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If you would like personal training at your desk please write to blackboard@law.umaryland.edu.
Overview of the Course Entry Page

Course Layout

A. Breadcrumb Navigation Bar
B. Edit Mode is On or Off
C. Course Menu
D. Content Area
E. Action Bar
F. Control Panel

Blackboard Support
Maryland Carey Law
blackboard@law.umaryland.edu
410-706-1612

Last Update August 14, 2013
Breadcumb Navigation Bar

The last folder listed will be the current location.

Edit Mode is ON or OFF

If you are unsure what students can and cannot see, you can change Edit mode to OFF and you will see the page the way the students see it.

NOTE: The Course Management Control Panel will be visible to you when the Edit Mode is OFF but never visible to your Students.

Course Menu

The course menu is visible to anyone who has access to the class.

1. If there is a gray box next to a menu item, that Item is a Content Folder which is empty, and the link will be invisible to students.

2. When you hover your mouse over a menu link title you will see navigational arrows to the left of the title. You may rearrange menu items by dragging the arrows up or down.

3. You may add a new Menu Item by using the + button above the course title. The available options will be listed. Select an option to name and add.

4. Clicking on a down-pointing arrow open a submenu. On the Course Menu you may Rename and Hide Menu Items.

5. Do not Delete a Menu Item - Hide the Item. If the Menu Item is a Content Folder and you delete the Menu Item, you’ll also delete the Content Folder and all of its content.
**D  Content Area - Announcements - Create Announcement**

When you enter a course the Default page will show any Course Announcements in the Content Area.

1. To create an Announcement click the **Create Announcement** action button.
2. **In Section 1**, you compose an announcement just as you would an e-mail, with a subject and message.
3. **In Section 2 you can:**
   Make the announcement visible immediately, have the announcement visible on one date and disappear on another, or have the announcement appear and stay visible for the duration of the class.
4. You can also send a copy of the announcement via e-mail.
5. Click **Browse in Section 3** to:
   Provide a Course Link to an area within the same course.
6. **In section 4,** click **Submit** to finish.

**E  Action Bar**

The **Action Bar** is the row at the top of the Content Area and contains page-level actions such as **Build Content** and **Assessments**.

The functions on the action bar change depending on where you are in your course. The action bar can contain multiple rows of functions such as on the main Grade Center page.
Course Management - Control Panel

The course Control Panel offers many tools. One of the most important is Files. When you upload a file to your course it is stored in Files. Course Files is a central file storage area for a single course. You have probably noticed when you upload a file you have two choices on where to find the file; Browse My Computer, Browse Course.

If you are looking for a file that you think you uploaded to a course you can use the search function in the Files section type a keyword or text string in the text box and click Go. You may also select files or folders of files to compress into a ZIP package that you can save to your computer.

Some other valuable portions of the Control Panel are:

- **Evaluation** -
  - Course Reports - You can run an Overall Summary of User Activity report which will show how many times a course menu link has been clicked. If you want to see the activity of items or folders within a Menu Folder you must first turn tracking on for those files or folders.
  - Performance Dashboard - Allows you to see the last time a student logged into your course.

- **Grade Center - Full Grade Center** -
  - Will display in columns the assignments or surveys you have created.

- **Users and Groups** -
  - Users - You may add a participant to your course. If you have Instructor access you can add control the role of the person you add. Without Instructor access you can only add a user with the role of student.
  - You may list all currently enrolled students and support staff. This listing will not show students who have dropped the course.
  - Groups - You may create groups available to everyone of the course roster.

- **Customization - Properties** -
  - When courses are created they are made available by default. You may change the availability to No to hide the course from your students during the build process.
  - You may change the name of your course if needed. This will not effect the nightly automatic enrollment process.
Create a Folder

You may add a folder to any Content Area. Content Folders and sub-folders can be used to set up a hierarchy of related material based on theme, such as placing all media clips in one folder. Or by schedule, for example placing all items for "week 1" together. Using folders to organize content items can make materials easier to find and reduce the length of a Content Area page.

1. From the **Action Bar** hover your mouse over the **Build Content** button.
2. Select **Content Folder**.

The **Create Content Folder** form opens. Naming the folder is the only required item.

3. **In section 1**, give the Folder a unique **Name**.
   It is best not to use dates so you can easily re-use the folder in a future course. You may also provide textual information by typing in the Text Editor box.

4. **In section 2**, you can set options to restrict the Item’s availability - if you have several assignment modules to be organized in Folders well in advance, you can schedule their availability using the **Select Date and Time Restrictions** function (if you do not check **Display Until**, the Folder will be available until the course is no longer available).

   **If you want to track the number of views by users in the course you must select Yes for track number of views.**

5. **In section 3**, be sure to click **Submit** to complete this task.
Create Item vs. File

To upload a document or documents to Blackboard you can either use create an **Item** to attach multiple documents, or you can create a **File** to attach one document.

**Item:**
- More than 1 attachment
- Can include explanatory text
- Automatically opens attachments in new window
- Icon looks like this:

**File:**
- Only 1 attachment
- Explanatory text in title only
- **Need to set file to open in new window**
- Icon looks like this:

The preferred option is to use **Create Item**.

1. Hover your mouse over the **Build Content** button.
2. Select **Item**.

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Build Content - Create Item

The Create Item form opens.

3. In section 1, you must give the Item a name (it is helpful to give Items unique names to avoid confusion - for instance, naming all reading assignment postings Reading is not helpful since it will not be possible to distinguish one Item from another by the name). You may add descriptive text in the Text box and make use of the toolbar to format what you type. Hover your mouse over an icon to see its description.

4. In section 2, you upload the attachment or attachments by using the Browse My Computer button.

3. In section 3, you can permit users (students) to view the content, track views, and restrict the Item's availability. If you post several assignments in advance, you may schedule their availability using the Select Date and Time Restrictions section.

If you leave Display Until unchecked, the Item will be available until the course is no longer available to student view. If you want to track the number of views by users in the course you must select Yes for track number of views.

6. Finally, be sure to click Submit to complete this process.

If you would like personal training at your desk please write to blackboard@law.umaryland.edu.
Introduction

You can use Blackboard to send emails to individual users or to groups of users. **Blackboard Learn does not keep a record of sent or received email.** When you receive or send an email, the email appears in the Inbox of your external email program. Keep a copy of important messages.

**Note:** Recipients of each email will not see the email addresses of other recipients, addresses are BCC.

Send Email

1. Click on the **Email** link on the Course Menu.

2. You have a number of options on the **Send Email** page. **All Users** will include every person on the Blackboard roster; students and support staff. Sending to **All Student Users** will reach only the Students on the class roster. If the course roster is greater than 30, the names will not be shown, only the phrase **All Users**.

3. In section 1, type a shorthand title of the course and add a brief subject. **If you leave the subject line blank, the message will not be delivered.**

4. You may copy and paste from another email or Word document. Depending on the Browser you use you may need to use the keyboard command **Ctrl-V** to paste.

5. Make sure to **Preview** the contents of the Content Editor before sending.

6. Click **Attach a file** to bring up the **Browse** button. Click **Browse** to find the file. Select the file and click **Open** to attach. To attach another file click the **Attach a file** link again.

7. In section 2, click **Submit** to send the email to the selected recipients.
Build Content - Create Web Link

You may create a hyperlink to a webpage in any Content Area of a course. Open a new Browser Tab or Window and locate the webpage you wish to use. At the top of the Browser window copy the web address (URL) from the HTTP address section.

1. From the Action Bar, hover your mouse over the Build Content button.
2. Select Web Link from the Create column.

The Create Web Link form opens.

3. In section 1 you must enter a Name (such as “Reading due September 15” or “Memo”) and a working URL.

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4. **In section 2**, you may enter any explanatory text.

5. **In section 3**, you may attach files by using the **Browse My Computer** button. This feature allows you to add multiple attachments. After finding the first attachment click the **Browse My Computer** button again to find another file.

6. **In section 4**, the setting to **Open in a New Window** is the default and will provide the best view.

7. **In section 5**, you can set various options such as restricting the availability to a specific date and time. If you want to track the number of views by users in the course you must select **Yes for track number of views**.

8. Finally, be sure to click **Submit** to complete the process.

For more information on using Blackboard please see the self-help page on the school’s Website. http://www.law.umaryland.edu/facultystaff/instruction/blackboard/
Introduction

Discussion Boards are divided into Forums which allow you to group related message threads. Before anyone can start you need to create one or more forums. Forums are searchable individually or as a group. You may search for words or by date and time. Discussions can be collected for viewing or printing.

Create Discussion Forum

1. Click the Create Forum button.

2. In section 1, enter a Name for the Forum. The Name becomes the link that users click to access the Forum to read and post Threads. Making the name simple is also usually better.

3. Enter a Description of the Forum in the text box. The description can contain formatted text, links, images, and attachments.

4. In section 2, you can set options to restrict the Item’s availability. By Default a Forum is Available. You can schedule a Forum’s availability by using the Select Date and Time Restrictions function, while leaving the Forum Available. If you do not check Display Until, the Forum will be available until the course is no longer available.

5. In section 3, you can set options to restrict a type of participation; anonymous posts, the deletion of posts, allow members to subscribe to Threads or to Forums, allow members to rate posts, etc. The Default settings are the standard which allow a great deal of student participation. If you do not allow students to create Threads you must create the first Thread.

6. In section 4, be sure to click Submit to complete this task.

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Collect Discussion Posts by Thread

You can gather Threads onto one page where you can sort, filter, and print them. Collections are a good way to organize posts for quick reading.

For more information please watch this 2 minute 15 second video.

1. After opening a Forum you will have the option to Collect all or some of the Thread posts.

2. Click the checkbox for all or select individual Threads to collect.

3. Click the Collect button.

It may take a few seconds for the collection to display.

4. Select the Threads you wish to print. Threads print in the order they are displayed on the screen.

5. Change the order of the selected Threads by sorting them using the drop-down list.

6. Once selected and sorted, click Print Preview.

A separate browser window opens displaying the pages to be printed.

7. From the Print dialog window select your printer or PDF (to save the collection as a PDF file) from the drop-down menu.

8. Click on the OK button to send the collection to a printer or to a saved PDF file.
   If you selected to save the collection as a file a Save As dialog window will open so you can select where to save the file.

For more information on using Blackboard please see the self-help page on the school’s Website.

http://www.law.umaryland.edu/facultystaff/instruction/blackboard/
Unlike Files and Items, which are one-way communications from a professor to students, Assignments enable a professor to establish an interactive link where instructions and files can be issued and students can upload assignment materials. The Assignment creation tool is found on the Action Bar under Assessments in every Content Folder.

Create Assignment

1. Hover your mouse over the Assessments menu to access the drop-down list.
2. Select Assignment.
3. In section 1, Name the assignment. Students click on this name to access the assignment. Give assignments short unique names so it is easy to distinguish one assignment from another on sight. If you use a long name for the assignment and a student also names their upload file with a long name the Blackboard generated name may become too long to be downloaded in a zipped file.
4. In the Assignment Information box, type instructions for the assignment. The content editor provides functions to format text, and include images, web links, multimedia, and Mashups. You can attach files using the Content Editor tools but you must remember to manually set the file to open in a new window.
5. In section 2, you may attach one or more files by using the Browse My Computer button. Files attached here will automatically open in a new window.
6. In section 3, you must enter a Point value. The point value 0 may be used.

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7. In section 4, the assignment will be available to students by Default. As with most other Blackboard functions, you can also limit the assignment’s availability and track student views. If you want to hide the Assignment until a certain date and time, use the Limit Availability section. You can also determine whether or not a student can make only one attempt or multiple attempts to upload their assignments. Academic Technology advises you limit their attempts to one, to cut down on the confusion that can be created by allowing multiple attempts.

8. Entering a Due Date in section 5 is helpful to determine at a glance what submissions are late.

9. Most assignments will not need to use section 6 - if you believe this section may be useful to your situation, please contact Blackboard for assistance.

10. As always, be sure to click Submit to save the Assignment.

If you would like personal training at your desk please write to blackboard@law.umaryland.edu.
Blackboard 9.1

Download, Save and Print Assignment Files from the Grade Center

Introduction

You may download individual, some, or all assignment file submissions as a single zipped file. You may filter the submissions by date of submission or by which files need grading. After downloading the zipped file, unzip (extract) the files to review or print.

Download Files

1. Go to the Control Panel and click the title Grade Center, then select to open the Full Grade Center.

2. Find the column for the assignment you want to download and click on the down-pointing arrows to open the Context Menu for the assignment link.

3. From the assignment link Context Menu select the option for Assignment File Download.

4. By default the student names will be sorted in last name, first name order but you may also sort by Date or Grade.

   In section 1, select individual student submissions or click the check box in the header bar to choose all available submissions.

5. In section 2, click the Submit button when you are ready to create the zipped file.

6. All of the student submissions along with each log file will be zipped together into a downloadable file for you to save.

   Select the link: Download assignments now.

Save Files

7. Blackboard presents the zipped file with a very long file name which is a composed of the following words and characters; gradebook, the term, course record number, law, the course number, and the name of the assignment link. The zipped file will ultimately be extracted as a folder of files so it’s best to give the file a more meaningful name.

8. Click the Save button to save the zipped file to your network drive or computer.

Continued on next page.
9. To find a networked copy machine click the **Start** button and select **Devices and Printers**. All of the devices which you already have access to will be listed.

10. Find a networked copy machine in your area, set the **Printing preferences** to double-sided and stapled then select the **Set as default printer** option. To reset your **Default Printer** back to the original repeat step 9 to find your normal printer and set it as the default.

If no networked printer is found contact IT at 410-706-5771 or infoserv@law.umaryland.edu.

**Extract Files**

11. Locate the saved zip file, right-click on the file name and select **Extract All** from the Context Menu.

12. Check the box to - **Show extracted files when complete**.

13. When ready click the **Extract** button. The new folder will be created and will include all of the selected student submissions plus each log file.

14. The files will in Date Modified order displaying the log file first then the Word or PDF file. All files will have the date of download from Blackboard.

15. To separate the Word and PDF files from the log files sort by **Type**.

**Print Files**

16. You should be able to highlight at least ten files and still see the **Print** button. You could try selecting more and if the **Print** button disappears just deselect files until the button reappears. When ready click **Print**.

If you would like personal training at your desk please write to blackboard@law.umaryland.edu.

For more information on using Blackboard please see the self-help page on the school’s Website. [http://www.law.umaryland.edu/facultystaff/instruction/blackboard/](http://www.law.umaryland.edu/facultystaff/instruction/blackboard/)
Introduction

Course Content including Items, Files, Web Links, and Folders can be copied within or between Courses. Copying content does not delete the content from the original location. You must be enrolled in both courses and have the role of Instructor or Teaching Assistant to copy content between folders or courses.

Copy an Individual Item, File, or Web Link to Another Course

1. Locate the individual item and click the down pointing arrow to open the Options Menu.
2. Select Copy from the menu.

The Copy page opens showing the name of the content being copied and the current course listed as the Destination Course. You can use this form to copy an item to another area within the same course. To copy to a different course:

3. Click on the title of the Destination Course to open a listing of your courses. Select the course you wish to copy to from the pop-up listing.
4. Click on the Browse button to show the Course Menu of the Destination Course.
5. Select the Course Menu Folder or sub-folder you wish to copy to.
6. Click on the Submit button to process the Copy.

A processing message will display above the name of the content area.  

Continued on next page.
Copy a Folder to Another Course

Content Folders can be copied within or between Courses. Copying content does not delete the content from the original location. You must be enrolled in both courses and have the role of Instructor or Teaching Assistant to copy content between Folders or Courses.

1. Locate the Folder you wish to copy and click the down pointing arrow to open the Options Menu.
2. Select Copy from the options menu.

The Copy page opens showing the name of the Folder being copied and the current course as the Destination Course. You can use this form to copy a Folder to another area within the same course. To copy to a different course:

3. Click on the title of the Destination Course to open a listing of your courses. Select the course you wish to copy to from the pop-up listing.
4. Click on the Browse button to show the Course Menu of the Destination Course.
5. Select the Course Menu Folder or sub-folder you wish to copy to.
6. Click on the Submit button to process the Copy.

A processing message will display above the name of the content area.
Introduction

The Course Copy tool allows you to reuse course content. It is possible to copy the entire contents of a Content Folder on the Course Menu to another course. All Blackboard courses are created with four Content Folders; Syllabus, Course Materials, Assignments, and External Links. A Content Folder can contain; Items, Files, URLs, Blackboard tools, and sub-folders.

Copying course materials into an existing course adds content to a course, but it does not remove existing content. If you already have content in the Course Materials folder of the Destination Course, the contents of the Course Materials folder being copied will append to the end of the listing in the Course Materials folder of the Destination Course.

For this to work perfectly the destination course must not be open during this process!

If the Destination Course is open during the process the copied Course Materials folder will be placed at the bottom of the course menu. If the Course Materials folder listed towards the top of the course menu is empty you can delete that folder and move the copied folder up the menu structure. If there is content in the destination folder you will have to manually move those items into the copied folder.

Copy Course

1. Go to the Control Panel and click the down pointing arrow to open Packages and Utilities.

2. Select Course Copy.

The Copy Course form opens. You are only allowed to copy course content into an Existing Course. If the content you need is no longer online please write to blackboard@law.umaryland.edu to request that an archived course be brought back online.

3. In section 2, click the Browse button to locate the Destination Course.

A pop-up window will open listing your courses in Course ID order. Only the first 25 will be listed but you can change that by clicking the Show All button at the bottom right corner of the page.

4. If you have more than 25 courses click the Show All button.

5. Since you know courses by their Course Name click on the column title Course Name to sort your listing of courses in ascending order.

6. Locate and click on the Course Title. The radio button on the left-side of the Course ID will be automatically filled.

7. To complete the selection click Submit.

Continued on next page.
Copy Course (continued)

8. Select the Content Area folder you wish to copy. It can be the Course Materials folder or any other Content Area folder.

9. To process the copy you may click the Submit button at the top of the form. You do not need to select anything else.

10. In a few seconds the Packages and Utilities page will appear with a message banner at the top telling you that an email will be sent when the process is complete.

11. The email will be sent to the address on record in Blackboard. After receiving the email it is best to wait at least 5 minutes before opening the Destination Course to make sure the process is really complete. Blackboard tends to send the message out a bit prematurely.

If you would like personal training at your desk please write to blackboard@law.umaryland.edu.