Introduction to Blackboard Learn 9.1

How to Request a New Blackboard Course
Submit the Blackboard LMS Support Form to request a new course, a course copy or assistance with existing courses: http://www.csub.edu/tlc/tech_assistance/blackboard_home/lms_support_bb/index.html. The form can also be accessed by starting at the CSUB Homepage > Faculty/Staff > Faculty Teaching & Learning Center>Blackboard LMS Support Form.

Requests received between 8:00am and 3:00pm should be processed within 2 hours. Requests received between 3:00pm-5:00pm may be processed the next work day. After hours requests will be processed the next work day.

Accessing Blackboard
The login address for Blackboard is https://bb.csub.edu/ or visit the CSUB Homepage and click on the Blackboard link located above the search box. Your Blackboard Net ID and password is the same Net ID and password used for the myCSUB system.

After logging in, the contents of the My Institution tab are displayed.
Register an Email Address

Some Blackboard courses may also use the Email tool to send course messages to the registered email account. Failing to register an email address will prevent your instructor and other students from sending you messages if this tool is used in the course.

1. Log into Blackboard
2. Click Personal Information located under the Tools section
3. Click Edit Personal Information
4. Enter an email address
5. Click Submit

Need Assistance with a Forgotten Password?

Please visit the myCSUB Password reset form at my.csueb.edu. Please note that since myCSUB and Blackboard use the same authentication source changing your password affects both myCSUB and Blackboard.
About Edit Mode

Edit Mode must be turned ON in order to add content to a course. The phrase “in Edit Mode” refers to Edit Mode being ON, showing all instructor functions. You can click the ON button to turn the Edit Mode OFF.

When Edit Mode is OFF you will see the course exactly how students see it (with the exception of the My Grades link and Course Management area). When Edit Mode is OFF, you have the ability to quickly see if certain content is released to students, take and submit exams for grading, and submit assignments. If content is not released to students you will not see it when the Edit Mode is set to OFF.

Edit Mode is ON in the above image. The links of Information and Content display the “link has no content” icon and the Tools links displays the “hidden from students” icon. In both cases these links are not visible when Edit Mode is OFF (see below image) because they contain no content or are hidden from the student view.

➧ Design Tip: Once the course is developed turn the edit mode to OFF to view the course from the student perspective. This is a way to ensure that all necessary content is released and content not needed is hidden.
Drag-and-Drop, Keyboard Accessible Reordering Tool, and Action Links

Drag-and-Drop and Keyboard Accessible Reordering Tool

The drag-and-drop and keyboard accessible reordering tools are easy ways to change the layout of the My Institution tab for all Blackboard users. Instructors can also use this function throughout Blackboard courses to quickly organize content.

To use the drag-and-drop function, place your mouse over the name of the module (or course item) you want to move. The mouse pointer changes to an arrow move, hold down the mouse (the item is highlighted) and drag the item to the new location.

Items can also be reordered using the Keyboard Accessible Reordering Tool. To move an item, highlight it in the list and use the up, down, left and right arrows to adjust the order. After making the necessary changes click Submit.

Action Links

Action Links (down arrow) are found throughout Blackboard, once you mouse over an item, and allow you to make changes to a particular item by opening the items contextual menu.

The available contextual menu options vary based upon the item you are trying to edit and range from the basic ability to rename, delete, hide, show, and edit to advanced options of adaptive release, review status, user progress, and copy.

Note: Always mouse over an item or link within the course when you want to make a change to any item in Blackboard. Changes can include, but are not limited to, renaming/hiding the link, updating an attached file, changing the release dates, or deleting the link from the course.
Blackboard Course Overview

A Page header – identical to the page header you saw upon logging in to Blackboard

B Edit Mode (On/Off) and Breadcrumbs - breadcrumbs allow for navigation to previously visited areas of the course

C Action bar – provides a message when an item has been changed or deleted

D Course Menu – access point for course content

E Hide/Show Course Menu – All users can hide/show the course menu

F Content Frame – displays the default module Blackboard home page and content when a course menu link is selected

G Control Panel – All course administration is done through the Control Panel. This area is only available to those with the role of instructor, teacher assistant, grader, or course builder

Hide/Show Course Menu

The course menu can be hidden/shown by clicking the arrow between the course menu and content frame areas (see above image, label E). When the course menu is hidden, all links on the menu will not be visible leading to the assumption that the content has been deleted. To reveal the links, click the arrow again and the course menu will be visible.

Note: Students also have the ability to hide/show the course menu.
Course Creation Basics

The below instructions are to guide instructors on the basics of how Blackboard courses are created.

**Step 1: Determine the Course Design** (there are two options)

- **Option 1:** Everything is placed on the Course Menu (left image)
- **Option 2:** Everything is placed on the Course Home Page (right image)

![Course Menu](Image)

![Course Home Page](Image)

**Design Tip:** When using option two (the one on the right), place all links to course materials and tools on the Home Page. Placing links on the course menu may confuse some students as they may not generally look at this area for materials.

Steps 2-4 vary depending upon the above selected course design.

**Step 2: Add Content Areas or Content Folders**

**Option 1: Content Areas are created to hold course materials**

1. Place your mouse over the *Create Item* button and select *Create Content Area*
2. Enter the *Name* (i.e., Syllabus, Assignments, Assessments, etc.) and select the box to make it *Available to Users*
3. Click *Submit*

**Option 2: Content Folders are created to hold course materials**

The first step is to create a Content Area link on the course menu that will be named Home Page:

1. Place your mouse over the *Create Item* button and select *Create Content Area*
2. Enter the *Name* Home Page and select the box to make it *Available to Users*
3. Click *Submit*

Click the Home Page link:

1. Place your mouse over *Build Content* and select *Content Folder*
2. Enter a Name (i.e., Syllabus, Assignments, Assessments, etc.), use the text editor to provide an optional description, and set the release options
3. Click Submit

**Step 3: Add Course Files**

**Option 1: Add materials to the Content Areas**
1. Click a Content Area on the course menu
2. Place your mouse over Build Content and select Item or File
3. Enter a name and browse for the attached file
4. Click Submit

**Option 2: Add materials to folders on the Home Page**
1. Click the Home Page link on the course menu
2. Place your mouse over Build Content and select Item or File
3. Enter a name and browse for the attached file
4. Click Submit

**Step 4: Add Links to Course Tools**

**Option 1: Tool links appear on the Course Menu**
1. Place your mouse over the Create Item button and select Create Tool Link
2. Enter a Name for the tool, select the appropriate tool from the drop down list, and make it Available to Users
3. Click Submit

**Option 2: Tool links appear on the Home Page**
1. Place your mouse over the Tools area and select the type of tool link to add
2. Select Link to tool page or Create New and click Next
3. Leave or change the default name, use the text editor to provide an optional description, and set the release options
4. Click Submit

**Step 5: Select a Course Entry Point**
1. Click Customization (located below the Control Panel)
2. Click Teaching Style
3. Change the Entry Point below #2 Select Course Entry Point
4. Click Submit
5. Click the My Institution tab and go back to the course to see the changes

**Step 6: Hide/Delete Extra Menu Link**

Use an action link next to a link on the course menu and select Hide Link or Delete.

**Course Setup for Self-Enrollment**

After adding your course materials, the next step is to setup the course so that students can access the materials. With Blackboard Learn 9 you can add students using their usernames and/or allow students to self-enroll. A third option is to allow students to e-mail enrollment requests to the instructor.

If you have multiple copies of the same course, you can change the listed course name so that students can easily locate which course they are officially enrolled in. You can also change the course name to reflect the current term.
How to Change the Course Title
1. Access the course needing the course name change
2. Click **Customization** (located in the **Control Panel**)
3. Click **Properties**
4. On the **Properties** page change the **Course Name**
5. Click **Submit**

How to Allow Self-Enrollment
You always have the ability to add students to the course if you allow for self enrollment.

1. Access the course you want students to self-enroll
2. Open **Customization** (located in the **Control Panel**)
3. Click **Enrollment Options**
4. Select **Self Enrollment** and specify a start and/or end date and access code. Access codes are case sensitive.
5. Click **Submit**

**Note:** Create a unique access code for each section of the course if you using separate Blackboard courses for each section. If you are using one course for multiple sections, only create one access code.

The next step is to send an e-mail to the course registered students providing them with the access code, course name, and dates for when they can self-enroll.

Let the students know that they can receive assistance by contacting the Helpdesk at 654-2307.