



FORT HAYS STATE UNIVERSITY
LEARNING TECHNOLOGIES

Forward thinking. World ready.

Blackboard[®] @ FHSU

Blackboard LMS Faculty Quick Access Guide



Table of Contents

Access Blackboard @FHSU	3
Who Can Help?	3
Additional help	3
Blackboard Workshops http://www.fhsu.edu/ctelt/WorkshopSchedule/	3
Logging into Blackboard	3
Faculty/staff and student username and password.....	4
Email sent from Blackboard	4
Enrolling Students	4
Enrolling another instructor as a Guest, or T.A.	4
Faculty Course Assignments.....	4
Course Site Overview	5
Edit Mode On/OFF.....	5
Student Preview Tool	5
Announcements	6
Modifying and Removing Announcements	8
Syllabus, Start from Here, and Learning Modules.....	8
Adding a Content Area	9
Renaming, Hiding or Deleting a Content Area	9
File Names	9
Attaching a Document.....	9
Creating Folders	11
Access the Folder and Adding a Document.....	11
Creating a Learning Module	12
Table of Contents	12
Adding External Links	13
Groups	14
How to Enroll Course Group Members Step 1: Click Users and Groups under the Control Panel.....	14
Course Send Email.....	15
Discussion Board	16
Deleting a Forum:	17
Manage a Forum	17
Grade Center	17
Adding Items to the Grade Center for Assignments Out of Bb	18
Entering Grades.....	19
Uploading Grades from External Sources	19
Manage.....	19
Displaying student grades	20



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

Forward thinking. World ready.



Blackboard

Access Blackboard @FHSU
<https://blackboard.fhsu.edu>

Access Blackboard @SIAS
<http://fhsu.sias.edu.cn/>

Access Blackboard @SNYU
<http://fhsu.synu.edu.cn/>

Who Can Help?

Assistance via email (Blackboard Administration): bbsupport@fhsu.edu
Assistance via telephone ([TigerTech](#)): 785-628-3478

Additional help

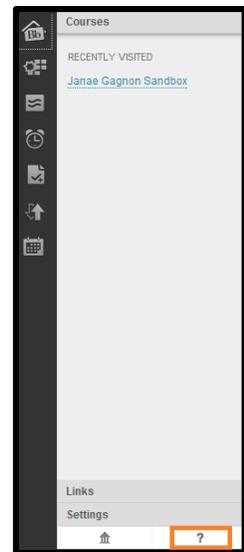
Blackboard Help Documents on the web:
<https://www.fhsu.edu/ctelt/BlackboardFacultyTutorialGettingStarted/>

Blackboard Workshops

<http://www.fhsu.edu/ctelt/WorkshopSchedule/>

Logging into Blackboard

Start your web browser. [Suggested browsers](#) are Firefox/Chrome
In the URL Location, type in <https://blackboard.fhsu.edu>





FORT HAYS STATE UNIVERSITY
Forward thinking. World ready.

Fort Hays State University Central Authentication Service

Please enter your TigerTracks username and password to continue.

TigerTracks Username:

Password:

[Login Information](#)

[Activate Your Account](#)

[Password Assistance](#)

[Computer Use and Support Policies](#)



Faculty/staff and student username and password

Username is the same as your Tiger Tracks/Tiger Central.
Your password is the same as your Tiger Track/Tiger Central.
Username and password are provided by CTC through your department.

Email sent from Blackboard

All email sent from Blackboard will go to your students' FHSU email account. For students: The email address is username@mail.fhsu.edu. Students may read their mail at <http://mail.fhsu.edu/> Faculty/Staff who are also students will receive emails from Bb in their Faculty/Staff Lotus Notes account or their @mail.fhsu.edu account if they choose to.

Enrolling Students

The student roster for your class is updated daily from CICS system to reflect changes in enrollment. All students are added within 8 business hours of adding a class. Instructors have to disable the access of students who dropped the class. Instructors will get an email notification if a student drops his/her class. [Click here to find a how to guide on disabling student access.](#)

Enrolling another instructor as a Guest, or T.A.

If you want someone enrolled (other than a student registered in your course) send the following information to bbsupport@fhsu.edu :

- Participant's correctly spelled name
- Email address
- Class that they will be participating in
- What rights they should have to your course. (Student, Grader, TA)

Bbsupport email account is read daily Monday-Friday excluding university holidays.

Faculty Course Assignments

If you do not see your courses under "My Courses" on the Bb Welcome page, contact your Departmental Coordinator who acts as liaison to the Registrar's office. Once the Registrar's office has the teaching assignment in CICS, Blackboard will reflect the change within 8 business hours.



Course Site Overview

Student

Preview tool

Announcements

Create Announcement

No Announcements found.

Student and Instructor navigation Area (Content and Tools areas)

Edit Mode ON/OFF

Instructor Control Panel Area (Not visible to students)

Edit Mode On/OFF



When the Edit Mode is set to OFF the screen more closely resembles the student view. The Edit Mode toggle allows a user to change the way they are viewing the content on the screen. Switching the Edit Mode to ON allows users such as instructors and teaching assistants to add, remove, and edit content and tools in the course. Switching the Edit Mode to OFF displays the Course as students would see it. The Edit Mode toggle will only appear to those users who have permission to make changes to the course site.

Student Preview Tool

As an instructor, you want to be confident that your course is well designed and functions as intended, before your students see it. Use student preview to review the course content and validate the course behaviors, such as those that control the availability of course content or require a particular interaction from the student to be triggered.



Forward thinking. World ready.



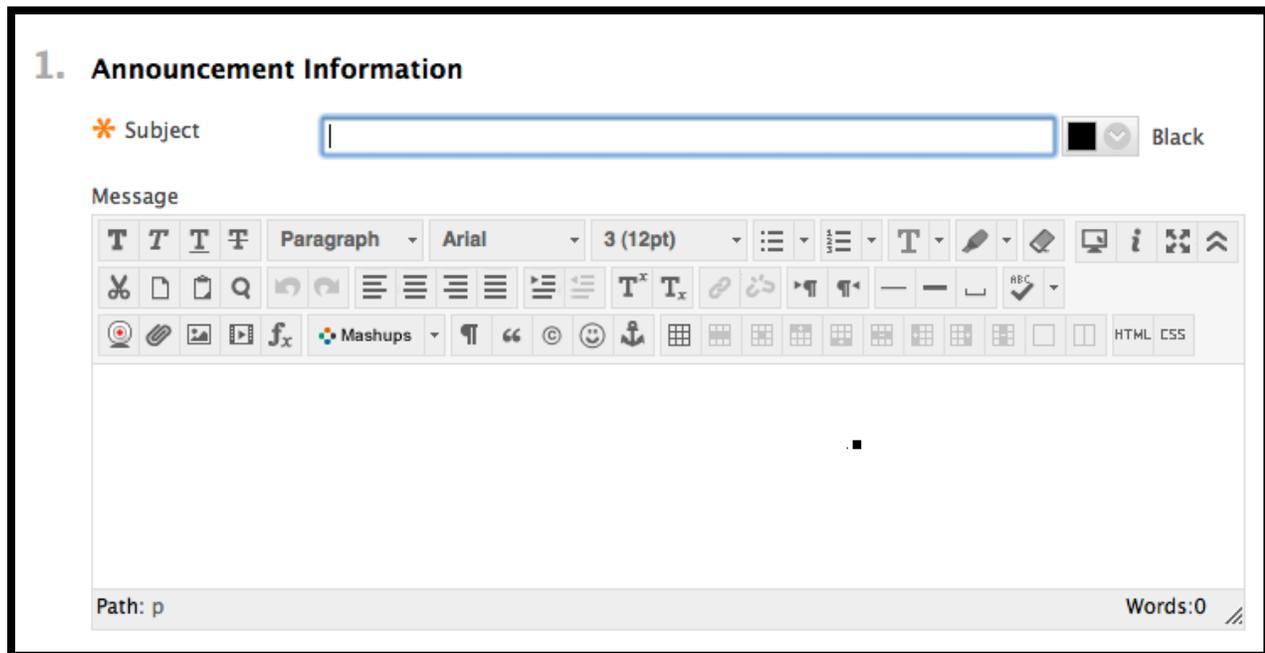
With student preview, you can experience your course exactly as your students do. While in student preview mode, you can do the following student activities:

- Submit assignments
- Take tests
- Create blog and discussion posts
- Create journal and wiki entries
- View student tools, such as My Grades

Watch a video tutorial here: <https://youtu.be/1CrAQewg7Is>

Announcements

Announcements may be used to notify students about course events, time changes, assignments due, corrections/clarifications of materials, changes in the syllabus, etc..



To add announcements:

Step 1: Make sure Edit Mode is ON then, select Announcements in the left panel.

Step 2: Select Create Announcements. If you do not see a Create Announcements, double check the Edit Mode, and switch it to ON.

Step 3: Type Subject and Message.

Step 4: Optional: Set the display options that meet your needs.

Use the date and time options to set the desired values.



Forward thinking. World ready.

2. Web Announcement Options

Duration Not Date Restricted
 Date Restricted

Select Date Restrictions

Display After 04/29/2014 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 05/01/2014 11:59 PM
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

Step 5: Click Browse to attach content to the Announcement. If the link points to a content item that is not available, the link will not appear in the Announcement until the content is available.

Note: Removing the content will remove the link to the content in the Announcement but the Announcement itself will remain.

Step 7: Optional: You can put a link to a specific item in your course in the Announcement.

Example: your Announcement deals with a new test that have been posted. You can put a link to that test right below the Announcement so that the student access it from the Announcements area as soon as they read the Announcement.

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

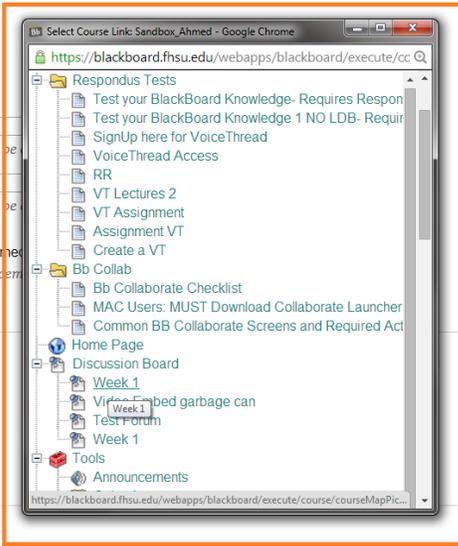
3. Course Link

Click **Browse** to choose an item.

Location

4. Submit

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





Step8: Click Submit.

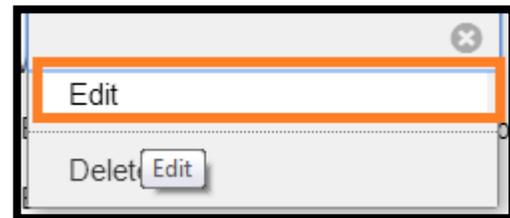
3. Course Link
Click **Browse** to choose an item.

Location

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

Modifying and Removing Announcements

Step 1: Put your cursor over the drop down arrow next to your Announcement and select edit or delete.



Step 2: To reorder your Announcements, use left your left mouse button (CTRL click for Macs) and drag and drop your Announcements in the order desired.



Syllabus, Start from Here, and Learning Modules

These three Content Areas have the same screen. Once you are familiar with one area you have also mastered the other three. Suggested Uses:

Syllabus: Course Syllabus and Course Calendar.

Start from Here: Any information/assignments that students have to know in the first week of the



Forward thinking. World ready.

class.

Learning Module: Weekly module/folder that contains activities, assignments etc...

Adding a Content Area

*Make sure your Edit Mode and button is set to ON.

You may add any Content Area that is appropriate for your course. Journals and Wikis are two popular content areas that are added to many classes.

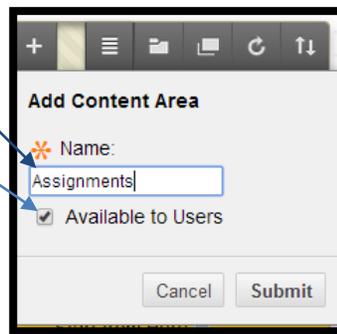
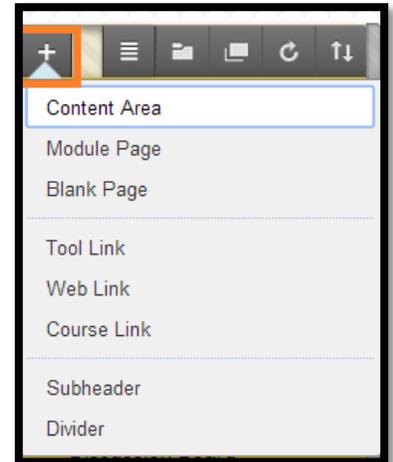
Step 1: Click the  sign on the course menu.

Step 2: Choose Content Area

Step 3: Type the name in the box below.

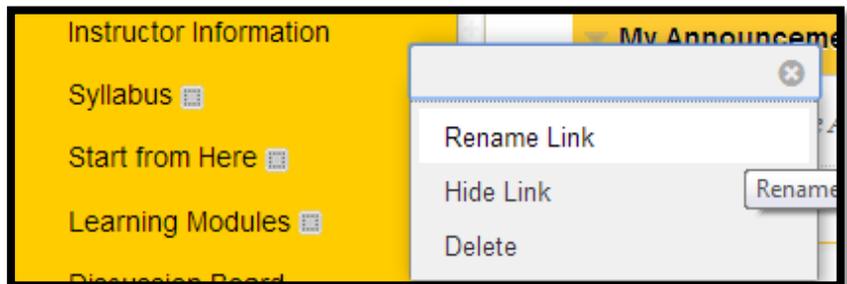
Step 4: Check "Available to Users".

Step 5: Click Submit



Renaming, Hiding or Deleting a Content Area

Put your cursor on the drop down arrow next to the content area you wish to rename or delete and select the appropriate option.



File Names

When you save a file that you will be uploading to Blackboard it is important to follow standard naming conventions. Do not use any special characters like: , # > < ~ / & . , or any foreign characters: i accent, u umlaut, etc. The only characters that may be used safely are the underscore (_) and the dash (-). Make sure your file name contains an extension Example: Lesson1.doc or sample amounts.xls.

Attaching a Document

Note: When files are attached to a course, students must have appropriate software to open the files. For example: If you attach an Excel document, students must have Excel on their computer to open the file. Any type of file may be attached to Blackboard.

Step 1: Make sure the Edit Mode is ON first.



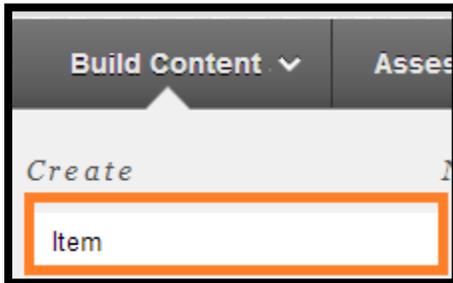


Forward thinking. World ready.

Step 2: On the left, select a content area, such as Learning Modules.

Step 3: To add a new item, select Build Content.

Step 4: Select Item.

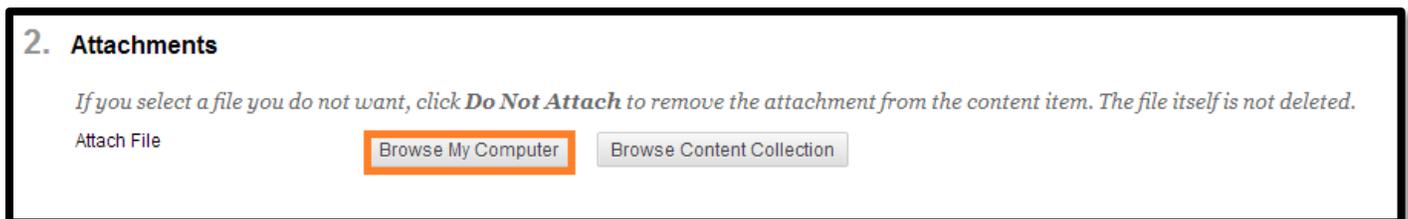


Step 5: Click in the Name field and type the title of the document.

Step 6: Type a brief description of the file in the Text field. This may also be a good area to give due dates or other date sensitive info so it's not part of the attached file. The files may then be copied to future semesters without containing old dates.

Step 7: In the Attach File field, click Browse My Computer and locate the file from your computer or Browse My Course for items already existing within your Blackboard course (see below).

Step 8: Select the file you want and select Open.



Step 9: Leave the default Yes in Permit Users to View.

Step 10: Click Track number of views to see If students are accessing the content.

Step 11: Choosing date and time restrictions is OPTIONAL.



If you want to use Display after, you may leave Display Until blank.

Step 12: Click Submit to complete the process.

A receipt will appear to confirm the process.

Step 13: To reorder your items, you can drag and drop them by placing your cursor over the item and holding down your left mouse button and dragging it to the appropriate spot in the list.



Forward thinking. World ready.



Step 14: Click on the file link to view the document. The word processing program will launch and open the file.

Note: If your computer asks if you want to Save or Open the file, select Open.

Creating Folders

It is possible to organize course files into easy-to-access folders.

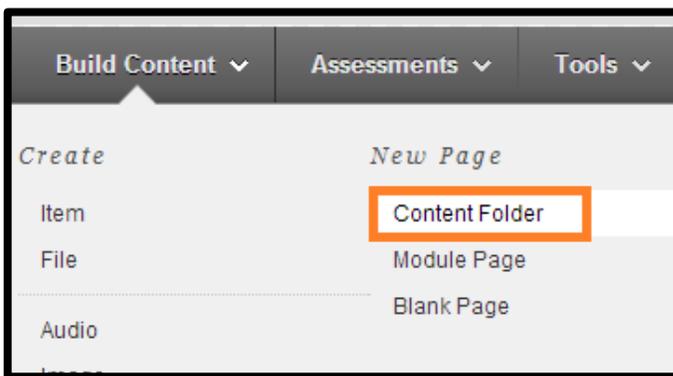
Step 1: From any content area, such as Course Documents, select Build Content.

Step 2: Under New Page, select Content Folder.

Step 3: In the Name field, type a name. If desired, type a description for the folder in the text box.

Step 4: You can also choose to date/time stamp the folder and track the number of users.

Step 5: Click Submit when finished.



Access the Folder and Adding a Document





Forward thinking. World ready.

Step 1: Click on the folder link name to enter the folder.

Step 2: Select Build Content and click on Item.



Step 3: In the Name field, type a name.

Step 4: Type a brief description of the file in the Text field, if desired.

Step 5: In the Attachments field, click Browse My Computer and locate the file you want to upload

Step 6: Under Link Title, type in a name that will serve as the link, or use the file name that you as it appears.

Step 7: Click Submit to complete the process. A receipt will appear to confirm the upload.

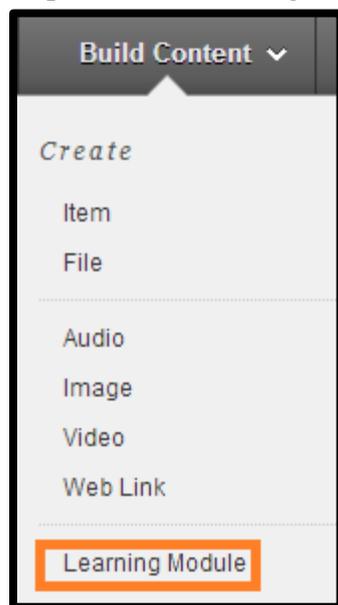
Creating a Learning Module

A Learning Module is a collection of Content Items focused on a specific subject that students can navigate at their own pace. Instructors can create a structured path to progress through the items. The path can be set so that students must view content sequentially, or meet specified criteria before content is revealed.

Step 1: Choose any content area where you want to have a Learning Module.

Step 2: Click the Build Content.

Step 3: Click Learning Module.



Step 4: Enter a Name for the Learning Module folder.

Use a descriptive name to help users identify the Learning Module.

Step 5: Use the Text box to enter a description and any instructions for using the Learning Module. This information is optional, but can assist users understand expectations and any associated goals and tasks.

Step 6: Click on the Learning Module Folder to add content.

Step 7: You can add any type of content to the module.

Table of Contents

Instructors can customize the hierarchical view of the Learning Module by editing the display of the lettering/numbering of the items and to show or hide items that are displayed in the Table of Contents. Another method of creating a hierarchy is by creating folders and placing content within these folders. Folders can be nested within other folders.



Forward thinking. World ready.

Adding External Links

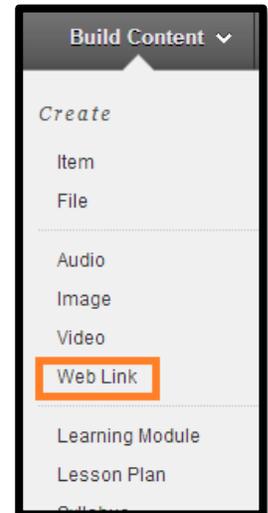
Instructors can designate course related external links (web sites) for students to visit. These can be integrated into the course and used to take students on virtual “field trips” to course related places on the web.

Step 1: Click on the Content Area in which you wish to add an External Link.

Step 2: Select Build Content and then click on Weblink

Step 3: Enter the website name, URL (example: www.fhsu.edu) and a brief description.

It is always a good idea to copy and paste URLs to cut down on typographical errors.



WEB LINK OPTIONS

Open in New Window Yes No

STANDARD 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.

Step 4: Choose the options for the web link (**LEAVE IT OPEN IN A NEW WINDOW**) and click Submit. A receipt will appear to confirm the process.

Step 5: View the link by clicking directly on the link name.



Note: It is the responsibility of the instructor to maintain the external links section. Blackboard has a built feature that allows you to check all of the URLs in your site at once. With this tool, you can validate the Web Links within any area in your course and fix any dead links.

In Control Panel, choose Package and Utilities, and click Check Course Links



Forward thinking. World ready.

Groups

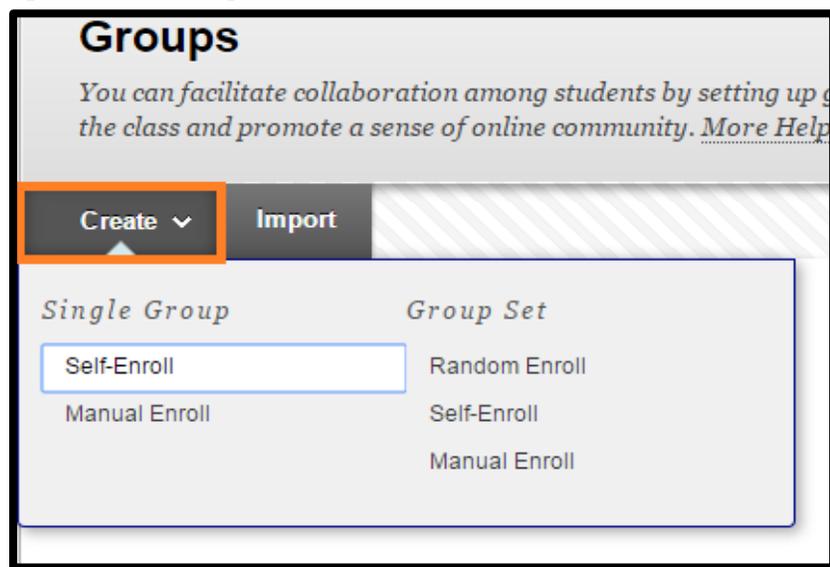
You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. From a Group page, users may: send email, exchange files within the group and conduct group discussions, for example.

How to Enroll Course Group Members

Step 1: Click Users and Groups under the Control Panel.



Step 2: Click Groups.



Step 3: Click Create Single Group

Step 4: Select Self Enroll. Step

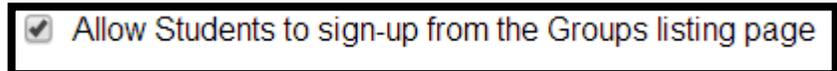
5: Enter the Group

Information, Tool Availability, and Module Personalization Setting.

Step 6: Enter the information and specifications of the Sign Up Sheet:

Option:	Description:
Name of Sign-up sheet	Enter a name for sign-up sheet
Sign-up Sheet Instructions	Enter the instructions for the sign-up sheet
Maximum Number of Members	Enter the maximum number of students for this group
Show Members	Show the group members for other students

Step 7: Check Allow Students to sign-up from the Groups listing page



Note: Adaptive release rules can be applied to the content page link, which would provide the



Forward thinking. World ready.

ability to limit the availability of the sign-up sheet

Step 8: Click Submit.

For instructors to see student group pages.

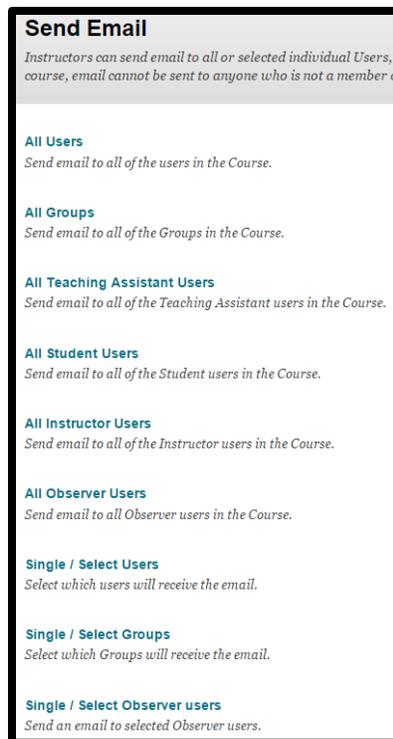
Step 1: Open a Course.

Step 2: Expand Users and Groups, under the control panel.

Step 3: Select the name of a Group.

Course Send Email

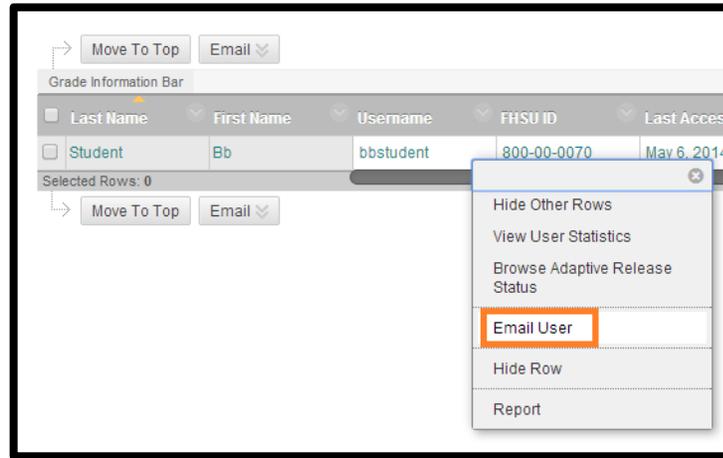
Instructors can send email to individuals who participate in the course from the Send Email link, which can be found under Course Tools. Emails can be sent to individual users or to groups of users within the course, such as all Teaching Assistants. Choose “Select Users” to send email to only those individuals selected.



Instructors may also email one many or all students from the Grade Center. In the left column tick the box beside the name(s) of the student(s) you wish to email. Right click on the individual student or click Email in the menus.



Forward thinking. World ready.



Students are able to see which other students are included in the email. Another quick way to send out an email to everyone is to create an announcement. An Email of the Announcement can be sent to everyone.

Discussion Board

Step 1: Click “Discussion Board” menu item.

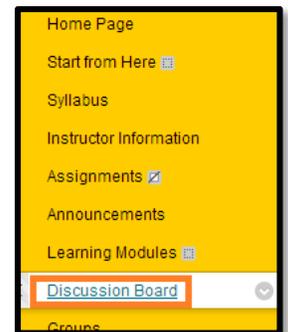
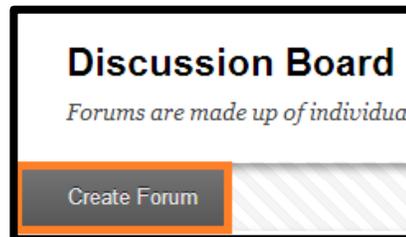
Step 2: If you have previously created Groups, go to the Groups area to create a discussion only for the group members.

Step 3: Click “Create Forum” button.

Step 4: Type in the name of the Forum.

Step 5: Type in a description or post your discussion questions.

Step 6: Check or uncheck any settings that seem appropriate.





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 cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

- No Grading in Forum
- Grade Discussion Forum: Points possible:
- Grade Threads

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-peats
 - 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

NOTE: Take care when allowing Anonymous Posting!

Deleting a Forum:

<input checked="" type="checkbox"/> Forum	Description	Total Posts	Unread Posts	Total Participants
<input checked="" type="checkbox"/> Self Interests	Tell me about yourself.	0	0	0

Delete

Manage a Forum

To see if a thread has had activity, you must look under Unread Posts.

<input type="checkbox"/> Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/> Week 1	Please watch this video and answer the following question:	42	23	2

Grade Center

Grade Center posts all student grades associated with Tests and Assignments. The Grade Center also accommodates scores for essay questions and grades for work completed outside of Blackboard. Instructors view the results of Surveys through the spreadsheet. Assessments and



Forward thinking. World ready.

Assignments that are made available through a Content Area are viewed and graded in the Grade Center.

To access the Grade Center, go to the Control Panel and select Grade Center, then click Full Grade Center

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Last Name	First Name	Username	FHSU ID	Last Access	Availability	Weighted Total	Total
Student	Bb	bbstudent	800-00-0070	May 6, 2014	Available	--	158.00 (60.77%)

Adding Items to the Grade Center for Assignments Out of Bb

Step 1: Click the Create Column icon to add a new item to Grade Center

Create Column | Create Calculated Column | Manage | Reports | Filter | Work Offline

Last Name	First Name	Weighted Total	Total	SAFE Assign
Student	Bb	77.50%	57.00	!

Step 2: Enter the Column Name, choose the Category, if desired write a short Description of the column, the Date the item is due, points possible for the column, choose the Primary Display type for the mark, choose whether to make grade visible to the students.

Step 3: Click Submit.



Forward thinking. World ready.

Entering Grades

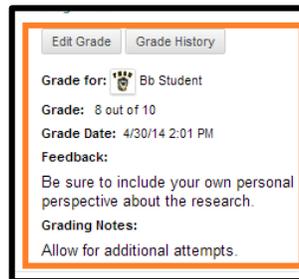
You have two options for manually entering or changing grades in the Grade Center. Option A, allows you to enter or change grades for the entire class and/or individual students in a spreadsheet-like way. Option B allows you to override a student's grade, to attach feedback or grading notes to the grade, and to view Grade History.

On the Grade Center page, enter a grade by clicking on the cell in which you would like to put a grade (you may need to scroll to the right to find the column) and type the grade directly into the cell (in the same format you chose for Primary Display when you created the column). Press Enter on the keyboard to save the grade and move to the cell below.

Option A:



Option B:



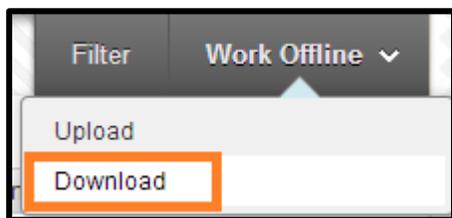
Uploading Grades from External Sources

To eliminate repeated entry of Grade Center data in several tools, instructors can do off-line grading and then upload the grades. Instructors can upload grades from external sources such as a Comma-separated Value (aka .csv file) or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synced with existing Grade Center data.

To upload or download grades.

Step 1: Place your mouse cursor over the Work Offline button in the Grade Center.

Step 2: Click Upload or Download.



Manage

The Manage option allows the Instructor to modify Grade Center items and for how they will appear in Grade Center

Step 1: Click the Manage Items button.

Step 2: Choose the type of change you wish to make.

Step 3: Click the Submit button after you have made the changes.



Forward thinking. World ready.

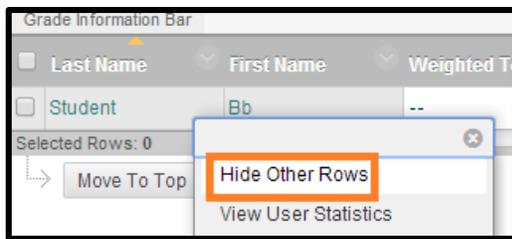


Displaying student grades

It's a FERPA violation for students to see another student's personal information. Hide Other Rows is a very easy way to work with a student at your computer without displaying information should not cannot view.

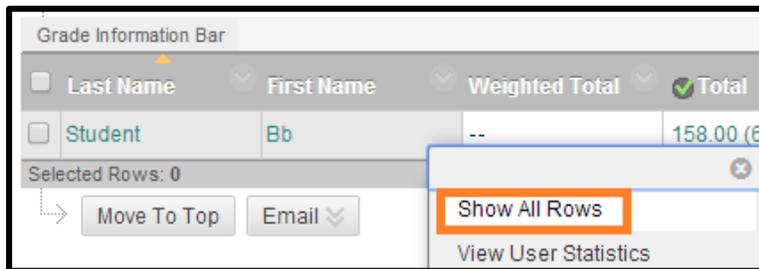
To Hide:

Select Student name > Select drop down > Select "hide other rows" To Show:



To Show all rows (students)

Select student name > Select drop down > Select "show all rows"



For additional Grade Center information, visit our tutorial

website: <https://www.fhsu.edu/ctelt/BlackboardFacultyTutorialGradeCenter/>