launch the “My Institution” tab.
2. Click-and-drag the title bar of the chosen module to a new location. As you move the module to a new location on the screen, there will be dotted lines that show where the module would be located if it was released.

Deleting Modules

1. Launch the “My Institution” tab.
2. Rest the mouse pointer on the title bar of the module. If the module can be deleted, a gray “Close”  icon will appear at the right side of the title bar.
3. Click the gray “Close” icon for the module and it will disappear.

Adding Modules

1. Launch the “My Institution” tab.
2. Click the  button, located above the menu bar at the left side of the screen.
3. Scroll through the list of modules until you find one to add.
4. Click the  button.
5. Repeat steps #3-#4 for each desired module.
6. Scroll to the bottom of the list.
7. Click the  button in the lower-left corner of the screen.

Notification Dashboard


The “Notification Dashboard” will be very useful to the faculty member because it shows at a glance everything that needs to be graded.

1. Log in to the AC Connect portal and click on a course to open it in Blackboard.
2. Once inside Blackboard, click the “**My Institution**” tab to close any open course.
3. In the upper-left corner of the “My Institution” tab, click on **Notification Dashboard**.
4. Look at all of the modules available and located the “Needs Attention” module.
 - a. If there are any items that need to be graded, there will be links such as “Assignment Needs Grading” or “Discussion Board Forum Needs Grading” followed by a number. This number represents the number of items in that category that need to be graded.
 - b. Click on the category to be graded such as, “Assignment Needs Grading.”
 - c. This will open all of the items in that category.
 - d. Click the drop-down arrow located at the right side of the item to be graded.
 - e. Click “**Grade**” from the menu.
 - f. Grade the item as needed.
5. To leave the Notification Dashboard:
 - a. Click the “Courses” institutional tab.
 - b. Click the desired course to open.

COURSE MENU

The course menu is located at the left side of the screen and contains useful links to various parts of the course. The menu is your navigation system through the course. It is important for you to decide how you want the course to be structured before beginning the building process.

Adding Menu Items

1. Log in to the AC Connect portal and open the desired course in Blackboard.
2. Make sure that the Edit Mode is set to “ON.” This is the button in the upper-right corner of the Blackboard screen.
3. Rest the mouse pointer on the **Add Menu Item**  icon, located at the top of the course menu at the left side of the screen.
4. Move the mouse pointer down to select the desired item.
 - a. **Tool Links** are used for adding Announcements, Calendars, Discussion Boards, Journals, etc.
 - b. **Web Links** are used for links to outside web pages, and to your course syllabus.
 - c. **Dividers** separate areas of the menu.
5. Place a checkmark in the “**Available to Users**” box. If this is not checked, the students will never be able to see this item in the course menu.

Renaming Menu Items

1. Log in to the AC Connect portal and open the desired course in Blackboard.
2. Make sure that the Edit Mode is set to “ON.” This is the button in the upper-right corner of the Blackboard screen.
3. Rest the mouse pointer on the menu link to be renamed.
4. Click the drop-down arrow located at the right side of the menu link.
5. Choose “**Rename Link**” and then type a new name for the link.
6. ENTER.



Making a Course Menu Link Available/Unavailable

1. Log in to the AC Connect portal and open the desired course in Blackboard.
2. Make sure that the Edit Mode is set to “ON.” This is the button in the upper-right corner of the Blackboard screen.
3. Click the drop-down arrow located at the right side of the menu link.
4. Choose “**Show Link**” or “**Hide Link.**”

Removing Course Menu Links

1. Log in to the AC Connect portal and open the desired course in Blackboard.
2. Make sure that the Edit Mode is set to “ON.” This is the button in the upper-right corner of the Blackboard screen.
3. Click the drop-down arrow located at the right side of the menu link.
4. Choose “**Delete.**”
5. OK

Control Panel Menu

This menu is located directly below the course menu at the left side of the screen. Students cannot see the Control Panel Menu because it is the menu which controls the course.

What can be found in the menu?

- “Add a Test Student”
- ILP Integration (for entering final grades)
- Rubrics
- Tests, Surveys, & Pools (storage location for all tests in the course)
- The Grade Center (the course gradebook)
- Users (list of all students in the course)
- Course Copy (the utility to copy developmental shell info into the live course)
- Export/Archive Course – utility to create an archive copy of the course



CONTENT AREA

The Content Area is where students will see most of the material for the course. Students will access this area to read course material, view videos, find outside web links, and take tests and other assessments.

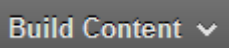
1. Log in to the AC Connect portal and then click on a course to open it in Blackboard.
NOTE: *If you open a Course Development Shell that was copied from ANGEL, you will see your course content from your ANGEL course.*
2. Click the **Content** link located in the course menu at the left side of the screen.
NOTE: *The Content area is similar to the “Lessons” tab in ANGEL.*

Adding an Additional Content Area

Every course comes with one Content Area (named Content) which is located in the menu at the left side of the screen. Many instructors wish to add additional Content Areas.

1. Log in to the AC Connect portal and then click on a course to open it in Blackboard.
2. Rest the mouse pointer on the **Add Menu Item**  icon, located at the top of the course menu at the left side of the screen.
3. Click **Content Area**
 - a. Type a name such as “My Practice Area”
 - b. Place a checkmark in the “**Available to Users**” box. If this is not checked, the students will never be able to see this item in the course menu.
4. 
5. Click-and-drag the double-sided arrow in front of the new Content Area to rearrange the link elsewhere in the course menu.

Adding a Content Folder

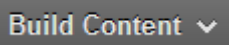

1. Log in to the AC Connect portal and then click on a course to open it in Blackboard.
2. Click the desired Content Area link located in the menu at the left side of the screen.
3. Click the  button.
4. Click “**Content Folder.**”
 - a. Type a name for the new folder
 - b. Change the color of the folder’s title if desired.
 - c. In the **Text** field, type some general information about the contents of the folder being created. This is useful for the student.
 - d. Fill out other fields if desired.

NOTE: For any item being created, ALWAYS set “Track Number of Views” to “Yes” to make it easier to see if a student has accessed that item.

- e. 

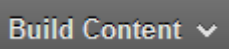

Adding an Item

When an “Item” is created in a Content Folder, the student will not have to click on the title to see the text inside the “Item” because the contents of an “Item” are always displayed.

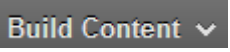
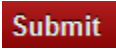
1. Log in to the AC Connect portal and then click on a course to open it in Blackboard.
2. Click the **Content** tab located in the course menu at the left side of the screen.
3. Click the  button.
4. Click “Item.”
 - a. Type a name for the new Item.
 - b. Change the color of the Item’s title if desired.
 - c. In the Text field, type the information that you want the students to see when they open the folder containing the Item.
 - d. Fill out other fields if desired.
 - e. 

Adding a Blank Page

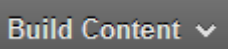
A “Blank Page” is different from an “Item” since a student will have to click on the title of the blank page to open it to read the contents. Remember that an “Item” does not have to be clicked before its contents can be seen.


1. Log in to the AC Connect portal and then click on a course to open it in Blackboard.
2. Click the **Content** tab located in the menu at the left side of the screen.
3. Click the  button.
4. Click “**Blank Page.**”
 - a. Type a name for the new blank page.
 - b. Change the color of the blank page’s title if desired.
 - c. Type the content text (add graphics too if desired) to be displayed.
 - d. Fill out other fields as desired.
 - e. 

Adding a File

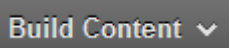
1. Log in to the AC Connect portal and then click on a course to open it in Blackboard.
2. Click the Content tab located in the menu at the left side of the screen.
3. Click the  button.
4. Click **File.**
 - a. Type a name or title for the file.
 - b. Change the color of the file's title if desired.
 - c. Click either the **"Browse My Computer"** or the **"Browse Content Collection"** button to specify where the file is stored.
 - d. Click the **"YES"** option button for the field, "Open in New Window."
 - e. Fill out other fields as desired.
 - f. 


Adding an Image

1. Log in to the AC Connect portal and then click on a course to open it in Blackboard.
2. Click the Content tab located in the menu at the left side of the screen.
3. Click the  button.
4. Click **Image.**
 - a. Type a name or title for the file.
 - b. Change the color of the image's title if desired.
 - c. Click the button corresponding to the location of the image.

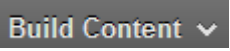

NOTE: *If the image is located on your computer or flash drive, use the "Browse my Computer" button.*
 - d. Add a description for the image.
 - e. Specify dimensions as needed.
 - f. Fill out other fields as desired.
 - g. 

Adding a Web Link

1. Log in to the AC Connect portal and then click on a course to open it in Blackboard.
2. Click the Content tab located in the menu at the left side of the screen.
3. Click the  button.
4. Click “**Web Link.**”
 - a. Type a name for the new web link.
 - b. Change the color of the web link’s title if desired.
 - c. Type (or copy from a web page address) the full address for the webpage to be displayed.

IMPORTANT: You have to type the **http://** or the **https://** for this to work.
 - d. Type a description of what website will be displayed if the student clicks on the link.
 - e. Fill out other fields as desired.
 - f. 

Adding a YouTube Video

1. Log in to the AC Connect portal and then click on a course to open it in Blackboard.
2. Click the Content tab located in the menu at the left side of the screen.
3. Click the  button.
4. Click “YouTube Video.”
 - a. In the Search field, specify the type of movie for which to be searched.
 - b. Use the drop-down arrow to change the option from “All of the words” to “At least one of the words.”
 - c. GO
 - d. Locate a video clip to add.
 - e. Click the “Select” link for the desired video clip.
 - f. Type a name for the new video clip link.
 - g. Change the color of the YouTube Video’s title if desired.
 - h. Add a description.
 - i. Fill out other links as desired and then press .



Extra Information

- If possible, please do not embed a video or even a PowerPoint presentation directly into a course because of the amount of space that is used. Everyone needs to store this type of content outside of Bb and simply link to it.
- **SlideShare** (www.slideshare.net) give you a chance to convert and store PowerPoint slideshows & then link to them.
- **SlideRocket** (www.sliderocket.com) provides presentation software similar to SlideShare, but it does not allow you to add audio.
- YouTube (www.youtube.com) allows you to easily upload movie clips and then create links to them.
- Brian Nixon can load movie clips onto a server in his department and will then send you links that can be added to your course. Brian's can be reached at 806.371.5214.

Learning Modules

- Learning modules are like SoftChalk
- They offer self-contained unit areas inside the main part of the course. For example, we could have a Learning Module with Civil War information embedded into an American History course.
- We might have one already created to show them how a Learning Module would look if they wanted to create one later.




LINKING YOUR SYLLABUS TO BLACKBOARD

As directed by House Bill 2504, instructors are required to provide one-click access to their AC Syllabus in each course section.

IMPORTANT: Since Spring 2011, Amarillo College mandated that ALL course syllabi had to be entered into the college-supplied syllabus program and visible to students for three years. If you are not currently doing this, please contact Charles Hendrick at 806.345.5540 for further instructions.

Your syllabus should NOT be in your Blackboard course. A link in your Blackboard menu should open the syllabus that is stored in the AC Syllabus Program.

NOTE: *You do not have to be logged into the AC Syllabus Manager Program for this activity to work correctly.*

1. Use Firefox or Chrome to login to your Blackboard class.
2. At the top of the web browser, click the new tab icon  (for Firefox) or  (for Chrome) to add a new browser tab.
3. In the address bar of the new browser tab, display the website at:
www.actx.edu/syllabus
4. Locate the syllabus:
 - a. Click the **Search All Course Syllabi** link located in the information box in the middle of the screen.
 - b. In the **Search** field, type the instructor's last name and press ENTER.
 - c. Click the **View**  icon located at the left side of the syllabus to be viewed.
5. In the address bar at the top of the browser window, click the web address (URL) for the syllabus you are viewing to highlight it.
6. Copy the address by using CTRL+C or (right-click on it and choose **Copy**).
7. Click the browser tab containing your Blackboard course.



8. Create the link:
 - a. Rest the mouse pointer on the **Course Syllabus** link in the menu at the left side of the screen (do not click the link).
 - b. Click the drop-down arrow located at the right side of Course Syllabus.
 - c. Click **Web Link** from the resulting menu.
 - d. From the keyboard, press the **Delete** key to clear the URL field.
 - e. Use (CTRL+V) or right-click and choose **Paste** to place the address for the syllabus into the URL field.
 - f. From the keyboard, press the left arrow key a couple times to move the cursor to the left.
9. (see the note below)


NOTE: *If the SUBMIT button does not work, press the left-arrow on the keyboard a couple of times and then click the SUBMIT button again.*

10. Rest the mouse pointer on the **Course Syllabus** link in the menu.
11. Click the drop-down arrow located at the right side of the link.
12. Click "**Set Link to Open in New Window**".
13. Click the **Course Syllabus** link in the menu to test it.



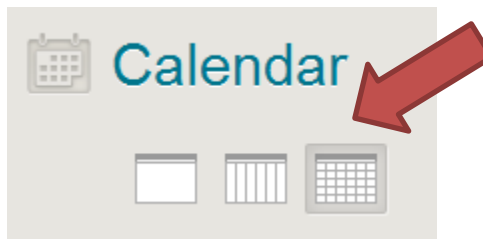
CALENDARS

Adding the Calendar Link

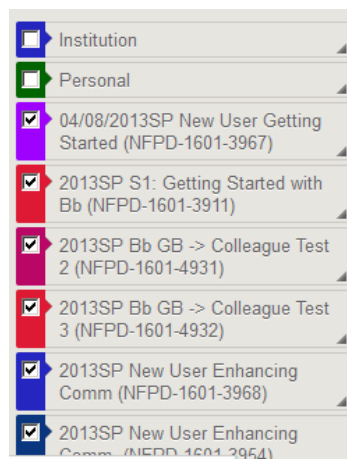
1. Open the desired BlackBoard course.
2. Click the  icon, located at the top of the course menu.
3. Click the **Tool Link** option.
4. On the “Add Tool Link” window, do the following:
 - a. Type a name such as “Course Calendar”
 - b. Use the drop-down arrow to select “**Calendar.**”
 - c. Add a checkmark to the “Available to Users” box so that students can see the link.
 - d. SUBMIT
5. Click-and-Drag the “Course Calendar” link up to a new location on the menu if desired.

Specifying the Correct Calendar

- In the gray area between the menu and the main calendar grid:
 - As illustrated below, there are three icons that allow you to specify whether you want to see the calendar in Day, Week, or Month view.



- As shown below, there will be a list of several calendars, each with a different color.



- Every course that you are teaching or taking (plus Institution and Personal) will have its own calendar in Blackboard.
- Students will not see events in your “Personal” calendar.
- Your Outlook calendar is not visible here, and your events on this calendar will not be displayed in Outlook.
- Events in this calendar **will** appear in the AC Connect portal.
- Adding calendar events can be done in only one calendar at a time and they cannot be copied to other courses or to other places in the same calendar.




Adding Calendar Events

1. Click the Course Calendar item which is located in the course menu.
2. Double-click the day on which the event is to be created.
3. On the “Create Event” window, do the following:
 - a. In the top field, type a name for the new event.
 - b. Use the drop-down arrow to select the calendar onto which the event is to be added.
 - c. Set the Start day/time and the End day/time.
 - d. Type the details that the students need to know in “Event Description”.
 - e. SAVE
4. If you add the event to the wrong date, just click-and-drag the event to the correct day.

ANNOUNCEMENTS

Adding the Announcements Link

1. Open the desired BlackBoard course
2. Click the  icon, located at the top of the course menu
3. Click the **Tool Link** option
4. On the “Add Tool Link” window, do the following:
 - a. Type a name such as “Course Announcements”
 - b. Add a checkmark to the “Available to Users” box
 - c. SUBMIT
5. Click-and-Drag the “Course Announcements” link up to a new location on the menu if desired.

Creating a Blackboard Announcement

1. Click the “Course Announcements” link which is located in the course menu.
NOTE: *The name of the link may be different in your menu.*
2. Click the **Create Announcement** button.
3. On the “Create Announcement” page, fill out the form:
 - a. Type a title for the new announcement
 - b. In the **Message** field, type the text that you want the students to see
 - c. Specify if the announcement is date-restricted or not.
 - d. SUBMIT



Miscellaneous Announcement Information

When several announcements have been created, the students will have to scroll through them to read the new ones. Each new announcement will be placed at the top of the list. If you want an announcement to always stay at the top of the list, do the following:


- Click the “Course Announcements” link located in the course menu.
NOTE: *the actual name of the link may be slightly different in your menu*
- Drag the announcement up above the gray dotted line that is marked, “New Announcements Appear Below This Line -----“

E-MAIL

The e-mail feature of Blackboard is very different from ANGEL. It is not self-contained in the course which means that any e-mail that is sent will not reside in the course. Each e-mail will go from the instructor's Outlook account and be received in the students Gmail (Google) account.

Adding the "Send E-Mail" Link

Newly-created Blackboard courses will have the "Send E-mail" link added to the course menu located at the left side of the Blackboard window. However, if there is not a link in the menu, it can be added.

1. Open the desired BlackBoard course.
2. Click the  icon, located at the top of the course menu
3. Click the **Tool Link** option
4. On the "Add Tool Link" window, do the following:
 - a. Type a name such as "E-mail" or "Course E-mail"
 - b. Use the drop-down arrow to change the type to **Email**
 - c. Add a checkmark to the "Available to Users" box
 - d. SUBMIT
5. Click-and-Drag the "Send E-Mail" link up to a new location on the menu if desired.

Sending an E-Mail Message

1. Click the "Email" link, located in the course menu.
NOTE: *the name of the link may be different in your menu.*
2. From the list, choose to whom you want to send the e-mail message
3. Fill out the form as needed. Make sure that you have at least one recipient in the "Selected" field.
4. SUBMIT

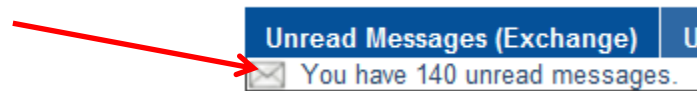
NOTE: *the e-mail is sent from your Outlook account to the student's Gmail account.*

CREATING FOLDERS & RULES IN OUTLOOK

Many instructors do not want their student's emails to be mixed into their Outlook program's Inbox where e-mails from college employees and outside contacts are stored. Therefore, we can create folders and rules to intercept these student e-mails and redirect them into the specified Outlook folders.

Accessing the Web Version of Outlook

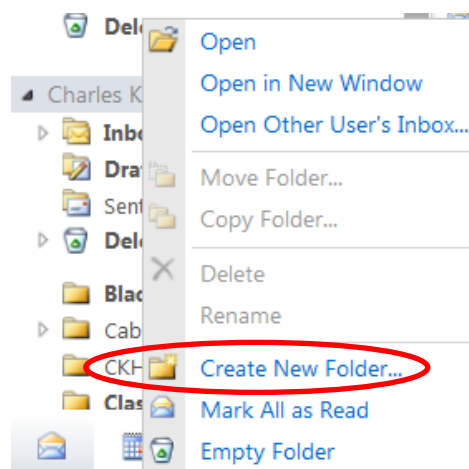
1. Use a web browser to login to the AC Connect portal (<https://acconnect.actx.edu>)
2. As illustrated below, click on the link for "Unread Messages (Exchange)"



NOTE: This will launch the web version of Outlook.

Creating a new Folder

1. Access the web version of Outlook. (The directions are listed above)
2. At the left side of the Outlook window, right-click your name (this is located about half way down the list of folders)
3. As illustrated below, click the option to "**Create New Folder.**"




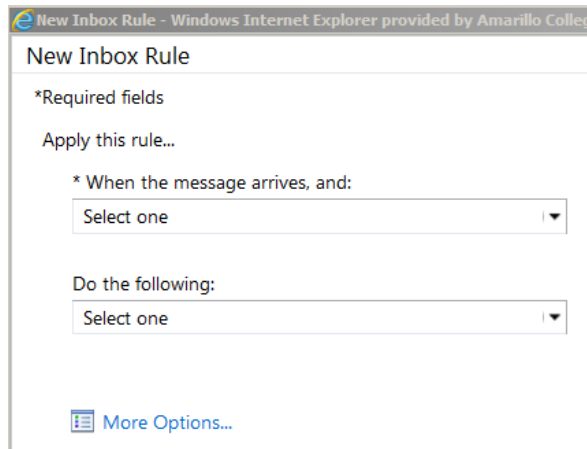
4. Type a name for the new folder and press **ENTER**. Most instructors are using the name of the course for the name of the folder so that it will not be as confusing.

NOTE: Make sure the name is easy to identify as a folder for a particular course.

5. Repeat steps #1- #4 for each course that you are teaching this semester.

Creating a Rule to Redirect E-mails into the Course Folder

1. In the upper-right corner of the Outlook window, click on “**Options.**”
2. Click the option to, “Create an Inbox Rule.”
3. Click the New  icon. The following window will be displayed:



4. Specify the “Criteria Text”:
 - a. Click the first (top) drop-down arrow.
 - b. From the drop-down menu, click the option, “It includes these words in the subject”

- c. Type the identifying text from the “Subject” line of an email from the associated course **and press ENTER**.

For example, if you are creating a rule to redirect email from the course “NFPD-1601-3905” into a particular folder, then the identifying text would be “NFPD-1601-3905. Notice the hyphens between some of the characters.

NOTE: You have to be **extremely specific** when typing criteria text.

“NFPD-1601-3905” is **NOT THE SAME** as “NFPD 1601-3905” because there is not a hyphen between the D and the 1 in the criteria text and there was a hyphen in the original text. It has to match **EXACTLY!**

- d. OK


5. Specify the Action to take:

- a. Click the second (lower) drop-down arrow.
- b. From the drop-down menu, click the option, “Move the message to folder”
- c. Click the appropriate folder.

NOTE: if the folder has not been created yet, you can use the “New Folder” button to create it now.

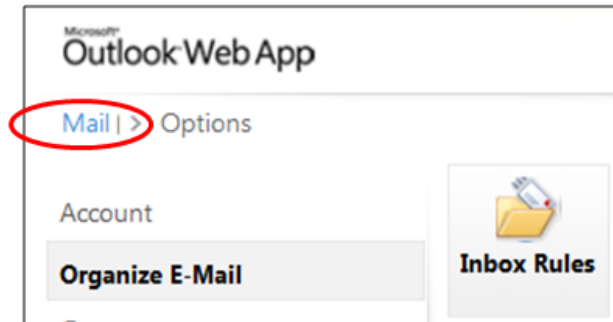
- d. OK

6. Name the Rule:

- a. Click the  [More Options...](#) link.
- b. In the “Name of Rule” box, type an identifying name for this rule. Make it easy to identify from other rules so that you know the course which it is associated with.
- c. SAVE

7. Test the Rule:

- a. As illustrated below, click the **Mail** link (located in the upper-left corner)



8. Send a message to yourself and include the criteria text (step #4). The rule should redirect the e-mail message into the appropriate folder.
9. Open the folder to see if the test message was redirected correctly.

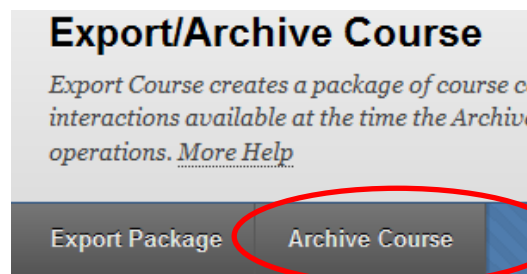
ARCHIVING (BACKUP) YOUR COURSE

This simple process is very crucial. We suggest that you archive your course every time you make an important change to the course and every time you enter grades into the grade center. Why is this process so important? If something happens to your course or your grade center, it is an easy process to restore the course to its last saved state.

NOTE: *When the archive process is completed, you will receive a notification email in your Outlook program.*

Creating a New Archive

1. Login to your Blackboard course.
2. In the “Control Panel” area of the menu bar (lower left portion of the screen), click on **Packages and Utilities** to open it.
3. Click **Export/Archive Course**.



4. As shown in the illustration above, click on the **Archive Course** button.
5. **IMPORTANT:** Place a checkmark in the “**Include Grade Center History**” checkbox.
6. **Submit**



Deleting the Old Archive File

Do not keep more than one copy of an archive because of space restrictions. Once you get a new archive, follow the following steps to delete the outdated copy.

1. After receiving the email from “Blackboard Administrator” (check your Outlook inbox) announcing the completion of the operation archive, login to your course again.
2. In the “Control Panel” area of the menu bar (lower left portion of the screen), click on **Export/Archive Course**.

This will refresh the screen and display the newly-created archive file (it is in a zip format).

3. Rest the mouse pointer on the older copy. The newer copy is always placed at the bottom of the list.
4. Use the drop-down contextual menu to delete the older copy.

SUBMITTING FINAL GRADES

Even though grades have been sent to Datatel all semester, the instructor has to complete these steps to submit the final grades at the end of the semester.

1. Access the course in Blackboard.
2. In the menu, click **Course Tools > AC Retention Alert-Submit Final Grades**.
3. Click the **Final Grades** tab.
4. Use the drop-down arrows to make these changes:
 - a. Change the **Visible Groups** field to show the course name and ID.

Example: ENGL-1301-007.

NOTE: *This will populate student names and current grades in the table.*

- b. Change the **Populate with Course Grade** field to Final Grade

IMPORTANT:

- You can override a final grade letter if desired
- For a grade of “F” you have to do the following:
 - Enter the grade of “F”
 - Enter the last day the student had any activity in the course
(format: DD/MM/YYYY)
- If a student never attended, check the appropriate box
- Incompletes:
 - Enter the grade of “I”
 - Enter the date by which the work has to be completed.

5. **Submit Grades**



WHERE TO GET HELP

From your Blackboard Course:

1. Login to Blackboard
2. Click the **Faculty Tools** link at the top of the page
3. Choose from the three tabs at the top:
 - a. Bb How-To's
 - b. Bb Collaborate & IM
 - c. CTL Request Forms & Training Manuals

CTL Staff Members

As you begin working in Blackboard, you may need to contact a CTL representative for further help with Blackboard issues. This list also included each person's area of specialization.

1. **Buster Bonjour** and **Richard Stephenson** 806 371-5992
 - a. Creating and Managing Course Content
 - b. Working with the Bb Grade Center
 - c. General questions about Blackboard

2. **Charles Hendrick** 806 345-5540
 - a. Creating and Managing Course Content
 - b. Linking to AC Course Syllabi from Blackboard
 - c. Setting up and managing your Grade Center
 - d. Embedding SoftChalk Content in Bb
 - e. Respondus, Respondus Lockdown Browser



3. **Heather Voran** 806 371-5150
 - a. Incorporating Publisher content
 - b. Creating assessments and tying them to the Bb Grade Center
 - c. Setting up and managing your Grade Center
 - d. Respondus, Respondus Lockdown Browser

4. **Brian Nixon** 806 371-5214
 - a. Video-related questions
 - b. Linking content from other sources into a course

Online Resources

This list contains some online resources for further instruction on Blackboard.

- Blackboard **On-Demand** Learning Center: <http://ondemand.blackboard.com/>
- Blackboard Help and Manuals: <https://help.blackboard.com/>
- Blackboard FAQ database: <http://www.actx.edu/faq>
- Blackboard Tutorials from Palomar University:
<http://www2.palomar.edu/pages/atrc/blackboard/faculty-information/tutorials-by-category/>
- A 47-minute recorded webinar to show how to set up a Blackboard Course (skip first 4:30)
http://www.youtube.com/watch?v=Loz2TXgw4tA&feature=player_embedded