

Things You Need to Get Started:

1. Your Redlands login (firstname_lastname) and password.
2. This training guide and files.
3. A Internet connection using Internet Explorer (preferred)
4. Microsoft Word (XP or 2007 preferred). Microsoft Office 2007 is available free-of-charge to all staff and faculty at the University of Redlands. One copy can be loaded on a personal computer for university-related work. To check out a copy for installation, please see Deborah Willis (Fletcher Jones Center – Main Campus) or the regional center staff. If using Office 2007, make sure to save your files in the 97-2003 compatible format.

One Caveat:

When in Blackboard, it is recommended that you do not use the browser's back button. Blackboard provides a great deal of on-screen navigation tools for your use.

1. Logging into Blackboard

1. Open your Web browser.
2. Go to: <http://my.redlands.edu> and click the Login button.
3. Type your username and your password.
4. Click the Login button (or press the Enter key).

2. The myRedlands page

1. When you first log into Blackboard, you will be at the myRedlands page. Locate the myCourses tab at the top of your screen.
2. The myCourses page is where your Blackboard course site(s) will be listed. If you are ever lost in Blackboard, this tab is available to you. You can click this tab and return to your course listing. Try clicking on the myCourses tab and then back on the myRedlands tab.

3. Accessing Your Course(s)

1. At the myCourses page, look at the section named My Courses.
2. Under the heading, My Courses – Courses you are teaching, you will see the listing of those courses you are teaching using Blackboard.
3. For this training session, click on the course titled Test Course – Your Last Name.

4. Your Course – Student View

- When you access your course, you are looking at the student view. The navigational links such as Announcements, Course Information, Faculty Information... will show on the left-hand side of your screen. These links represent the different ways or areas in which your course content can be divided up for the students to view.
1. Click on the different navigation links to become familiar with the student navigational links.
 2. Return to the Announcement area by clicking on the Announcement link.

5. Control Panel – Faculty View

- At the bottom of the student navigation links, you will see a link labeled Control Panel. By clicking on this link, you as the faculty member, have access to the options for adding content and for modifying your course.
1. Click on the Control Panel link.
 2. As you view the Control Panel area, locate the Content Areas and Course Tools sections. In building your sample course, you will be working primarily with these two areas.

6. Navigation between the Student and Faculty View (Bread Crumb Trail)

- When you access the Control Panel, note the options at the top of the screen. The navigation tabs: myRedlands and myCourses are always available. Below the tabs is a list of links known as the bread crumb trail. It shows your current Blackboard location and allows you to easily go back up a level by clicking on the desired link.
Example: COURSES > COURSE TITLE > CONTROL PANEL
1. Note the link for your course name in the bread crumb trail. This is the “one-click” option for returning to the student view of Blackboard. Click on this link to go to the student view.
 2. Use the Control Panel link to return to the faculty view.

7. Adding 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 student about assignments that are coming due. By default, announcements show for 7 days before they automatically move to the 30 day category.
1. In the Control Panel, click the link for Announcements.
 2. Click the button for Add Announcement.
 3. **Under Area 1**, type in a brief introduction in the Subject line (much like you would in an email message). For today's lesson, type: Welcome Students to The Human Brain course!
 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)
 5. **Under Area 2**, click the option for Permanent. By doing so, your announcement will not roll over to the 30 day category. It will always show on the main list of announcements. Once you have created your announcement, you can always come back and modify this setting.
 6. **Skip Area 3.**
 7. **Under Area 4**, you can choose to have your announcement sent to your students' Redlands e-mail accounts. For today, skip Area 4.
 8. **Under Area 5**, click the Submit button.
 9. Blackboard provides an Announcement Receipt that tells you that the announcement has been added. Click the OK button.
 10. After clicking OK for the receipt, you are returned to the main area for announcements. Note the word Permanent next to your announcement. This tells you that the announcement will not roll over to the 30 day category.
 11. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements and you will see the announcement you created.

8. Adding Your Syllabus (Copied/Pasted Text)

- Blackboard allows you to add content in two ways: (1) you can copy and paste information directly into Blackboard or (2) you can post your information as attached files. In this step, you will copy your syllabus and paste it into the Course Information area.
1. Stay logged into Blackboard and open Microsoft Word.
 2. Open the syllabus file provided to you as part of this training.
 3. Highlight and copy all of the text.
 4. Switch back to Blackboard (PC users – look at the task bar at the bottom of your screen for Blackboard icon).
 5. Make sure you are at the top level of the Control Panel.
 6. Click the link for Course Information.
 7. Click the Item button.
 8. **Under Area 1**, type in a brief title for this syllabus in the name field. For today's lesson, type: *The Human Brain Syllabus*
 9. Paste the syllabus you copied from Word into the text box.
 10. **Skip Area 2.**
 11. **Under Area 3**, leave all of the options set the way they are and click the Submit button.
 12. Blackboard provides a Content Receipt that tells you that the item has been added. Click the OK button.
 13. After clicking OK for the receipt, you are returned to the main area for Course Information.
 14. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.
 15. Click on Course Information and you will see the syllabus you added.

9. Adding Faculty Information

- By adding information about yourself under the Faculty information area, your students will have a greater sense of who you are and have access to your contact information, such as office hours, email address, and phone number 24-hours a day.
1. Return to the Control Panel (click the Control Panel link).
 2. Click the link for Staff Information.
 3. Click the button for Profile.
 4. **Under Area 1**, complete the form. If you choose to include your home telephone number, be sure and let students know when it is appropriate to call you. You must include an email address.
 5. **Under Area 2**, you will add a picture to your profile information. Click the Browse button and located the profilebrain.jpg image provided to you as part of this training. Note: profile images must be 150 x 150 pixels or less. Blackboard will automatically resize images that are larger. If you have a personal Web site, you can also type in the Web site address (your picture will then become a link to that Web address).
 6. **Under Area 3**, click the Submit button.
 7. Blackboard provides a Faculty Information Receipt that tells you that the profile has been added. Click the OK button.
 8. After clicking OK for the receipt, you are returned to the main area for Faculty Information.
 9. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.
 10. Click on Faculty Information and you will see the profile you added.

10. Organizing Your Course Information (Making Folders)

- The Course Documents area is a good place to post the majority of your course content. If you are planning on adding a lot of content, you will want to organize your materials into folders based on a week-by-week schedule or by topics.
1. Return to the Control Panel (click the Control Panel link).
 2. Click the link for Course Documents.
 3. Click the Add Folder button.
 4. **Under Area 1**, specify your own name for the folder. For today's lesson, type: Week 1 – Overview of the Brain.
 5. In the Text box (under Area 1), describe the contents of the folder. For today's lesson, type: Click on the above link to view the materials for Week 1. Note: Adding dates with your folder names will help you and your students stay on-track.
 6. **Skip Area 2.**
 7. **Under Area 3**, click the Submit button.
 8. Blackboard provides a Content Receipt that tells you that the folder has been added. Click the OK button.
 9. After clicking OK for the receipt, you are returned to the main area for Course Documents.
 10. Repeat steps 3-7 twice to add two more folders with these names: Week 2: The Nervous System More In-Depth and Week 3: Neurons and Neural Transmission.
 11. After clicking OK for the receipt (for the third folder), you are returned to the main area for Course Documents. Stay in this area to continue the lesson.

11. Adding Course Information (Pictures)

- Pictures can be used to set the tone for the week's topic, or the image can be an assignment in itself (for example, you could add text below the image asking the students to critique or evaluate the image). Today, we will add an image that will depict the overall topic of the week.
1. Verify that you are in the Course Documents folder.
 2. Click the link for the Week 1 folder.
 3. Click the Item button.
 4. **Under Area 1**, type in a brief title for this course document in the Name field. For today's lesson, type: External Brain Structure.
 5. **Under Area 2**, you will add the picture. Click the Browse button and find the externalbrain.jpg image provided to you as part of this training.
 6. Under Special Action, choose Display media within the page (by changing this option, students will immediately see the image when they open this folder).
 7. **Skip Area 3.**
 8. **Under Area 4**, click the Submit button.

9. On the next screen, Blackboard allows you to select special settings for the picture you are adding. For today, we will choose the default settings and click the Submit button.
10. Blackboard provides a Content Receipt that tells you that the item has been added. Click the OK button.
11. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.
12. Click on Course Documents and then click on the Week 1 folder. You will see the picture you added.

12. Adding Your Introduction (Typed Text)

1. Return to the Control Panel (click the Control Panel link).
2. Click the link for Course Documents.
3. At the main level for Course Documents, you should now see your three folders. We will be adding content to the first folder – Week 1. Click on the link for the Week 1 folder to open it.
4. Click the Add Item button.
5. **Under Area 1**, type in a brief title for this item in the Name field. For today's lesson, type: Introduction
6. In the text box, type the introductory text: The human brain can be considered the most complex organ in the body and the centerpiece of the nervous system. This complex organ allows us to think, move, feel, see, hear, taste, and smell. It controls our body, receives information, analyzes information, and stores information (our memories). The brain produces electrical signals, which, together with chemical reactions, let the parts of the body communicate. Nerves send these signals throughout the body.
7. **Skip Area 2.** Since your content was typed in the Area 1 text box, you will not have a file to attach for the students to view.
8. **Under Area 3**, leave all of the options set the way they are.
9. **Under Area 4**, click the Submit button.
10. Blackboard provides a Content Receipt that tells you that the item has been added. Click the OK button.
11. After clicking OK for the receipt, you are returned to the top level of the Week 1 folder.
12. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.
13. Click on Course Documents, then on the Week 1 folder and you will see the introduction you added.

13. Adding Your Goals (Copied/Pasted Text)

- In this step, you will copy your goals and paste them into the Course Documents – Week 1 folder.
1. Stay logged into Blackboard and open Microsoft Word.
 2. Open the goals file that was provided to you are part of this training.
 3. Highlight and copy all of the text.
 4. Switch back to Blackboard (PC users – look at the task bar at the bottom of your screen for Blackboard icon).
 5. Make sure you are in the Week 1 folder (return to the Control Panel - Course Documents – Week 1) (Return to the Control Panel and click the link for Course Documents).
 6. Click the button for Add Item.
 7. **Under Area 1**, type in a brief title for these goals in the Name field. For today's lesson, type: Week 1 Goals.
 8. Paste the goals you copied from Word into the text box.
 9. **Skip Area 2.** Since the text box was used for the content, you will not have a file to attach.
 10. **Under Area 3**, leave all of the options set the way they are.
 11. **Under Area 4**, click the Submit button.
 12. Blackboard provides a Content Receipt that tells you that the item has been added. Click the OK button.
 13. After clicking OK for the content receipt, you are returned to the top level of the Week 1 folder.
 14. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.
 15. Click on the Course Documents navigation link, then on Week 1 and you will see the goals you added.

14. Adding Course Information (Web Link to External Site)

- In this step, you will add in an external web link within your Course Document – Week 1 folder. This link is added within the Week 1 folder because it is directly tied to the content for this week. See section #17 for how to add an external link that applies to the overall course content.
1. Return to the Control Panel.
 2. Click the link for the Course Documents.
 3. Click the link for the Week 1 folder.
 4. Click the External Link button.
 5. **Under Area 1**, type in a brief title for this Web site in the Name field. For today's lesson, type: Hemispheric Brain Dominance Inventory. Type in the web address. For today's lesson, type: www.web-

us.com/brain/braindominance.htm in the URL field. In the Description field, type: Complete this inventory to learn more about your own hemispheric dominance

6. Skip Area 2.

7. **Under Area 3**, click the Submit button.

8. Blackboard provides a Content Receipt that tells you that the item has been added. Click the OK button.

9. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.

10. Click on Course Documents and then click on the Week 1 folder. You will see the Web link you added.

11. Test the link by clicking on it.

15. Adding an Assignment (Attached Word File)

- In this step, you will add in your first assignment to the Assignment area of Blackboard. Instead of copying and pasting in your information, you will attach the assignment as a Word document. This process works well for documents that need to be manipulated and printed. Please note that all students would need to have Word (or a compatible program) in order to open this file.

1. Return to the Control Panel - Assignments.

2. Click the button for Add Item.

3. **Under Area 1**, type in a brief title for this assignment in the Name field. For today's lesson, type: Assignment 1: The Nervous System.

4. In the text box, type: Open the attached file, complete and print. This assignment is due next Tuesday.

5. **Under Area 2**, you will add your assignment file. Click the Browse button to locate the assignment file that was provided to you as part of this training. Double-click on the file name or click once on the file name and once on the Open button.

6. Skip Area 3.

7. **Under Area 4**, click the Submit button.

8. Blackboard provides a Content Receipt that tells you that the assignment has been added. Click the OK button.

9. After clicking OK for the content receipt, you are returned to the top level of the Week 1 folder.

10. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.

11. Click on Course Documents, then on Week 1 and you will see the link for Assignment 3.

12. Click on the link to open this assignment. You will be prompted to either open or save the file to your computer.

13. Click Open so you can view this assignment.

16. Adding an External Link

- In this step, you will add in an external web link that applies to your overall course content. See section #15 for how to add an external link that applies to a specific topic within your course.

1. Return to the Control Panel.

2. Click the link for the External Links.

3. Click the button for Add URL.

4. **Under Area 1**, type in a brief title for this Web site in the Name field. For today's lesson, type: University of Redlands Armacost Library. In the URL field, type in the Web address. For today's lesson, type: <http://www.redlands.edu/library>. In the Description field, type: Great resource for on-line journals (many offer full-text articles).

5. Skip Area 2.

6. **Under Area 3**, click the Submit button.

7. Blackboard provides an External Link Receipt that tells you that the item has been added. Click the OK button.

8. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.

9. Click on External Links button and you will see the link you added.

10. Click on the link provided to access the Library's Web site.

MENU DESIGN

17. Changing the Student Navigation Menu to Reflect Your Content

Changing the Name of a Menu Item

1. Return to the Control Panel.
2. Click on Manage Course Menu under Course Options.
3. Locate Course Information on the list. To the far-right, click on the Modify button for this item.
4. In the box where you can type (under the pull-down menu), type: Syllabus.
5. Leave all other options below the menu name selected. Note: Because there are no guest and observer accounts on our Blackboard system, changing these settings would have no outcome on who has access to your course site.
6. Click the Submit Button.
7. Blackboard provides a receipt that tells you that the change has been made. Click the OK button.
8. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.
9. Click the Refresh button.
10. Look at the student navigation menu and note how Course Information now reads Syllabus.

Removing a Menu Item

- A caveat to removing a menu item is that Blackboard will not warn you that the menu item may contain content. For today, we will practice removing a menu item that has content.
1. Return to the Control Panel.
 2. Click on Manage Course Menu under Course Options.
 3. Locate Assignments on the list. To the far-right, click on the Remove button for this item.
 4. A warning message will appear. **“Warning this action will remove all content under this area. Continue?”** You can choose to click Cancel to exit and not continue or OK to continue with removing the menu item.
 5. Blackboard provides a receipt that tells you that the change has been made. Click the OK button.
 6. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.
 7. Click the Refresh button.
 8. Look at the student navigation menu and note that the Assignment link has been removed.

Adding a Course Link to the Menu

- Blackboard allows you to add your own items to the student navigation menu. In this part of the lesson, you will place a link on the student navigation menu to one of the course documents you recently added. Note, the link you add will simply take the students to the content area where the item is posted; it will not actually open the item you have linked to.
1. Return to the Control Panel.
 2. Click on Manage Course Menu under Course Options.
 3. From the Add menu, click the button for Course Link.
 4. **Under Area 1**, in the Area name, type: New Assignment Posted
 5. In the Link location, click the Browse button. This opens the Course Map in a smaller browser window.
 6. Click the + next to Course Documents.
 7. Click the + next to the Week 1 folder.
 8. Click inside the option circle to choose Assignment 1: The Nervous System.
 9. **In the Course Map window**, click the Submit button.
 10. **Under Area 2**, click the Submit button.
 11. Blackboard provides a receipt that tells you that the action was successful. Click the OK button.
 12. Use the Bread Crumb trail to return to the student view. You will be at the main level – Announcements.
 13. Click the Refresh button.
 14. Look at the student navigation menu and note how a link to Assignment 1 has been added to the course menu.