



Course Menu

Create Content Area

Define a menu area where files, links and text may be placed.

Create Tool Link

Create a link to a Blackboard tool (e.g. Grades, discussions, Journals, etc.).

Create Course Link

Create a link from one menu area to an item in another area.

Create External link

Post links to sites and pages on the web.

Create Module Page

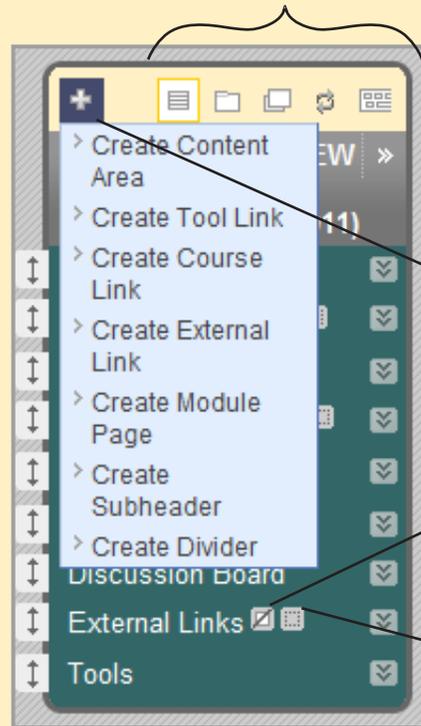
Create a one-page collection of tools used in the course. Note: the course *home-page* is a Module page.

Create Subheader

A non-clickable text header used to organize the course menu.

Create Divider

Just a blank line that separates course menu items.



Hover your cursor over each icon in Blackboard for pop-up tool tips describing their functions.

Opens the menu options shown in the light blue box below it.

Slash indicates that the menu area is unavailable to students.

Dotted box indicates that the menu area is void of content.

Control Panel

Now the control panel really is a “panel”! No more drilling down through separate pages and “ok” buttons. Select the utility areas below to work in your course site.

Course Tools

Many familiar Blackboard features are here, plus a few new.

Course Links

Content collection and portfolios. **Ask TAC How!**

Evaluation

Grade Center and performance analysis tools.

Users and Groups

Check your classlist and manage groups. Note: Groups now have a random enrollment function.



Customization

Visual Style tools, **Course Entry Point**, and **Course Availability** are found here, along with other functions.

Packages and Utilities

Course Copy (i.e.; term to term) is here along with other functions.

Help

Manual, support, and tutorials. You can always call on TAC: tac@oregonstate.edu

Blackboard Course Management Control Panel

Announcements

Post information about key dates and events. May also be sent as email.

Blogs

Students make posts which the instructor and other students may read and make comments on.

Collaboration

Real time interaction with IM Chat and group web browser. Useful for Distance Learning and Virtual Office Hours.

Contacts

Addressbook which may include contacts outside of OSU.

Course Calendar

Post course events. Students may post their own.

Disk Space Quota

Check how many MB of storage are allotted and used.

Discussion Board

Create forums for student-student interaction.

Course Tools

- Announcements
- Blogs
- Collaboration
- Contacts
- Course Calendar
- Discussion Board
- Disk Space Quota
- Glossary
- Journals
- Manage Non-Instructor Assistants
- Manage Organization
- Manage Podcast
- Messages
- Send Email
- Tasks
- Tests, Surveys, and Pools

Glossary

Define key terms. Learners may search glossary. (Hint: have students submit definitions.)

Journals

Open to the writer and instructor, who may comment.

Manage Non-Instructor Assistants

Instructor controls inclusion of teaching assistants and helpers.

Manage Organization

Control membership.

Messages

Post internal private messages to individuals or groups.

Send Email

Send email to whole class, selected individuals, or groups across the internet.

Tasks

Create a to-do list which students may check-off.

Tests, Surveys, and Pools

An extensive suite of online assessment of learning and survey tools.

Course Links

- Content Collection
- Course Portfolios

Content Collection

Store and share files.

Course Portfolios

Portfolios are collections of student work which may be maintained over successive terms and made public to viewers outside of OSU.

Early Warning System

Manage and create rules to alert instructors and students, based on grade center values.

Grade Center

Manage student grades.

Performance Dashboard

Displays elements of students' progress.

Tracking Reports

Save or print reports of student progress.

Evaluation

- Early Warning System
- Grade Center
- Performance Dashboard
- Tracking Reports

Users and Groups

- Groups
- Users

Groups

Create and manage student groups for activities and projects.

Users

View classlist.

Properties

Set Course Availability.

Style
Design tools and Course Entry point.

- Customization
- Guest and Observer Access
- Properties
- Style
- Tool Availability

- Help
- Contact System Administrator
- Manual
- Quick Tutorials
- Support

Check Collection Links
Verify course links to items in the content collection.

Course Copy
Copy course and materials to another Blackboard course.

Export/Archive Course
Save your course to your computer as a zip file.

Import Course Cartridge
Cartridges are publisher supplied content.

- Packages and Utilities
- Check Collection Links
- Copy Files to Collection
- Course Copy
- Export/Archive Course
- Import Course Cartridge
- Import Package / View Logs
- Recycle

- Manual
Blackboard 9 user guide.
- Quick Tutorials
Online videos about Blackboard.
- Support
Contact support.
You can always call on TAC: tac@oregonstate.

Content Area Options

Create Item

Build

Evaluate

Collaborate

More

Create Folder

Organize content items.

Create External Link

A shortcut to a web resource.

Create Course Link

A shortcut to an item in another part of the course.

Create Learning Module

A set of content items with a sequential path.

Create Syllabus

Produce a course outline from a form.

Create Module Page

Modules are course tools (e.g.; tasks, announcements, etc.).

Link to Offline Content

Post links to resources on media (CD, DVD, or flash drive). Students must have media and must specify their media player drive path.

Create Test

Online quizzes and exams. Self-assessment tests are powerful. **Ask TAC How!**

Create Survey

Collect anonymous feedback from students. Very useful. **Ask TAC How!**

Create Assignment

Collect assignments (files) from students, then download the whole set from the gradecenter.

Add RSS Content

RSS (Really Simple Syndication) feeds are automatically updated content. **Ask TAC How!**

Add Podcast Content

Upload and syndicate audio files (mp3) and other types. **Ask TAC How!**

Create Discussion Board Link

Discussion Board allows participants to interact via threaded forums. The effect on communication is distinct from Blogs, Journals, or email. For more on these topics -- **Ask TAC How!**

Create Chat

Manage real-time interactions via IM chat. Useful for virtual office hours.

Create Virtual Classroom Link

Virtual classroom allows an instructor to manage content & communication for many online participants in real-time.

Create Blog Link

Student blogs are open to all course participants.

Create Journal

Student journals are open to the writer and instructor.



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Get help, save time,
reduce stress!

Enterprise Computing Systems (ECS)
An FAQ is available in the Support tab of Blackboard.
Blackboard administration:
support@my.oregonstate.edu

OSU Computer Help Desk
The OSU Computer Help Desk supports faculty and student questions:
<http://oregonstate.edu/is/tss/och>
541.737.3474

TAC
Technology Across the Curriculum
TAC Gems on many Blackboard topics and our workshop calendar are available at the TAC website.
<http://oregonstate.edu/tac>
Write for help at
tac@oregonstate.edu
or call 541.737.3811.

Ask TAC How!

Please do not invest much time puzzling over technology puzzles. If the solution does not come clear within 20 minutes, contact your support resources for help. Use the time you save for improved teaching and research!