Blackboard Instructor Introductory Session

**Bb Layout & Control**
With instructor status, a link to *Control Panel* will appear in the left menu under tools. *Control Panel* is where all instructor tools can be found. Most of the work in this workshop will be done here. Appearance and layout is managed in the *Control Panel > Course Options*. These options include course menu, course design and tool availability. A good reference for an overview of setting up your Bb can be found at [http://blackboard.duke.edu/faculty/configuration.do](http://blackboard.duke.edu/faculty/configuration.do)

**User Management**
A feed from the Registrar's Office is used by Blackboard and your students are automatically enrolled in the site - you do not need to add students if they are registered for the class. Your course site is not available for viewing until you make it visible to your students by going to *Control Panel > Course Settings > Course Availability*

Adding, removing or changing participant status also done in the *Control Panel*; special status (like instructor or TA) must be specified, though, as the default is to be added as a student.

If you have students in your course from other universities or individuals from the community that are taking your course that are not showing up in the course site roster, contact the OIT Help Desk for assistance - the person may need a Duke NetID issued to them in order to access the Blackboard system. More info about user management: [http://blackboard.duke.edu/help/addstud.do](http://blackboard.duke.edu/help/addstud.do)

**Communication in Bb**
*Post ongoing announcements.* The *Announcements* section is the default entry point.

*Send email* to students or groups of students. The *Communication* section of your course site includes a feature that allows participants in the course to send email messages to others in the class. More on email at [http://blackboard.duke.edu/help/email.do](http://blackboard.duke.edu/help/email.do)

The *Discussion Board* can be used for continuing discussions outside of class times or for prompting preliminary discussions of course readings. Postings by students to the discussion board can only occur when the instructor creates a forum; the instructor can decide whether to allow anonymous postings or attachments by the students.

[http://library.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/_discussion_board.htm](http://library.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/_discussion_board.htm)

*Post on the Blog.* The blog feature, which must be activated by the instructor, allows students to create short posts that appear in reverse chronological order. The blog can be used for students to post information about their research during the course as a starting point for discussions and other activities. It can also be used for private teacher-student communication.

[http://blackboard.duke.edu/help/journal.do](http://blackboard.duke.edu/help/journal.do)

*Wiki.* This feature in Bb is a wiki tool, and can be used for collaborative writing work. Finally, students can also be organized into *Groups* which can have their own discussion boards, wikis, chat areas, file sharing and email list.
Content Management

*Post materials* in Blackboard content areas. You can post text, image, audio or video files as well as attach files from Word, PowerPoint, Excel; you can link to external internet resources or Bb internal links and Bb tools. [http://library.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/_course_content.htm](http://library.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/_course_content.htm)

*Post e-reserves*. The Library can scan book excerpts or journal articles for your course and will make them available as PDF’s in your course site. An E-reserves menu item will be added to Bb automatically. [http://blackboard.duke.edu/help/ereserve.do](http://blackboard.duke.edu/help/ereserve.do) [http://library.duke.edu/research/reserves/](http://library.duke.edu/research/reserves/)

Assignments & Assessment

The *Assignment* feature allows students to submit papers or other materials with comments. When an *Assignment* is added to a content area, an entry is automatically created in the *Gradebook*. These submissions are only seen by the instructor or others designated as Graders or Teaching Assistants in the course; the materials and comments can be downloaded and viewed as a group for convenience. [http://blackboard.duke.edu/help/assign.do](http://blackboard.duke.edu/help/assign.do)

The *Gradebook*, accessible through the *Control Panel*, can contain automatically generated items (like Assignments) and manually created items. Grades can be entered individually, or a spreadsheet can be downloaded, modified and uploaded. Additionally, Gradebook items can be weighted.

There are many more features of the system that instructors can use - Blackboard can be used to create online tests and quizzes that are automatically graded by the system, for online collaborative writing in a Teams Site that is similar to a wiki, and for an online instant messaging system that can be used for "virtual" office hours. You can explore some of the things you can do with Blackboard here: [http://blackboard.duke.edu/help/faculty.do](http://blackboard.duke.edu/help/faculty.do)

More Help

If you need help, please note the *Bb Help* tab. If you are unable to find the info you need, or if the system seems to be having problems, contact the OIT Help Desk at 684-2200.

You can arrange for a custom office visit to explore getting started with Blackboard or using some of the features. To set up an office visit, click on the *Bb Help* tab and Request an Office Visit.

OIT’s Student Technology Services office offers training for students on Blackboard. You can arrange a custom session for your class at: [http://www.oit.duke.edu/ats/training/contact.html](http://www.oit.duke.edu/ats/training/contact.html)

If you’re interested in doing some class activities online or wondering how Blackboard or other tools might be used to improve student learning in your classes, contact the Center for Instructional Technology. One of the CIT’s consultants can speak with you about teaching with technology issues. Just email *cit@duke.edu* or call 660-5806.