

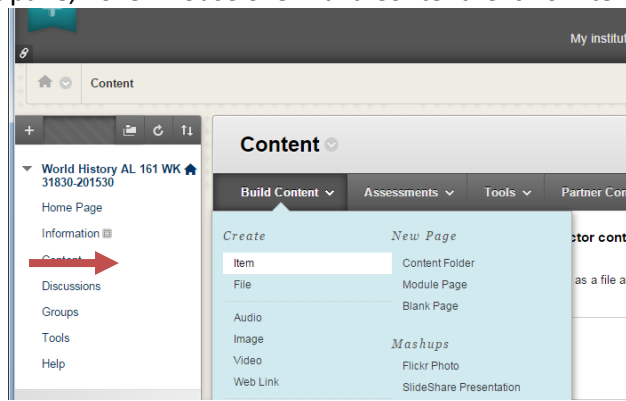
Blackboard Learn: More Tools

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1. Embed a YouTube video using the embed code

- a. From the Content pane, hover mouse over Build Content. Click on Item.



- b. Enter Name and (optional) description.

Edit Item

* Indicates a required field.

Cancel Submit

CONTENT INFORMATION

* Name

Color of Name

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Path: p Words:8


- c. Click on the HTML button. Another box will pop up. At the end of the text in that box (p>) paste the embed code (control + V). Click Update. *[If you are not sure where to find the embed code, see step 1.f.]*

CONTENT INFORMATION

* Name

Color of Name █ Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Watch this video prior to Week 2 class.

HTML code view

https://concordia.blackboard.com/webapps/vtbe-tinymce/tiny_mce/themes...

HTML code view Word Wrap

```
<p>Watch this video prior to Week 2 class.</p>
<p></p><iframe width="420" height="315"
src="https://www.youtube.com/embed/XZPcx11YTFg" frameborder="0"
allowfullscreen></iframe>
```

Cancel Update

- d. You will see a yellow square. This means the video was correctly embedded. Click Submit.

* Indicates a required field.

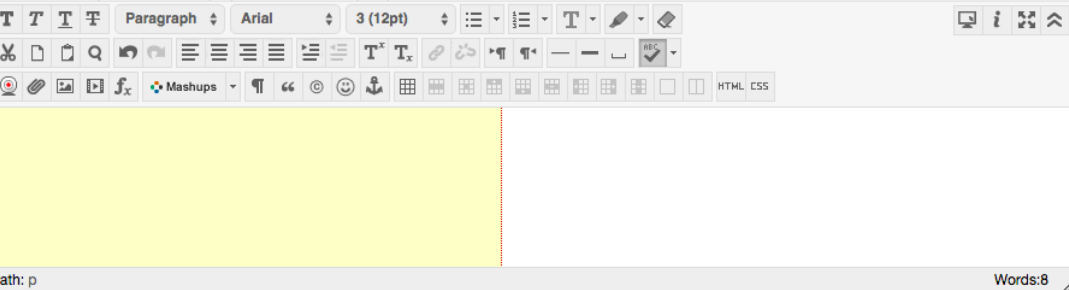
Cancel

CONTENT INFORMATION

* Name

Color of Name █ Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



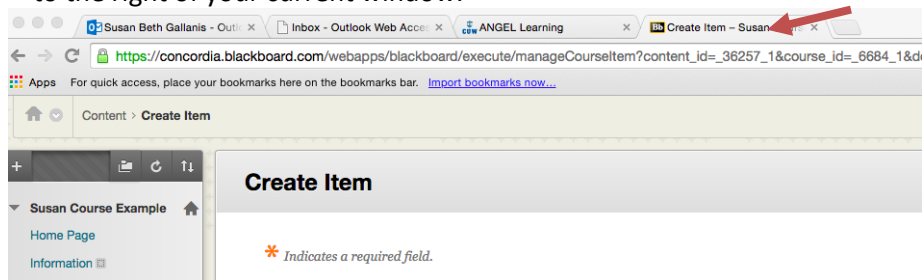
Path: p Words:8

e. The YouTube video is embedded into your course.

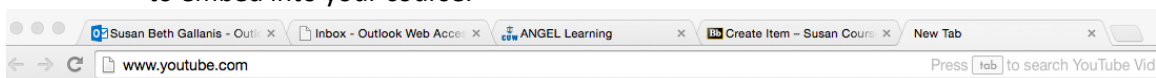


f. Locate the YouTube video embed code.

- i. Open a separate browser window. The procedure will be slightly different depending on the Internet browser you are using. For example, using Google Chrome, click on the small grey box to the right of your current window.



- ii. A new window (or tab) opens. You can then type www.YouTube.com to find the video you want to embed into your course.

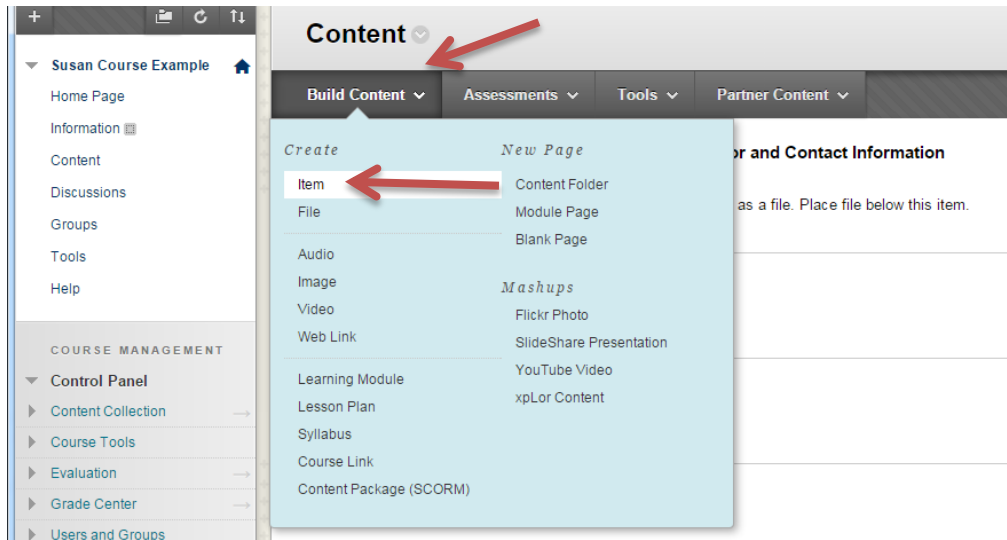


- iii. When you have the video you want to embed, click on Share, then click on Embed. Copy the link provided (control + C). Return to step 1.c. to paste the embed code into your course.

The image shows a YouTube video player interface. The video title is "Concordia University Wisconsin campus tour". The channel name is "ConcordiaWisconsin1" with 329 subscribers. The video has 4,776 views, 15 likes, and 0 comments. The share menu is open, and the "Embed" option is selected. A red arrow points to the "Embed" button. Below the share menu, the embed code is displayed in a text box, with another red arrow pointing to it. The embed code is: `<iframe width="420" height="315" src="https://www.youtube.com/embed/XZPcx1YTFg" frameborder="0" allowfullscreen></iframe>`. Below the text box is a "SHOW MORE" link.

2. Create an Item

- a. Under the content pane, hover mouse over Build Content; click on Item.



- b. Enter a name and message.

Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan,

* Indicates a required field.

1. Content Information

* Name

Welcome to the course

Color of Name

Black

Text

A rich text editor toolbar with various icons for text formatting, alignment, and insertion. It includes options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo, and a 'Mashups' dropdown menu.

Welcome to the course! I'm looking forward to having you in my class.

Susan

Path: p

c. Complete the other standard options as desired. Click Submit when finished.

2. **Attachments**

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File


3. **Standard Options**

Permit Users to View this Content Yes No
Track Number of Views Yes No
Select Date and Time Restrictions Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
 Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. **Submit**

Click Submit to proceed. Click Cancel to quit.

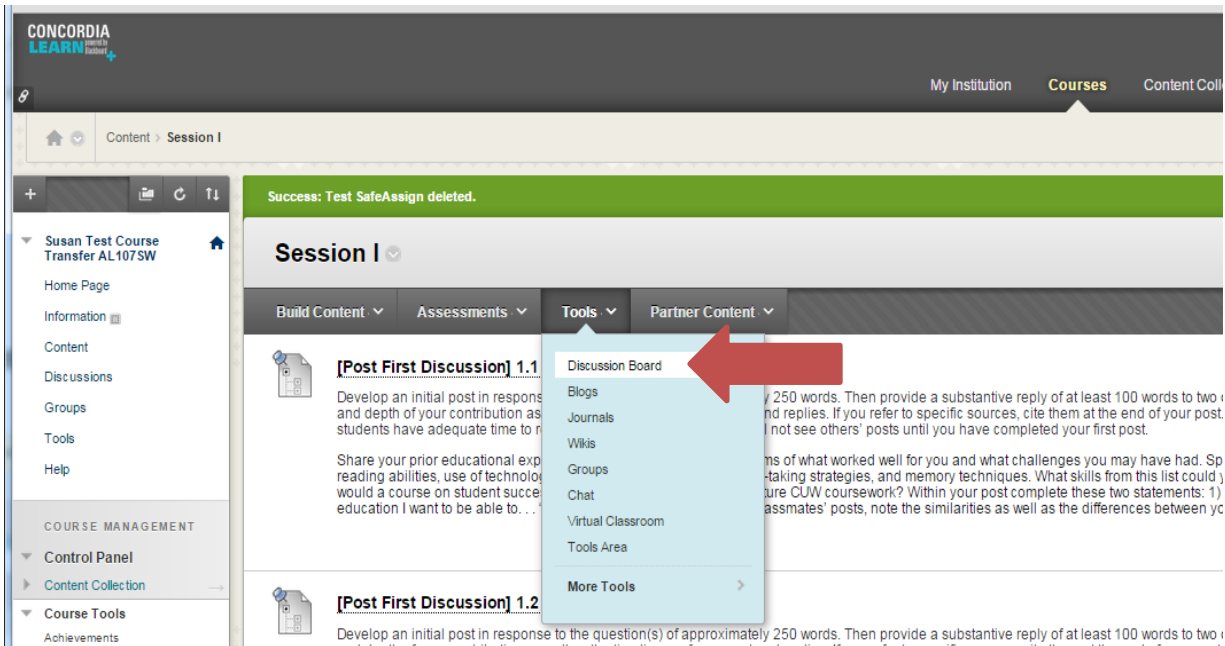
d. You have now created an Item.



Welcome to the course
Welcome to the course! I'm looking forward to having you in my class.
Susan

3. **Create a Discussion Forum**

a. To create a discussion board, click on Content, click on the folder where you want to add a discussion board, click on Tools, then Discussion Board.



The screenshot shows the Blackboard Learn interface. The top navigation bar includes 'My Institution', 'Courses', and 'Content Collection'. The main content area is titled 'Session I' and contains two discussion posts. A 'Tools' dropdown menu is open, showing options like 'Discussion Board', 'Blogs', 'Journals', 'Wikis', 'Groups', 'Chat', 'Virtual Classroom', 'Tools Area', and 'More Tools'. A red arrow points to the 'Discussion Board' option.

b. Click on Create New Forum, then click Next.

Create Link: Discussion Board

Adding a link to a Discussion Board forum places the forum in the Content Area. This creates a streamlined experience where users interact with each other in the same area where they discover content. A link can connect to an existing forum or a new forum can be created and linked. [More Help](#)

Cancel **Next**

1. Create Link: Discussion Board

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.

- Link to Discussion Board Page
- Select a Discussion Board Forum

Select a Discussion Board Forum

—Select forum below—

- [Post First Discussion] 3.2 Online Discussion
- [Post First Discussion] 5.2 Online Discussion
- [Post First Discussion] 1.1 Online Discussion
- [Post First Discussion] 1.2 Online Discussion
- [Post First Discussion] 2.1 Online Discussion
- [Post First Discussion] 2.2 Online Discussion
- [Post First Discussion] 3.1 Online Discussion
- [Post First Discussion] 4.1 Online Discussion
- [Post First Discussion] 4.2 Online Discussion

Create New Forum Create New Forum

2. Submit

Click **Next** to continue. Click **Cancel** to quit.

Cancel **Next**

c. Name your forum and add a description (if desired). By default, the forum will be visible to students.

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

* Indicates a required field.

Cancel **Submit**

1. Forum Information

* Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Undo, Redo, and HTML/CSS.

My description

Path: p

Words: 2

2. Forum Availability

Available Yes No

Enter Date and Time Restrictions Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
 Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- d. If you want students to post first before viewing other posts, click on the second button shown below. Enter the number of points, add a rubric if desired, and click to allow students to subscribe to the forum. Click Submit.

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies Standard View Participants must create a thread in order to view other threads in this forum. If participants are required to create threads in order to view other threads in the forum, they can for you automatically.

Grade No Grading in Forum Grade Discussion Forum: Points possible: 100 Grade Threads

Due Date Show participants in "needs grading" status after every 1 Posts

Associated Rubrics

Name	Type	Date Last Edited
<input type="radio"/> Do not allow subscriptions <input type="radio"/> Allow members to subscribe to threads <input checked="" type="radio"/> Allow members to subscribe to forum <input type="radio"/> Include body of post in the email <input checked="" type="radio"/> Include link to post		

Create and Edit Allow Anonymous Posts Allow Author to Delete Own Posts All posts Only posts with no replies Allow Author to Edit Own Published Posts Allow Members to Create New Threads Allow File Attachments Allow Users to Reply with Quote Force Moderation of Posts

Additional Options Allow Post Tagging Allow Members to Rate Posts

4. Submit

Click Submit to proceed. Click Cancel to quit.



e. To link the forum to your Content page, click Next.

Create Link: Discussion Board

Adding a link to a Discussion Board forum places the forum in the Content Area. This creates a streamlined experience where users interact with each other in the same area where they discover content. A link can connect to an existing forum or a new forum can be created and linked. [More Help](#)

Cancel **Next**

1. Create Link: Discussion Board

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.

Link to Discussion Board Page
 Select a Discussion Board Forum.

Select a Discussion Board Forum [Post First Discussion] 1.2 Online Discussion
 [Post First Discussion] 2.1 Online Discussion
 [Post First Discussion] 2.2 Online Discussion
 [Post First Discussion] 3.1 Online Discussion
 [Post First Discussion] 4.1 Online Discussion
 [Post First Discussion] 4.2 Online Discussion
 [Post First Discussion] 5.1 Online Discussion
 [Post First Discussion] 6.1 Online Discussion
 [Post First Discussion] 6.2 Online Discussion
 New Forum

Create New Forum

2. Submit

Click Next to continue. Click Cancel to quit.

Cancel **Next**

f. Enter the discussion forum prompt, then click Submit.

Create Link: Discussion Board

* Indicates a required field.

Cancel **Submit**

1. Link Information

* Link Name

Color of Name

Link

Text

Here is the question prompt:
 [Random characters]
[Random characters]

Path: p Words: 0

2. Options

Available Yes No

Track Number of Views Yes No

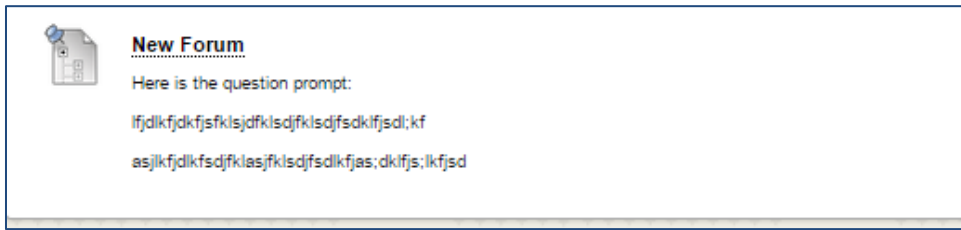
Date Restrictions
 Display After [] []
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.
 Display Until [] []
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Submit

Click Submit to proceed. Click Cancel to quit.

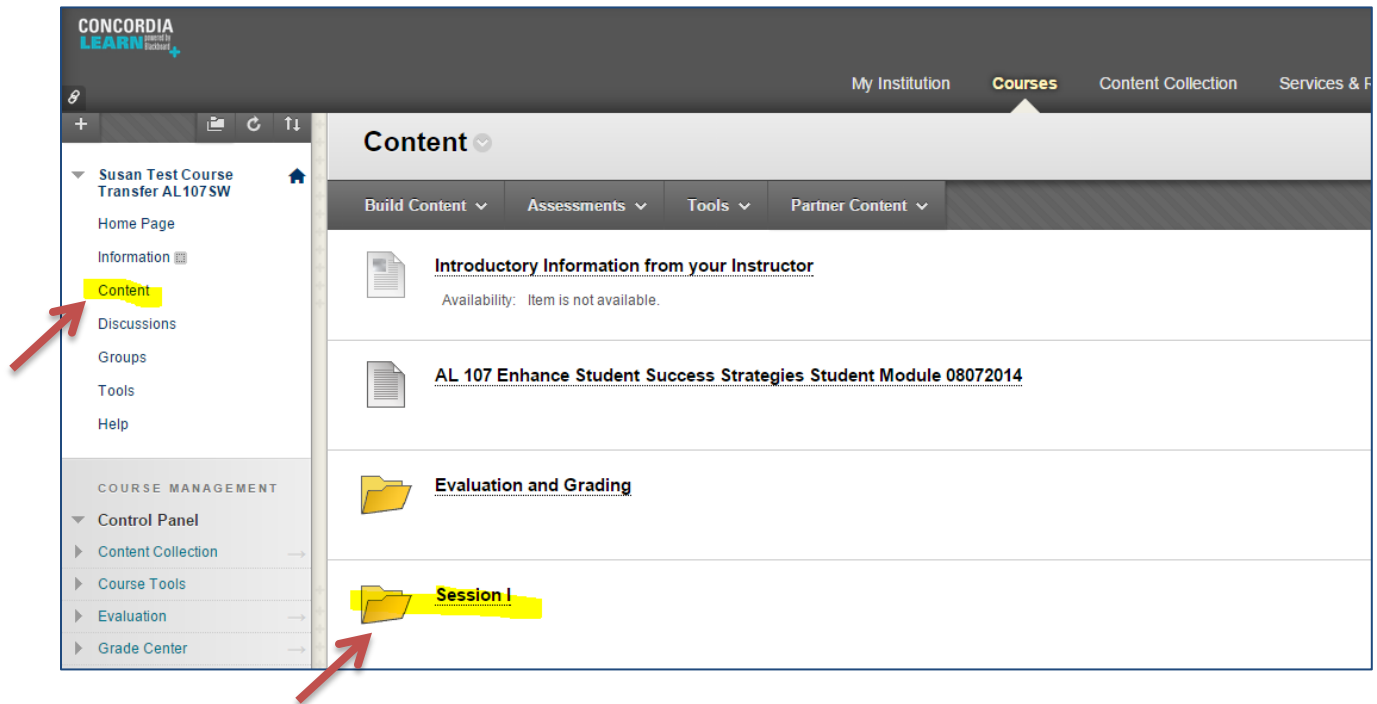
Cancel **Submit**

g. Here is the newly created Discussion Forum.

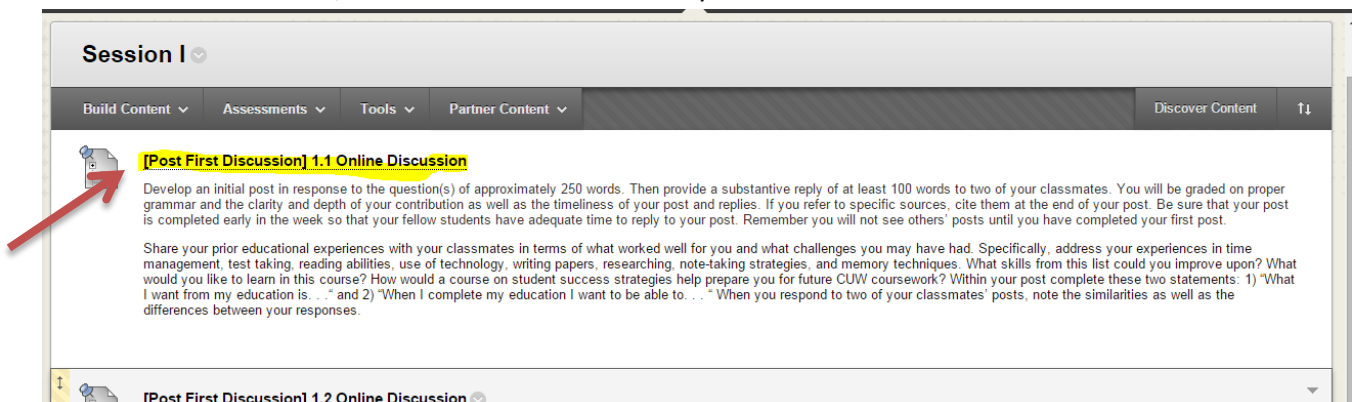


4. Discussion Boards: View, subscribe, read, and respond

a. To view a discussion forum, click on Content, then click on the session folder that you want to view.



b. Within that folder, click on the discussion board you want to view.



c. Click on the Subscribe button to receive email notifications when others post to this forum.

Forum: [Post First Discussion] 1.1 Online Discussion List View Tree View

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Grade Discussion Forum **Subscribe** Search Discover Content Collapse All Expand All

Message Actions Collect Delete

<input type="checkbox"/>	Thread	Author	Status	Date
<input type="checkbox"/>	Susan (test student) Response	Susan (Test Student) Gallanis	Published	11/25/14 12:27 PM

Message Actions Collect Delete

d. Click on the thread to read and/or respond to it.

Forum: [Post First Discussion] 1.1 Online Discussion List View Tree View

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Grade Discussion Forum **Subscribe** Search Discover Content Collapse All Expand All

Message Actions Collect Delete

<input type="checkbox"/>	Thread	Author	Status	Date
<input type="checkbox"/>	Susan (test student) Response	Susan (Test Student) Gallanis	Published	11/25/14 12:27 PM

Message Actions Collect Delete

e. Click on Reply to respond to the post.

Thread: Susan's new thread

Select: **All** None Message Actions Expand All Collapse All

Susan (Test Student) Gallanis
Susan's new thread
Test student thread is created.

Reply ←

f. You will see the screen below. Type your response then click Submit.

Select: All None Message Actions Expand All Collapse All 1 Posts in this Thread 0 Unread

Susan (Test Student) Gallanis 8 minutes ago
Susan (test student) Response
Here's my response!
jlkfjdjlkjksdlkfjfkjdfilks
kfjdslkfjdsjfkjalk;fjdsklfasjfklsadjf
[dfk]jdsflksdjflksdjflk;sdfjlskdfjdslk;fjdslkfjads;l;kfjasdlk;fjds;lfkjdsifjads;lfkjadsf!!!!!!!

* Indicates a required field.

Cancel Save Draft **Submit**

* Subject **RE: Susan (test student) Response**

Message

I agree!

Path: p Words: 2

Attach File Browse My Computer Browse Content Collection

5. Grade discussion forums

a. Click on the discussion forum you want to grade, then click on Grade Discussion Forum.

List View Tree View

Forum: [Post First Discussion] 1.1 Online Discussion

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread **Grade Discussion Forum** Subscribe Search Discover Content Collapse All Expand All

Message Actions Collect Delete

Thread	Author	Status	Date
<input type="checkbox"/> Susan (test student) Response	Susan (Test Student) Gallanis	Published	11/25/14 12:27 PM

Message Actions Collect Delete

b. Click on Grade.

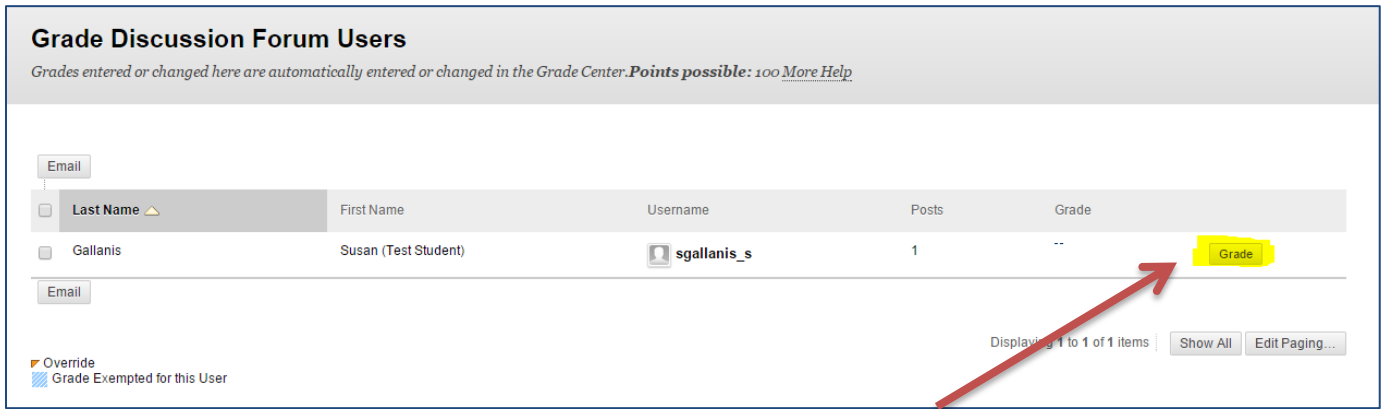
Grade Discussion Forum Users

Grades entered or changed here are automatically entered or changed in the Grade Center. **Points possible: 100** [More Help](#)

Last Name	First Name	Username	Posts	Grade
Gallanis	Susan (Test Student)	sgallanis_s	1	Grade

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

Override
 Grade Exempted for this User



c. You can read the student's posts, enter feedback to the student, and enter private notes only for the instructor to view. To grade, enter a score in the Grade box. Click Submit. The grade will be entered into the Grade Center and the student will see the grade and feedback in My Grades.

Select: All None Mark

Sort by: Date of Last Post Order: Descending

Forum Statistics

Susan (Test Student) Gallanis (2)

10/28/14 12:24 PM Grade **8/10**

FEEDBACK - SHOWN TO LEARNER

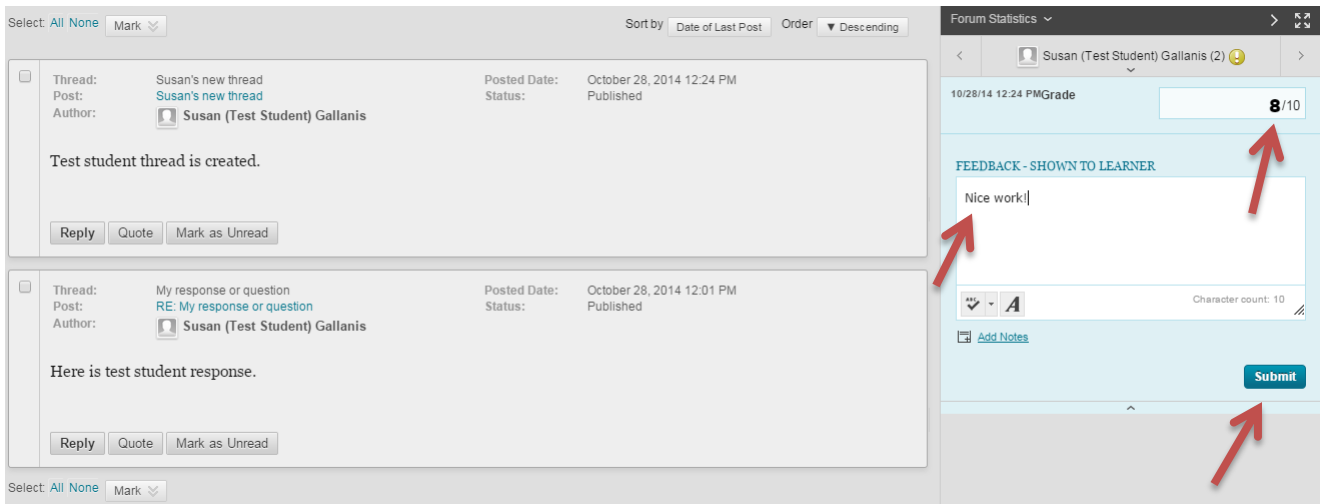
Nice work!

Character count: 10

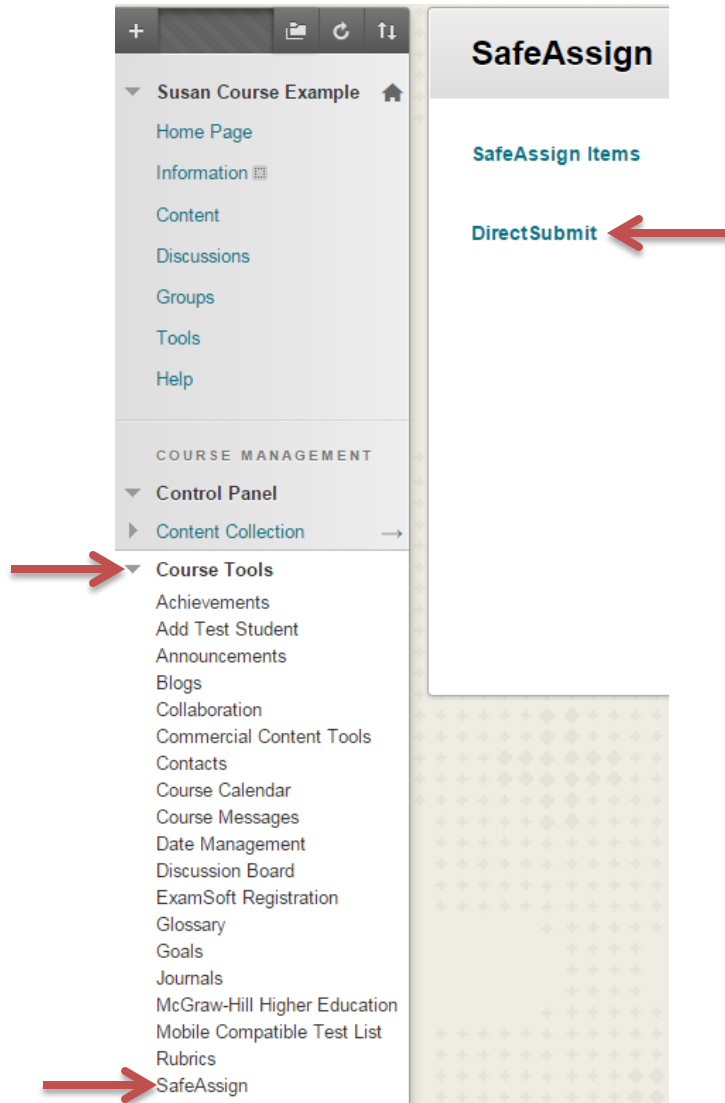
Add Notes

Submit

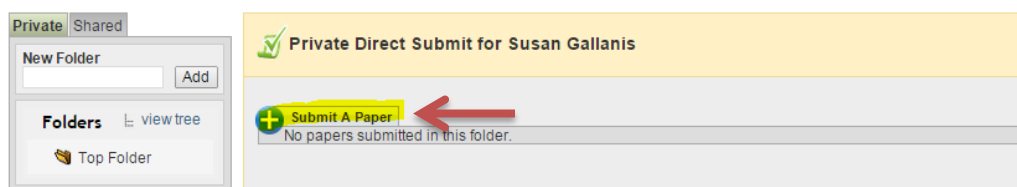
Select: All None Mark



6. **SafeAssignment.** You can enable the SafeAssign tool when creating an assignment/drop box (see the Create an Assignment tutorial, a separate document). You can also submit assignments directly to SafeAssign without creating an assignment/drop box.
- a. To submit a paper directly to SafeAssign, in your course click on Course Tools, then SafeAssign, then click on Direct Submit.



- b. Click on Submit a Paper.



- c. Click on Submit as draft, upload or copy/paste the file, then click Submit.

IMPORTANT: If this is a draft paper, check the Draft box. If this is not checked, the draft will be submitted to the SafeAssignment data base. When the final paper is submitted, it will appear 100% plagiarized. Then click Submit.

Private Direct Submit for Susan Gallanis

Paper Submission

Submission Options

Submit as draft (do not add papers to Institutional Search Database)

Skip Plagiarism Checking (only add papers to Institutional Search Database)

File Upload

Upload File

*File To Attach SIGTWTBoAF2014Notes.pdf

Acceptable File Formats: .zip, .doc, .docx, .ppt, .pptx, .odt, .txt, .pdf, .rtf and .html

Copy/Paste Document

* Paper Title

* Paper Text

Submit

- d. The file will appear here. When the SafeAssignment report is ready, it will look like this. Click on the arrow to download the paper, view the matching percentage (0%). Click on the green check to view the SafeAssignment report.

Private Direct Submit for Susan Gallanis

+ Submit A Paper

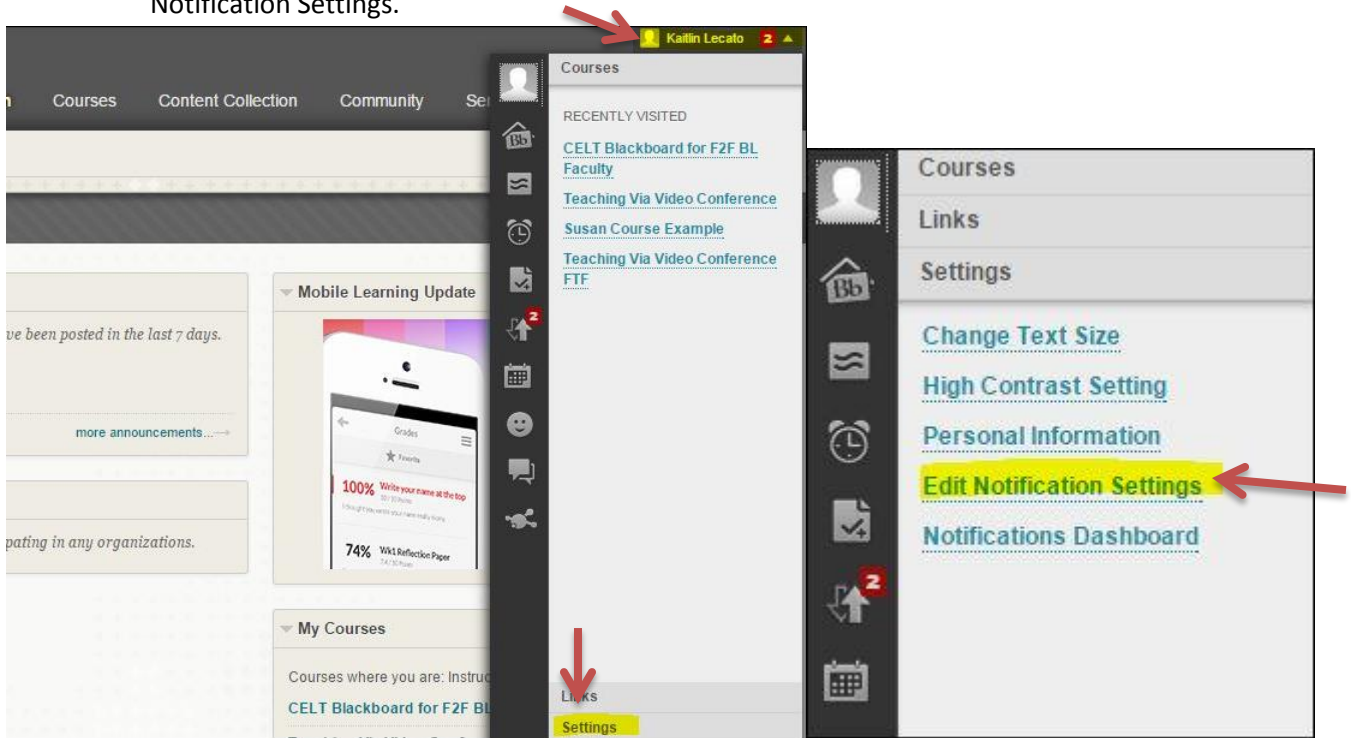
1 Papers

Filename	File	Matching	SA Report	Submitted
SIGTWTBoAF2014Notes.pdf		0%		Wed, Nov 26 2014, 10:57 AM

1 Papers

7. Notifications

- a. To access and edit notifications click on your name in the top right corner, click settings, then Edit Notification Settings.



b. Click on the course you want to edit. The triangle appears after you've edited your notifications.

Edit Notification Settings

* indicates settings have been changed from default values

Edit General Settings
Define general notification settings, such as email format and reminder schedule, for courses and organizations.

Edit Individual Course Settings
View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.

- AL272 Organizational Management Principles - Pilot
- Athletic Training Practicum V HHP 491 0 10461-201510
- Athletic Training Seminar HHP 289 0 10442-201510
- Bob's Course
- CELT Student Worker Sandbox
- Cheryl's Course
- Dale's Course
- Enhanced Algebra
- Fam Cen Nurs: OB & Wom H Pract NURS 426 0 11059-201510
- Gerontological Nursing NURS 202 0 30927-201530
- Justin Test Course - Pilot
- Justin Test Course AA1
- Justin Test Course AA2
- Justin Test Course CUW1
- Justin Test Course CUW2
- Kathy's Course
- Katie L's Test Course
- Liz's Course
- Lois' Course
- MBA-875 I D Business Ethics 201310 12-14-2012 CELT COPY
- MBA-890 I D Strategic Management 201430 9-25-14 CELT COPY
- NURS202 - Gerontology Nursing - Pilot
- Pharmacotherapy IV PHAR 550 0 12549-201510
- Pilot Playground 2013
- Sheri's Test Course
- Susan Course Example
- Susan Test Course - Pilot

Bulk Edit Notification
Select the set of course notifications should be s

- Courses I am teach
- Courses I am taki

Edit Individual Orga
View the current notificat specific organization.

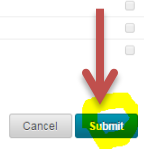
c. Click on the notifications you wish to receive via email. Click Submit when finished.

2. Settings

<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mobile
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Needs Grading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Past Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Blog Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Content Item Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course/Organization Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course Quota Soft Limits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Discussion Board Forum Needs Grading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Discussion Board Thread Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Item Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Journal Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Retention Center Rule Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Survey Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Submit

Click Submit to proceed. Click Cancel to quit.



- d. You can also edit several (or all) courses at the same time. From Edit Notifications click on Courses I am teaching.

Edit Notification Settings

* indicates settings have been changed from default values

Edit General Settings

Define general notification settings, such as email format and reminder schedule, for courses and organizations.

Edit Individual Course Settings

View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.

- AL-Blackboard Faculty Orientation ⚠
- Athletic Training Practicum V HHP 491 0 10461-201510 ⚠
- Athletic Training Seminar HHP 289 0 10442-201510 ⚠
- CELT Blackboard for F2F BL Faculty ⚠
- Fam Cen Nurs: OB & Wom H Pract NURS 426 0 11059-201510 ⚠
- Justin Frisque Test Course
- Justin Test Course AA1 ⚠
- Justin Test Course CUW1 ⚠
- Justin Test Course CUW2 ⚠
- San Maria's Course ⚠

Bulk Edit Notification Settings

Select the set of courses or organizations to update should be sent with a method that will deliver that

- Courses I am teaching
- Courses I am taking
- Organizations I am leading

Edit Individual Organization Settings

View the current notification settings for organization.

- AL Faculty Orientation
- AL Student Orientation

- e. Select All. Alternatively click on the course(s) you want to edit, then click the arrow to move them to the Selected Items box on the right. Then follow instruction above (c.).

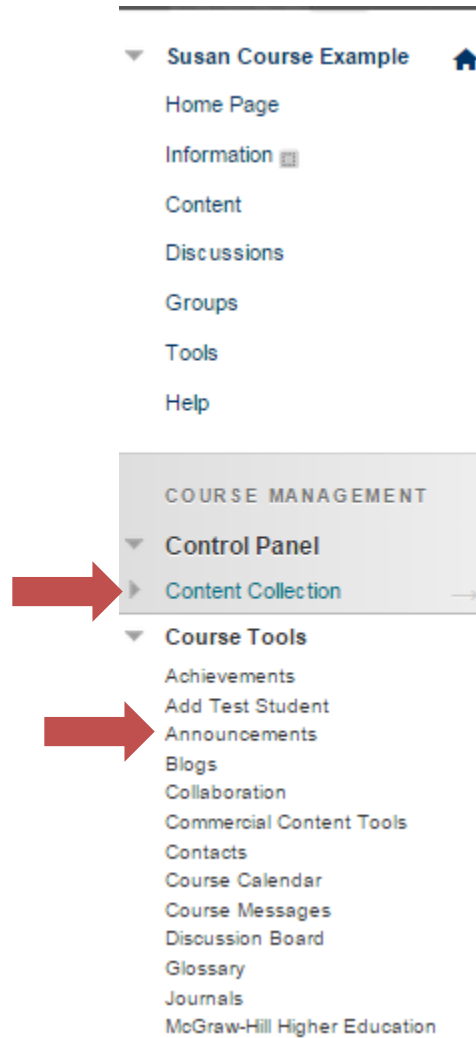
1. Select Course

- All
 Selected

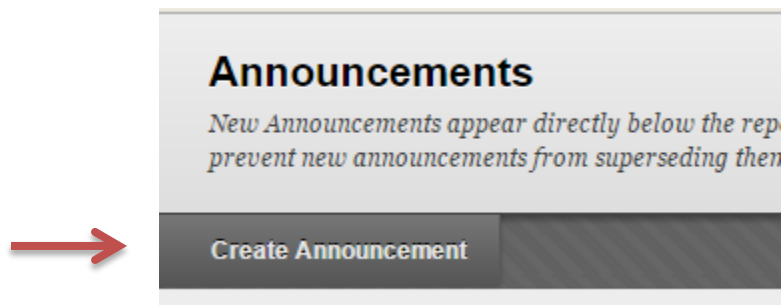
The screenshot shows a window with two columns: 'Items to Select' and 'Selected Items'. The 'Items to Select' column contains a list of courses: AL-Blackboard Faculty Orientation, Athletic Training Practicum V HHP 491 0 10461-201510, Athletic Training Seminar HHP 289 0 10442-201510, CELT Blackboard for F2F BL Faculty, and Fam Cen Nurs: OB & Wom H Pract NURS 426 0 11059-201510. Below this list are buttons for 'Invert Selection' and 'Select All'. The 'Selected Items' column is currently empty. Below it are also buttons for 'Invert Selection' and 'Select All'. A red arrow points from the 'All' radio button in the previous block to the 'Items to Select' list. Another red arrow points from the right side of the 'Items to Select' list to the 'Selected Items' list, indicating the action of moving items.

8. Announcements

- a. In your course, click on Course Tools, then Announcements.





- b. Click on Create Announcement



- c. Enter the Subject and Message. Choose if the announcement will be restricted by date. Choose if a copy of the announcement will go to student CUW email inboxes.

1. Announcement Information

 * Subject Black

 Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and various icons for text alignment, font size, and other formatting options.

Path: p

2. Web Announcement Options

Duration



- Not Date Restricted
- Date Restricted


Select Date Restrictions

Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

 Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

- d. You can include a course link. Click Browse. Click on the area in the course you want to include a course link. Click Submit.

Select Date Restrictions

Display After Enter dates as mm/dd/yyyy. Time

Display Until Enter dates as mm/dd/yyyy. Time

Email Announcement

Send a copy of this announcement to students Students are still notified of this announcement

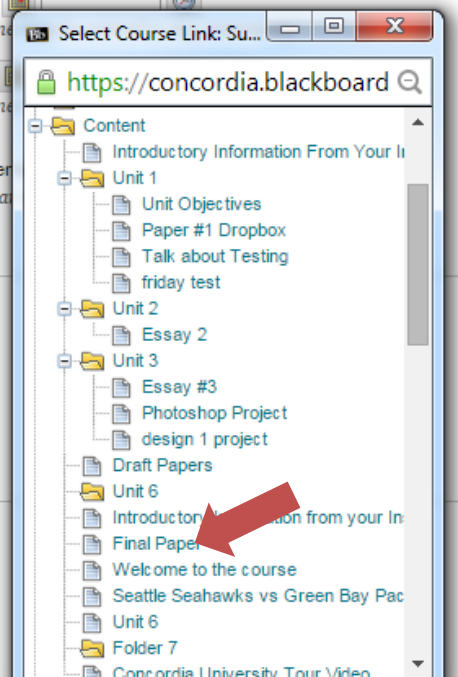
3. Course Link

Click **Browse** to choose an item.

Location

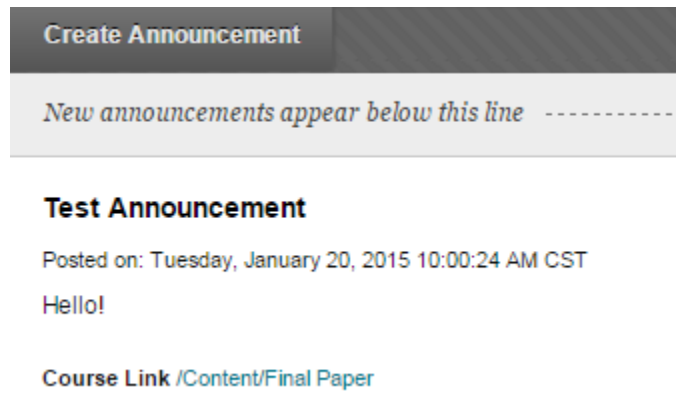
4. Submit

Click **Submit** to finish. Click **Cancel** to quit.



Cancel

- e. The announcement (with a course link) is complete.



Create Announcement

New announcements appear below this line -----

Test Announcement

Posted on: Tuesday, January 20, 2015 10:00:24 AM CST

Hello!

Course Link [/Content/Final Paper](#)

9. Email

(NOTE: email can only be sent in Blackboard Learn. Any subsequent responses will occur in CUW/CUAA [Outlook] email.)

- a. In your course click on Course Tools, then Send Email. Choose who you want to send the email (example All Student Users).

The screenshot displays the Blackboard Learn interface. On the left is a navigation menu for a course titled 'Susan Course Example'. The menu includes options like Home Page, Information, Content, Discussions, Groups, Tools, and Help. Under 'COURSE MANAGEMENT', there are sections for 'Control Panel', 'Content Collection', and 'Course Tools'. A red arrow points to 'Course Tools'. Within 'Course Tools', a red arrow points to 'Send Email'. On the right side of the interface, the 'Send Email' tool is active, showing a header 'Send Email' and a sub-header 'Instructors can send email to all or selected individual Users, course.'. Below this, several options are listed: 'All Users', 'All Groups', 'All Teaching Assistant Users', 'All Student Users', 'All Instructor Users', 'All Observer Users', 'Single / Select Users', 'Single / Select Groups', and 'Single / Select Observer users'. A red arrow points to 'All Student Users'.

b. Enter a subject, message, and attachments (if desired). Click Submit.

1. Email Information

To Zipay, Katherine; Frisque, Justin (Test Student); Lecato, Kaitlin; Evans, Elizabeth; Gallanis, Susan (Test Student)

From Mrs. Susan Gallanis (susan.gallanis@cuw.edu)

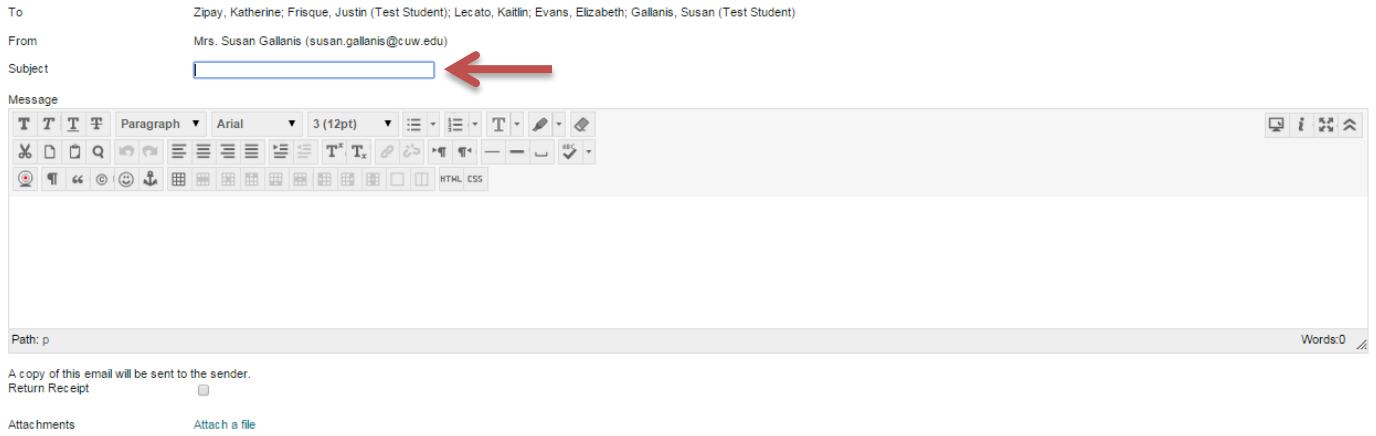
Subject

Message

Path: p Words: 0

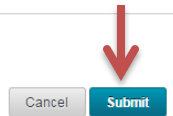
A copy of this email will be sent to the sender.
Return Receipt

Attachments [Attach a file](#)



2. Submit

Click Submit to proceed. Click Cancel to quit.



10. Course Messages

(NOTE: Course messages stay within the course and are not sent to CUW/CUAA [Outlook] email.)

a. Click on Course Tools, then Course Messages. To compose a message, click on Create Message.

Course Messages
Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)

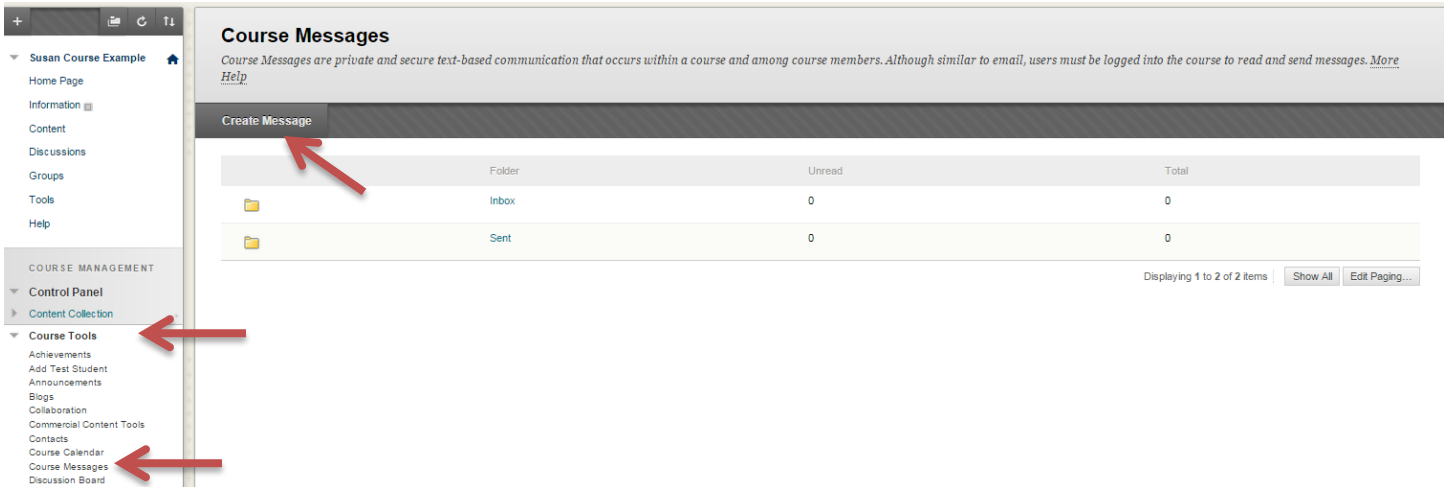
[Create Message](#)

Folder	Unread	Total
Inbox	0	0
Sent	0	0

Displaying 1 to 2 of 2 items | [Show All](#) | [Edit Paging...](#)

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools**
 - Achievements
 - Add Test Student
 - Announcements
 - Blogs
 - Collaboration
 - Commercial Content Tools
 - Contacts
 - Course Calendar
 - Course Messages**
 - Discussion Board



b. Click on TO and select recipients. Click on the arrow to move the selected recipients to the right box.

* Indicates a required field.

1. Recipients

To

Select Recipients: To line

- Justin Frisque (Instructor)
- Justin (Test Student) Frisque
- Susan Gallanis (Instructor)
- Susan (Test Student) Gallanis
- Kaitlin Lecato
- Angelika Paul (Instructor)
- Katherine Zipay

Invert Selection Select All

Recipients

Invert Selection Select All

Cc

Bcc

c. Enter a subject and type your message, then click Submit.

2. Compose Message

* Subject

Hello!

Body

Good morning,
See you in class today.
Susan|

Path: p

Words:7

3. Submit

Cancel Submit

d. You can view the messages sent in the Sent folder.

Course Messages

Create Message



Folder	Unread	Total
Inbox	0	0
Sent	0	1

Displaying 1 to 2 of 2 items | Show All | Edit Paging...


e. View messages sent to you by clicking on Inbox, then clicking on the message.

Course Messages

Create Message

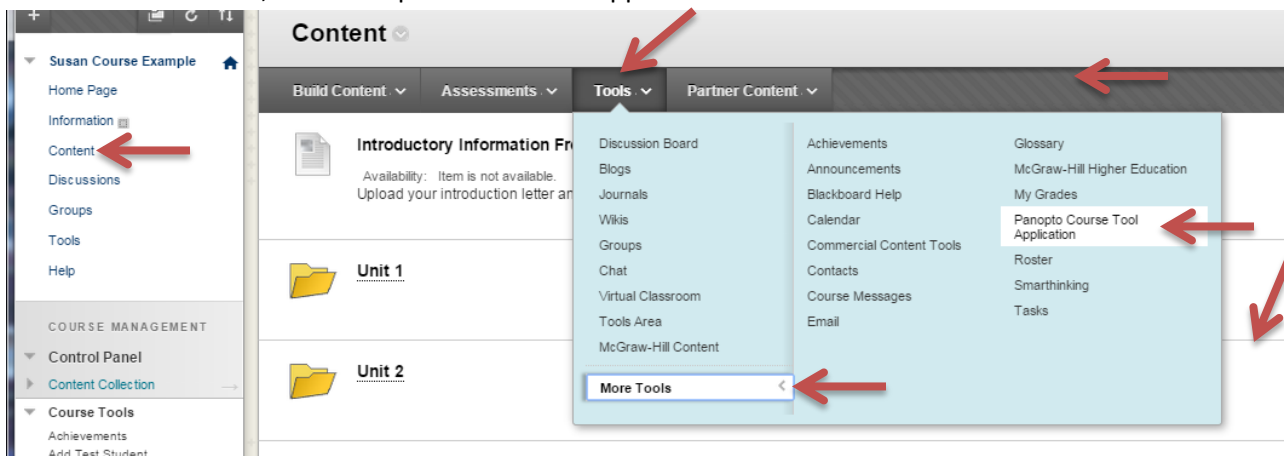
	Folder	Unread	Total
	Inbox	1	1
	Sent	0	2

Displaying 1 to 2 of 2 items | [Show All](#) | [Edit Paging...](#)



11. Panopto

- a. The Panopto Video Link tool is available in your course. To add the tool, click on Content, Tools, More Tools, then Panopto Course Tool Application.



- b. Enter a name. Click Submit.

1. Link Information

Link Name:

Color of Name:

Link: Tool: Panopto Focus Content

Text

Rich text editor toolbar with various formatting options.

Path: p Words: 0

2. Options

Available: Yes No

Track Number of Views: Yes No

Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

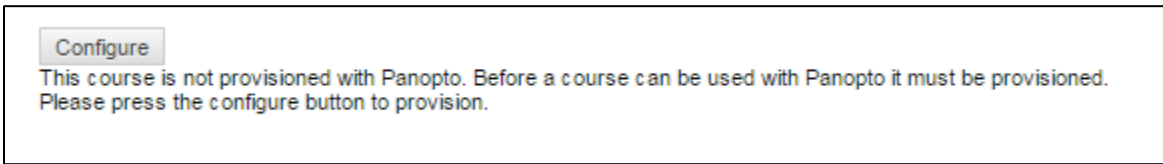
3. Submit

Click Submit to proceed. Click Cancel to quit.

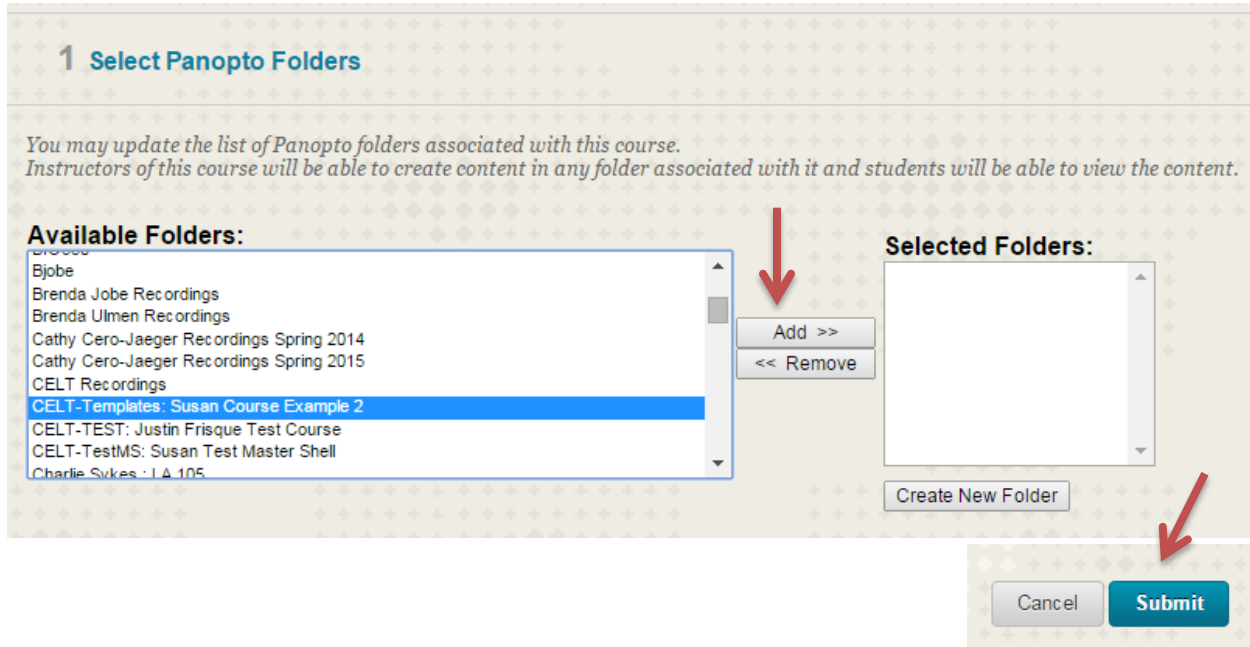
- c. The Panopto link will be added to your content area. Click on the Panopto link.



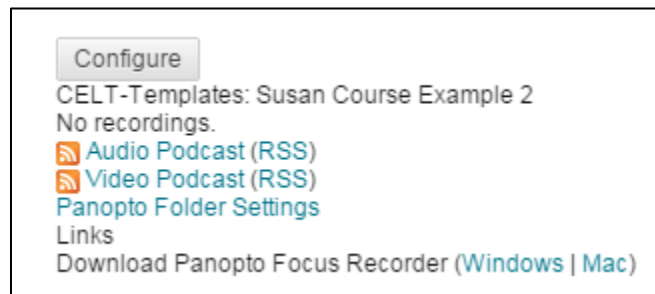
- d. Click on Configure. It may take several minutes for Blackboard Learn to configure Panopto.



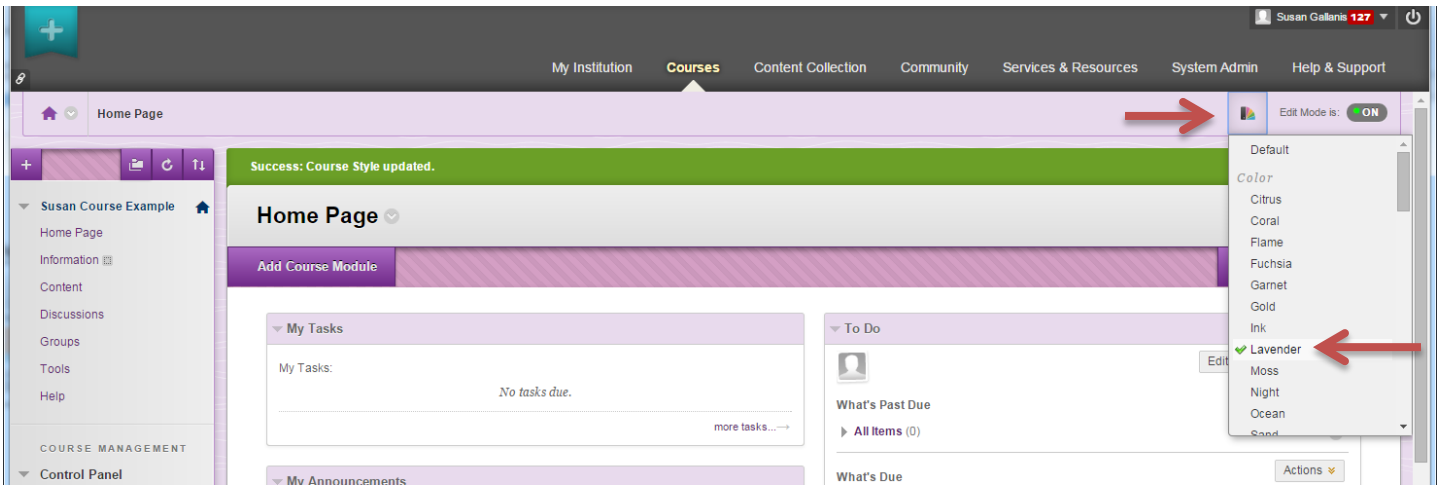
- e. You'll see the courses where you have Panopto added. Find your course, click Add. You can add previous semester recordings to your current course if desired. When finished click Submit. It may take several minutes for the configuration to finish.



- f. Panopto is now configured for your course.

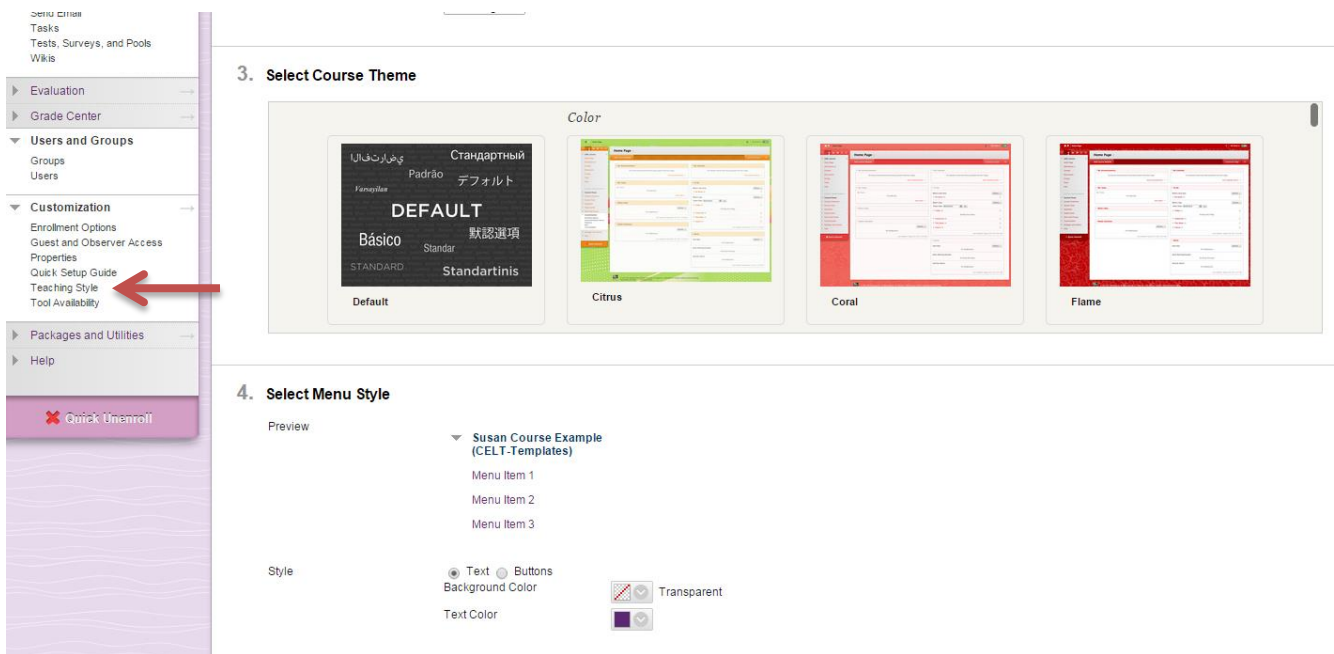


12. **Change course theme colors.** From the course home page, click on the colorful icon. A drop down menu will appear. Click on the color name. The course them colors will be updated.



13. **Add a course banner.**

a. In your course, click on Customization, then Teaching Style. You can edit the course theme color here as well.



b. To add a banner, scroll to #6. Browse your computer to find the image to attach, then click Submit.

6. Select Banner

Current Banner Image

New Banner Image

Attach File



Selected File

File Name

Blackboard Learn logo.PNG

7. Submit



c. The image will be added and viewable from your course home page.

