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# Introduction to Blackboard 8

[See Blackboard 8 – New Features \(Faculty\)](#)  
*to view brand new features—especially the Grade Center.*

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# Blackboard 8 Overview

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- eLearning software
- Use Internet Explorer 6 or 7 or the Mozilla Firefox 1 and 2 browsers to go to <https://community.worcester.edu> .  
(Blackboard's Worcester State College Community System portal page)
- Usefulness:
  - Course Documents available online
  - Links to sites

# Benefits to Online Learning

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- Course materials available 24 hours/day
- Enhanced methods of communication  
Such as Discussion boards, e-mail
- Student-centered  
Can “mix and match”  
instructional modes  
(on-line, traditional etc.)

# Blackboard 8 Login

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1. Open Internet Explorer or the Firefox browser and go to **<https://community.worcester.edu>**. This should redirect you to the Worcester State College Community System Login page.
2. Under **Login Here**, type your WSC Network **Username** and Password. Then click the **Login** button.

Continued Next Slide

# The WSC Blackboard Community System Main Screen



The screenshot shows the Blackboard Community System main screen for Faculty and Staff. At the top, there is a blue header with the Worcester State College logo on the left and navigation icons (Home, Help, Logout) on the right. Below the header is a horizontal menu with tabs for "FacStaff Central", "Student Central", "My Resources", "My WSC", "My OneCard Account", "IT Testing Tab (IT Staff ONLY)", and "Student Activities". The "FacStaff Central" tab is selected. The main content area is titled "FacStaff Central" and contains several sections: a "Tools" sidebar with links like "FacStaff Email", "WSC Email Directory", and "WSC Network Password Reset"; a "Faculty and Staff" section with a "Did you know?" security notice; a "My Webs Information" section with instructions on logging into the domain; a "My Courses" section with a list of courses being taught; and a "Course Available/Unavailable" section with a link to course availability information.

3. Under **My Courses**, click the link for the Blackboard course you wish to view or modify.

- Buttons, Graphics,  
and tabs make navigation easy and intuitive.

# Control Panel

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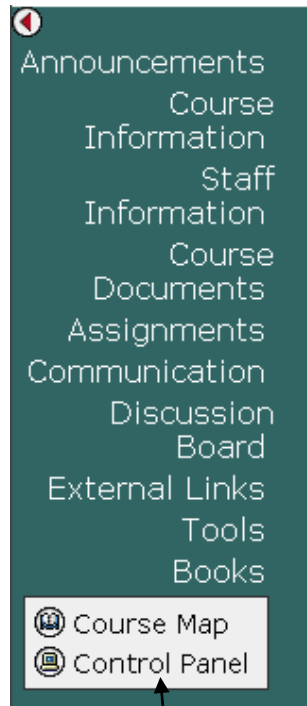


- Used to administer site and add course content
- Only available to:
  - Instructors
  - Teaching Assistants
  - Graders
  - System Administrators

# Control Panel



Students use the Course Menu to move to various areas within a course shell, but do not have access to the Control Panel.



Course Menu

- Open the Control Panel for a Course.
- 1. On the Course Menu, click **Control Panel**.
  - The Control Panel is divided into sections.

# Content Areas

*Listed on the Course Menu*



- Provides tools necessary to add course information, documents, assignments, and external links
- Create assignments, handouts, and presentations in standard Microsoft Office applications.
  1. Save in native format (Word/PP etc.) for future revising, handouts, etc.
  2. Can save a second time as .pdf (Adobe Portable Document format ) for use in Blackboard.

\*The **mht format**, which has been used in the past, **is not recognized by Macintoshes**

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# Content Areas

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- Documents for multiple sections of the same course can be stored within Blackboard or in the My Website area of the Community System if anonymous access is activated or document libraries with appropriate access rights are provided.
  - Then, instead of storing the documents/files in Blackboard, external links to the documents can be created in Blackboard .

Refer to the Using Your Sharepoint Personal sites [documentation](http://it.worcester.edu) on <http://it.worcester.edu> (Beside Community System) or call the Helpdesk (508 929-8856) to initiate a ticket.

# Content Area

## Course Information

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- Course Information-Contains descriptive material about course
  - Examples:
    - Syllabus
    - Course objectives
    - Attendance Policies

# Adding Content

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- Information can be added to content areas in one of two ways:

1. Click the Add Item button.

Or...

2. Select a document type from the Select drop-down menu and click OK.

# Add a Syllabus Using the Select menu.



1. Under **Content Area** in the Control Panel, click **Course** Information.
2. Choose **Syllabus** from the **Select** menu and click **Go** (Or click the + Item button).

A screenshot of the Worcester State College Control Panel. The top navigation bar includes the college logo, "Home", "Help", and "Logout" links. Below this are several menu items: "FacStaff Central", "Student Central", "My Resources", "My WSC", "My OneCard Account", "IT Testing Tab (IT Staff ONLY)", and "(TEST)Welcome to WSC(TEST)". The main content area shows the breadcrumb "RSIBULKIN (DEV RSIBULKIN) &gt; CONTROL PANEL &gt; COURSE INFORMATION". The "Course Information" section has a toolbar with icons for "Item", "Folder", "External Link", "Course Link", and "Test". To the right of the toolbar is a "Select:" dropdown menu currently set to "Survey" and a "Go" button. Below the toolbar, there is a list item with a document icon, a dropdown showing "1", the text "Syllabus", and a link "Sample\_Syllabus.htm (9.642 Kb)". To the right of this item are buttons for "Modify", "Manage", "Copy", and "Remove". At the bottom right of the page is an "OK" button.

# Add a Syllabus

## Using the Select menu *(Continued)*



3. Beside 1 Syllabus Name, enter the **name** for the syllabus.
4. Beside 2 Syllabus, choose either **Create New Syllabus** or click **Use existing file** and **browse** to locate and select the file.
5. Click **Submit**.

A screenshot of a web application interface for adding a syllabus. The page has a navigation bar at the top with links like "Faculty Central", "Student Central", "My Resources", "My WSC", "My OneCard Account", and "Testing Tab (11 Start OWL)". Below the navigation bar is a breadcrumb trail: "RSIBULKIN > CONTROL PANEL > COURSE INFORMATION > SYLLABUS BUILDER". The main heading is "Add Syllabus". The form is divided into three sections: 1. Name: A required field for "Syllabus Name" with the value "CS101\_E1\_Syllabus". 2. Syllabus: Two radio button options: "Create New Syllabus" (selected) and "Use existing file". Below the "Use existing file" option is a text input for "Attach local file" and a "Browse..." button. 3. Submit: A message "Click **Submit** to finish. Click **Cancel** to quit." and a note "Required Field". At the bottom right are "Cancel" and "Submit" buttons.

# Create a Sample Syllabus

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- **Create a sample syllabus.**
  1. Type the document in MS Word 2007 or another word processing application.
  2. Save the document a second time as .pdf (portable document format-Read by Adobe Acrobat or Adobe Reader available at <http://www.adobe.com>) for use in Blackboard.
  3. Under Content Area in the Control Panel, click link for Course Information
  4. Click the Item button.

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# Create a Sample Syllabus

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6. Beside Name, enter the desired syllabus name.
7. Under Content, click in box beside Attach local file and browse to locate the desired syllabus document.
8. Click the Open button
9. Choose other desired options and click the Submit button.
10. Click OK.

# Course Tools

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- Contains various communication tools

- Examples:

Announcements

Course Calendar

Staff Information

Photo - 150 pixels x 150 pixels  
recommended

Discussion Boards

E-mail

# Create an Announcement

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- **Create an Announcement.**
- Announcements are used to post timely or critical information pertaining to the course.  
Assignments, Exams, Course Changes
- Can be typed directly into Blackboard or attached from an existing document.
  1. Under Course Tools in Control Panel, click link titled Announcements
  2. Click Add Announcement button
  3. Type directly into Blackboard or browse to locate an existing file

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# Create an Announcement

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4. Under Announcement Information, type a Subject and Announcement message  
Or... browse to locate an existing file.
5. Choose additional options and click the Submit button.
6. Click OK.

# Student Enrollment

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- Students are automatically enrolled into Blackboard course shells that correspond with the courses in which they enrolled through the Registrar's office or Graduate & Continuing Education.

It takes up to 24 hours after the student registers for the information in our system (Colleague) to update.

# User Management

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- This area provides tools for managing users and student enrollment.
- **List Users enrolled in your course.**
  1. Under User Management in the Control Panel, click on List/Modify Users.
  2. Click on the List All tab.
  3. Click on the List All button.  
If a student created a “Home Page”, it will display when the student’s name is selected.
  4. Click OK.

# Class Roster

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## View a class roster.

1. On the Navigation bar, click on Communication.
2. Click Roster
3. On the Search tab type the last name or username of a specific person you wish to locate.
4. Click Search Or...
5. Click the List All tab followed by the List All button to display a list containing all students and instructors associated with the course.

# Communication Center

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- Send and receive e-mail

- May be rejected as “Junk” by some ISP mail clients.
- Uses WSC e-mail address

Send message and request response during first or second week to determine account status and student’s knowledge of e-mail



# Helpful Information

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- Help Guides
  1. Go to the IT Web Site <http://it.worcester.edu>
  2. Under Blackboard see Additional Guides
  3. Click on desired link under the Blackboard heading.