

# Blackboard Introduction

Blackboard is a course management software. You can post documents, have an online discussion, or email students from Blackboard.

To use Blackboard go to campus.fsu.edu.

Enter your username and password.

When you login Blackboard will default to the Home tab.

Students will see announcements posted for their courses here.

The courses that you are teaching will be listed here. Click that link to open your course Blackboard.

The image shows a screenshot of a Mozilla Firefox browser window displaying the Blackboard login page for campus.fsu.edu. The browser's address bar shows the URL https://campus.fsu.edu/. The page features a large 'campus.fsu.edu' logo and a login form with fields for 'USERNAME: (FSUID)' and 'PASSWORD:', and a 'Login' button. Below the login page, the Blackboard dashboard is visible, showing a navigation bar with tabs: Home, My FSU, Courses, Organizations, Content Collection, and Secure Apps. The dashboard is personalized for 'Jonathan' and includes a 'Tools' sidebar with links like Address Book, Announcements, and Bb: Teach & Learn. The main content area is divided into three sections: 'My Announcements' (showing no announcements today), 'My Courses' (listing courses being taught and enrolled in), and 'My Courses' (listing courses where the user is a TA). Arrows from the text boxes point to the browser address bar, the login form, the Home tab, the 'My Announcements' section, and the 'My Courses' section.

Announcements  
Syllabus  
Assignments  
Staff Information  
Course Library  
Communication  
Student Tools

**Tools**

- Communication
- Course Tools
- Course Map

Control Panel

Refresh

COURSES > ACCOUNT & THE LAW (LAW7760-01.SP04) > ANNOUNCEMENTS

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

Fri, Dec 15, 2006

**Fri, Dec 15, 2006 -- First Assignment** Posted by Jonathan Lutz  
Read the first chapter of the text book.



Faculty post items by clicking on Control Panel. Student Blackboards do not have this function.

Your course will look something like this. Students will see any announcements you have posted when they first login to Blackboard.

Click on Control Panel.

Documents can be posted in different categories such as: Syllabus, Assignments and Course Library. Students click on the link to get to each category of Blackboard.

**Content Areas**

- [Syllabus](#)
- [Assignments](#)
- [Course Library](#)

**Course Tools**

- [Announcements](#)
- [Course Calendar](#)
- [Staff Information](#)
- [Tasks](#)
- [Send Email](#)
- [Discussion Board](#)

Here are just some of the features available when you click on Control Panel.

You can now post an item to any of these areas, such as: Syllabus, Assignments or Course Library.

You can also post a course announcement, send students E-mail or start a discussion board.

When you post an announcement, it's best to check Permanent announcement so that the announcement remains on the students Blackboard login page.

**1 Announcement Information**

\*Subject

Message

Smart Text

**2 Options**

Permanent announcement?  Yes  No

For this example I've clicked on Course Library. From here there are several useful functions. If you have a web page you want students to view you can create a link to it by clicking on External Link.

## Course Library



You can create separate folders under which to post documents or you can post an item immediately by clicking Item.

Required fields are marked with an asterisk .

Enter a name for your document here.

You can add explanatory text here, but it is not required.

You can browse your local computer for files by clicking Browse and select the document you want to post.

Add a name for the link. The link is what students will click to open a file.

You do not need to change options. Items posted will be available to students immediately.

**Make sure you click submit to upload your file to the BlackBoard server!**

**1 Content Information**

\* Name

Choose Color of Name

Text

Smart Text  Plain Text  HTML

**2 Content**

Files can be attached to the above information. Click **Browse** to select the file to attach and specify name for the link to this file.

Attach local file

Link to Content Collection item

Name of Link to File

Special Action

**3 Options**

Make the content available  Yes  No

Track number of views  Yes  No

Choose date and time restrictions  Display After  Display Until

Dec 15 2006 11 55 AM

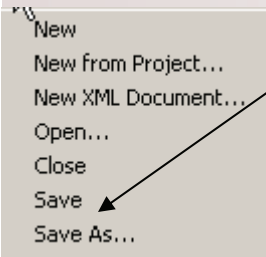
Dec 15 2006 11 55 AM

**4 Submit**

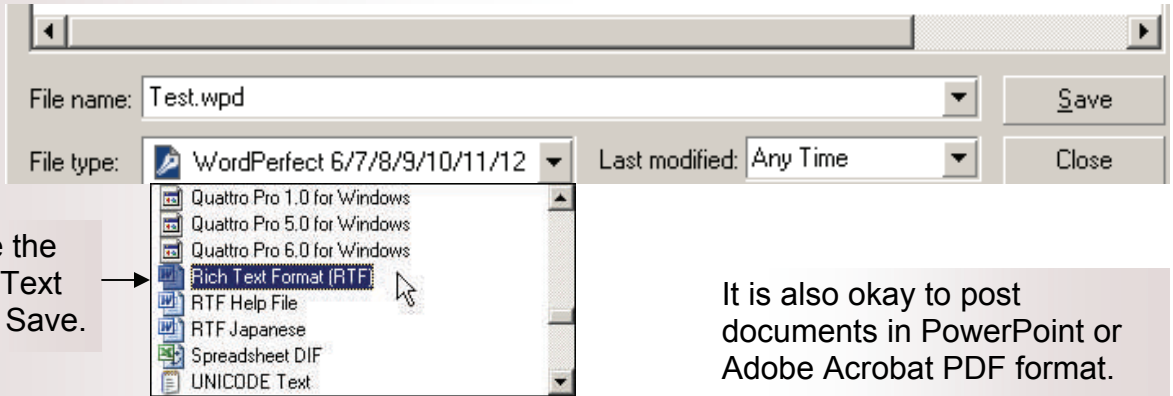
Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

When posting word processing documents it's best to post them in an RTF (rich text format) version. This is because some faculty use WordPerfect others MS Word. And while in theory they should be compatible in practice sometimes they are not. This is more of a problem for WordPerfect than it is for Word. RTF files are compatible with both WordPerfect and Word.



To save a file as RTF, click on Save As.



And then change the File type to Rich Text Format and click Save.

It is also okay to post documents in PowerPoint or Adobe Acrobat PDF format.

### Blackboard Advanced Features.

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Course Design</a>	<a href="#">Import Package</a>
<a href="#">Manage Tools</a>	<a href="#">Export Course</a>
<a href="#">Settings</a>	<a href="#">Archive Course</a>
<a href="#">Course Copy</a>	

One advanced feature of Blackboard that is very useful is Course Copy. You can use this feature to copy content from an old course Blackboard into a new course Blackboard. To do this, from your older course, click on Control Panel and then click on Course Copy. Enter the course of destination. Browse will allow you to search for that course by Course ID or Instructor. Once the destination course is identified check off the portions of that course you want copied and then go to the bottom of the screen and click submit.

#### Copy Course Materials into an Existing Course

Appropriate privileges are needed to copy materials to a destination.

##### 1 Select a Course

Destination Course ID:

##### 2 Select Course Materials

- Content
  - Syllabus
  - Assignments
  - Course Library
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools