

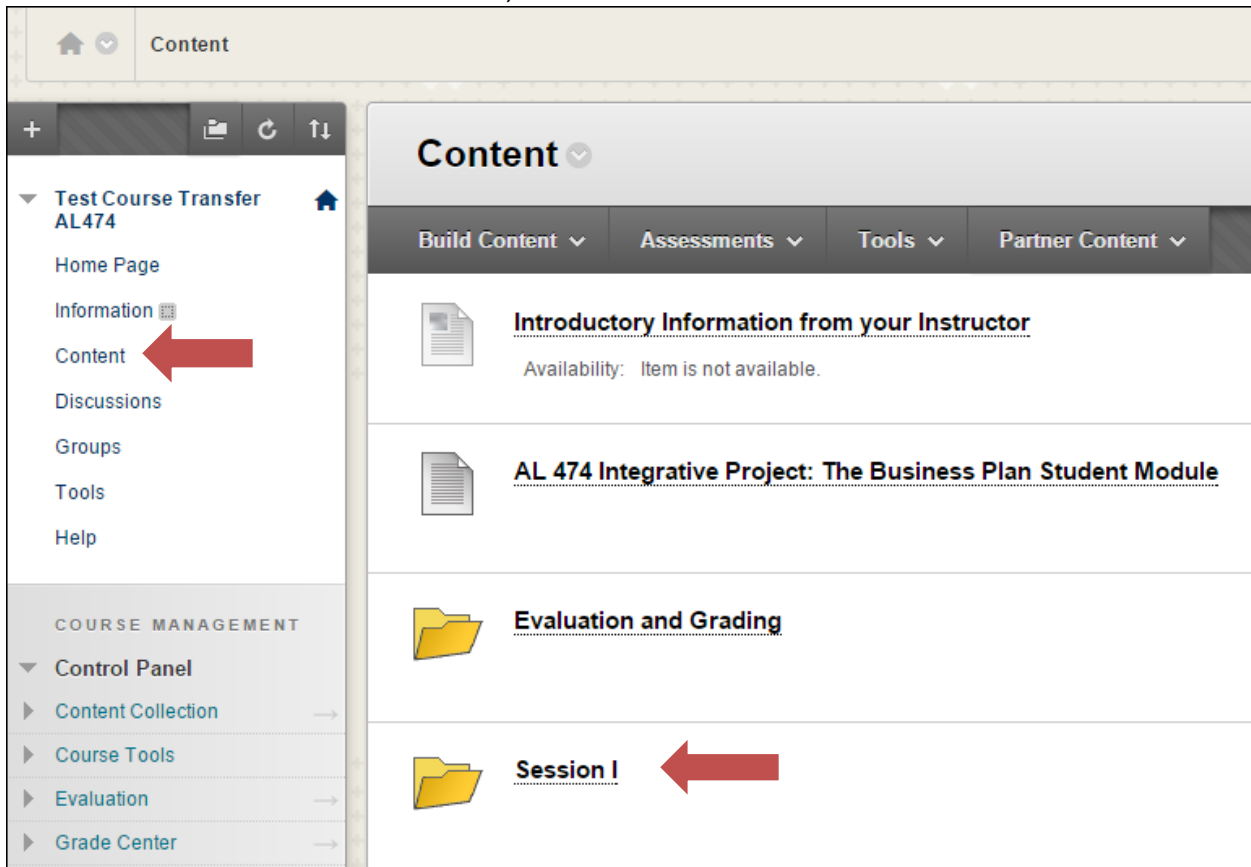
Blackboard Learn: More Tools 2.0

This document contains the following topics:

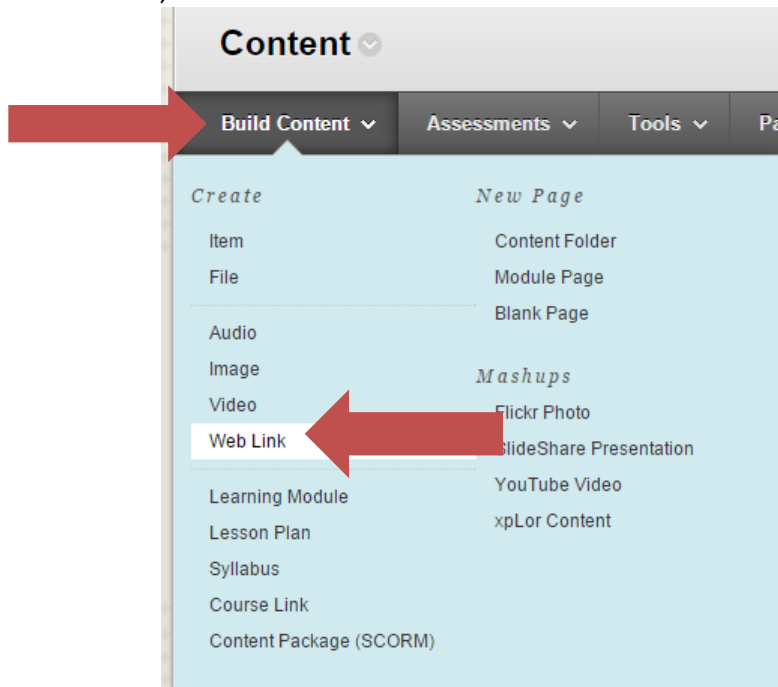
1. Add a Web Link	Page 2
2. Add an Item (add text, an image, a link, a document)	Page 4
3. Embed a YouTube video into an Item	Page 10
4. YouTube mashup tool (another way to add a video)	Page 14
5. Add a Jot Assignment	Page 17
6. SafeAssignment (Direct submissions)	Page 19
7. Create a Discussion Forum	Page 20
8. Discussion Boards: View, Subscribe, Read and Respond	Page 24
9. Grade Discussion Forums	Page 26
10. Color Code the Grade Center	Page 27
11. Notifications	Page 30
12. Announcements	Page 33
13. Email	Page 36
14. Course Messages	Page 37
15. Panopto	Page 39
16. Change course theme colors	Page 41
17. Add a course banner	Page 41

1. Add a Web Link

- a. In your course, click on content, then find where you would like to place the link. For example, to add a weblink inside the Session I folder, click on the folder title.



- b. Once in the folder, hover mouse over Build Content and click Web Link.



- c. Enter the web link name and the website URL.*

* Indicates a required field.

WEB LINK INFORMATION

* Name ←

* URL ←
For example, http://www.myschool.edu/

This link is to a Tool Provider. [What's a Tool Provider?](#)

*Note: Include the https:// of the URL. It is recommended you copy the URL from the actual website and paste it in the URL field above.



- d. Type a description (if desired) in the text box and click submit.

DESCRIPTION

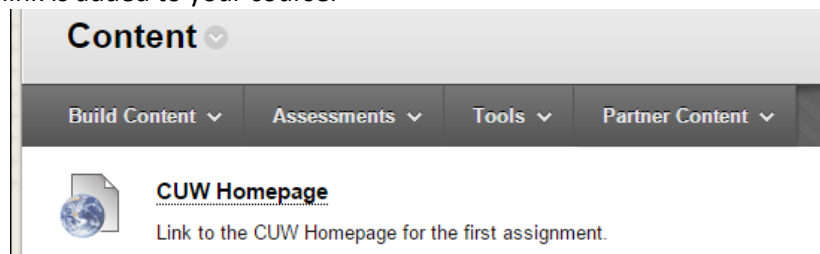
Text

Paragraph Arial 3 (12pt)

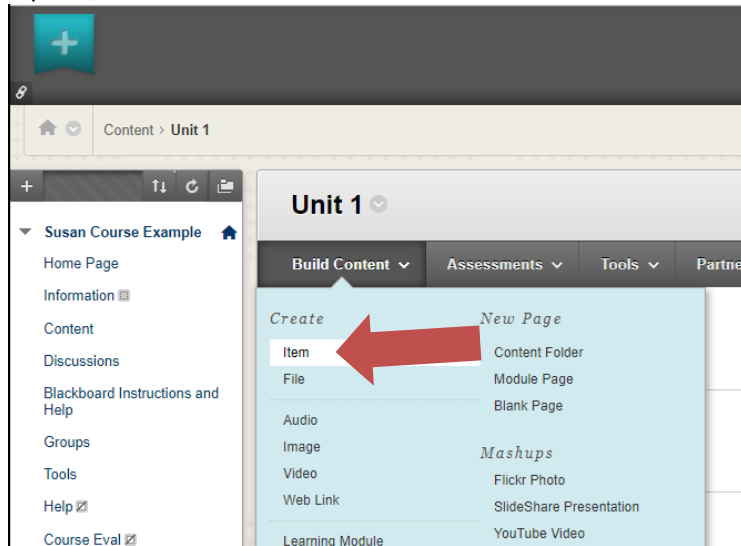
Path: p

Cancel Submit

- e. The web link is added to your course.



2. **Add an Item.** With an Item, instructors can add a variety of content to the course. The most common are typed text, an image, a link, and a document. The following steps will explain these common content types.
- a. In the Content pane, hover mouse over Build Content. Click on Item.



- b. Type a name for the Item and desired text. When you are finished adding content to the Item, click Submit to save changes.

* Indicates a required field.

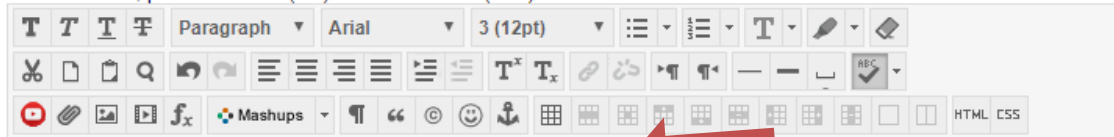
CONTENT INFORMATION

* Name A red arrow points to the text input field.

Color of Name Black

Text

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



Welcome to the course! I'm Susan Gallanis, your course instructor| A red arrow points to the end of the text in the editor.

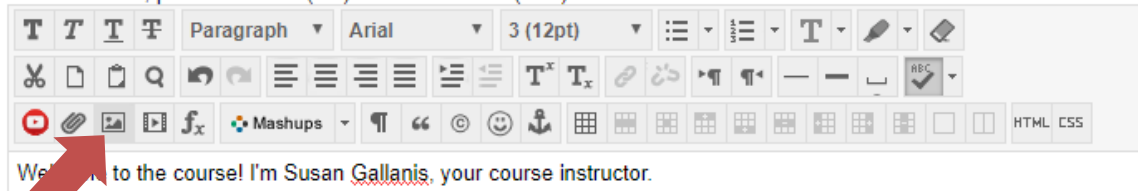
- c. To add an image, click on the image icon (bottom row, third icon from the left).

* Name

Color of Name

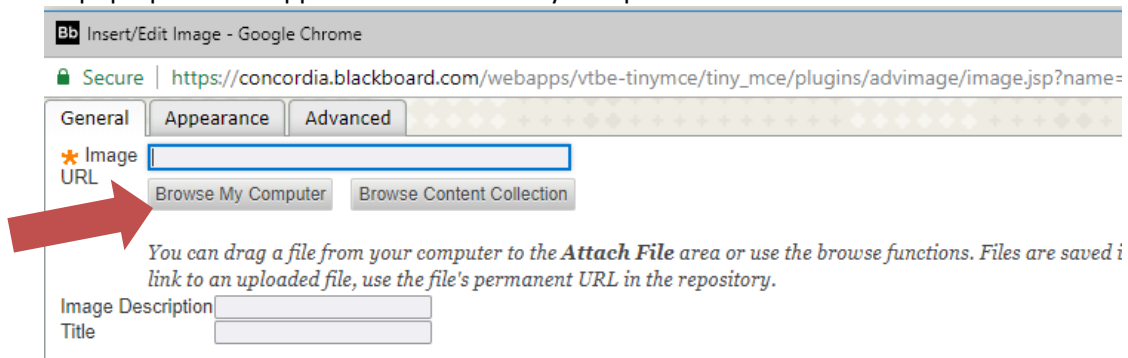
Text

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



Wellcome to the course! I'm Susan Gallanis, your course instructor.

- d. A pop-up box will appear. Click Browse My Computer.



Bb Insert/Edit Image - Google Chrome

Secure | https://concordia.blackboard.com/webapps/vtbe-tinymce/tiny_mce/plugins/advmimage/image.jsp?name=

General Appearance Advanced

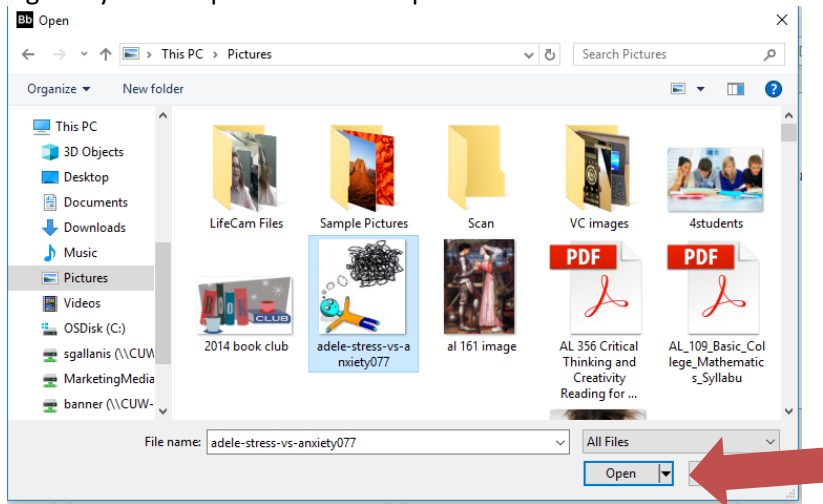
* Image URL

*You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved i link to an uploaded file, use the file's permanent URL in the repository.*

Image Description

Title

- e. Find the image on your computer and click Open to choose it.



Bb Open

This PC > Pictures

Organize New folder

This PC

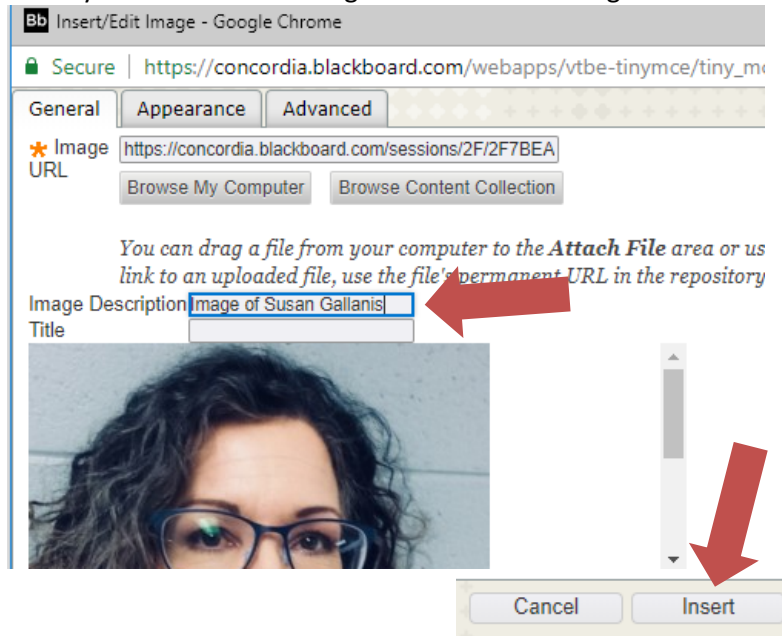
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- OSDisk (C:)
- sgallanis (\\CUW
- MarketingMedia
- banner (\\CUW

LifeCam Files Sample Pictures Scan VC images 4students

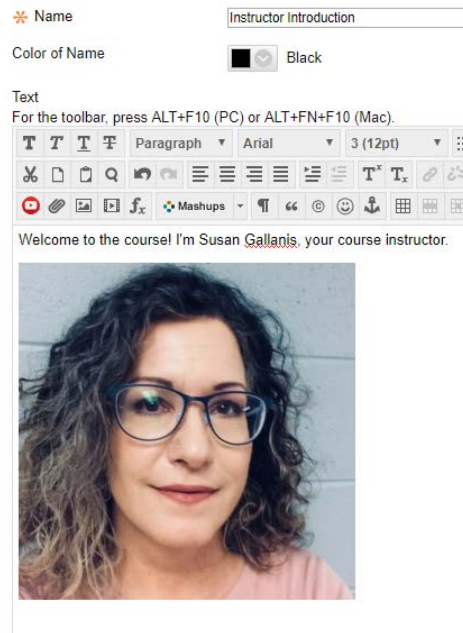
2014 book club adele-stress-vs-anxiety077 al 161 image AL 356 Critical Thinking and Creativity Reading for ... AL_109_Basic_College_Mathematics_Syllabus

File name: All Files

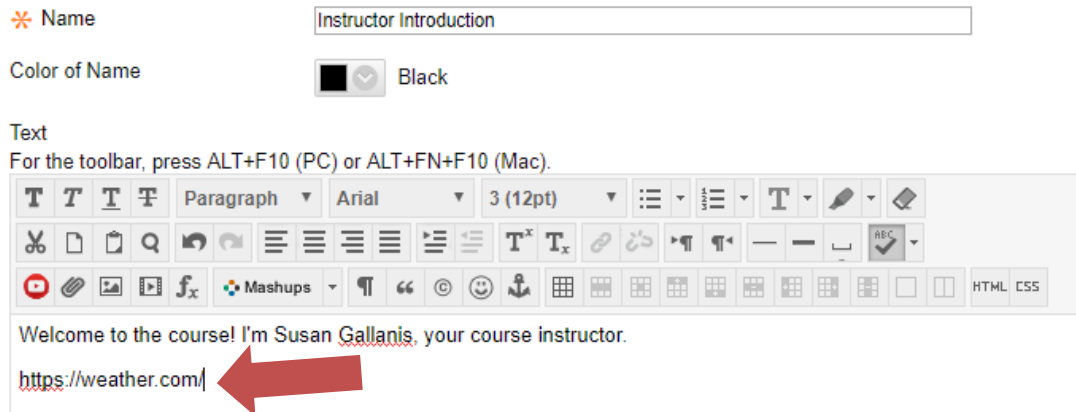
- f. Type an image description (for people with visual impairments) and click Insert. NOTE: Image size is important. You may need to edit the image size before inserting it in an Item.



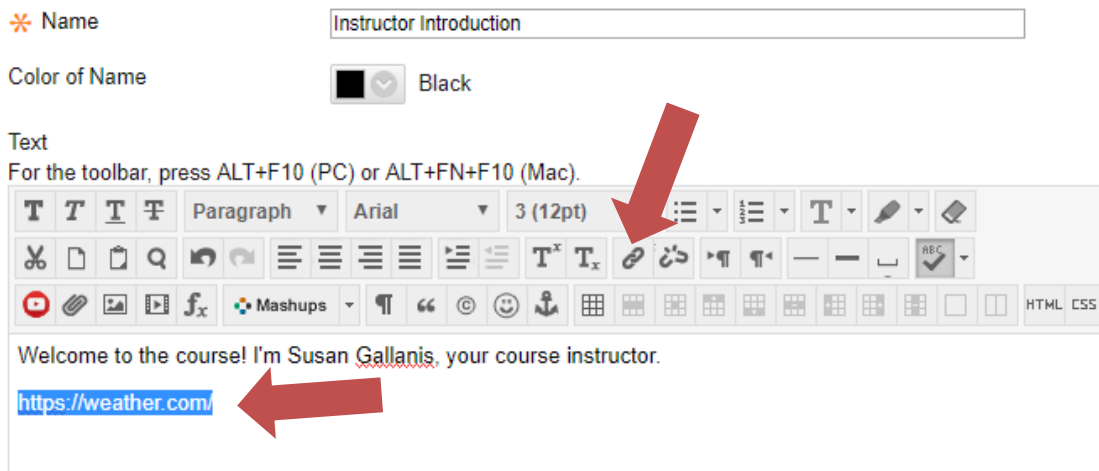
- g. The image is added. When you are finished adding content to the Item, click Submit to save changes.



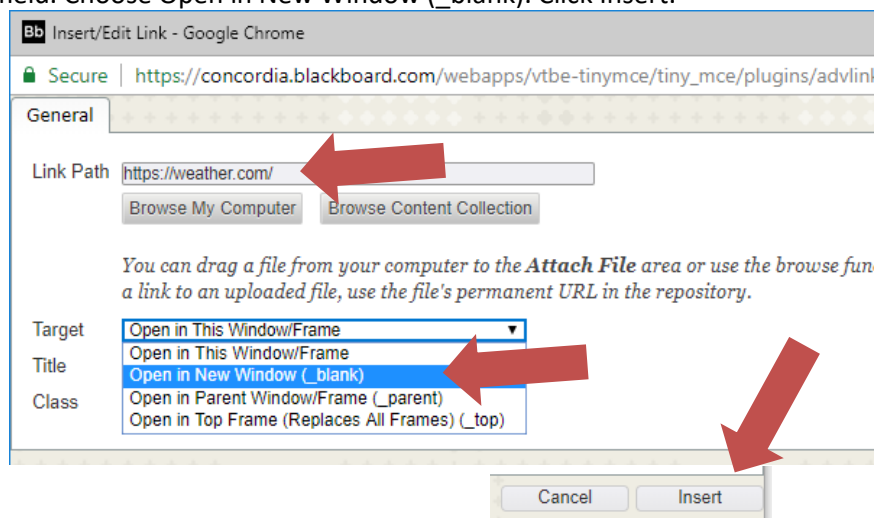
- h. To add a link to an item, copy the link then paste it into the Item description box.



- i. Highlight the link you just pasted, then click on the hyperlink icon (looks like a chain link).



- j. A pop-up box will appear. Paste the link in the Link Path box. Click on the drop down menu for the Target field. Choose Open in New Window (_blank). Click Insert.

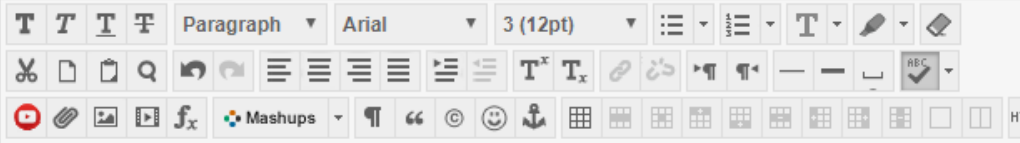


- k. The link will now appear as a hyperlink and open in a new browser window when clicked. Click Submit to save changes.

Name

Color of Name

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




Welcome to the course! I'm Susan Gallanis, your course instructor.
<https://weather.com/>

- l. To add a document to an item click on the paperclip icon.

Name

Color of Name

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



Welcome to the course! I'm Susan Gallanis, your course instructor.
<https://weather.com/>

- m. A box will pop up will appear. Click Browse My Computer to locate the file(s).

Insert Content Link – Blackboard Learn - Google Chrome

Secure | https://concordia.blackboard.com/webapps/wysiwyg/execute/picker?type=FILE&name=htmlData_text&strCourseId=CELT-Templates&course_id=_6684

Insert Content Link

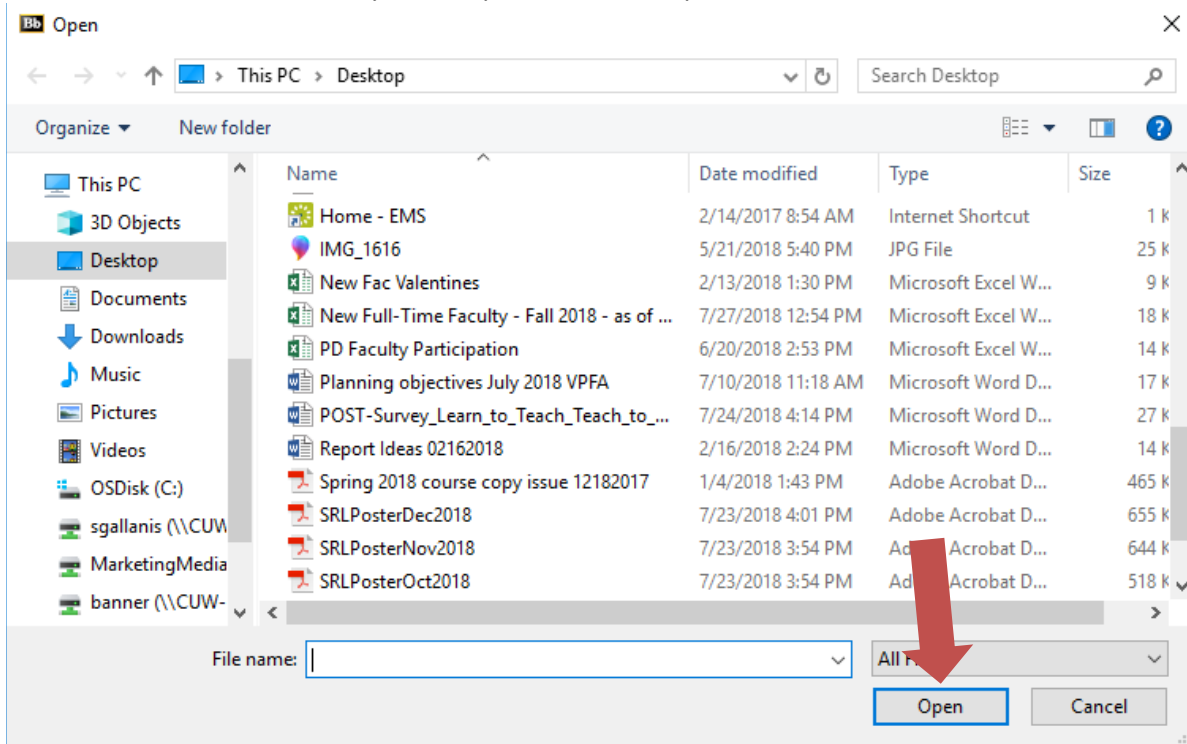
SELECT CONTENT LINK

You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you want to add a link to an uploaded file, use the file's permanent URL in the repository.

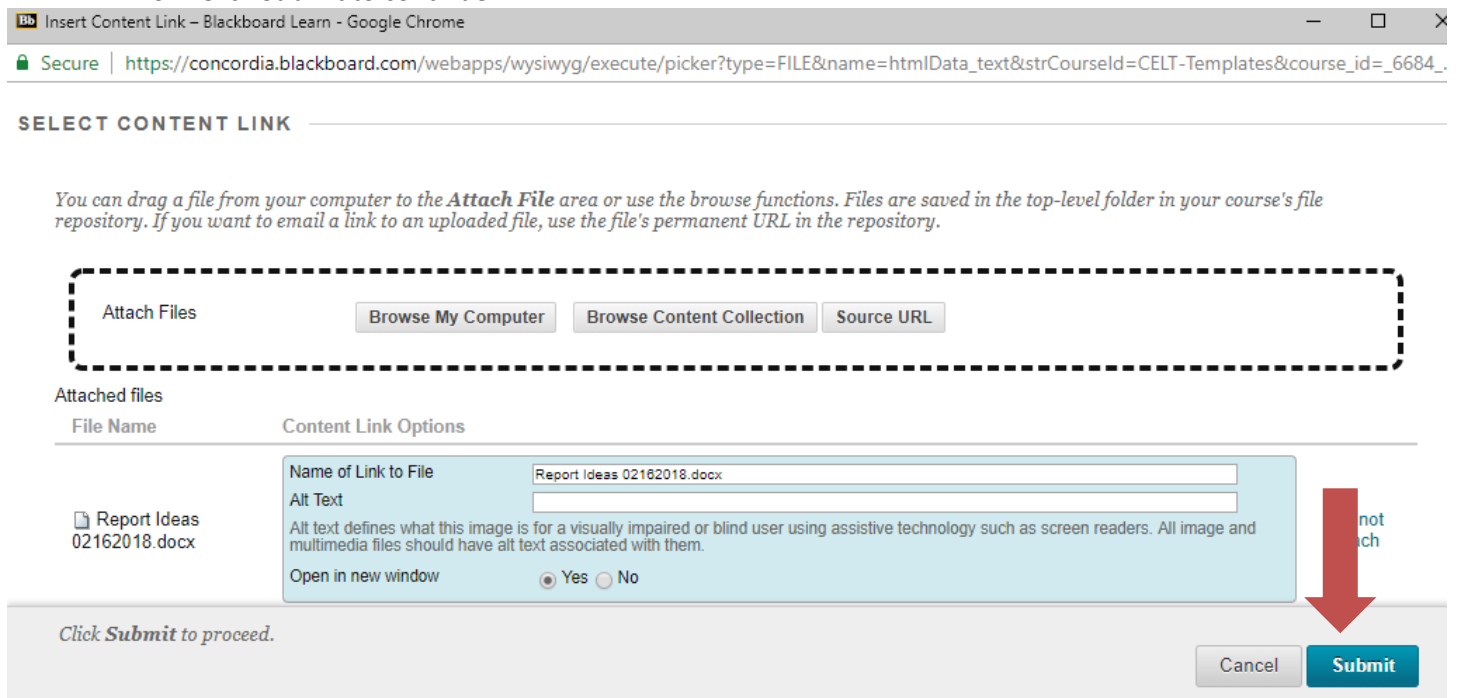
Attach Files

Click **Submit** to proceed.

n. Locate the document on your computer and click Open to choose it.



o. Click Submit to continue.



p. Click Submit to continue.

Insert Content Link – Blackboard Learn - Google Chrome

Secure | https://concordia.blackboard.com/webapps/wysiwyg/execute/picker?type=FILE&name=htmlData_text&strCourseId=CELT-Templates&course_id=_6684

Add Content Link

Wednesday, August 1, 2018 11:59:19 AM CDT

Cancel Submit

Report Ideas 02162018.docx (14304 bytes) added.

Report Ideas 02162018.docx

Note: This content type (Content Link) will display within the Text Editor, but cannot be selected or resized. Click Submit to preview the content within the Text Editor.

Cancel Submit

q. The document will appear as a hyperlink in the Item text box. Click Submit to save your changes.

Text

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

Text Editor Toolbar

Report Ideas 02162018.docx

3. **Embed a YouTube video into an Item.** Embedding a YouTube video in a Blackboard course allows the students to view the video within the course.

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

Content

World History AL 161 WK 31830-201530

Home Page

Information

Content

Discussions

Groups

Tools

Help

Build Content

Assessments

Tools

Partner Content

Create

New Page

Item

Content Folder

File

Module Page

Audio

Blank Page

Image

Mashups

Video

Flickr Photo

Web Link

SlideShare Presentation

b. Enter Name and (optional) description.

Edit Item

* Indicates a required field.

Cancel Submit

CONTENT INFORMATION

* Name

Color of Name

Text

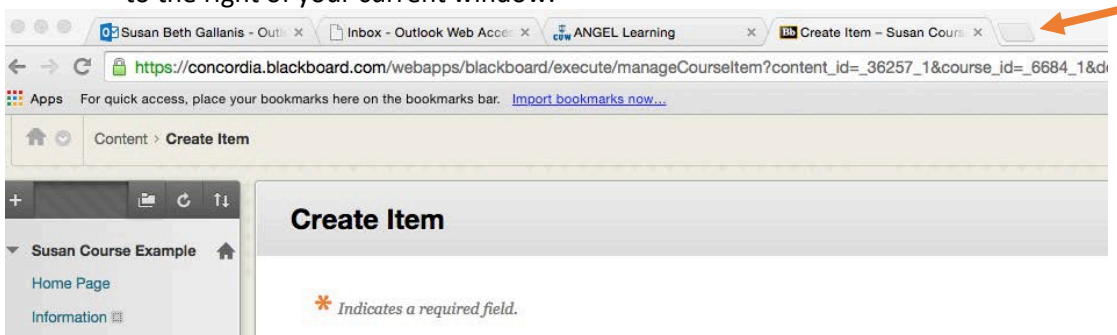
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Watch this video prior to Week 2 class.

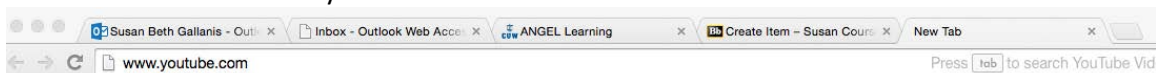
Path: p Words: 8

c. 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).

Concordia University Wisconsin Campus Tour

ConcordiaWisconsin1

Subscribe 329

4,776

+ Add to Share More

15 0

Share Embed Email

```
<iframe width="420" height="315" src="https://www.youtube.com/embed/XZPcx1YTFg" frameborder="0" allowfullscreen></iframe>
```

SHOW MORE


- d. Back in the course (within the Item) 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.

CONTENT INFORMATION

* Name

Color of Name

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

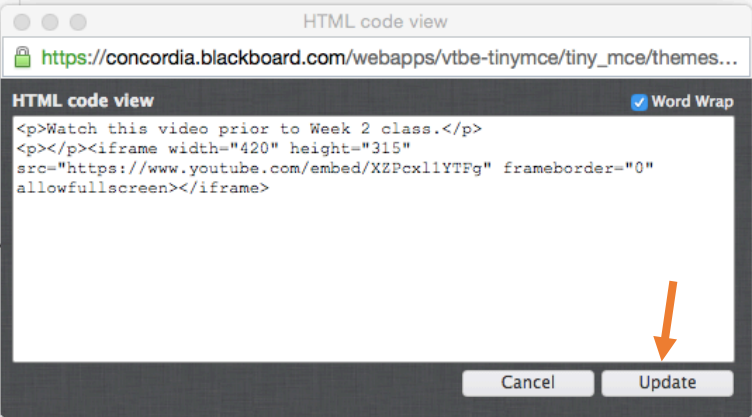


Watch this video prior to Week 2 class.

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



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

* 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).



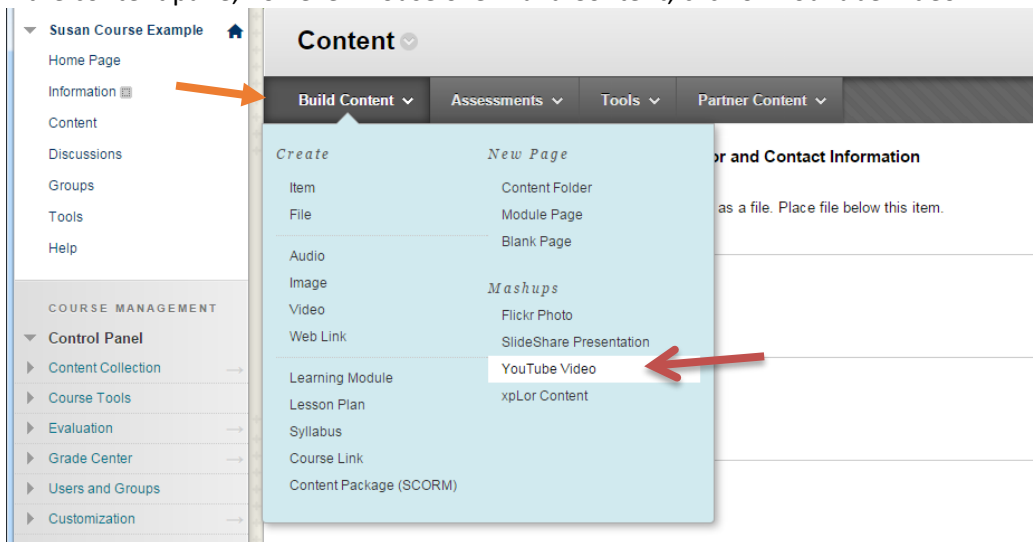
Path: p Words: 8



- f. The YouTube video is embedded into your course using the Item tool.



4. **YouTube mashup tool (another way to add a YouTube video).** The YouTube mashup tool lets instructors browse YouTube videos from the course in Blackboard.
- a. In the content pane, however mouse over Build Content; click on YouTube Video.



- b. Enter key words to search YouTube. Click Go.

Search for a YouTube Video
Enter search information below. Click Go to view the results. The order of search results is determined by YouTube.

Search Language

- c. A list of videos will appear. When you've found the desired video you want to use, click Select.

Search Results
Enter search information below. Click Go to view the results. The order of search results is determined by YouTube.

Search Language

Displaying 1 to 10 of 1000000 items

Colin Cowherd on where Aaron Rodgers ranks on the list of all-ti
Duration: (6:17) User: n/a Added: 7/30/18
YouTube URL: <http://www.youtube.com/watch?v=xmpW9JvqoQI>
Colin Cowherd talks Aaron Rodgers with Albert Breer. Hear what both of them had to s:

Which Green Bay Packers rookie WR has more upside: J'Mon Mc
Duration: (4:30) User: n/a Added: 7/31/18
YouTube URL: <http://www.youtube.com/watch?v=VBXaZJlp2M>
Get It on iTunes → <https://itunes.apple.com/us/podcast/rotounderworld-radio-stereo/id1>

Green Bay Packers 2018 Predictions
Duration: (11:29) User: n/a Added: 7/30/18

- d. You can rename the video, and enter a description if desired.

1. Add YouTube Content to Course

Duration: (12:24)
User: 26iaheREGZOdc5zVSJEI4w - Added: 1/18/15
YouTube URL: <http://www.youtube.com/watch?v=JJHoL6uoYNY>

Description

- e. Complete the other options as desired. Click Submit when finished.

ATTACH OR LINK CONTENT

Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Browse My Computer



Browse Content Collection


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.

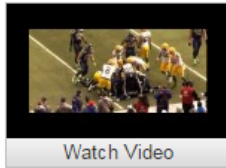
Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Back Preview **Submit**

- f. You've added a YouTube video to your course.



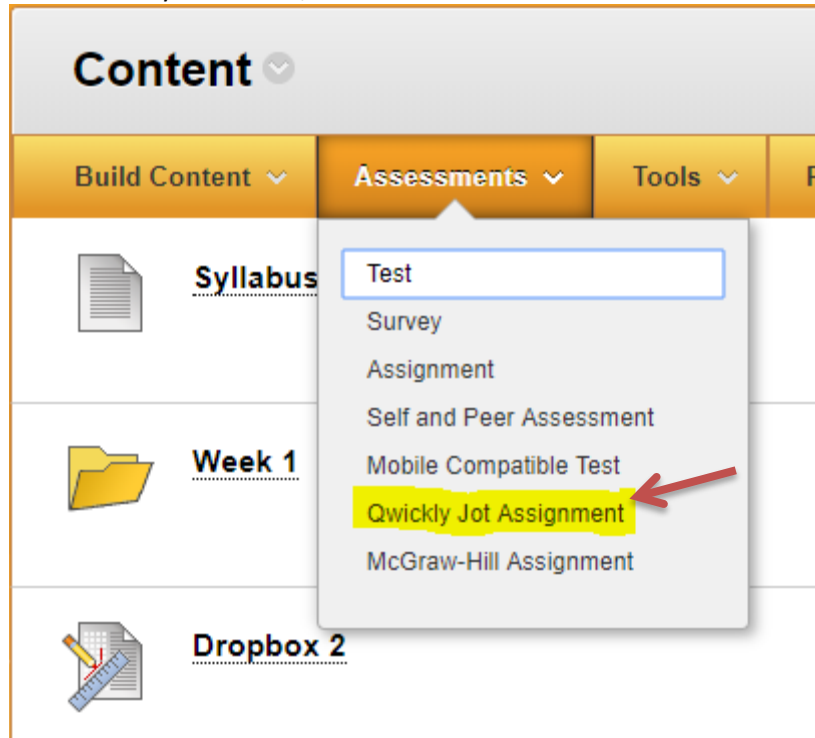
Seattle Seahawks vs Green Bay Packers Highlights - NFC Championship 2015



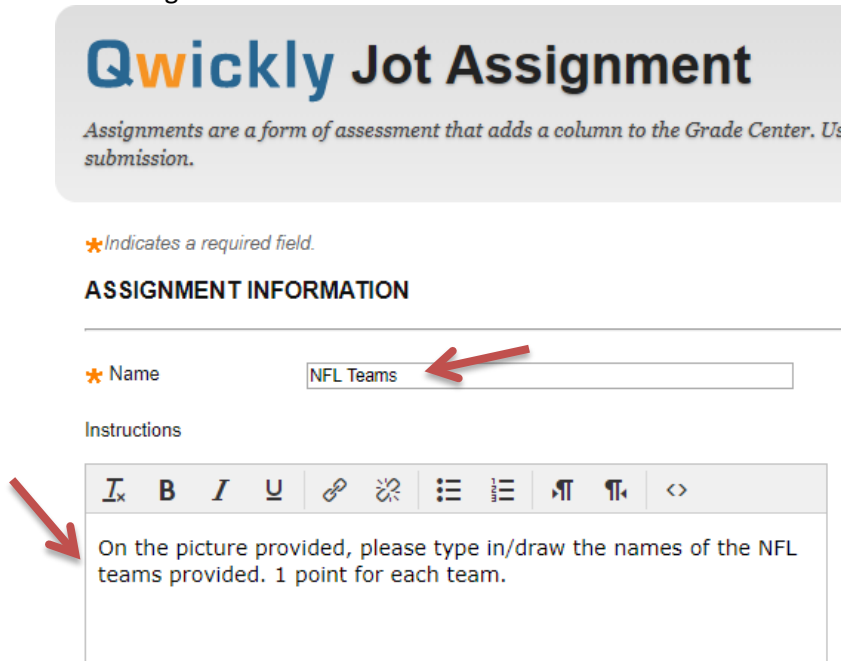
Seattle Seahawks vs Green Bay Packers Highlights - NFC Championship 2015

Duration: (12:24)
User: 26iaheREGZOdc5zVSJEI4w - Added: 1/18/15

5. **Add a Jot Assignment.** A Jot Assignment lets instructors upload an image to an Assignment (drop box). Students can add text or draw on the image and submit it for grading.
- a. In the Content area of your course, hover mouse over Assessments. Click on Qwickly Jot Assignment.



- b. Add a name and assignment instructions as needed.

A screenshot of the 'Qwickly Jot Assignment' configuration form. The title is 'Qwickly Jot Assignment' with a subtitle: 'Assignments are a form of assessment that adds a column to the Grade Center. Use this tool to create assignments that require a submission.' Below this is a legend: '*Indicates a required field.' The section is titled 'ASSIGNMENT INFORMATION'. There is a required field for 'Name' with the value 'NFL Teams' (indicated by a red arrow). Below this is the 'Instructions' section, which includes a rich text editor toolbar and the text: 'On the picture provided, please type in/draw the names of the NFL teams provided. 1 point for each team.' (indicated by a red arrow).

- c. Upload an image from your computer by first clicking on the Computer icon. Then browse your computer to locate the image and add the image.

*** ASSIGNMENT FILE**

*If you select a file you do not want, click **Cancel** to remove the attachment from the content item.*



- d. Set a Due Date (if necessary), the Points Possible, and Grading Displays. Click Submit when finished.

DUE DATES

Due Date Yes No

Date

EVALUATION

* Points Possible

Grade Displays

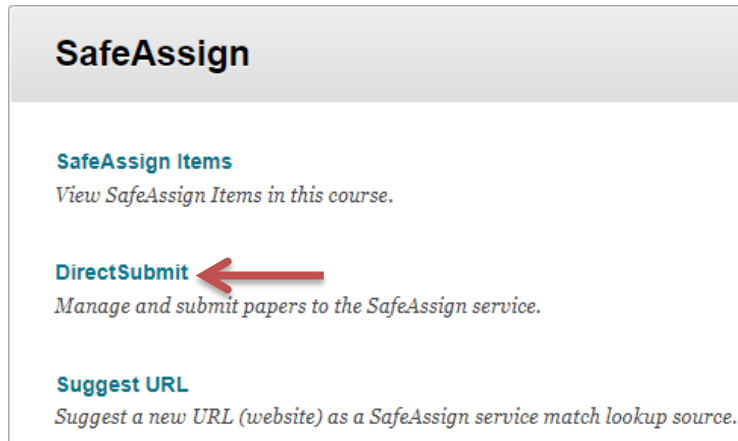
Grading Period

AVAILABILITY

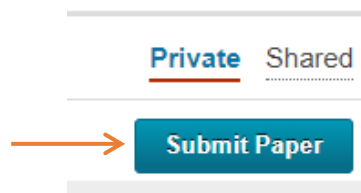
Make the Assignment Available Yes No

Track Number of Views Yes No

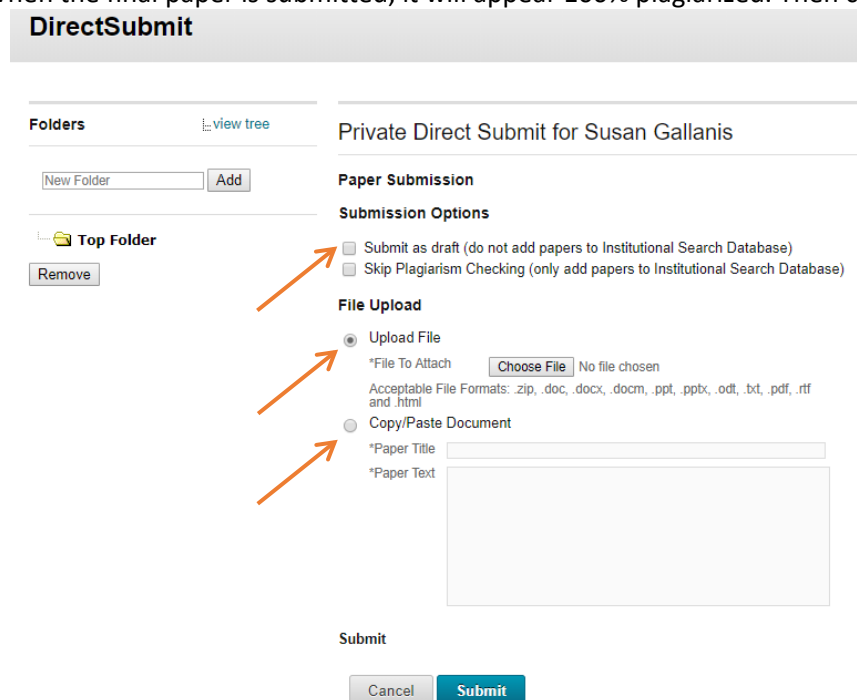
6. **SafeAssignment.** You can enable the SafeAssign tool when creating an assignment/drop box (see the Create an Assignment tutorial, a separate document). You can also submit assignments directly to SafeAssign without creating an assignment/drop box.
 - a. To submit a paper directly to SafeAssign,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



- b. Click on Submit Paper (right side of screen).



- 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.



- 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.

Filename	File	Matching	Draft	SA report	Submitted
pools.docx		0%			Tue, Aug 11, 2015, 11:27 AM
sample student essay.docx		100%			Wed, Oct 21, 2015, 03:51 PM
Sample 1 Essay.docx		100%			Mon, Apr 11, 2016, 01:26 PM

7. 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 interface for a course titled "Susan Test Course Transfer AL107SW". The left sidebar contains a navigation menu with "Content" highlighted. The main content area shows "Session I" with a "Tools" dropdown menu open. The "Tools" menu includes 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 in the menu. Another red arrow points to the "Content" option in the sidebar. A green banner at the top of the main content area displays the message "Success: Test SafeAssign deleted."

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](#)

Cancel Submit

1. Forum Information

Name

Description

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, Insert Link, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Table of Contents, Insert Page Number, Insert Page Break, Insert 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:

Grade-Threads

Due Date

Show participants in "needs grading" status  after every Posts

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

Associated Rubrics

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

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

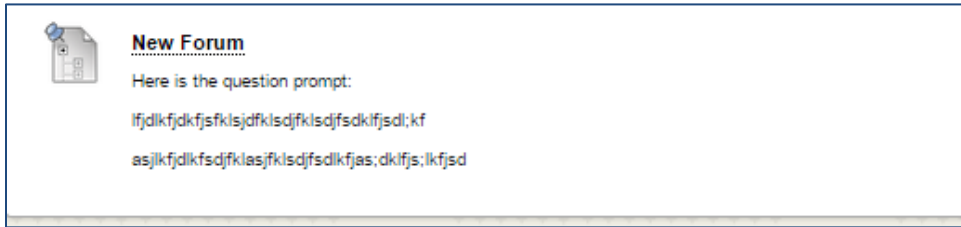
Allow Members to Rate Posts

4. Submit

Click Submit to proceed. Click Cancel to quit.

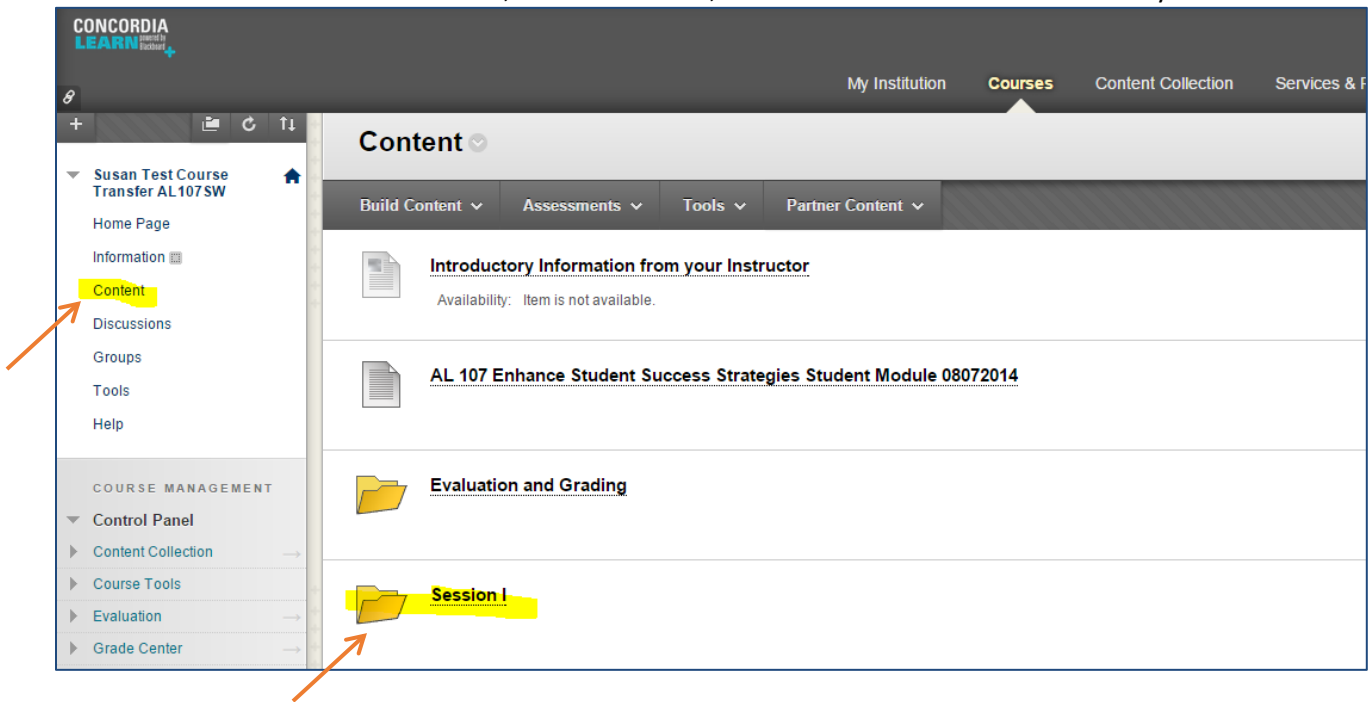


g. Here is the newly created Discussion Forum.

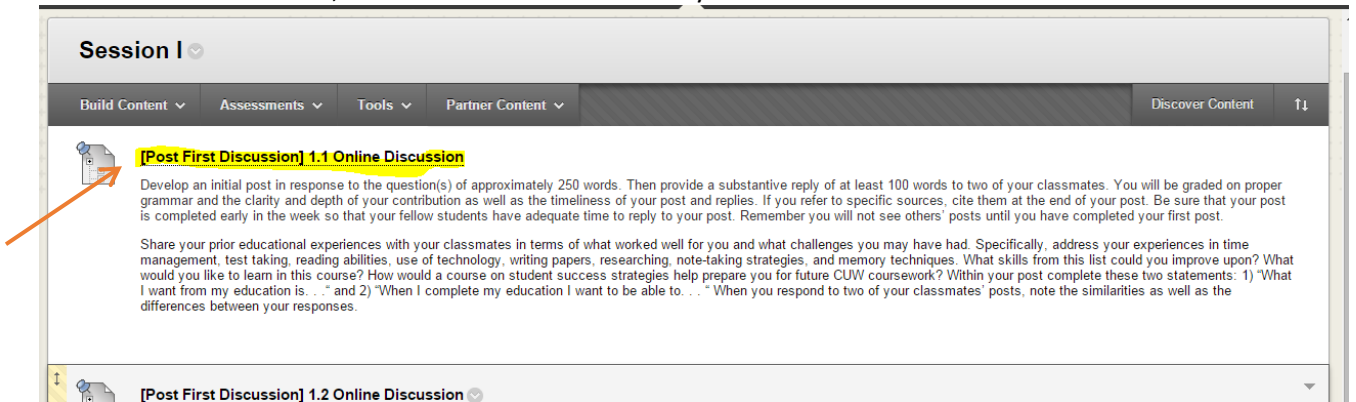


8. Discussion Boards: View, subscribe, read, and respond

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.

The screenshot shows the Blackboard forum interface for "Forum: [Post First Discussion] 1.1 Online Discussion". At the top right, there are "List View" and "Tree View" buttons. Below the forum title is a descriptive paragraph: "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](#)". A navigation bar contains buttons for "Create Thread", "Grade Discussion Forum", "Subscribe" (highlighted with a yellow circle and an orange arrow), "Search", "Discover Content", "Collapse All", and "Expand All". Below this is a table with columns "Thread", "Author", "Status", and "Date". The table contains one entry: "Susan (test student) Response" by "Susan (Test Student) Gallanis", with a status of "Published" and a date of "11/25/14 12:27 PM". Below the table are "Message Actions" (dropdown), "Collect", and "Delete" buttons.

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

This screenshot is similar to the previous one, showing the same forum interface. In this view, the "Susan (test student) Response" thread in the table is highlighted with a yellow background, and an orange arrow points to the thread title. The "Subscribe" button in the navigation bar is also visible.

e. Click on Reply to respond to the post.

The screenshot shows a detailed view of a thread titled "Thread: Susan's new thread". At the top, there are controls: "Select: All None", "Message Actions" (dropdown), "Expand All", and "Collapse All". Below this is a post by "Susan (Test Student) Gallanis" with the title "Susan's new thread" and the content "Test student thread is created.". At the bottom of the post is a blue "Reply" button, which is highlighted by a red arrow pointing to it from the right.

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
Susan (test student) Response
8 minutes ago
Overall Rating: ☆☆☆☆

Here's my response!
jlkfjdjlkjsdlkfjfkjdfilks
klfjdslkfdsjflkjal;k;fjdsklfasjfklsadjf
[dfkljdsflksdjflksdjflk;sdfjslkdfjdslk;fjdslkfjads;l;kfjasdlk;fjds;lfkjdslfjads;lfkjadsdf!!!!!!!

* 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

9. 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

Thread	Author	Status	Date
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 [v](#) | Sort by: [Date of Last Post](#) | Order: [Descending](#)

Thread: Susan's new thread
 Post: Susan's new thread
 Author: Susan (Test Student) Gallanis

Posted Date: October 28, 2014 12:24 PM
 Status: Published

Test student thread is created.

[Reply](#) [Quote](#) [Mark as Unread](#)

Thread: My response or question
 Post: RE: My response or question
 Author: Susan (Test Student) Gallanis

Posted Date: October 28, 2014 12:01 PM
 Status: Published

Here is test student response.

[Reply](#) [Quote](#) [Mark as Unread](#)

Forum Statistics

Susan (Test Student) Gallanis (2)

10/28/14 12:24 PM Grade

FEEDBACK - SHOWN TO LEARNER

Nice work!

Character count: 10

[Add Notes](#)

[Submit](#)

10. **Color Code the Grade Center.** The cells in the Grade Center can be color coded based on criteria you select.

a. In the Full Grade Center, click on **Manage** and then **Grading Color Codes**.

Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center.

[Create Column](#) | [Create Calculated Column](#) | [Manage](#) | [Reports](#)

[Move To Top](#) | [Email](#)


Last Name	First Name	Last Access	Discussion 1
Frisque	Brittany	March 12, 2014	90.00%
Frisque	Justin (Test Student)		80.00%
Frisque	Justin (Test Student)		70.00%
Frisque	Kolyssa		55.00%
Frisque	Marshal		60.00%

Grading Periods
 Grading Schemas
Grading Color Codes
 Categories
 Smart Views
 Column Organization
 Row Visibility
 Send Email
 McGraw-Hill Connect Reports
 Manage Pearson MyLab & Mastering Grades

- b. Check the box for **Enabling Grading Color Codes.**

Grading Color Codes
Grading Color Codes apply background and

COLOR CODE INFORMATION

Enable Grading Color Codes 

- c. The first color codes you can set are on the grading status of items. Click to choose the desired color for each status: In Progress, Needs Grading, or Exempt. The default color is white.

COLOR CODING OPTIONS

Grading Status


Colors can be defined for items that are In Progress, Need Grading, or Exempt. Attempt St

Background Color

In Progress

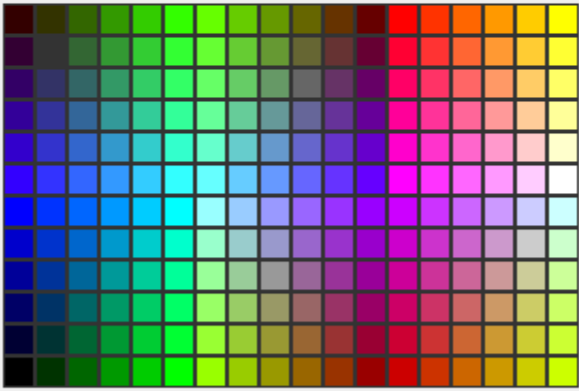
Needs Grading


Exempt

White 

Select a swatch color

Color value # Preview Skip



Color Preview  White (#FFFFFF)

Cancel Apply

Grade Ranges

Grade Ranges can be defined by L always inclusive. For example, 20 less than 80, less than 40.

Criteria

Between

Between

- d. Grade ranges can also be color coded. This can help you quickly identify students who may be struggling. Click Add Criteria to set a percentage range. Choose background color and text color. Continue to add criteria until all desired percentage ranges have been set. Click Submit when finished.

Grade Ranges

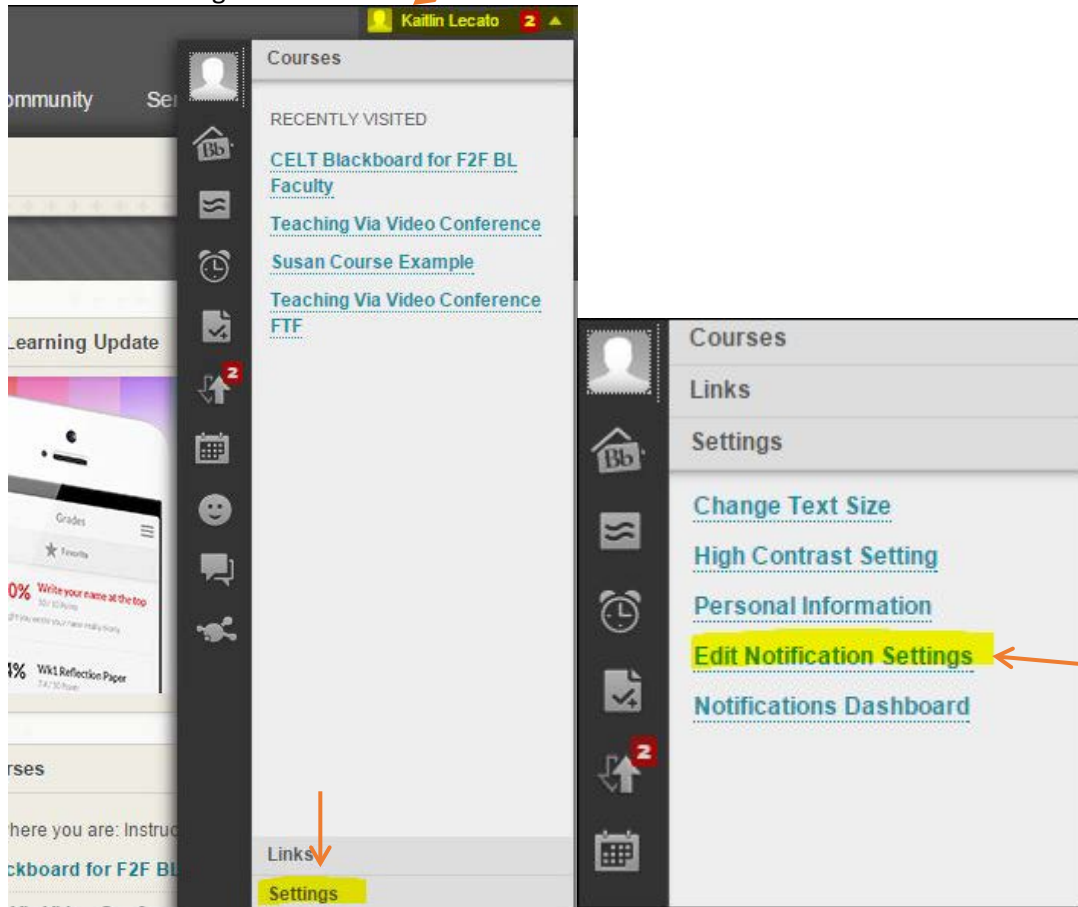
Grade Ranges can be defined by Less Than, More Than, or Between criteria. You can use multiple Grade Ranges. Make sure that Grade Ranges do not overlap. The upper l always inclusive. For example, 20 does not match the rule 'between 10 and 20', but 10 does. Grade Ranges are evaluated in decreasing range order, so it is possible to write less than 80, less than 40.

Criteria	Background Color	Text	Indicator Preview	
Between ▾ 92 % and 100 %	<input type="color" value="#006400"/> Dark Hard Green	<input type="color" value="#000000"/> Black	Text	Delete Criteria
Between ▾ 0 % and 60 %	<input type="color" value="#8B0000"/> Dark Hard Red	<input type="color" value="#000000"/> Black	Text	Delete Criteria

←

11. 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 tea
- Courses I am tak

Edit Individual Orga
View the current notificat
specific organization.

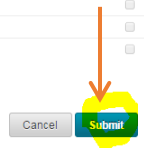
c. Click on the notifications you wish to receive via email. Click Submit when finished.

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 ⚠
- Justin Test Course CUW3 ⚠

Bulk Edit Notification Settings

Select the set of courses or organizations to update. Select the method that will deliver that 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

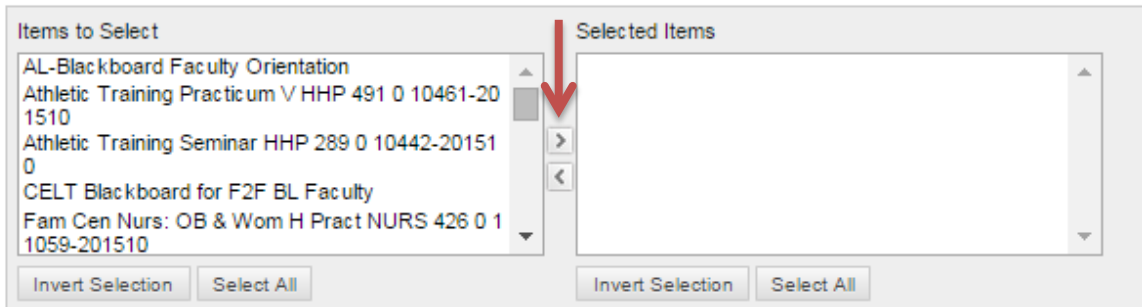
View the current notification settings for organization.

- 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

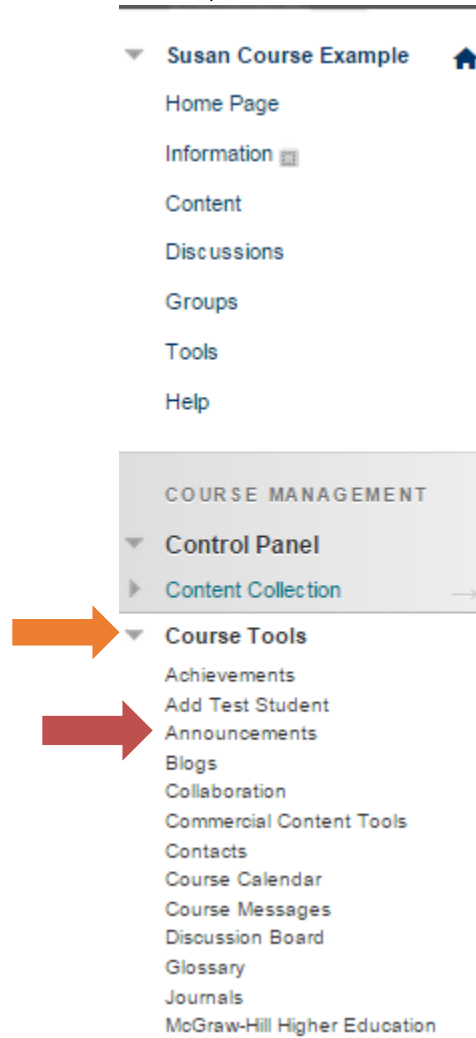
-  All
 Selected



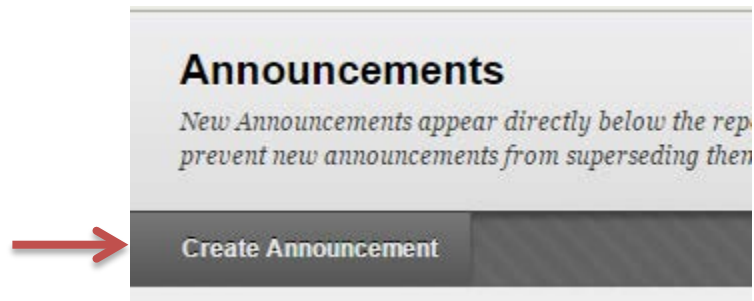
Items to Select	Selected Items
AL-Blackboard Faculty Orientation	
Athletic Training Practicum V HHP 491 0 10461-201510	
Athletic Training Seminar HHP 289 0 10442-201510	
CELT Blackboard for F2F BL Faculty	
Fam Cen Nurs: OB & Wom H Pract NURS 426 0 11059-201510	

12. 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. Chose 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, Source, and other formatting tools.

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.

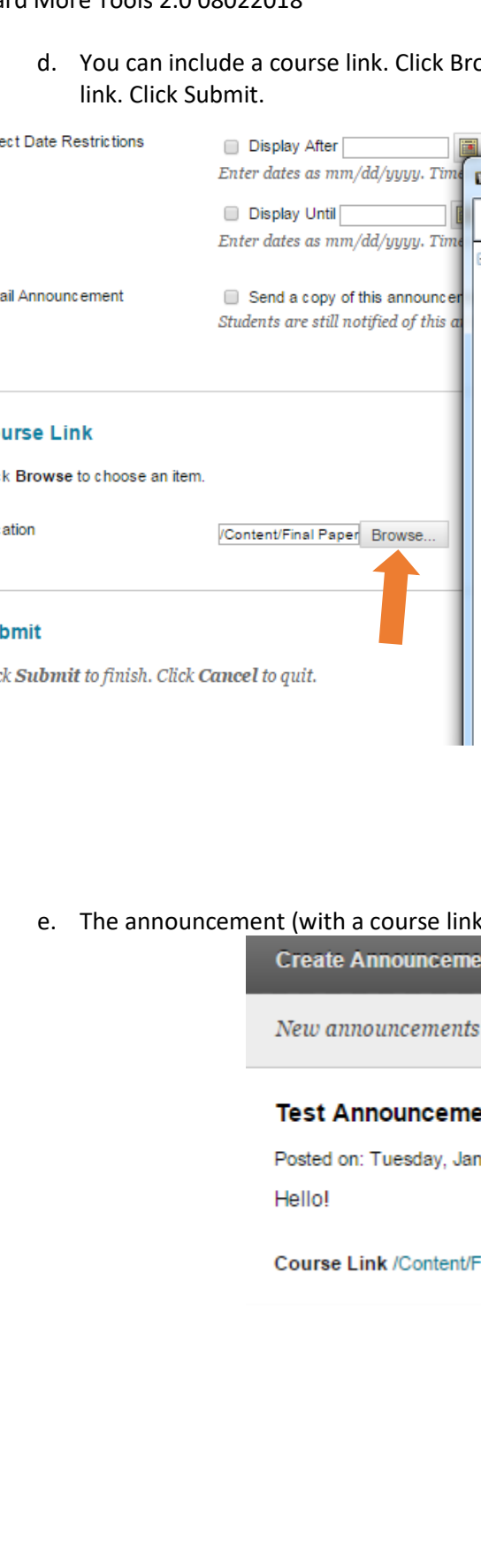
3. Course Link

Click **Browse** to choose an item.

Location **Browse...**

4. Submit

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



- 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](#)

13. 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 interface for a course named 'Susan Course Example'. On the left is a navigation menu with categories like 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools', and 'Help'. Below these is a 'COURSE MANAGEMENT' section containing 'Control Panel', 'Content Collection', and 'Course Tools'. A red arrow points to 'Course Tools'. Under 'Course Tools', a list of options is shown, with a second red arrow pointing to 'Send Email'. The main content area on the right is titled 'Send Email' and contains several options for selecting recipients: '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'.

Send Email
Instructors can send email to all or selected individual Users, course.

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.

Single / Select Groups
Select which Groups will receive the email.

Single / Select Observer users
Send an email to selected Observer 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)

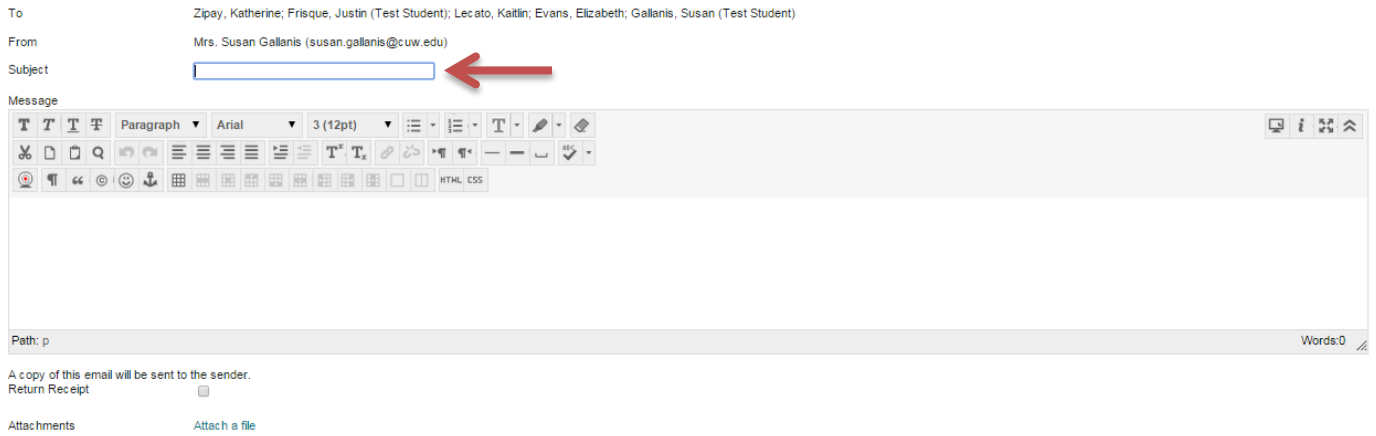
Subject

Message

Path: p Words: 0

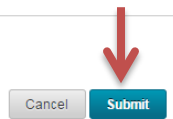
A copy of this email will be sent to the sender.
Return Receipt

Attachments [Attach a file](#)



2. Submit

Click Submit to proceed. Click Cancel to quit.



14. 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.

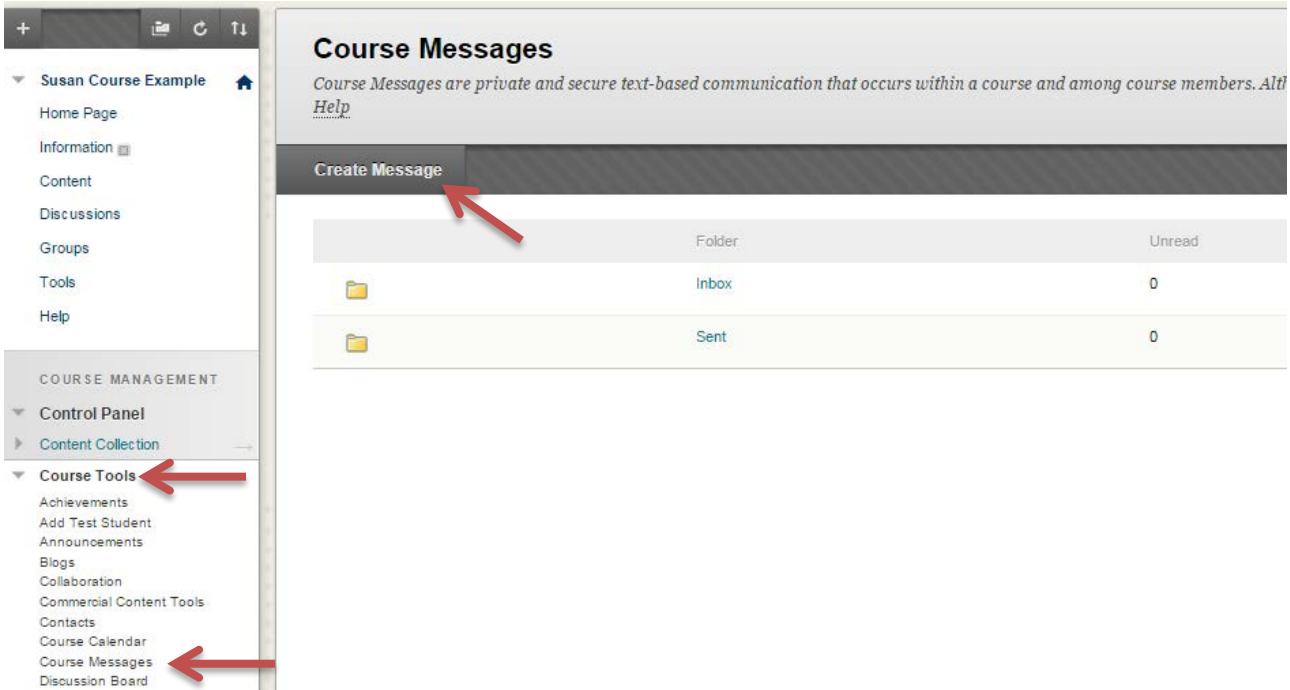
Course Messages
Course Messages are private and secure text-based communication that occurs within a course and among course members. [Alt Help](#)

[Create Message](#)

Folder	Unread
Inbox	0
Sent	0

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

Recipients

Invert Selection Select All

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

15. 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.

The screenshot shows the Blackboard interface. On the left is a navigation menu with 'Content' highlighted. The main area is titled 'Content' and has a 'Tools' dropdown menu open. Within the 'Tools' menu, 'More Tools' is selected, which has opened a sub-menu. In this sub-menu, 'Panopto Course Tool Application' is highlighted. Red arrows indicate the path from 'Content' to 'Tools', then to 'More Tools', and finally to 'Panopto Course Tool Application'.

b. Enter a name. Add an optional description. Click Submit.

1. Link Information

Link Name: Panopto Focus Content

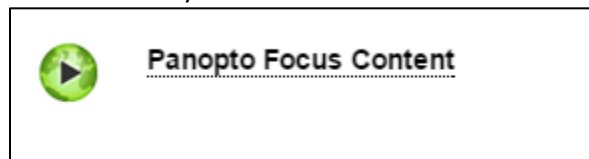
Color of Name: Black

Link: Tool: Panopto Focus Content

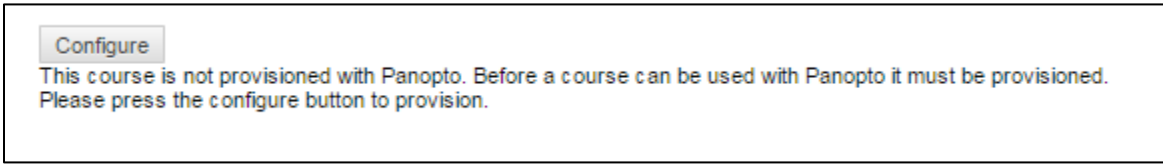
Text: [Rich text editor toolbar]

Buttons: Cancel, Submit

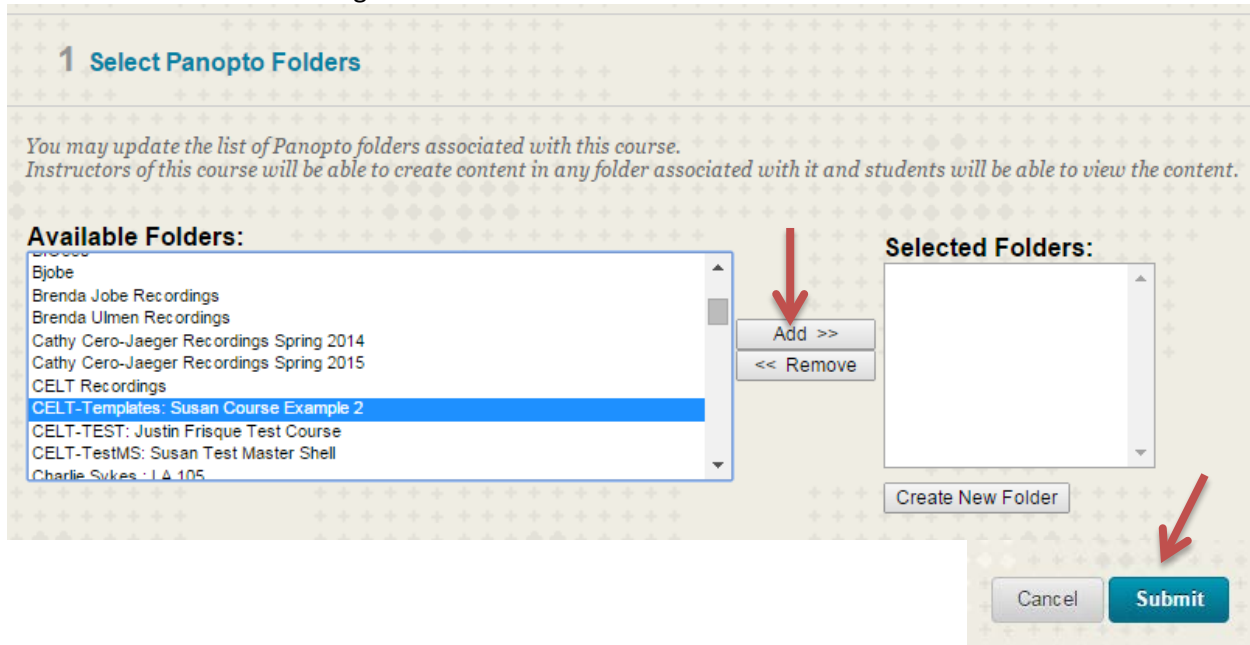
c. The Panopto link will be added to your content area. Click on the Panopto link.



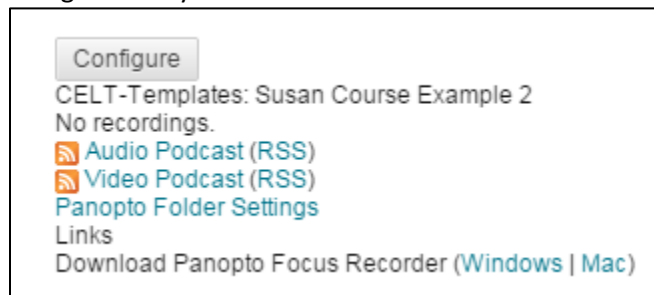
- d. Click on Configure. It may take several minutes for Blackboard Learn to configure Panopto.



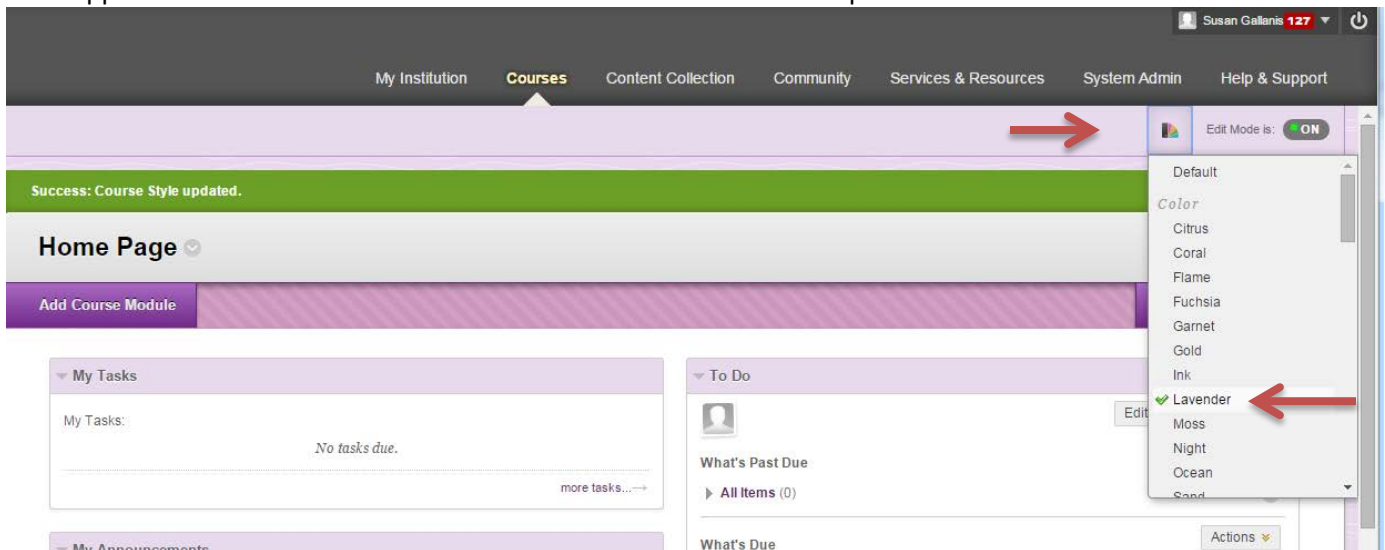
- e. You'll see the courses where you have Panopto added. Find your course, click Add. You can add previous semester recordings to your current course if desired. When finished click Submit. It may take several minutes for the configuration to finish.



- f. Panopto is now configured for your course.

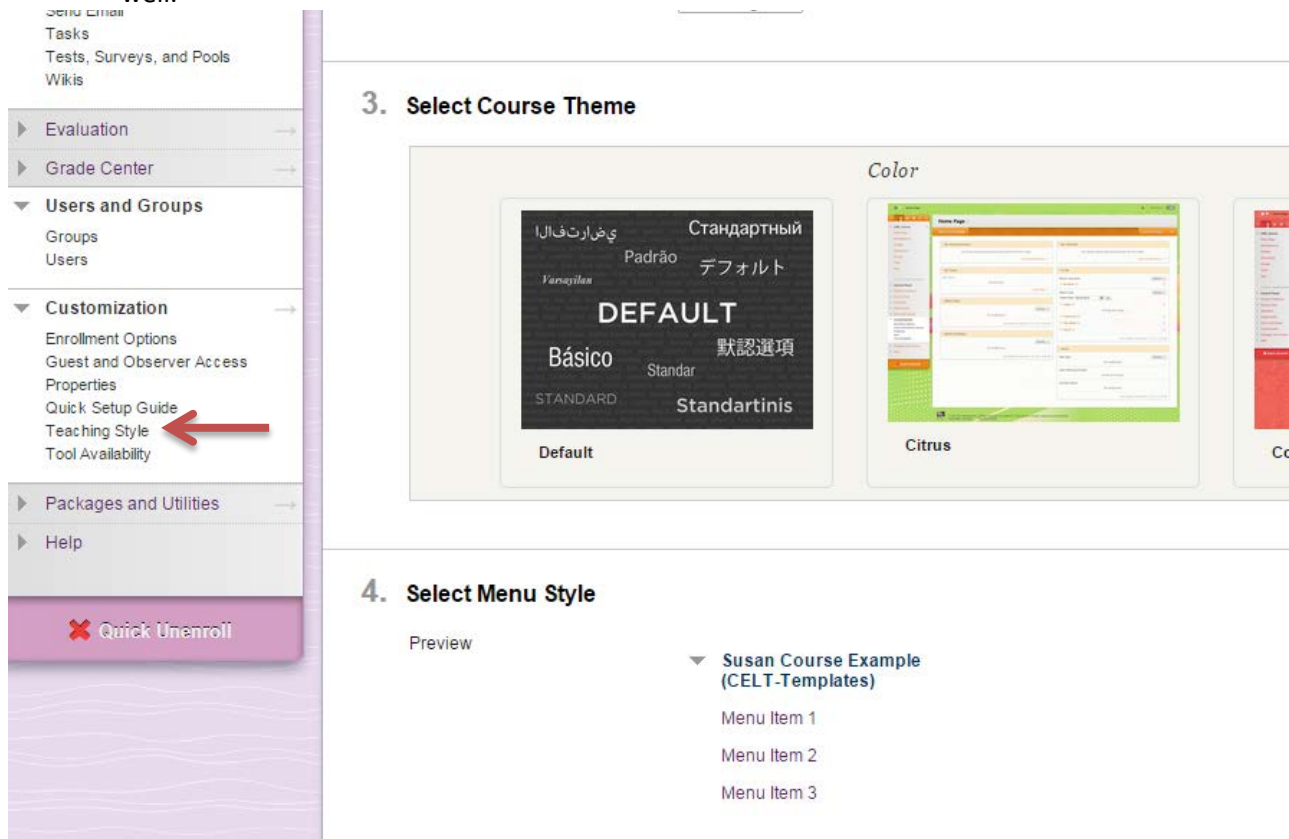


16. **Change course theme colors.** From the course home page, click on the colorful icon. A drop down menu will appear. Click on the color name. The course them colors will be updated.



17. **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

Browse My Computer

File Name

Blackboard Learn logo.PNG

Do not attach

7. Submit

Cancel Submit

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

