



Introduction to Blackboard

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Instructional Design and Access
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Agenda

- What is Blackboard? Where is Blackboard?
- Navigating your course
- Announcements
- Using the email feature
- Creating new content areas
- Creating content folders
- Creating an item
- Uploading a file
- Adding a web links



What is Blackboard?

- One of several Learning Management Systems (LMS)
 - Canvas
 - Britespace (D2L)
 - Moodle
 - Blackboard
- The digital companion to all classes at WSU
 - Online classes
 - Hybrid classes
 - Face-to-face classes
 - Independent study classes



How do you access Blackboard?

- Go directly to Blackboard.Wichita.edu
- Login with your WSU ID and Password
- Do not log in through MyWSU! (Urge students away from this option also)
- Browsers that work:
 - Chrome
 - Firefox
 - Safari
- What browser doesn't work?
 - Internet Explorer



Known Issues with Browsers/Log in

- Do not log in through MyWSU!
 - Log out after approximately 30-45 minutes
- What browser doesn't work? Internet Explorer
 - Tests
 - Saving Answers
 - Single Question





Navigating Your Course



Logging in

- Use your WSU credentials to log in:

Login Here

 [Change Text Size](#)  [High Contrast Setting](#)

You are not logged in
Login using your WSU ID and Password below.

USERNAME

PASSWORD

Login

Sign in with third-party account ▼

Finding My Courses

- Review the new material on the “My Institution” page and then click on “My Courses”:



Finding a specific course

- Choose the course you want and click on its title:

▼ My Courses


▼ 2018 Fall

Courses where you are: Instructor

POLS-121-12624-201910: American Politics (POLS-121-12624-Fall 2018) *(unavailable - will be available Monday, August 6, 2018)*
Instructor: Carolyn Speer;

CSD-420BG-16725-201910: Ed Acces BG: Universal Design (CSD-420BG-16725-Fall 2018) *(unavailable - will be available Monday, August 6, 2018)*
Instructor: Carolyn Speer;

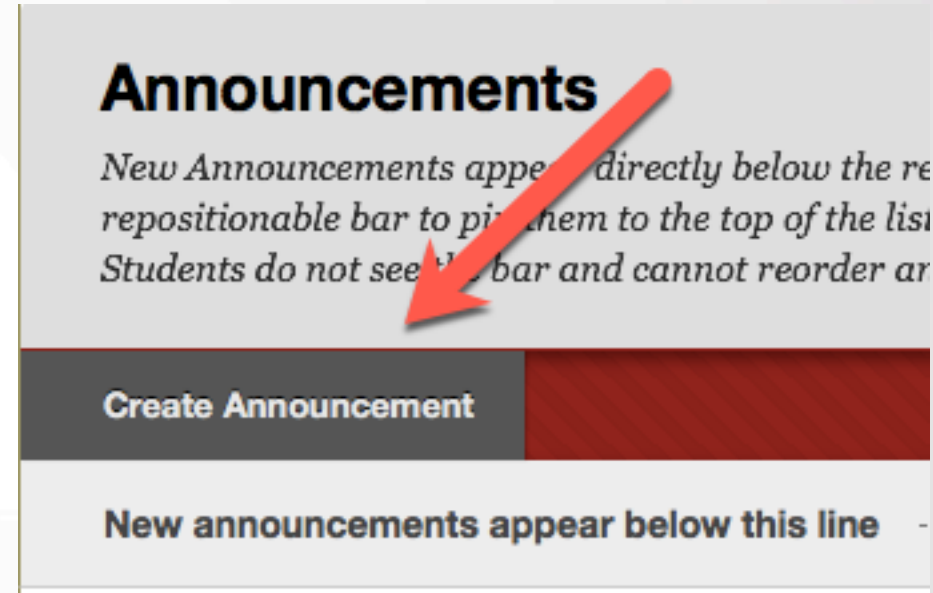
CSD-420BH-16737-201910: Ed Access BG: Legal Landscape (CSD-420BH-16737-Fall 2018) *(unavailable - will be available Monday, August 6, 2018)*
Instructor: Carolyn Speer;

A red arrow points from the right side of the slide towards the first course title, 'POLS-121-12624-201910: American Politics (POLS-121-12624-Fall 2018)', indicating that this is the course to click on.

Making an announcement

Create Announcement should show



- You “land” on the “Announcements” pane. From there, you can choose “Create Announcement”:





Check your edit mode!

- If you don't see "Create Announcement," check to ensure that "edit mode" in upper right-hand corner is ON:

Edit Mode is:  ON 

Blackboard's WYSIWYG editor

- The Announcement tool is a WYSIWYG editor:

Create Announcement
Announcements are an ideal way to post time-sensitive information critical to course success. [More Help](#)

* Indicates a required field.

ANNOUNCEMENT INFORMATION

* Subject Black

Message

Rich Text Editor (WYSIWYG):

Paragraph Arial 3 (12pt)

Rich text editor toolbar icons: Bold, Italic, Underline, Paragraph, Arial, 3 (12pt), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, etc.

Path: p

Choosing restrictions/notifications

- You can choose to date restrict your announcements (convenient if you want to set them up in advance), and you can choose to “send copy of this announcement immediately” if you like:

WEB ANNOUNCEMENT OPTIONS

Duration

☒ Not Date Restricted
☐ Date Restricted

Email Announcement

☐ Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

The submit button is the same

- Then click “Submit”:

Cancel

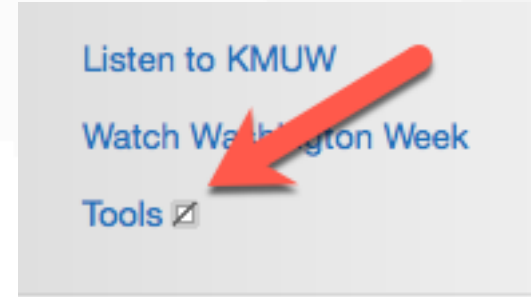
Submit



Sending Email

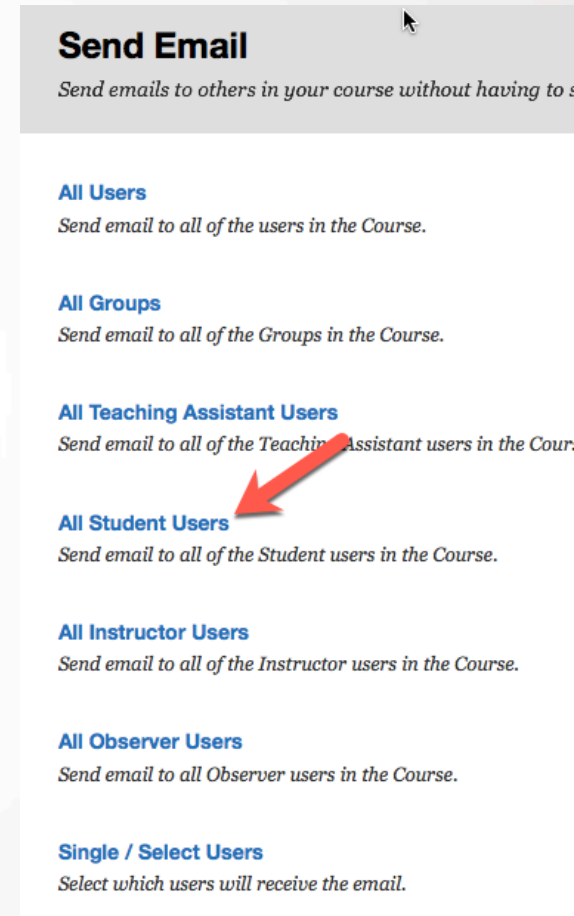
Multiple ways to find this tool

- Multiple ways to get to this tool. You might have a link that goes right to email, or you might need to get there through the Tools links. There are two Tools links to know about and they both have a link to the Email tool, although they don't overlap in many other respects. The Email tool is alphabetized by "S" for "Send Email" to make it confusing:



Choose your recipient(s)

- Both links take you to the same place, where you will tend to choose “All Student Users”:

A screenshot of a web interface titled 'Send Email'. The title is in bold black text. Below it is a subtitle in italics: 'Send emails to others in your course without having to s...'. The interface lists seven options for selecting recipients, each with a blue header and a descriptive subtitle in italics. A red arrow points to the 'All Student Users' option. The options are: 'All Users' (Send email to all of the users in the Course.), 'All Groups' (Send email to all of the Groups in the Course.), 'All Teaching Assistant Users' (Send email to all of the Teaching Assistant users in the Course.), 'All Student Users' (Send email to all of the Student users in the Course.), 'All Instructor Users' (Send email to all of the Instructor users in the Course.), 'All Observer Users' (Send email to all Observer users in the Course.), and 'Single / Select Users' (Select which users will receive the email.).

Send Email
Send emails to others in your course without having to s...

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Student Users
Send email to all of the Student users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.

All Observer Users
Send email to all Observer users in the Course.

Single / Select Users
Select which users will receive the email.



WARNINGS!

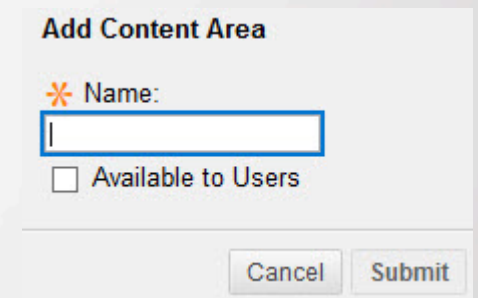
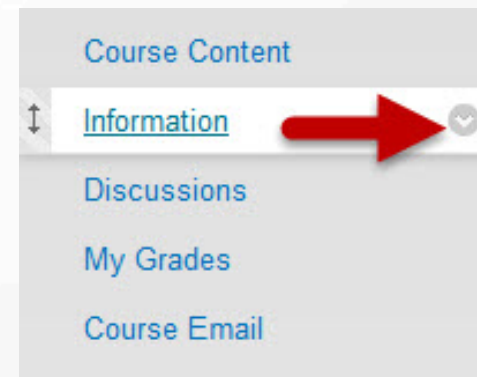
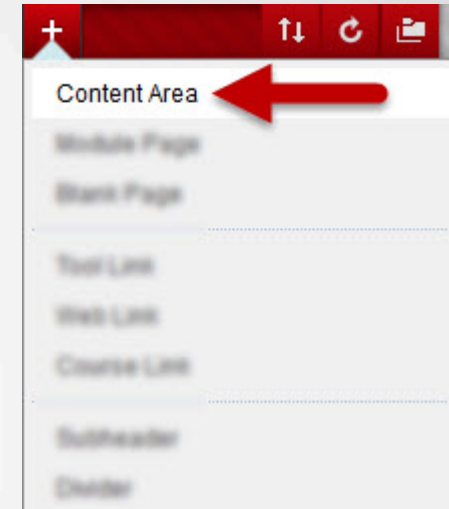
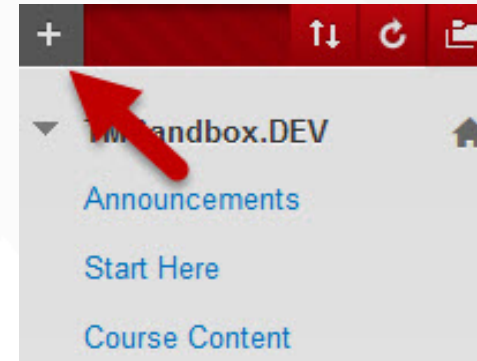
- The email tool, while powerful, does not have a “sent email” feature in Blackboard!
- The sender will receive a copy of the sent email, and it will come to their WSU email box
- Students often do not use their WSU email, so this has limited utility
- We recommend using the Announcements tool instead and choosing “send a copy of this announcement immediately” when trying to contact the entire class



Creating New Content Areas

Need a New Content Area?

- If you find that you need additional content areas beyond those that are listed in your course menu, you can add a new area to the course.
- You can also rename a pre-existing content area, if you need the space but the title is not descriptively appropriate

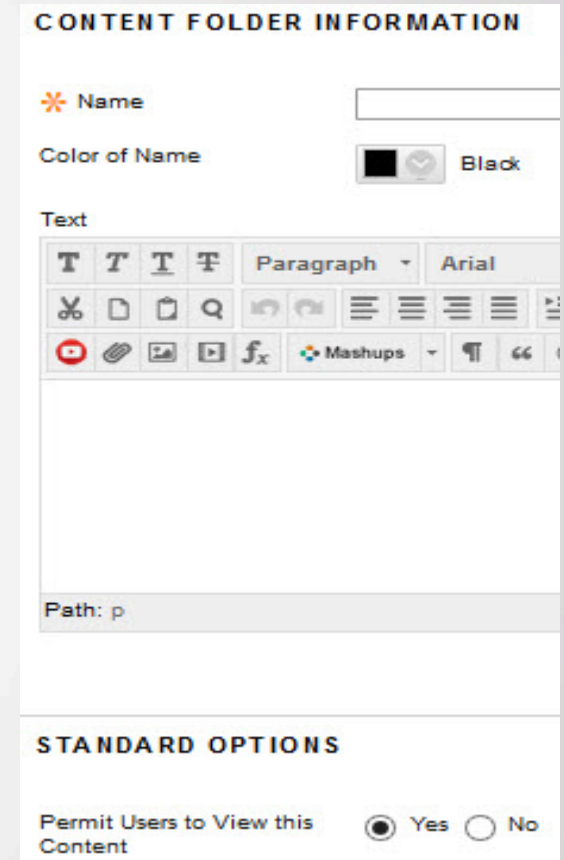
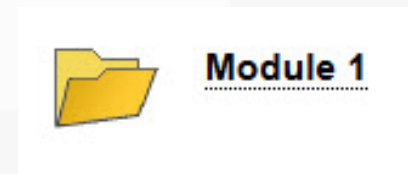
This screenshot shows the 'Add Content Area' form. It has a title 'Add Content Area' and a field for 'Name:' with a red asterisk icon. Below the name field is a checkbox labeled 'Available to Users'. At the bottom right are 'Cancel' and 'Submit' buttons.



Creating New Content Folders

Organizational Folders

- To help you keep your materials organized and logically placed in your course, we strongly encourage the use of content folders.
- Go to your content area, choose Build Content, and select Content Folder
- For example, weekly/monthly or by unit/chapter

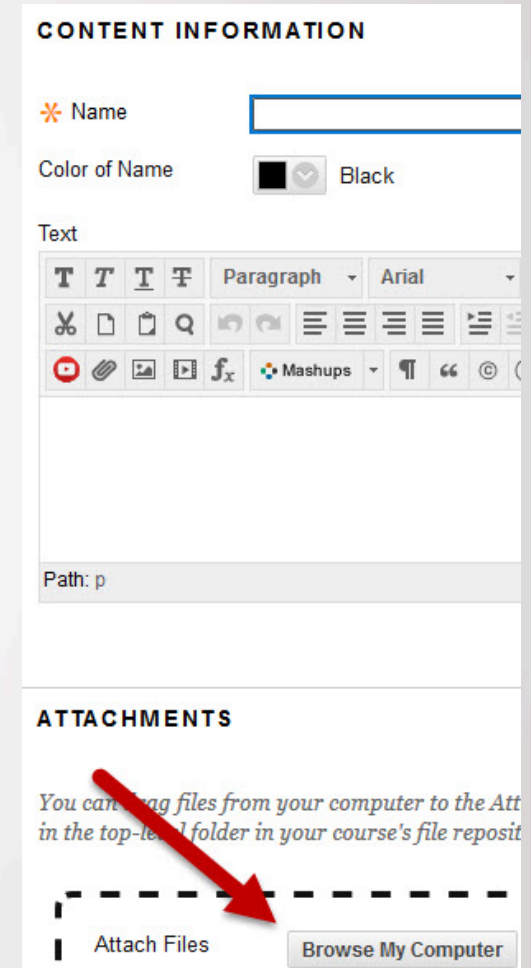
A screenshot of the 'CONTENT FOLDER INFORMATION' form. The form includes fields for 'Name' (with an asterisk icon), 'Color of Name' (set to Black), and 'Text' (with a rich text editor toolbar). Below these fields is a 'Path' field with the value 'p'. At the bottom, there is a 'STANDARD OPTIONS' section with a checkbox for 'Permit Users to View this Content', which is currently checked (Yes).



Creating New Content Items

Creating a New Content Item

- Now you can start posting content in your course
- To create an item: go to the area you want the item to “live”
- Select Build Content and choose “Item”
- In the WYSIWYG editor, provide a name and add text.
- You can also attach files to items

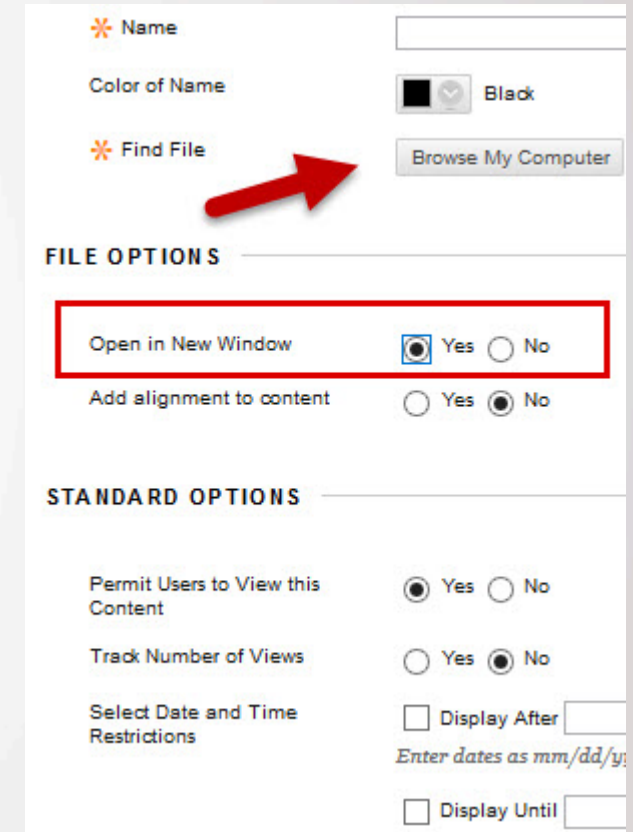
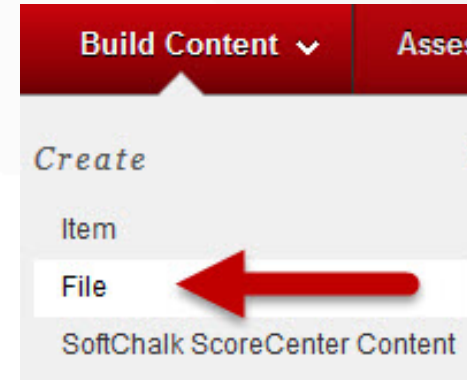
A screenshot of the 'CONTENT INFORMATION' and 'ATTACHMENTS' sections of the content creation form. The 'CONTENT INFORMATION' section includes a 'Name' field, a 'Color of Name' dropdown set to 'Black', and a 'Text' area with a rich text editor. The 'ATTACHMENTS' section includes a dashed line for file uploads, a red arrow pointing to it, and a 'Browse My Computer' button.



Uploading a File

Upload Your Files (Syllabus)

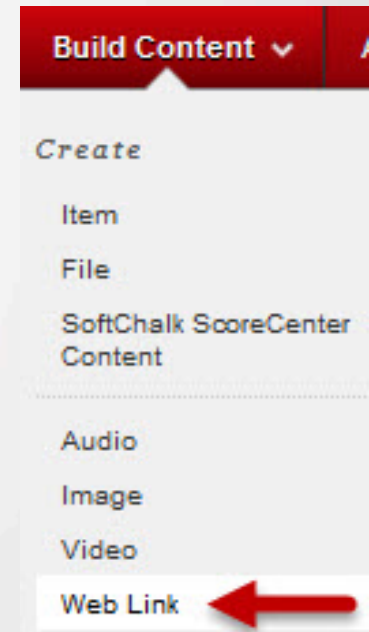
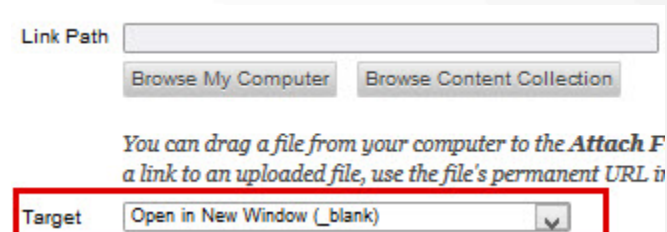
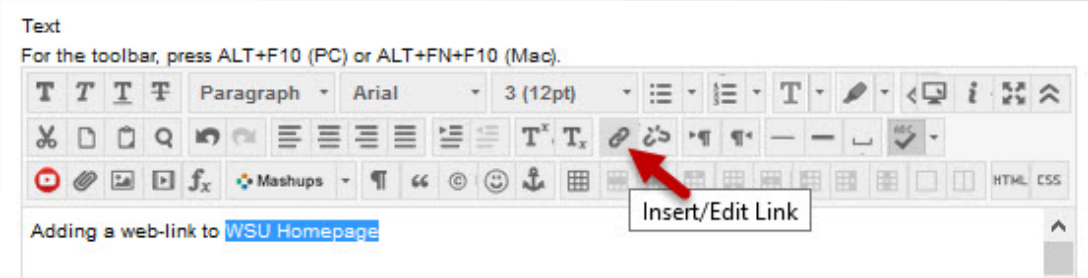
- Add your course syllabus file
- Create a content item or use the direct file upload option
- Use the Build Content dropdown and select File
- Find the file first, then provide a name for the file
- Ensure the file is set to Open in a New Window



Adding a Weblink

Multiple Options to Add a Link

- To add a link, you can use multiple options:
 - Provide a hyperlink in your content item
 - Use the Create Web Link option
- Be sure to set the link to open in a new tab when created in Blackboard tool options





How to get help

- Come see us in the IDA Blackboard and Accessibility labs
 - 1:00-3:00pm every Tuesday and Wednesday in the C-space in the library
- Email us at IDA@Wichita.edu
- Submit a OneStop ticket for technical support
- Remember
 - IDA = training
 - OneStop = technical support
- Blackboard training guide for instructors can be found at:
<https://wichita.edu/Bbguide>



Thank you. Questions?

Please send questions to IDA@Wichita.edu