



# Blackboard for Beginners

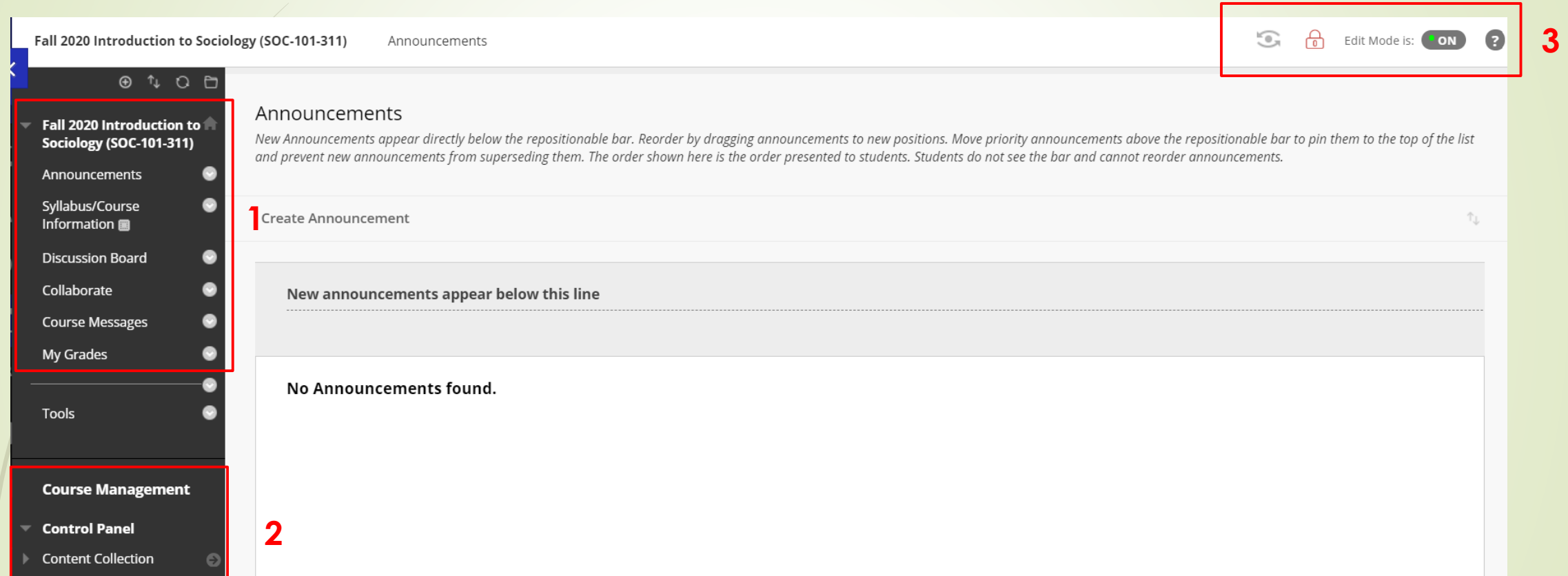
MCC Online Learning



# Agenda for Today

- Blackboard (Bb) Entry Point
- Blackboard Content
  - FOLDERS (units, chapters, weeks)
  - ITEMS (any instructional material, videos, files, photos, links)
  - FILES (files from your local computer)
- Blackboard Assessments
  - ASSIGNMENT (papers, write up, reflection, essay)
  - TEST (quiz, exams, tests)

# How to navigate Bb - Instructor

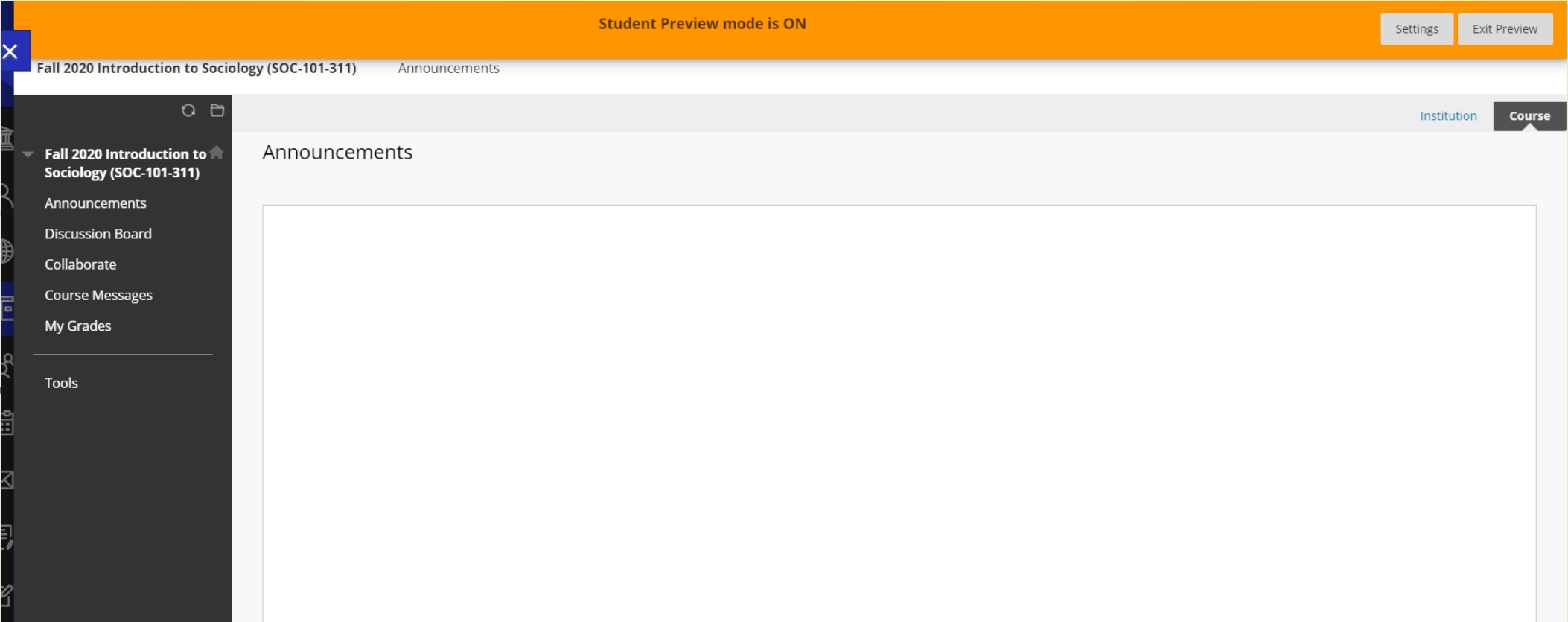


The screenshot displays the Blackboard Instructor interface for the course "Fall 2020 Introduction to Sociology (SOC-101-311)". The interface is divided into three main sections, each highlighted with a red box and a corresponding number:

- Course Menu (1):** A vertical navigation menu on the left side of the screen. It includes options such as "Fall 2020 Introduction to Sociology (SOC-101-311)", "Announcements", "Syllabus/Course Information", "Discussion Board", "Collaborate", "Course Messages", "My Grades", "Tools", "Course Management", "Control Panel", and "Content Collection".
- Course Management/Control Panel (2):** A section in the main content area, located below the "Announcements" header. It contains a "Create Announcement" button and a "New announcements appear below this line" section. Below this, it states "No Announcements found."
- Student Preview / Open Course to Students (3):** A section in the top right corner of the interface, containing a toolbar with icons for "Edit Mode" (ON), "Help" (?), and "Lock" (padlock icon).

1. Course Menu
2. Course Management/Control Panel – only for Instructors
3. Student Preview / Open Course to Students

# How to navigate Bb - Student



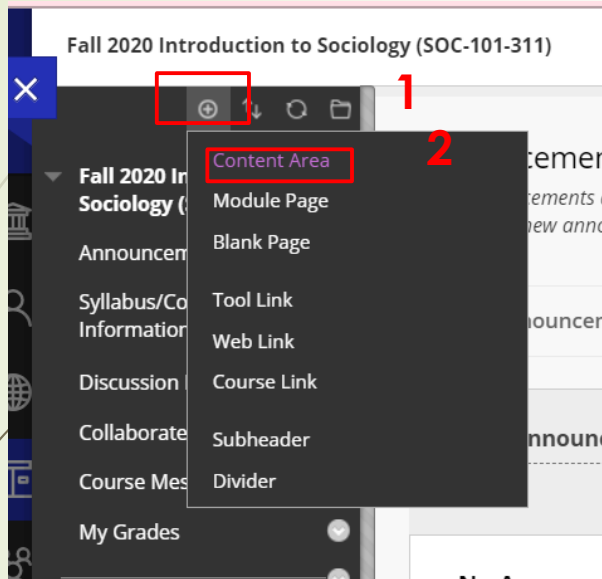
The screenshot displays the Blackboard Student interface. At the top, an orange banner indicates "Student Preview mode is ON". To the right of this banner are two buttons: "Settings" and "Exit Preview". Below the banner, the page title "Fall 2020 Introduction to Sociology (SOC-101-311)" is followed by the word "Announcements". On the left side, a dark navigation menu is visible, listing the following options: "Fall 2020 Introduction to Sociology (SOC-101-311)" (with a home icon), "Announcements", "Discussion Board", "Collaborate", "Course Messages", "My Grades", and "Tools". On the right side, the "Announcements" section is shown, featuring a large, empty rectangular box for content. Above this box, the word "Announcements" is displayed. In the top right corner of the main content area, there are two tabs: "Institution" and "Course", with the "Course" tab currently selected.



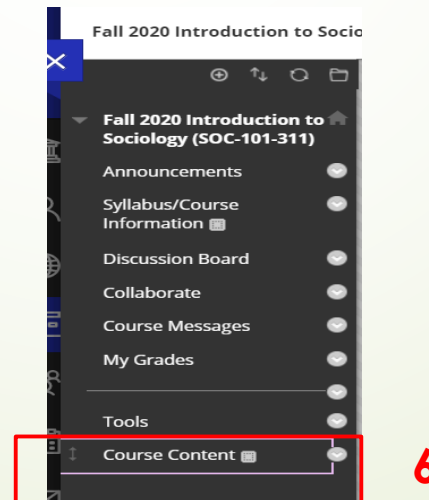
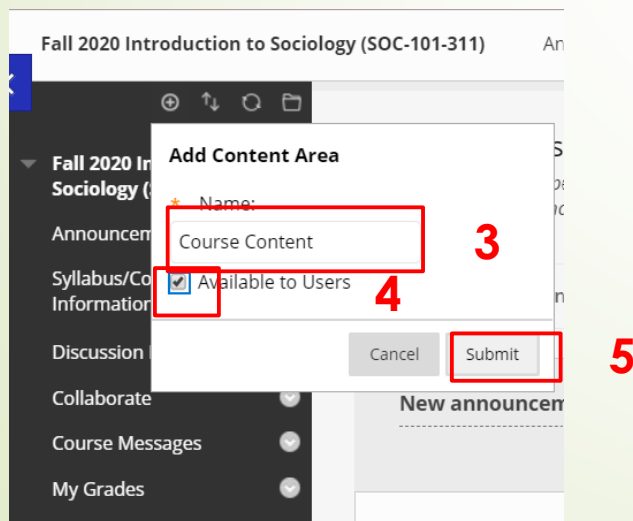
# Add Content

1. Add COURSE MENU Links
2. Add FOLDERS (Units, Weeks)
3. Add instructional materials: agenda, videos, web links, photos (ITEMS)
4. Add files in the Folders (Units, Weeks)

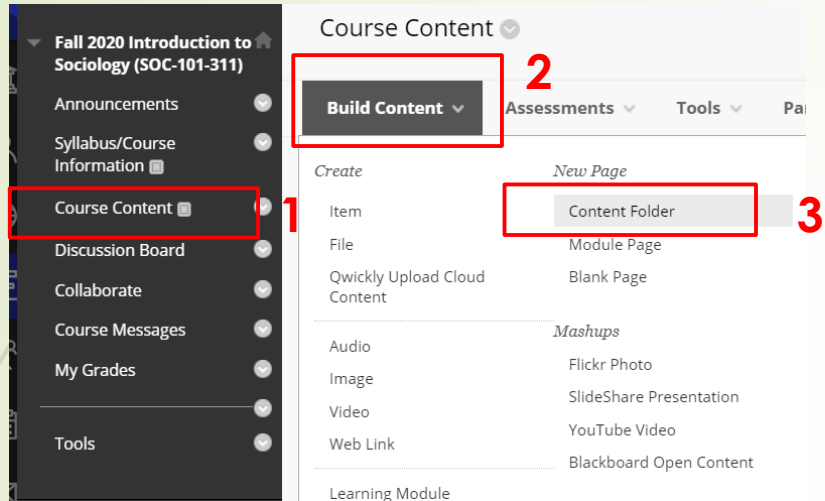
# Add COURSE MENU Links



1. Click + sign
2. Click Content Area
3. Type *Course Content*
4. Select Available to Users
5. Click Submit
6. Click and Drag your new LINK if wanted



# Add FOLDERS (Units, Weeks)



1. Click on Course Content link
2. Click Build Content
3. Click Content Folder
4. Type a name for Folder
5. Type a simple description
6. Click Submit

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

\* Indicates a required field.


**CONTENT FOLDER INFORMATION**

\* Name  **4**

Color of Name   Black

Text

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



Your goals:

1.

2.

Agenda for students:

Path: p **5**

Words: 7

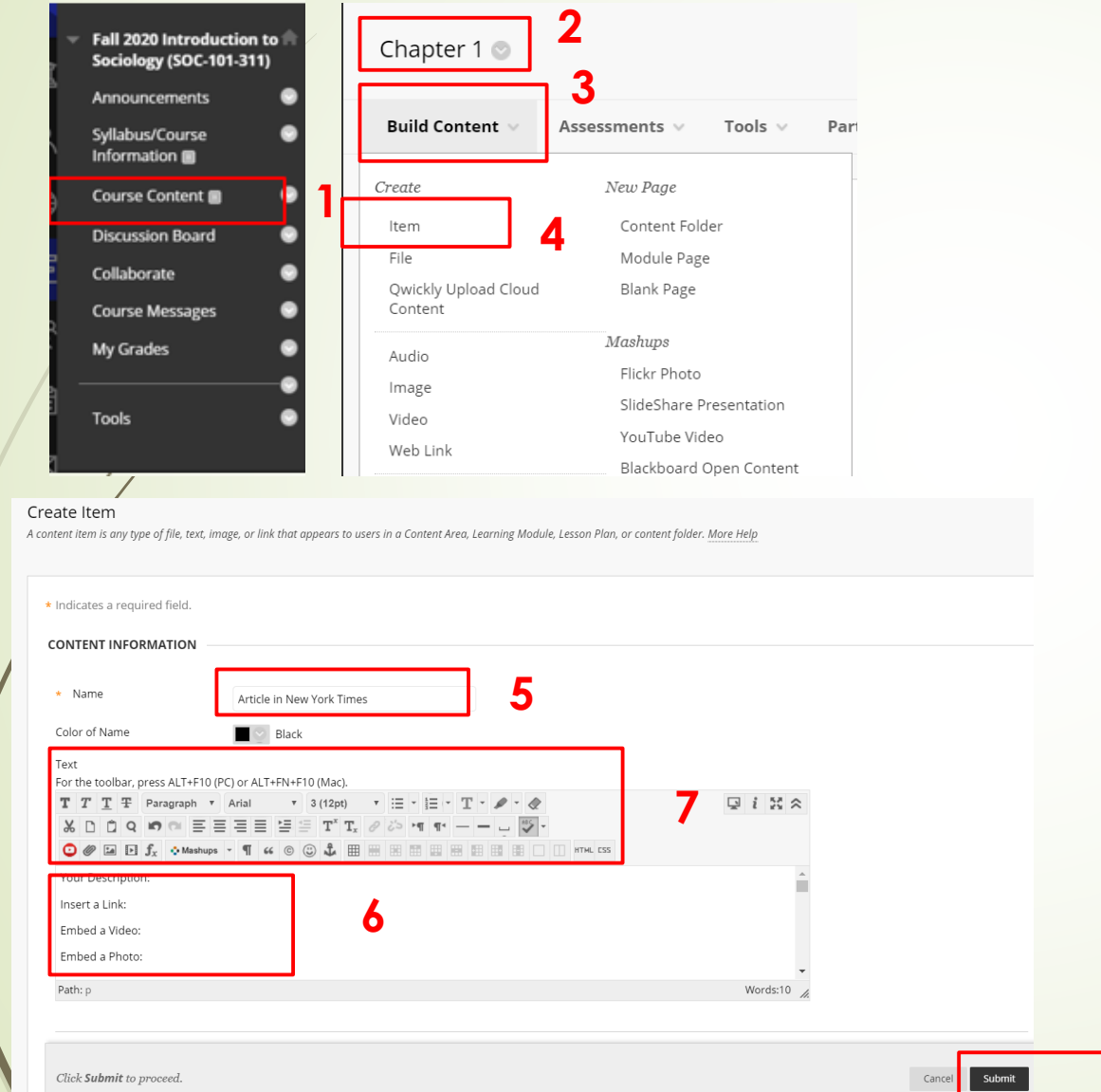
Click **Submit** to proceed.

Cancel **Submit** **6**





# Add ITEMS (instructional materials)



**1** Click Course Content

**2** Click desired Unit (Chapter 1 here)

**3** Click Build Content

**4** Click Item

**5** Type a Name

**6** Type Description

**7** Use WORD EDITOR features

**8** Click Submit

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, or content folder. [More Help](#)

\* Indicates a required field.

**CONTENT INFORMATION**

\* Name

Color of Name

Text

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

**7**

Four Description:

Insert a Link:

Embed a Video:

Embed a Photo:

Path: p Words:10

Click **Submit** to proceed.

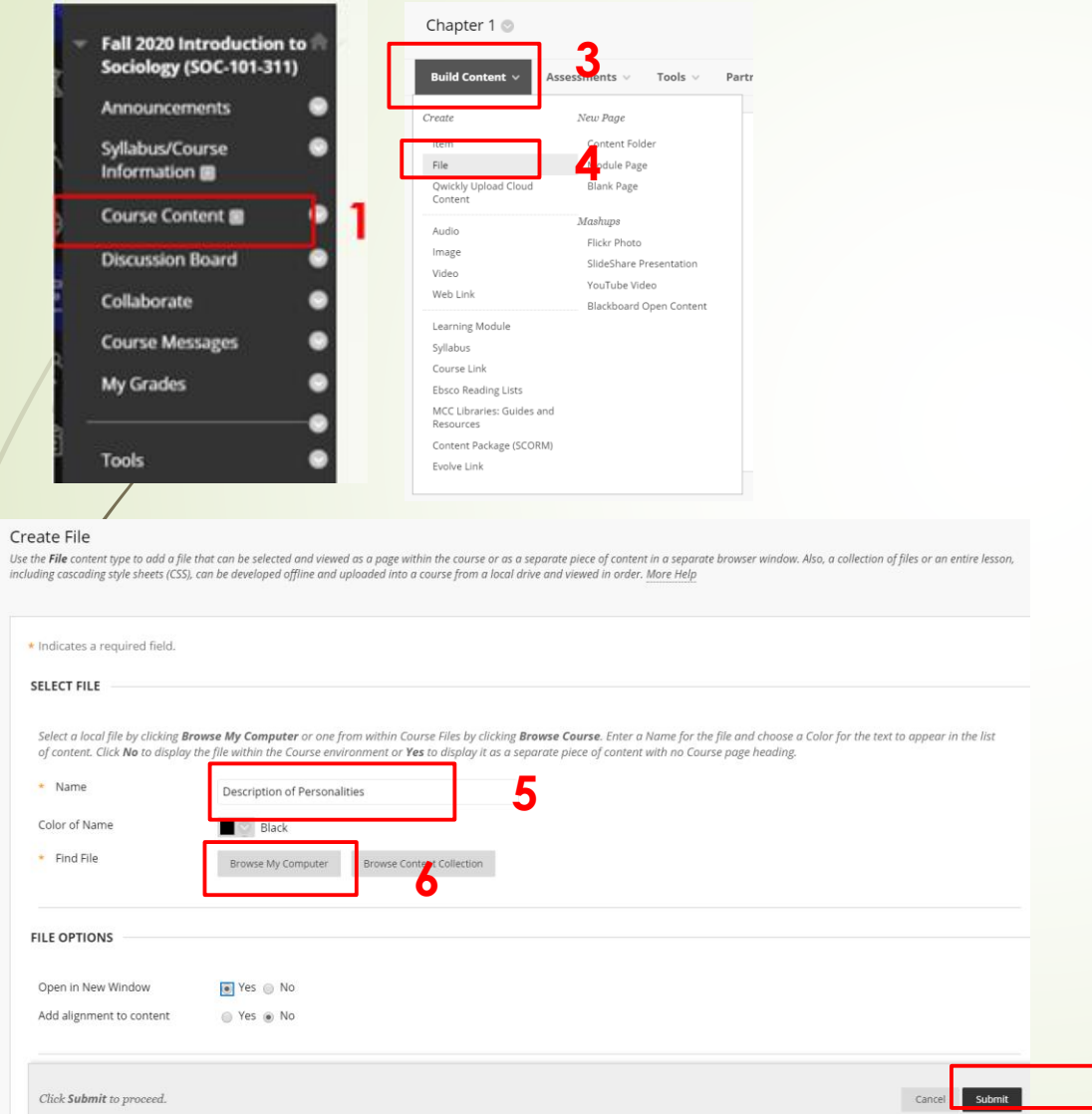
Cancel Submit

1. Click Course Content
2. Click desired Unit (Chapter 1 here)
3. Click Build Content
4. Click Item
5. Type a Name
6. Type Description
7. Use WORD EDITOR features  
(Insert File, Link, Video, Picture)
8. Click Submit





# Add a file



**Chapter 1**

**Build Content**

**Create**

- Content Folder
- Module Page
- Blank Page
- Quickly Upload Cloud Content
- Audio
- Image
- Video
- Web Link
- Learning Module
- Syllabus
- Course Link
- Ebsco Reading Lists
- MCC Libraries: Guides and Resources
- Content Package (SCORM)
- Evolve Link

**File**

**Create File**

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

\* Indicates a required field.

**SELECT FILE**

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

\* Name: Description of Personalities

Color of Name: Black

\* Find File: Browse My Computer

**FILE OPTIONS**

Open in New Window: ☒ Yes ☐ No

Add alignment to content: ☐ Yes ☒ No

Click **Submit** to proceed.

Cancel Submit

Attach a file in ITEM (see Add Items slide)

Or this way:

1. Click Course Content
2. Click desired Unit (Chapter 1 here)
3. Click Build Content
4. Click File
5. Type the name of the File
6. Click Browse My Computer
7. In the new panel, click on your wanted file, click on Open
8. Click Submit





# Add Assessment

1. Add an ASSIGNMENT (paper, write-up, reflection, essay)
2. Add a TEST(quiz, chapter review, test, mid term, final exam)

# Content vs Assessment

- CONTENT: 1 way street

INSTRUCTOR » STUDENT



- ASSESSMENT: 2 way street

INSTRUCTOR (paper) » STUDENT (fill) »  
INSTRUCTOR (grade) » STUDENT (see  
grade) » Multiple Attempts repeat all  
these steps



# Add an ASSIGNMENT (paper, write-up)

Chapter 1 **2**

Build Content **3** Assessments **4** Tools

Test  
Survey  
Assignment  
Self and Peer Assessment  
Mobile Compatible Test  
Quickly Cloud Assignment  
Quickly Jot Assignment  
McGraw-Hill Assignment

Create Assignment  
*Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)*

\* Indicates a required field.

ASSIGNMENT INFORMATION

\* Name and Color Write-up 1 **5** Black

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

Your instruction's here: **6**

ASSIGNMENT FILES

Attach Files **7** Browse My Computer Browse Content Collection Browse Cloud Storage

DUE DATES

*Submissions are accepted after this date, but are marked Late.*

Due Date **8**  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

\* Points Possible **9**

Associated Rubrics  
Add Rubric

Name Type Date Last Edited Show Rubric to Students

Click **Submit** to finish. Click **Cancel** to quit without saving changes. **10**

1. Click Course Content
2. Click desired Unit
3. Click Assessment
4. Click Assignment
5. Type a Name
6. Type Instructions
7. Attach file if wanted
8. Choose Due Date
9. Type Score (Points)
10. Click Submit



# Add an Assignment

- Create Assignment – Instructor's perspective

<https://www.youtube.com/watch?v=hUXXCp1pnHs&t=2s>

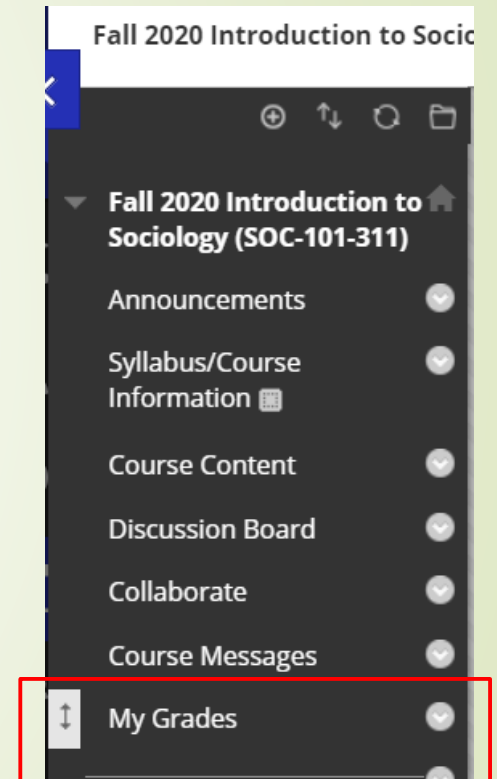
- Submit and Assignment – Student's perspective

<https://www.youtube.com/watch?v=Cv1KOhABIBE>

- Grade an Assignment – Instructor's perspective

<https://www.youtube.com/watch?v=Gp-Cv0TbflI&t=177s>

- See Grade/Feedback for Assignment – Student's Perspective





# Add a TEST (quiz....final exam)

- ▶ How to Create a Test:

<https://www.youtube.com/watch?v=hms51SQtYzY>

