

Quick Start Guide Blackboard 9.1

1. Logging in and accessing a course

→ Log in on <http://uu.blackboard.com>, using your Solis-id.

U will start on the 'My Blackboard' page. This page has, amongst other things, 'My Courses': a list of courses available to you, and 'My Announcements': announcements from these courses.

→ In the 'My Courses' list under 'Courses where you are: instructor' find the desired course and click on the link. Links for 2013 courses are generally in the format '2013 Blocknr Course name (course code)'.

The course may be marked '(unavailable)' since that is how courses are initiated. Teachers (or Instructors in Blackboard jargon) are added to a course automatically. A course that is 'unavailable' is not visible to students. A Instructor can make a course available to students at any moment.

2. Placing an Announcement

Having accessed the course site, you will see a general course menu on the left of the screen. Menu items have been standardized for UU courses. An empty menu item will not show up for students (although it does for Instructors), and is recognizable by the little square to the right of the item:

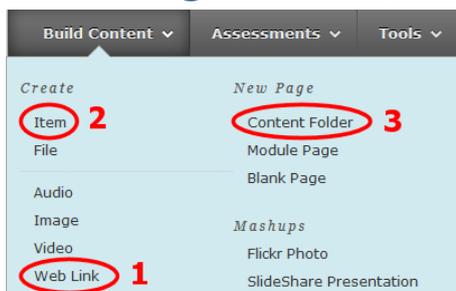
Top right you will find a button 'Edit mode is: On/Off':  This button switches between Instructor View (Edit Mode is ON) and Student View. Setting Edit Mode to OFF does indeed hide empty menu items.

→ You can place an announcement by opening the menu item 'Announcements' and clicking 'Create Announcement'. The Announcement Creation screen is self-explanatory.

Announcements will be shown on the 'My Blackboard' page, but only if the course has been made available.

It is possible to send mail to your students via Blackboard, even when the course is not available. A manual for this is available on the [ICT-Bèta wiki](#) (see also section 7, below).

3. Creating a web link, item (with attachment), or (sub)folder



Make sure 'Edit Mode' is set to 'ON' to be able to place content.

→ Creating a web link: select the menu item 'Course Content' and create a link by selecting 'Build Content'-'Create'-'Web Link' (1); follow the on-screen instructions.

→ Create a text item (with or without an attachment) by selecting 'Create'-'Item' (2); follow the on-screen instructions.

→ Create a (sub)folder within 'Course Content' that you can use to group materials. Select 'Build Content'-'New Page'-'Content Folder' (3).

4. View the list of course users / Gradebook

→ Open 'Control Panel'-'Users and Groups'-'Users' to view the list of course users.

This list is populated initially through an automated link with the Osiris system. Students that have enrolled to your course through Osiris are marked 'Student'. Teachers and Coordinators will be marked 'Instructor'. You should never add students manually! You can add Instructors or Teaching Assistants manually, though Instructors (teachers) should be added preferably through Osiris (contact the Student Affairs office).

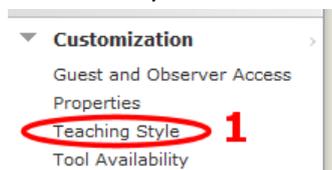
→ Open 'Control panel'-'Grade Center'-'Full Grade Center' to see a list of all students and results, and add extra columns ('Create Column') e.g. to enter results for an interim test.

Every time you create an assignment within a course, a column for entering a result is added to the Grade Center. Grades can also be entered automatically. You can also add a column manually, that can be used to grade interim tests or home assignments. A student will only see his/her own results (possibly compared to the average for all student results). Grades may be entered directly in Blackboard, or uploaded using an Excel sheet; however, using an Excel sheet should follow some important rules, which are explained on [https://ict.science.uu.nl/index.php/Blackboard_FAQ_\(NL\)#Hoe_kan_ik_cijferlijsten_uit_Excel_bestanden_importeren_in_de_gradecenter.3F](https://ict.science.uu.nl/index.php/Blackboard_FAQ_(NL)#Hoe_kan_ik_cijferlijsten_uit_Excel_bestanden_importeren_in_de_gradecenter.3F) (currently only available in Dutch; contact ICT-Bèta for instructions).

5. Setting the Course Entry Point

The Course Entry Point is the page presented at first, when a student enters the course site. The default Course Entry Point is the Announcements page.

→ To change the Course Entry Point, open 'Control Panel'–'Customization'–'Teaching Style' (**1**). Under '1. Select Course Entry Point' select the desired Course Entry Point. (**2**) Click 'Submit' to establish the new Course Entry Point.



1. Select Course Entry Point

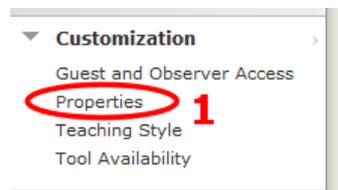
Select the first area users see when entering the course from the drop-down list below.

Entry Point **2**

6. Make the course available to students

A new course is not available to students initially by default. The course will not show on their My Blackboard page. This enables Instructors to define the course contents without confusing the students.

→ Open 'Control Panel'–'Customization'–'Properties' (**1**). Under '2. Set Availability' check the 'Yes' (**2**). Click 'Submit'.



2. Set Availability

Make this course available to users?

Make Course Available Yes **2** No

7. More information

- ICT-Bèta wiki: [https://ict.science.uu.nl/index.php/Blackboard_\(EN\)](https://ict.science.uu.nl/index.php/Blackboard_(EN))
- FAQ for the Faculty of Science (currently only in Dutch): [https://ict.science.uu.nl/index.php/Blackboard_FAQ_\(NL\)](https://ict.science.uu.nl/index.php/Blackboard_FAQ_(NL))
- Many more manuals are to be found within Blackboard: click 'Support' (upper right corner), then select 'Support Employees'. The main page is in Dutch, but English manuals may be found in the right hand column of the page.