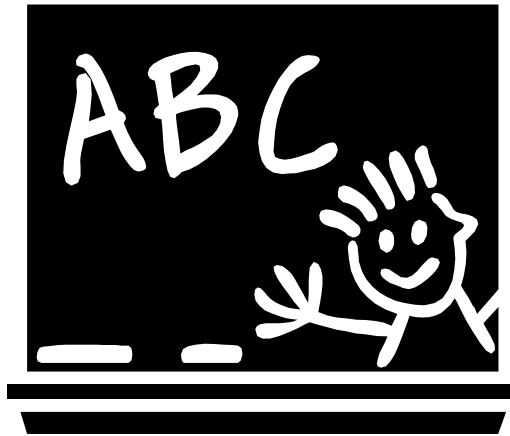


BLACKBOARD BASICS: Using the Software for the First Time



To get started:

1. Get an instructor account from Chad Blohowiak (blohowia@foxvalleytech.com or 920-735-4886)
2. In your browser, go to FVTC's Blackboard site: <http://online.foxvalleytech.com> (shown next page)

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Click on the Login button to open the Login page (shown next).



Enter your Username and Password (the password may be changed later). Instructors' UserNames are assigned as last name (e.g., Langan). Usernames are not case sensitive. Instructors' Passwords, which are case sensitive, will be assigned as your first name (e.g., Terri).

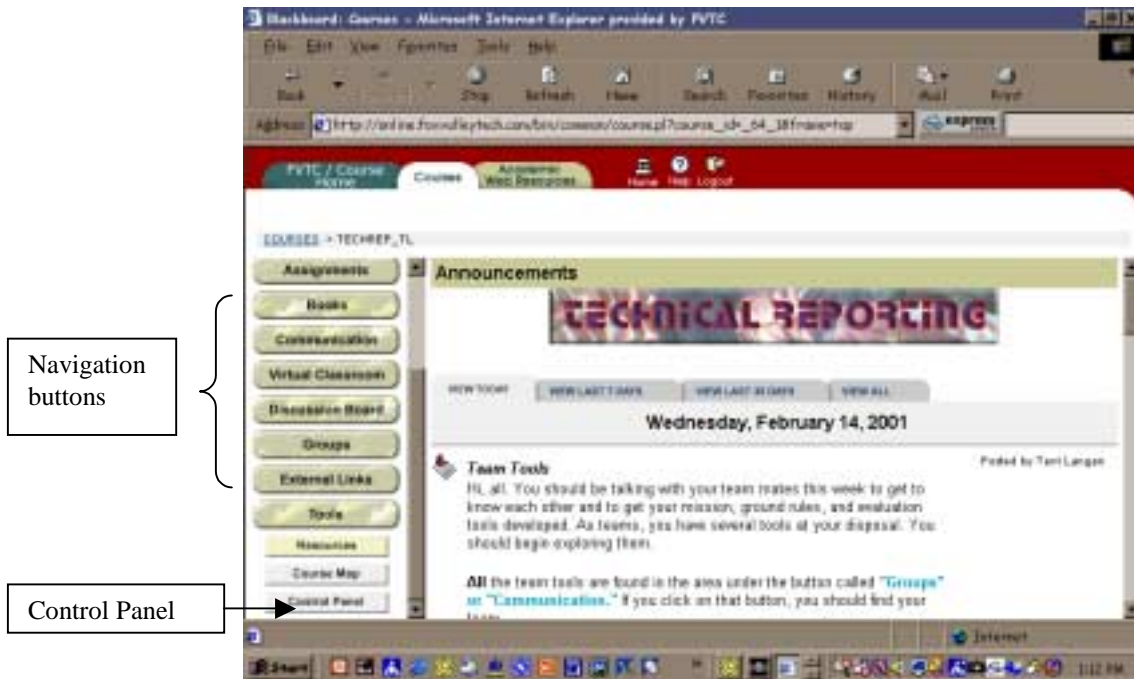
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Here's what you'll get. To get into a course you're teaching, click on its title.



By default, Blackboard opens the Announcements page (example shown here).



Take special notice of the Control Panel button. That button is visible only to instructors; it is your entry point into the "working area" of the software. Click on it to get to your work area.

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To enter, modify, or remove content of any kind in your Blackboard courses, you'll need work from the Control Panel, shown here.



Clicking on an area, e.g., *Course Calendar* or *Announcements*, in the Control Panel takes you to that area, where you can enter content.

Key areas for organizing course content and supporting materials for students follow:

Content Areas

Course Information = “housekeeping” information, e.g., syllabus, outline, procedures, etc.

Course Material = course contents, i.e., modules, learning plans, units, weekly work, links to quizzes, tests, and surveys, etc.

Assessment

Assessment Manager = test items; for building tests and quizzes as well as surveys (like evals)

Course Tools

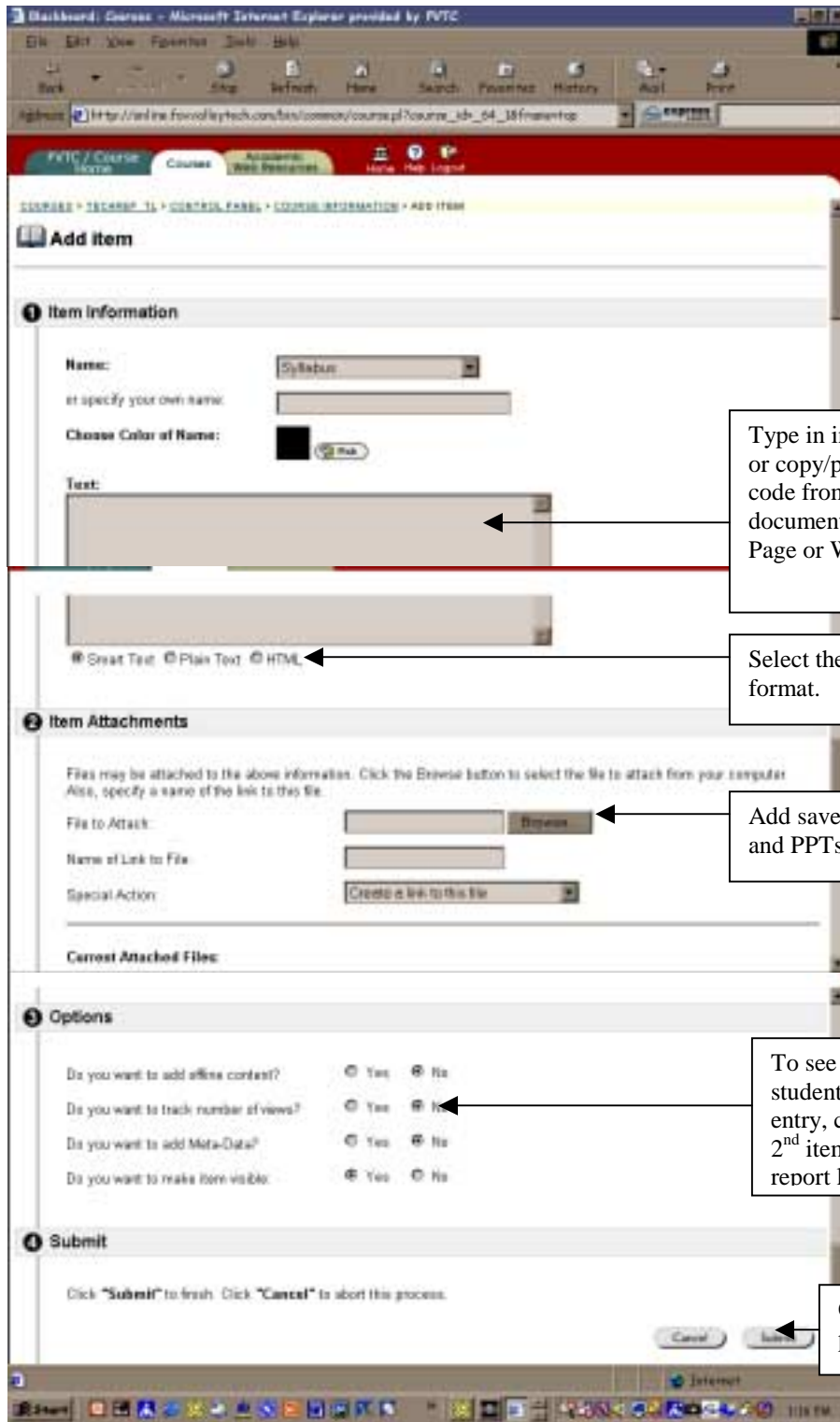
Discussion Board = discussion forums with threads for interactive discussions

Virtual Classroom = chat and whiteboard features

The sample on the following page shows what the screen looks like if you choose to add an item under *Course Information*. Notice that it's basically fill in the blanks.

Once you've filled in those blanks and/or added attachments, click the “Submit” button at the bottom of the screen. Once you review the contents, you can keep it as is, modify it, or remove it by clicking on the appropriate buttons.

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Type in information as is or copy/paste HTML code from HTML documents (e.g., Front Page or Word HTML).

Select the appropriate format.

Add saved documents and PPTs here.

To see how often students are viewing this entry, click "Yes" for the 2nd item. You can get a report later.

Click here to preview.

Organizing and Entering Content

You'll want to put content into those blanks in an organized manner. Blackboard allows flexibility in how you do that. You can, for example, group your contents by large categories that contain smaller chunks (the Folder-Item structure) or by item by item.

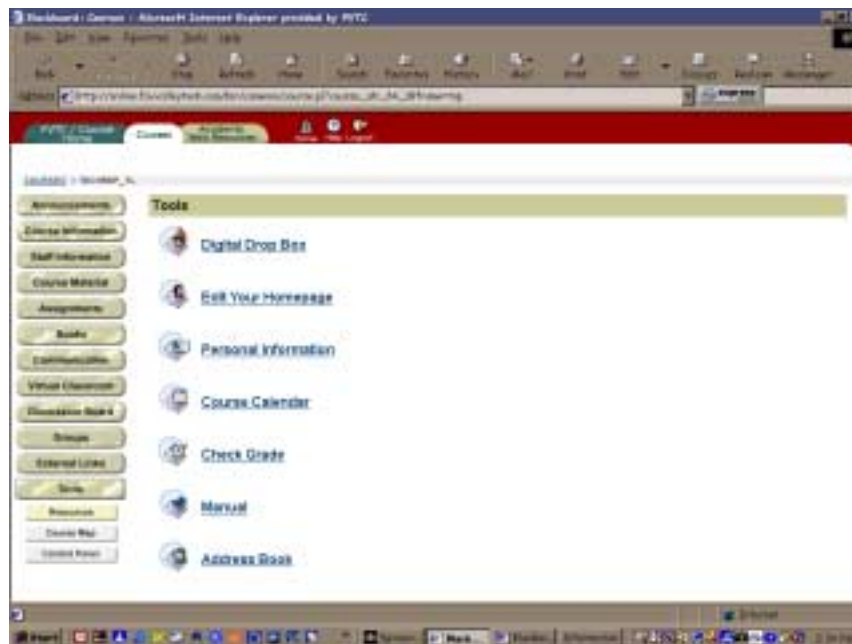
- Folder-Item structure.
 - Use the Folder-Item structure when you have many smaller items that could be contained within a larger category. You may have a detailed, multi-page handout or syllabus. Reading a long document such as that online is tiring and may cause students to skip reading it altogether. You're going to want to chunk it into smaller pieces for ease of online use. Take a look at the following screen examples as just one approach.
 - Course Information (housekeeping) and Course Material (day-to-day contents) both allow for the Folder-Item structure.



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A Final Word about *Course Tools* vs. *Tools* button

Course Tools include the Discussion Board, the chat function, the Digital Drop Box, among other things. You'll want to know how to use all of these functions, as they provide primary forums for interaction and file exchange. Notice, though, that there is a *Tools* button in the course view. Clicking on that button takes you to a list of tools that can be used to communicate within the day-to-day operations of the course. With the exception of the Digital Drop Box, these tools are not the same as the tools listed for the instructor in the Control Panel.



So now what?

Now try it!

For further assistance, contact ↗

Terri Langan (4760/langan)

- For design, organization, delivery questions.

or

Chad Blohowiak (4886/blohowia)

- For technical assistance with software or hardware questions.

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Simple HTML Codes for Your Word Documents

Sometimes, you'll want to highlight words in the documents or entries you put into Blackboard. Here are some simple codes you can use. Put the symbols and letters in as shown around words, phrases, clauses, sentences, paragraphs, or entire entries. You must put these notations at the beginning and at the end of the content you're planning to highlight.

`will make the content show up bold`

`<i>will make the content show up in italics</i>`

`<u>will make the content show up underlined</u>` (Be careful of using this one as many Internet users automatically think that anything that's underlined is a hotlink.)

``
`•bulleted list item`
`•bulleted list item`
``

``
`1. numbered list item`
`2. numbered list item`
``

`<big>increases font size</big>`

` turns the content red`
` turns the content bold red`

`turns the content green`

For a list of color codes try one of these web sites:

<http://www.hypersolutions.org/pages/rgbhex.html>

<http://htmlgoodies.earthweb.com/tutors/colors.html>

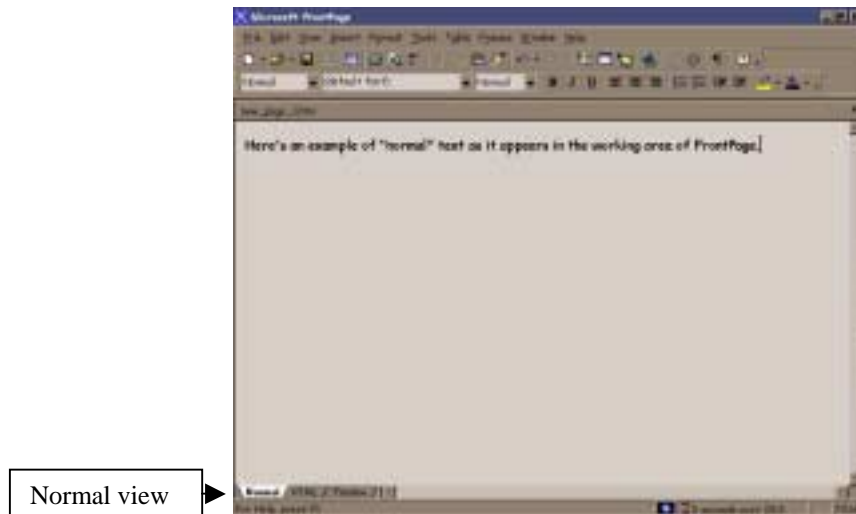
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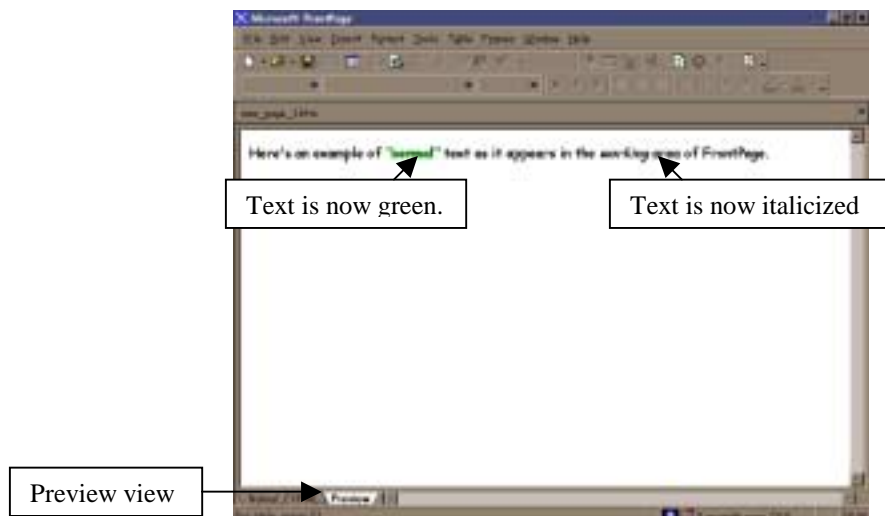
A Quick Look at FrontPage

To format documents with special highlighting and tables, you may want to learn to use the most basic features of FrontPage.

First, you'll put text into FrontPage, either by typing it there or by copy/pasting it from Word or another wordprocessing application. It'll look something like this in the "normal view":

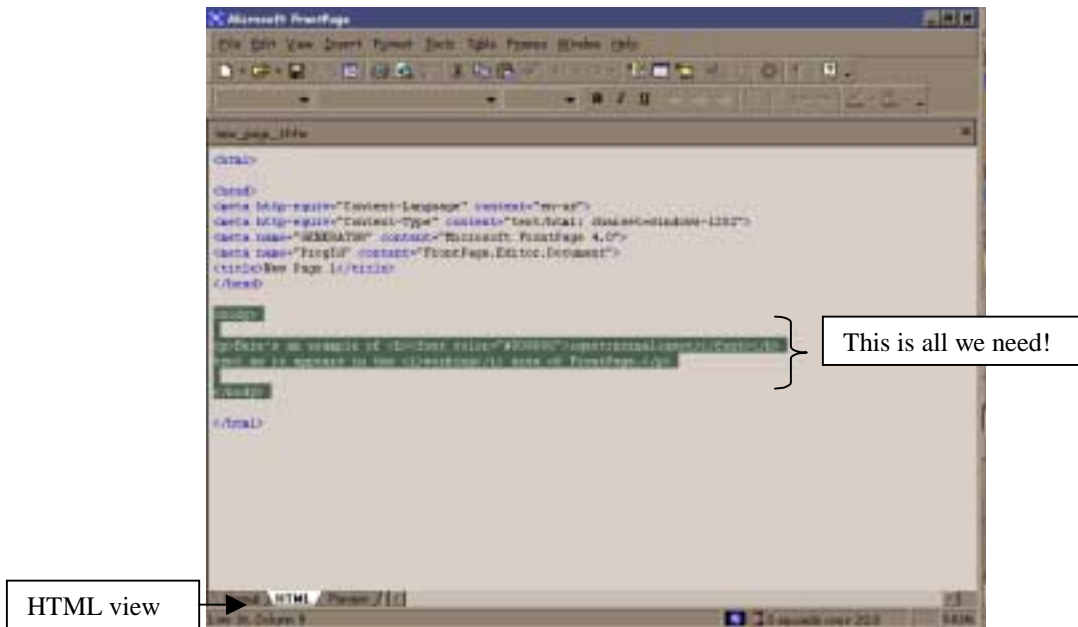


Here, you can make all kinds of highlighting changes if you'd like (or you can do that in your Word document and copy the text here). When you think you're happy with it, preview it by clicking on the Preview tab. (Note the changes I've made when you view the Preview pane in the next illustration.)



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Assume you're happy with the changes. Now you'll go to the HTML code, copy it, and paste it into your Blackboard content box. Here's what the code looks like. Notice the highlighted lines; they don't automatically highlight like this; they're highlighted here to show you how much of the code you'd need to take over to Blackboard—everything between the lines that say <body> and </body>.



Once you try it a few times, you'll find out that it's pretty easy to format text this way before moving it into Blackboard. Of course, you'll want to save it when you're finished. You save it just as you save any other document.

So now what?

You try it!

Use materials you've brought with you (or use training materials we provide) to practice entering items in all the ways we've discussed.