

**(1) Add an Announcement**

Announcements are a great way to keep your students up-to-date on what is going on in your course. You can use this area to remind your students about assignments that are coming due. By default, announcements show on the course's main page for 7 days before they automatically move to the 30 day category.

- Step 1:** Click the **Announcements** link in the **Course Tools** area of the **Control Panel**.
- Step 2:** Click the button for **Add Announcement**.
- Step 3:** Under **Area 1**, type in a brief introduction in the **Subject** line (much like you would in an e-mail message). For today's lesson, type: Welcome Students to The Human Brain course!
- Step 4:** Use the **Message** box to type your announcement. For today's lesson, type: There is no scientific study more vital to man than the study of his own brain. Our entire view of the universe depends on it. Francis H.C. Crick (from Scientific American, September, 1979).
- Step 5:** Under **Area 2**, click the **Yes** option for Permanent Announcement. By doing so, your announcement will not roll over to the 30 day category. It will always show on the course's main page on the list of announcements. Once you have created your announcement, you can always come back to this announcement and modify this setting.
- Step 6:** For today's lesson, skip **Area 3**. In this area you could create a link to an item you have posted in a content area.
- Step 7:** Under **Area 4**, you can choose to e-mail the announcement to all course users. For Today's lesson we will not e-mail an announcement to all course users.
- Step 8:** Under **Area 5**, click the **Submit** button.
- Step 9:** Blackboard provides an Announcement Receipt that tells you that the announcement has been added. Click the **OK** button.
- Step 10:** After clicking OK for the receipt, you are returned to the course's main page. Note the word **Permanent** next to your announcement. This tells you that the announcement will not roll over to the 30 day category.
- Step 11:** Use the **Bread Crumb** trail to return to the student view. You will be at the course's main page and the Announcement you just created will be visible.
- Note:** If you would like the Announcement to roll over to the 7 or 30 day category, in **Area 2** change **Permanent Announcement** to **No**.

## (2) Send E-Mail

Blackboard's Send E-mail feature allows users to send e-mail messages to other users in the course. You cannot receive e-mail using Blackboard, messages sent through Blackboard will be sent to your Redlands e-mail account. Use this feature to send e-mail to:

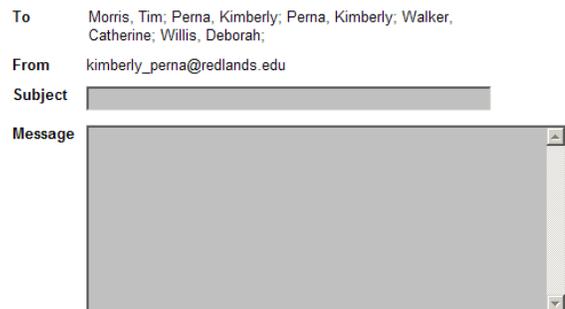
- All Users
- All Groups
- All TAs
- All Instructors
- Single/Select Users
- Single/Select Groups

**Step 1:** Click on the **Send E-Mail** link in the **Course Tools** area of the **Control Panel**.

**Step 2:** Choose who you would like to send the e-mail to (All Users, Select Users, etc.). For today's lesson, send an e-mail to all users, choose **All Users**.

**Step 3:** Type the **Subject** of your e-mail. For today's lesson, type: Welcome to the Human Brain.

**Step 4:** Type the **Message** of your e-mail. Type: Please print out and bring to class the handouts from the week 1 folder.



To Morris, Tim; Perna, Kimberly; Perna, Kimberly; Walker, Catherine; Willis, Deborah;

From kimberly\_perna@redlands.edu

Subject

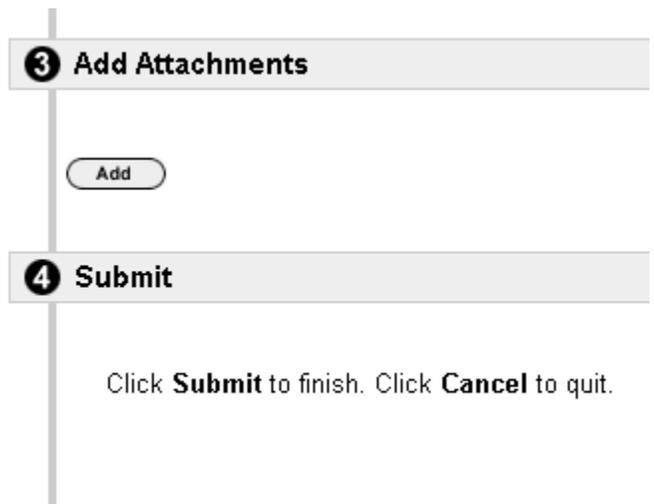
Message

**Step 5:** For today's lesson, skip **Area 3**. This option is used for attaching a file to an e-mail message.

**Step 6:** Click **Submit** to send the e-mail message.

**Step 7:** A Receipt will display: **Success Your message was sent to the following recipients:** (followed by a list of recipients)

- Retrieve all messages in your regular e-mail program.



**3 Add Attachments**

Add

**4 Submit**

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

### (3) Add Assignments to the Online Gradebook

Blackboard's gradebook allows faculty to manage grades and assignments online. The gradebook can accommodate scores for traditional assignments (including assignments completed outside of Blackboard, such as term papers), as well as scores for assignments that are completed within Blackboard, such as quizzes and surveys.

**Step 1:** Click on the **Gradebook** link in the **Assessment** area of **Control Panel**.



**Step 2:** Click the **Add Item** button.

**Step 3** Enter the **Name, Category, Description, Date, Points Possible** and how to **Display** the grade in this area.

<b>Item Name</b>	<input type="text"/>	← Enter the name of the graded item. For today's lesson, type: Assignment #1.
<b>Category:</b>	<input type="text" value="Assignment"/>	← Select the type of item. Some options include Exam, Essay, Homework, Group Project, and Final Grade. Select Assignment.
<b>Description</b>	<input type="text"/>	← Enter the description of the item. Type: Week 1 Assignment.
<b>Date</b>	<input type="text" value="Oct"/> <input type="text" value="30"/> <input type="text" value="2006"/>	← Enter the date the item is due. Select Oct. 30, 2006.
<b>Points Possible:</b>	<input type="text"/>	← Enter the total points possible for the item. Type: 5.
<b>Display As:</b>	<input type="text" value="Score"/>	← Choose whether to <b>display the item</b> as a letter, percentage, score, or text. Select Score.
<b>Make item available to users.</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	← Choose whether you want the students to see the grade. Select Yes.
<b>Include item in Gradebook score calculations.</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	← Choose whether you want the score to be included in the calculations of the final grade. Select Yes.

**Step 4:** Click **Submit** to add the item to your gradebook.

**Step 5:** Click **OK** to accept the Receipt.

#### Important notes:

- a) To edit or enter a single mark - double click on the cell in the gradebook.
- b) To add grades for multiple students at one time, click on the assignments' name, then click on Item Grade List and then enter the scores. When finished, click Submit.
- c) The Blackboard gradebook is not an official record and should not be sent to the registrar.
- d) Always have a printed copy or backup copy of your gradebook.

## (4) Add a Discussion Forum

The Discussion Board is another communication tool that can be used to enhance a Blackboard course site. Blackboard's discussion board tool is a medium for written communication that is especially useful for presenting cases for students to critically analyze and discuss. An additional advantage of the discussion board is that student conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies.

**Step 1:** Click on the **Discussion Boards** link in the **Course Tools** area of the **Control Panel**.

Course Tools	
<a href="#">Announcements</a>	<a href="#">Send E-mail</a>
<a href="#">Course Calendar</a>	<a href="#">Collaboration</a>
<a href="#">Staff Information</a>	<a href="#">Digital Drop Box</a>
<a href="#">Tasks</a>	<a href="#">Glossary Manager</a>
<a href="#">Discussion Boards</a>	<a href="#">Messages</a>

**Step 2:** Click on the **Course Name** to enter the discussion board.

### Add a Forum

In Blackboard, the discussion board is the container for forums; forums, in-turn, are containers for messages related to a topic. The first step you need to take, before students can add messages to the discussion board, is to add a forum.

**Step 3:** Click the  **Add Forum** button.

**Step 4:** Enter the **title**, and **description**.

Title:   
Description:

**Enter the discussion title.** This title should reflect the topic of the discussion. Type: Week 1-Left Brain vs. Right Brain.

**Enter instructions** for your forum. This includes any questions to be in a post, or other instructions about the discussion. For Today's lesson, type: Discuss the functions of the right brain and the left brain.

**Step 5:** Select the Forum options. For today's lesson, **users to reply with quote, Allow new threads, Allow members to subscribe to a forum, Allow members to rate posts, and Grade Forum** and enter **10** for the points possible. Uncheck all others.

**Forum Settings**

- Allow anonymous posts
- Allow author to remove own posts
  - All posts
  - Only posts with no replies
- Allow author to modify own published posts
- Allow post tagging
- Allow users to reply with quote
- Allow file attachments
- Allow members to create new 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
- Allow members to rate posts
- Force moderation of posts
- Grade
  - No grading in forum
  - Grade Forum: Points possible:
  - Grade threads

**Select forum options.** These include allowing anonymous posts, allowing the author to modify message after posting, allowing a author to remove own posted message, allowing student to upload files into the discussion, allowing the instructor to grade the forum and/or threads, and allowing new threads (a thread is a continuation of one thought denoted by a + beside the message), allowing students to subscribe to a thread or forum, allowing students to rate other student's posts, and forcing moderation.

**Step 6:** Click **Submit** to create your Forum. You can look at the forum by going to the **Discussion Board** link in the student view; click on **Communication** link and then **Discussion Boards**.

## (5) Use the Digital Dropbox

The **Digital Dropbox** enables instructors and students to exchange files. Students can send files, like homework assignments, to their instructors. Instructors can view the files in their Dropbox and return them to students. Faculty and students can send and receive files of any type, including PowerPoint presentations, Word files, text files, graphics, PDFs, etc. In this example, you will send a file to a student using the digital dropbox.

### Sending Files

**Step 1:** Click on the **Digital Dropbox** link in the **Course Tools** area of the **Control Panel**.

**Step 2:** You will see the **Add File** (for storing files) and **Send File** (for sending files) buttons.

**Step 3:** Click the **Send File** button.

**Step 4:** Highlight the name of the student you want to send the file to.

**Step 5:** Type in a **Name**. The name is a descriptive title for the file you are sending. For today's assignment, type: Assignment #1.

**Step 6:** Click the **Browse** button to navigate to the location where you saved the training material files. Select Assignment 1.doc.

**Step 7:** Type any additional **comments** that you would like to accompany the file.

**Step 8:** Click **Submit**.

**Step 9:** Click **OK**.

**1 Select Users**

To:

- Chandiramani, Avinash (axc123)
- Hryniewicz, Robert (rxh73)
- Kapil, Kashama (krk13)
- Mathieson, G (gieves)
- Mathieson, William (wxm27)
- Melkide, Eben (em30)

**2 File Information**

Select File: -

or Upload New File

Name: [highlighted]

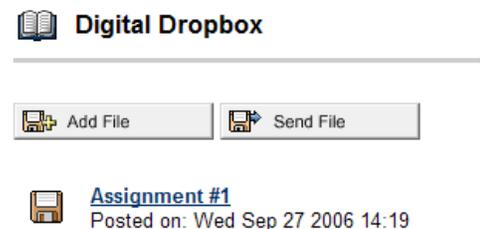
File: [Browse...]

Comments: [text area]

### Receiving Files

**Step 1:** Go to the course **Control Panel** and select **Digital Dropbox** from the **Course Tools**.

**Step 2:** The window will display the current files in your Dropbox. You can see who sent the file, when it was posted, the name of the link to retrieve the file, and comments about the file.



### Opening and Sending Files

- To **Open** the file, click on the named link. You will be prompted to save or open the file; Click **Open**.
- To **Save** the file, click on the named link. You will be prompted to save or open the file; Click **Save**.