



Paul J. Gutman Library

# Instructional Technology @ PhilaU

A Guide For Using Technology  
In The Classroom

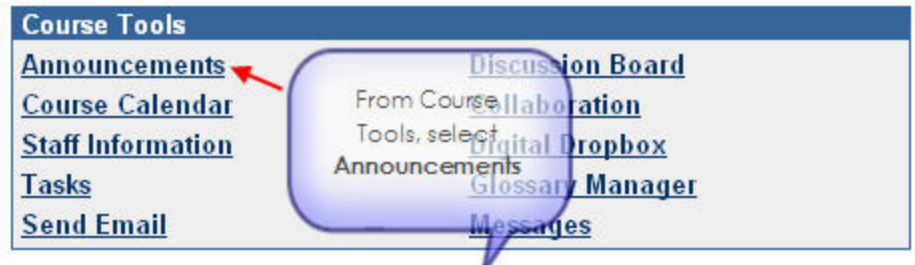
## Managing Blackboard Course Tools Blackboard 6.3



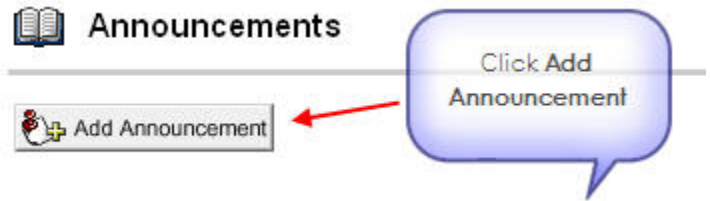
Handout Created By:  
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Philadelphia University  
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## Creating Announcements

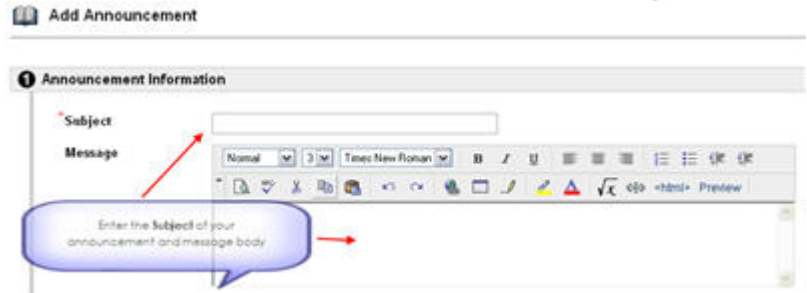
1. Click on **Control Panel**.
2. From the **Course Tools** section, select **Announcements**.



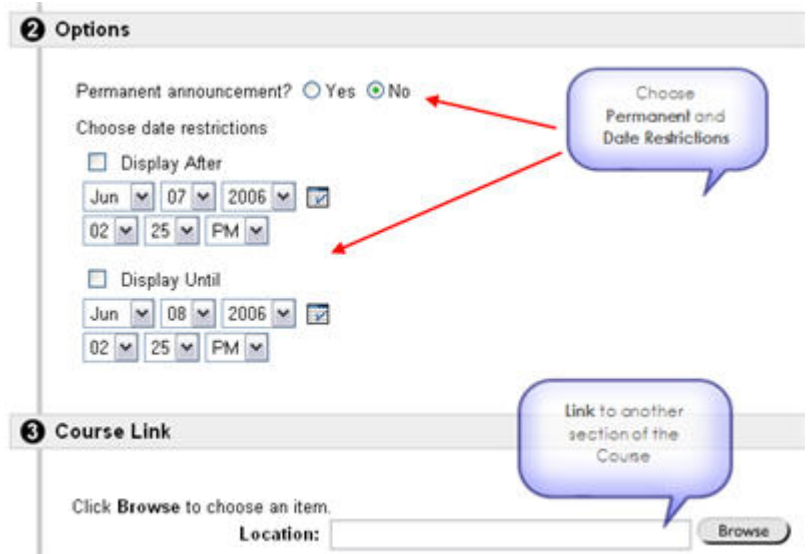
3. Click **Add Announcement** to create an announcement for your course.



4. Enter the **Subject** and **Message Body** of your announcement.



5. Under **Options** you may allow a **Permanent** announcement to be shown all of the time, or to restrict by display dates.



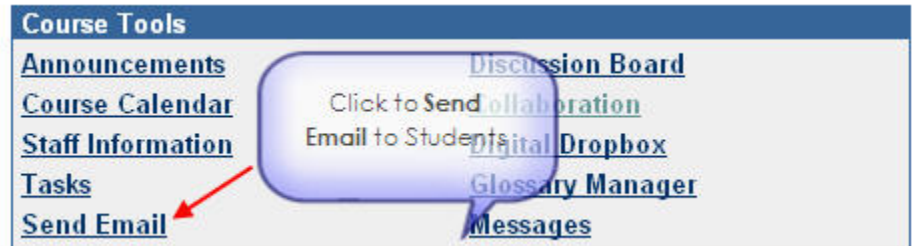
6. If you would like to place a link for your students to a specific section of a course, you can do that under **Course Link**.

*Note: This is an effective way of directing students to new assignments, discussion topics and testing.*

## Sending Email via Blackboard

*Note: You will not receive notification that you have incoming e-mail*

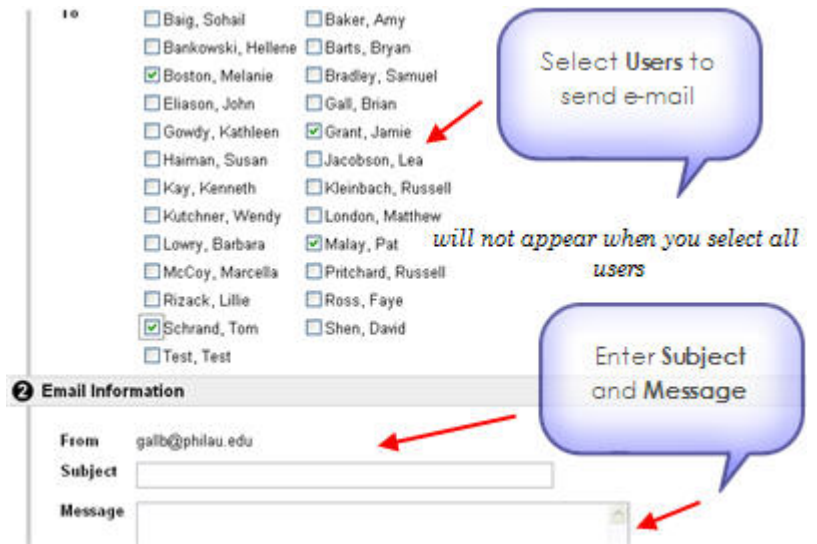
1. Click on **Control Panel**.
2. From the **Course Tools** section, select **Send Email**.



3. Select which user/users you want to send e-mail to. Bold items are most frequently used by students/instructors.

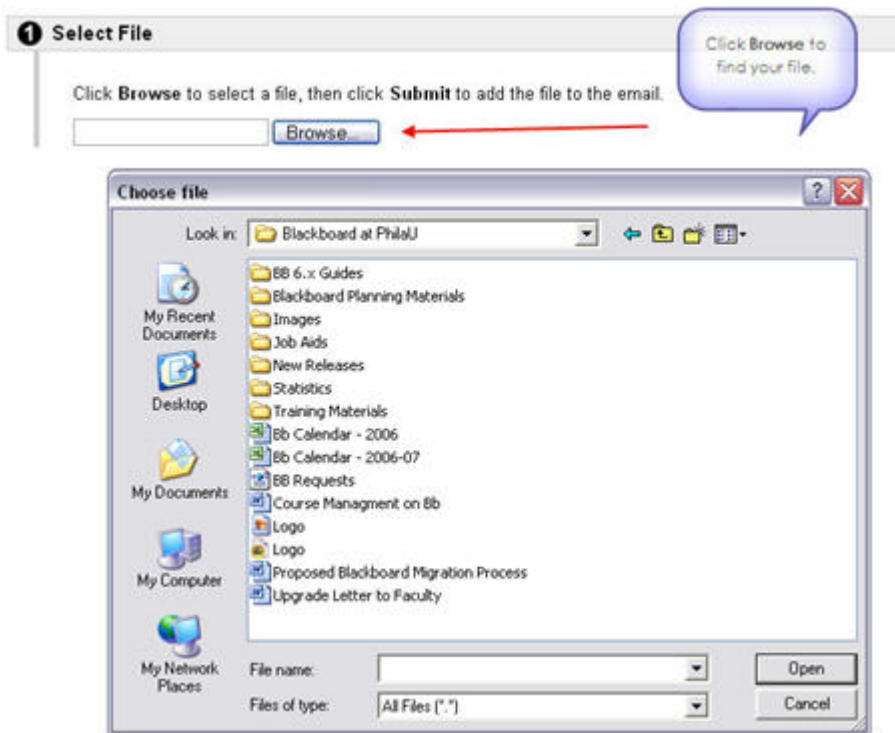
- a. All Users – Send email to everyone in class.
  - b. All Groups – Send e-mail to all groups. The instructor must set up groups before using this feature.
  - c. All Teaching Assistant Users – Send email to all teaching assistants.
  - d. **All Instructor Users** – Send email to instructor/instructors.
  - e. **Single/Select Users** – Send email only to the individual(s) selected.
  - f. Single/Select Groups – Send email to only group(s) selected.
- ▶ **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 Instructor Users**  
Send email to all of the instructor users in the Course.
  - ▶ **All Observer Users**  
Send email to all observer users.
  - ▶ **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.

4. Select **Users** if you picked the option of sending e-mail to individual users.
  - a. This will not appear if you selected **All Users** or **All Instructor Users**.
5. Type a brief **Subject** for your message.
6. Type your **Message** in the message field



*Note: Consider typing your message with a word processing program, spell check your message, and copy/paste the message into this field*

*Blackboard's spell check feature does not catch as much as a word processing program will.*

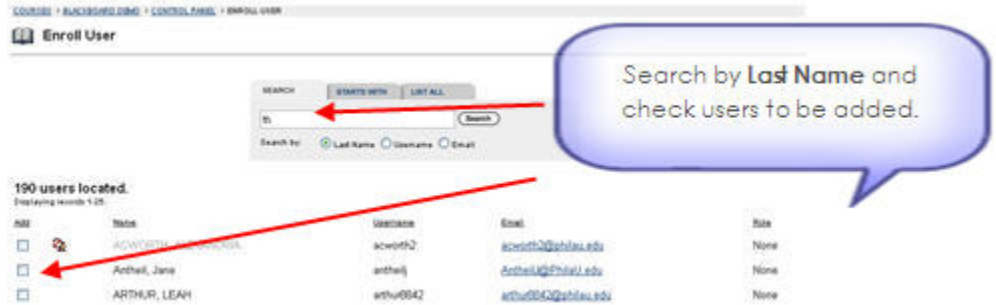


7. To attach a file to your email message, click on the **Add** button.
8. Click the **Browse** button.
  - a. Use the "Explorer" interface to Browse for your file.
9. Click on **Submit** to send the email.

# Managing Enrollments

## Enrolling Students from the Active Student Database

1. Click on **Control Panel**.
2. Select **Enroll User** (found under heading User Management).
3. Type in the student's last name and click **Search**.
4. Select the box next to the appropriate student(s) and click **Submit**.
5. A "receipt" will appear confirming your addition. Click **OK**.



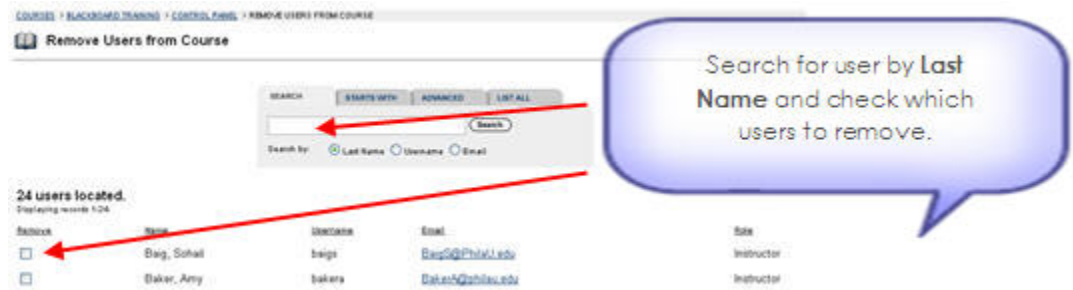
Repeat for each student that needs to be added.

*Note: If a student does not appear in the Active Student Database, please contact the OIT Help Desk and ask that an account be created for that student.*

## Unenrolling Students from Your Course

**WARNING!!!** When a student is removed from a course, so is all the work, grading, discussion contributions, etc. attributed to that student.

1. Click on **Control Panel**.
2. Select **Remove Users** from the Course (found under heading User Management).
3. Type in the student's last name and click **Search**.
4. Select the box next to the appropriate student(s). Type **Yes** in the box at the bottom of the screen and click Submit.
5. A prompt will appear confirming that you want to remove the student(s). Click **Yes**.



Type the word **Yes**.

Click **Submit** to remove selected items.

6. A "receipt" will appear confirming the removal. Click **OK**.

Repeat for each student that needs to be removed.

## Course Calendar

Instructors can use the Course Calendar to indicate important course related events. The dates and events that appear on the Course Calendar are for all students registered in a specific course. Suggested items to include in the calendar are section meetings, assignments due dates, exams, and dates for guest speakers.

### From the Control Panel:

1. Click on the **Course Calendar** link under the **Course Tools** section.
2. Click on the **Add Event** button.
3. Type in the **Event Title** in the text field.
4. Type the **Event Description** in the text field.
5. Choose the **Event Date** from the pull-down list.
6. Choose the **Event Start Time** from the pull-down list.
7. Choose the **Event End Time** from the pull-down list.
8. Scroll down to the bottom of the page and click the **Submit** button.

The screenshot shows the 'Add Calendar Event' form in a web interface. The form is divided into three main sections: 'Event Information', 'Event Time', and 'Submit'. The 'Event Information' section includes a text field for 'Event Name' and a rich text editor for 'Description'. The 'Event Time' section includes a date picker for 'Date' and two time pickers for 'Start Time' and 'End Time'. The 'Submit' section has a 'Submit' button and a 'Cancel' button. Two blue callout boxes with red arrows point to the 'Event Name' and 'Description' fields, and another callout box points to the 'Start Time' and 'End Time' pickers. The callout boxes contain the text 'Name and Description' and 'Specify Date and Time of Event' respectively.

## Tasks

The Tasks page organizes tasks, defines task priority, and tracks task status. A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their own page, and Instructors and Managers can post tasks to users participating in their course and organization. Task information is arranged in columns that display the priority, task name, status, and due date.

### From the Control Panel:

1. Click on the **Tasks** link under the **Course Tools** section.

2. Click on the **Add Task** link.
3. Type in the **Task Title** and **Description**.
4. Choose the **Due Date** from the pull-down list.
5. Select the **Priority** from the pull-down list.
6. Scroll down to the bottom of the page and click the **Submit** button.

## Course Statistics

### Overview

The course statistics option allows you to view several different statistics for your course, including how many times a specific user, or all of the users, access the course site each day, or each week, or what section of the course they are accessing, etc. This will help you determine which students are taking advantage of your posted materials and which they find helpful.

### Viewing Course Statistics

1. Click the **Control Panel** button.
2. From the

Assessment section of the control panel, choose **Course Statistics**.

Assessment	
<a href="#">Test Manager</a>	<a href="#">Course Statistics</a>
<a href="#">Survey Manager</a>	<a href="#">Gradebook</a>
<a href="#">Pool Manager</a>	<a href="#">Gradebook Views</a>

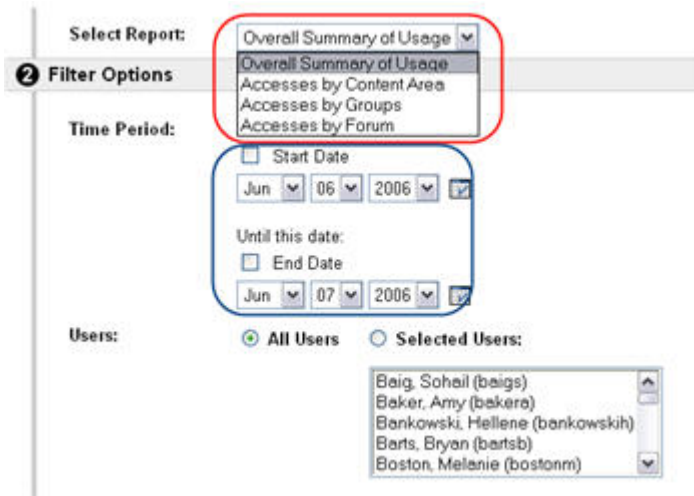
3. You must first select the **type of report** you want to view. Your choices consist of: **Overall Summary of Course Usage**; **Accesses by Content Area**; **Accesses by Groups**; and **Accesses by Forum**. The Overall Summary gives the best view of the data. To select the type of report, click in the drop down box to the right of "**Select Report**".

4. Next you may select the **time period** for the statistics you want to view (see image to the right). If you do not specify the dates for which you want the statistical information, it will show all data.

5. The next section asks you to choose the users whose statistics you would like to view (see image to the right). To view the statistics for everyone in your course, leave the default set to **"All Users"**.

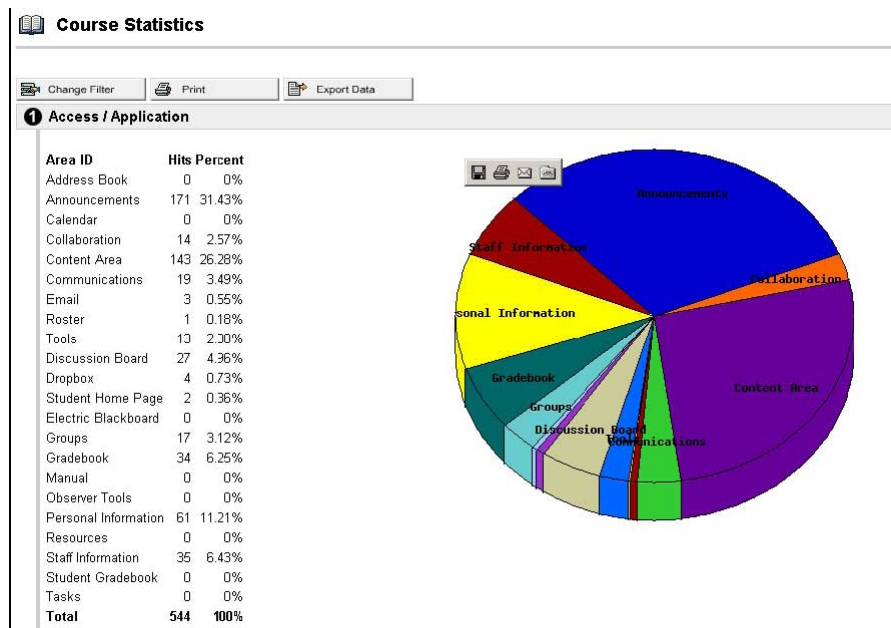
To select only certain users, click in the radio button to the left of "Selected Users". You must then select the user whose statistics you want to view.

6. When you have finished entering all necessary information click the Submit button.



You will see a screen with various statistics such as the following:

*(Note: This is a sample of one type of statistic you can view for your course.)*



7. If you wish to print out the statistics, select **Print**.

8. If you wish to change any of the data you entered before viewing your statistics – to see different statistics such as for a different user, select the **Change Filter** button located at the top of the page.
9. When you select the **Export Data** button, you will see a pop up menu indicating that you may have to change the extension of the file. Click **OK** and then you will be prompted to choose the location of the new saved file.