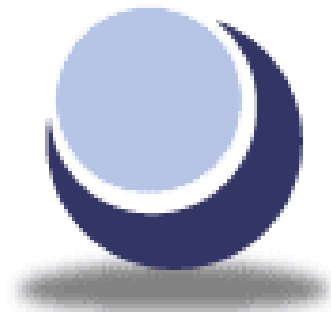


CDL202 Introduction to CDL & Blackboard (Bb)



The
Center for Distance Learning

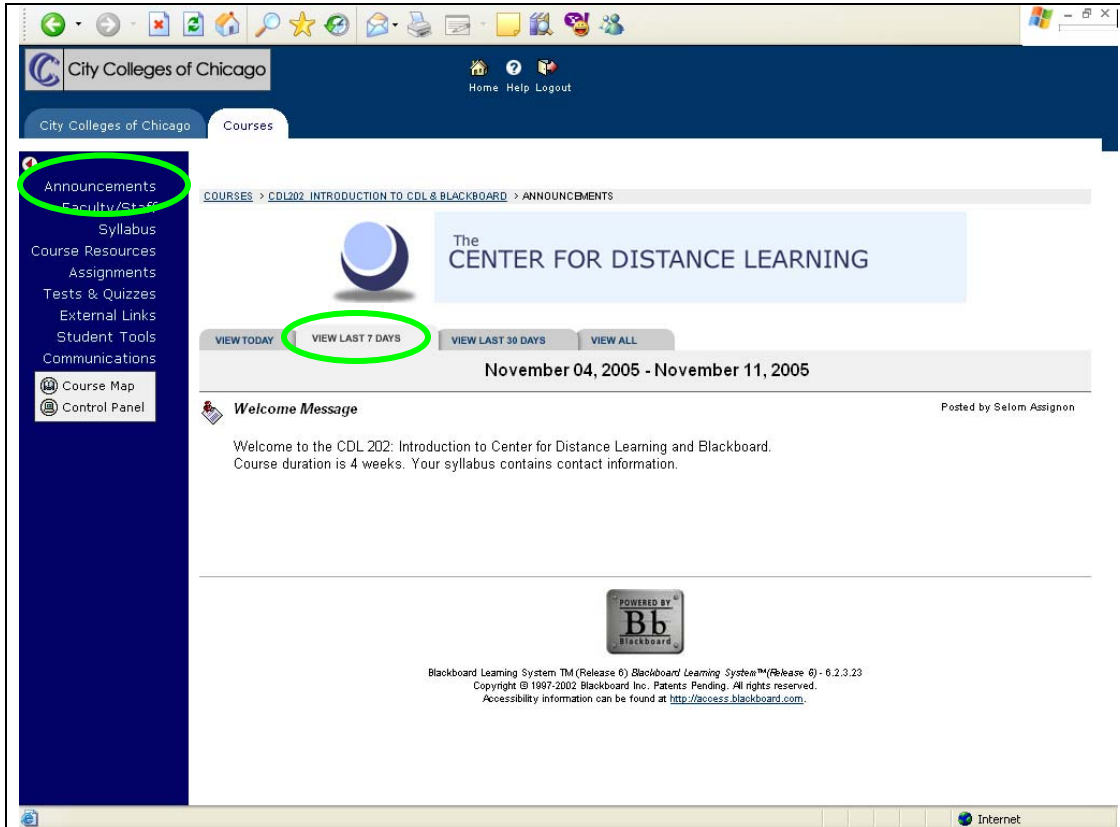
Instructor's Guide

Introduction

This instructor's guide to using Blackboard (Bb) is a guideline to the features of the Blackboard Learning Management System and provides illustrations of what you will see while working with your Blackboard-based course. Circled areas in the illustrations direct your attention to the features described while looking at the screens on which they appear. Each screen is followed by a small description that briefly describes what can be done from that screen.

This guide is not meant to replace the Blackboard instructor's manual. Where it's appropriate, guidance to using the instructor's manual and specifics of what to look at in the manual are provided. Instead, this is a simple guide to what you can expect your students to see, and how you can use this learning management system to help you arrange their learning experiences.

Announcements



The “Announcements” section is used to let students know things that are important for their success in the course for the short term. Examples include (but are not limited to) information on when assignments are due, changes in the syllabus, and exam scheduling information before any deadlines. The 4 different time lengths – “view today”, “view last 7 days”, “view last 30 days”, and “view all” apply to announcements you create and haven’t made permanent. If you want to guarantee that students see a particular announcement when they enter the course, make it permanent until this information will no longer be useful to the students.

Unless there is some overriding reason to do otherwise, the “Announcements” section should be the first menu item as well as the course entry point.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbils_r6_1_instructor/. For more information about announcements, select Chapter 3 – Course Tools – Announcements from the table of contents displayed on the linked page.

Faculty/Staff

The screenshot shows a Blackboard course page for 'CDL202: INTRODUCTION TO CDL & BLACKBOARD'. The left navigation menu has 'Faculty/Staff' highlighted. The main content area displays information for two entities:

Instructor Selom Assignon
Email sassignon@ccc.edu
Work Phone 312-553-5858
Office Location Harold Washington College
 Center for Distance Learning
 30 East Lake St., Chicago, IL 60601
 Room: 1139
Office Hours Mon- Fri 9AM- 4PM

CDL Help Desk
Email cdl@ccc.edu
Work Phone Office: 312-553-5983
Office Location Harold Washington College
 30 East Lake Street, Rm. 1136
 Chicago, IL 60601
Office Hours Monday - Friday: 9a.m.-6p.m.

As the name implies, “Faculty/Staff” page contains information about the instructor. The instructor provides a brief introduction about himself/herself, his/her educational background and experience and any other information he thinks he needs to share with his students. He should also supply the following information:

- Email address
- Office hours (and location if he has an office in one the CCC campuses) Central Time
- Phone number (mostly, work phone) or the number he/she can be reached.

This page should also contain CDL information (email, phone number, location, office hours) in case students need to contact CDL staff for any technical help.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/. For more information about Faculty/Staff, users should select Chapter 3 – Course Tools – Staff Information section from the table of contents displayed on the linked page.

Syllabus

The screenshot shows a Blackboard interface for a course titled 'CDL202: INTRODUCTION TO CDL & BLACKBOARD'. The left-hand navigation menu is dark blue with white text, and the 'Syllabus' link is highlighted with a green circle. The main content area is white and contains the following text:

Syllabus
CDL202_Intro_to_cdl_Bb_syllabus.rtf (661693 Bytes)

This is an orientation course for Distance Learning faculty members. The course is designed to help newly employed CDL staff and faculty members master the use of the department learning system management (Blackboard) and to be familiar with the school policies.

The attached file should open immediately upon clicking on the link. However, if it does not immediately open, save the file to your hard drive. Then, launch your preferred word processor (Word, WordPerfect, etc.), find the file, and then open it.

Example of Standard CDL Design
standard_CDL_design.doc (196368 Bytes)

The attached document is an example of the Standard CDL design which you'll use in setting up your course. Each course menu has been explained to facilitate navigation through the course.

At the bottom of the page, there are five horizontal lines for notes:

The “Syllabus” is an outline of the course content. This document will help students form their expectations for what they will experience during the duration of the course. A master version of each course including its syllabus is available at CDL.

Course Resources

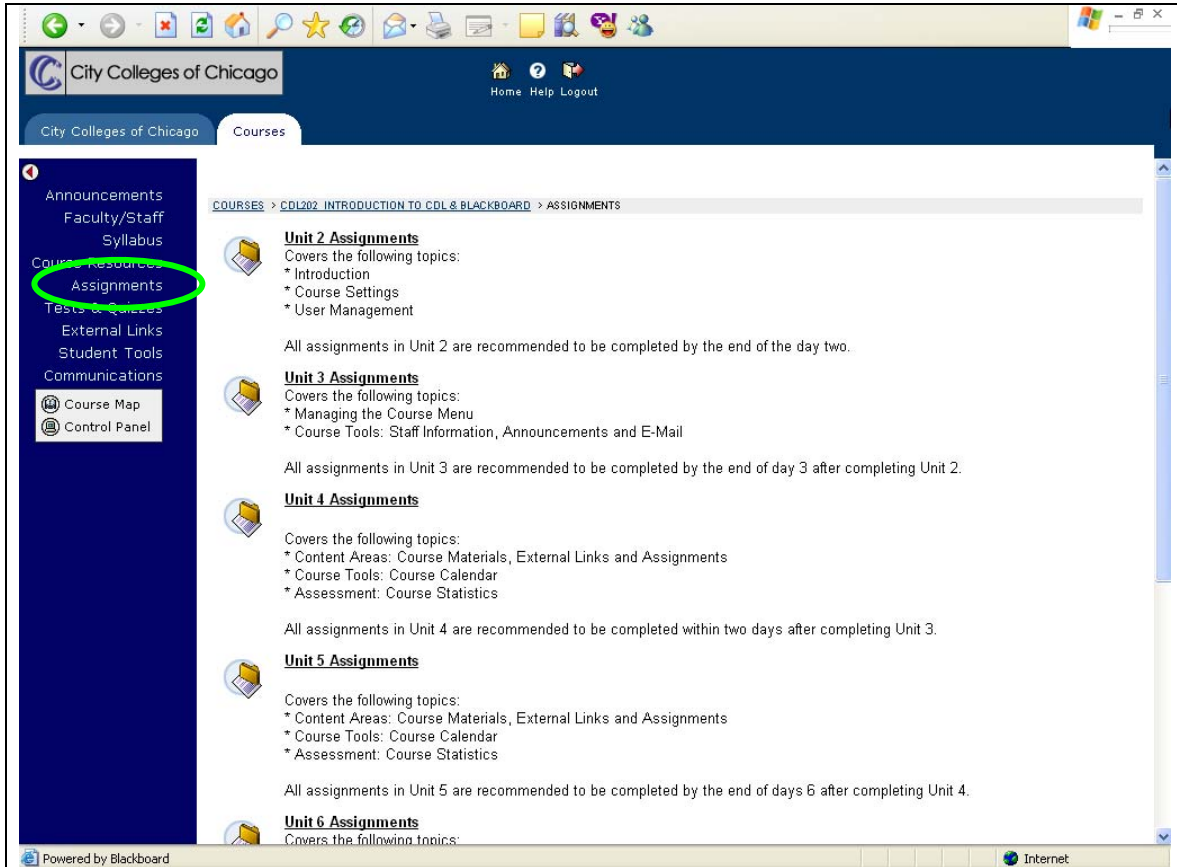
The screenshot shows a Blackboard course page for 'City Colleges of Chicago'. The left-hand navigation menu is visible, with 'Course Resources' highlighted in a green circle. The main content area displays a breadcrumb trail: COURSES > CDL202 INTRODUCTION TO CDL & BLACKBOARD > COURSE RESOURCES. Below this, there are five resource items, each with a document icon:

- Important Course Policies**: The folder contains information about how to assignments which required an attachment and the how to communicate with me.
- CDL Introductory Information**: [cdl_manual.rtf](#) (255066 Bytes)
The attached document contains introductory information on the Center for Distance learning and the types of courses the center offer. This is Unit 1 reading resource.
- CDL blackboard Policy Sheet**: [CDL_bb_policy_sheet.rtf](#) (500122 Bytes)
The attached link is the CDL Blackboard Policy sheets
- Blackboard v6.1 Instructor Manual - Online Version**: This manual is the primary reading resource from unit 2 to 6. This version is the online version which is available through the BB web site. *It is the recommended, most up-to-date and complete version of the instructor manual available.*
- Securexam Browser Instructor Guide**: [Securexam_Password.exe](#) (32768 Bytes)
[secure_exam_guide.doc](#) (26112 Bytes)

Below the resources, there is a note: "Select the Secure Password file above to download the password file to your computer." and a disclaimer: "*Since Securexam Browser only allows access to the **Announcements** and **Tests & Quizzes** content areas of Blackboard, it is important that all secure assessments be placed in the universal **Test & Quizzes** area of the site"

The organization of "Course Resources" depends on how many items you expect your students to be using. If you have many "Course Resources" required for each unit of study, it may be helpful to break the "Course Resources" area up by creating folders corresponding to the study units. "Course Resources" are items with which students are presented without requiring immediate reaction. Examples include articles, papers, videos, and audios. If an assignment requires students to be presented with a "Course Resource", it's a good idea to create a course link to the Course Resource's location as part of the assignment.

Assignments



The “Assignments” menu item contains all of the coursework assigned to students. It can be described as things we want the students to do, such as essays, research, reading assignments and discussion board coursework. “Assignments” can be accessed and modified through the Control Panel. The Assignment content area also includes the assignment feature where students can upload their assignments.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbils_r6_1_instructor/. For more information proceed to Chapter 2 – Content Area – Add An Assignment .

Tests & Quizzes

The screenshot shows a Blackboard interface for a course titled 'CDL202 INTRODUCTION TO CDL & BLACKBOARD'. The left-hand navigation menu includes links for Announcements, Faculty/Staff, Syllabus, Course Resources, Assignments, **Tests & Quizzes** (circled in green), External Links, Student Tools, and Communications. Below this are Course Map and Control Panel. The main content area displays four tests:

- Unit 1 Test:** This assessment will test your knowledge and understanding of the CDL manual. There are 12 questions in all (including 2 essays). Objective questions are worth 2 points and the essay questions takes a maximum of 5 points each. The quiz is worth a total of 30 points. Faculty members who do not achieve a minimum of 80% on this unit are expected to review the material and take the assessment again.
- Unit 2 Test:** This quiz covers information contained in *Unit 2: Introduction, Course Settings, User Management*. Please read Unit 2 of the CDL policy sheet information CAREFULLY before attempting to take this quiz. There are 10 questions. The quiz is worth a total of 20 points. You may take it as many times as you wish.

Please select the correct answer to each question and each Objective question is worth 2 points.
- Unit 3 Test:** This quiz covers information contained in *Unit 3: Manage Course Menu; Course Tools: Staff Information, Announcements, E-Mail*. Please read Unit 3 of the CDL policy sheet carefully before taking the quiz. The quiz contains 10 questions (including 1 essay) and is worth a total of 28 points.

Please select the correct answer to each question and complete the essay. Objective questions are worth 2 points, the essay question is worth 7 points.
- Unit 4 Test:** This quiz covers information contained in Unit 4 of the CDL policy sheet: Course Content, Course resources, Compression and Generic File Formats. The quiz contains 10 questions (including 1 essay) and is worth a total of 25 points. You may take it as many times as you wish.

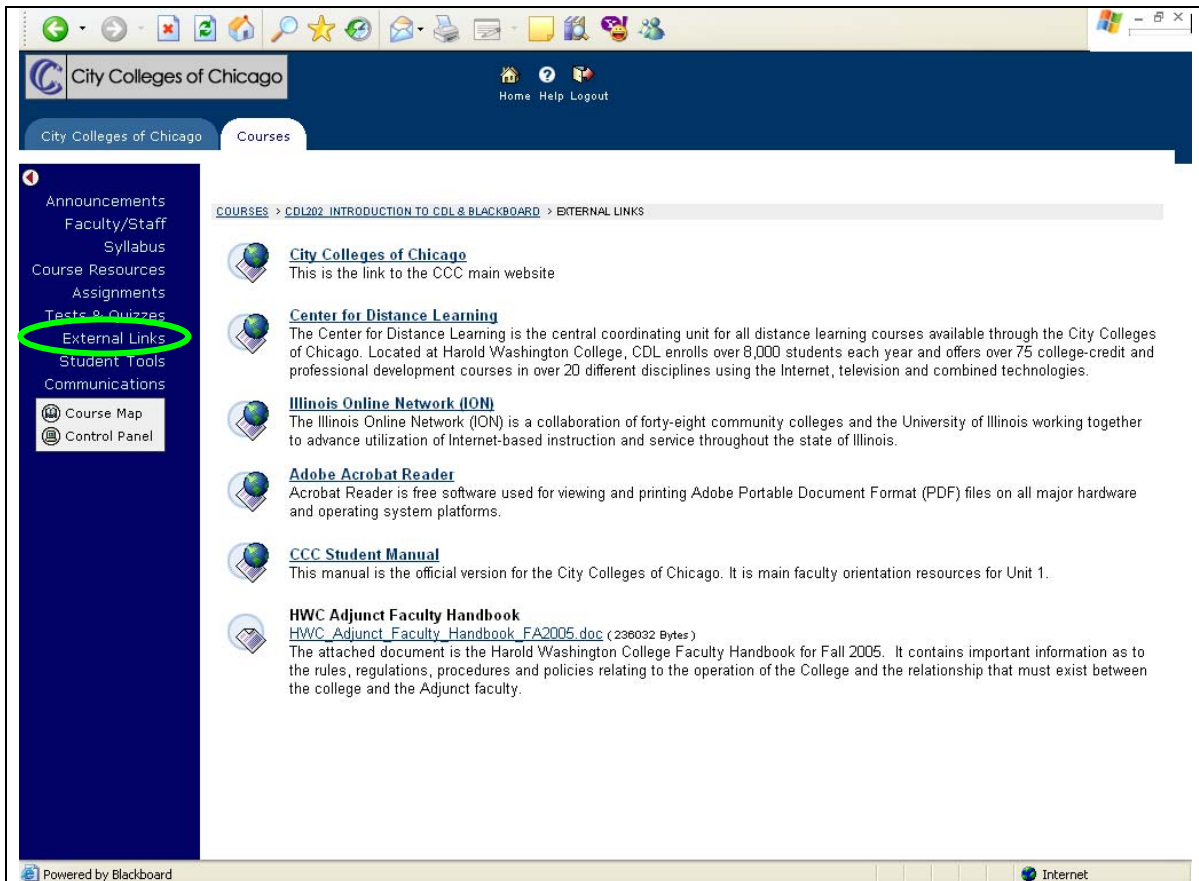
Please select the correct answer to each question. All objective questions are worth 2 points and the essay is worth 7 points.

At the bottom of the page, it says 'Powered by Blackboard' and 'Internet'.

One way to find out if students really understand what the instructor is teaching them is to test their knowledge by asking a series of questions. Each test contains a set number of questions which are divided either into chapters or units/modules depending on how the instructor classified his course outline. Generally, the “Tests/Quizzes” are self-graded by the Bb system and the students will be able to check their grades after they finish the tests.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbils_r6_1_instructor/. For information proceed to Chapter 2 – Content Area – Add Test section, and the Chapter 6 – Assessment – Test Manager & Test Canvas sections.

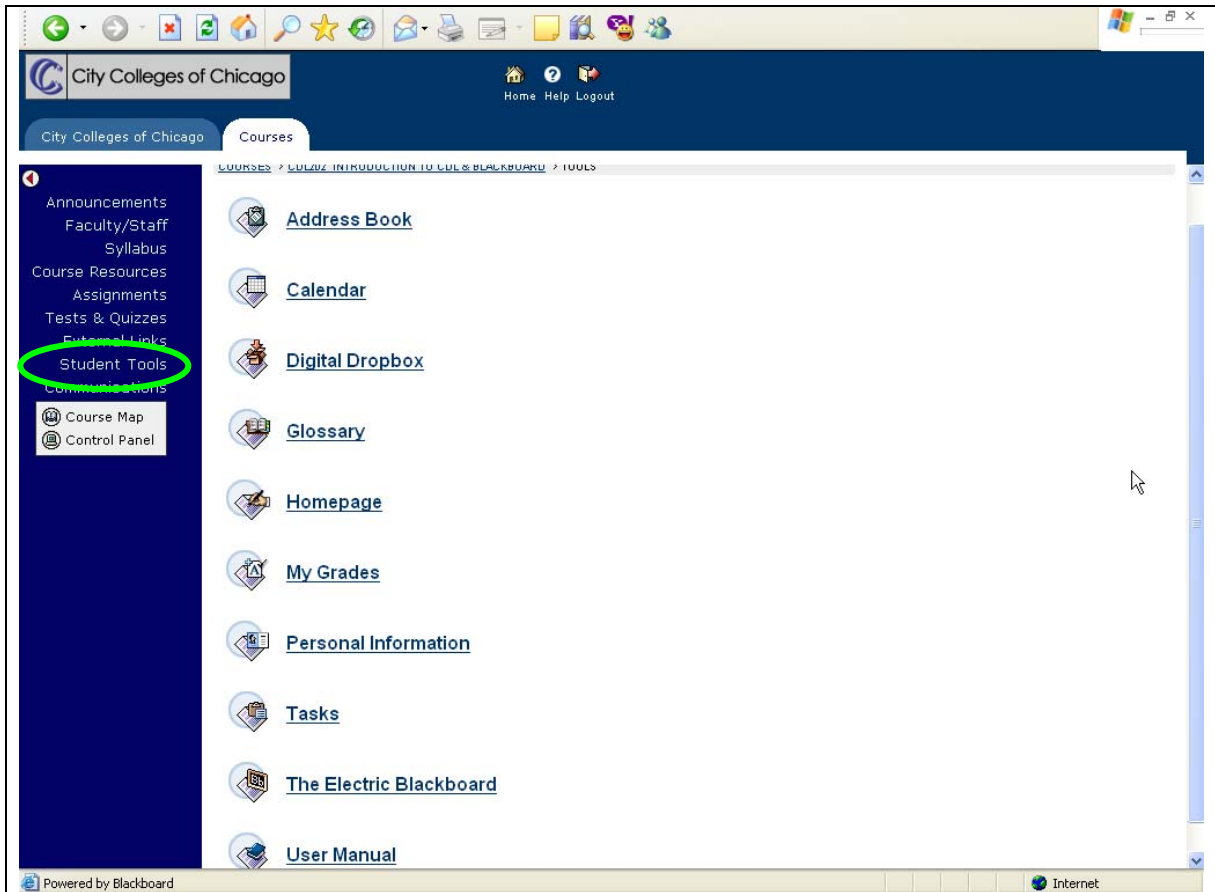
External Links



The “External Links”, should include links to items that will enhance a students’ learning experience. External Links can also contain links regarding information on the Center for Distance Learning or Harold Washington College that will be helpful to students’.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/ For more information look at Chapter 2 – Content Area – Add or Modify External Link.

Student Tools

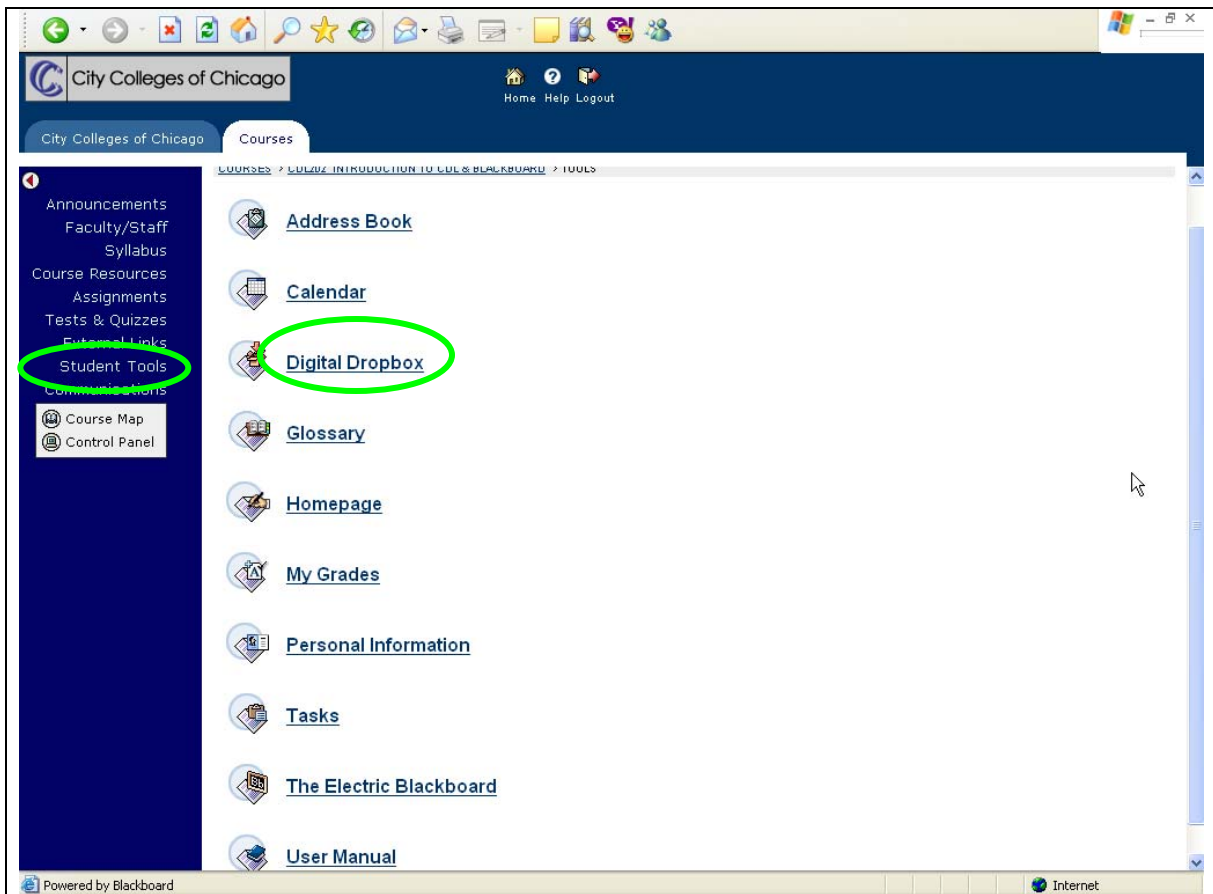


“Student Tools” contains miscellaneous links for student use only. The most used links are “Digital Dropbox” and “My Grades.” The availability of student Tools is subject to the instructor’s selection. An instructor has the option to turn tools “on” or “off.”

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbils_r6_1_instructor/ or click-on the Control Panel and select Help and choose Manual to find more information on using the “Student Tools” link. Different tools are discussed and demonstrated in different sections of Chapters 3 and 4.

Student Tools – (Cont’d)

- Digital Dropbox -

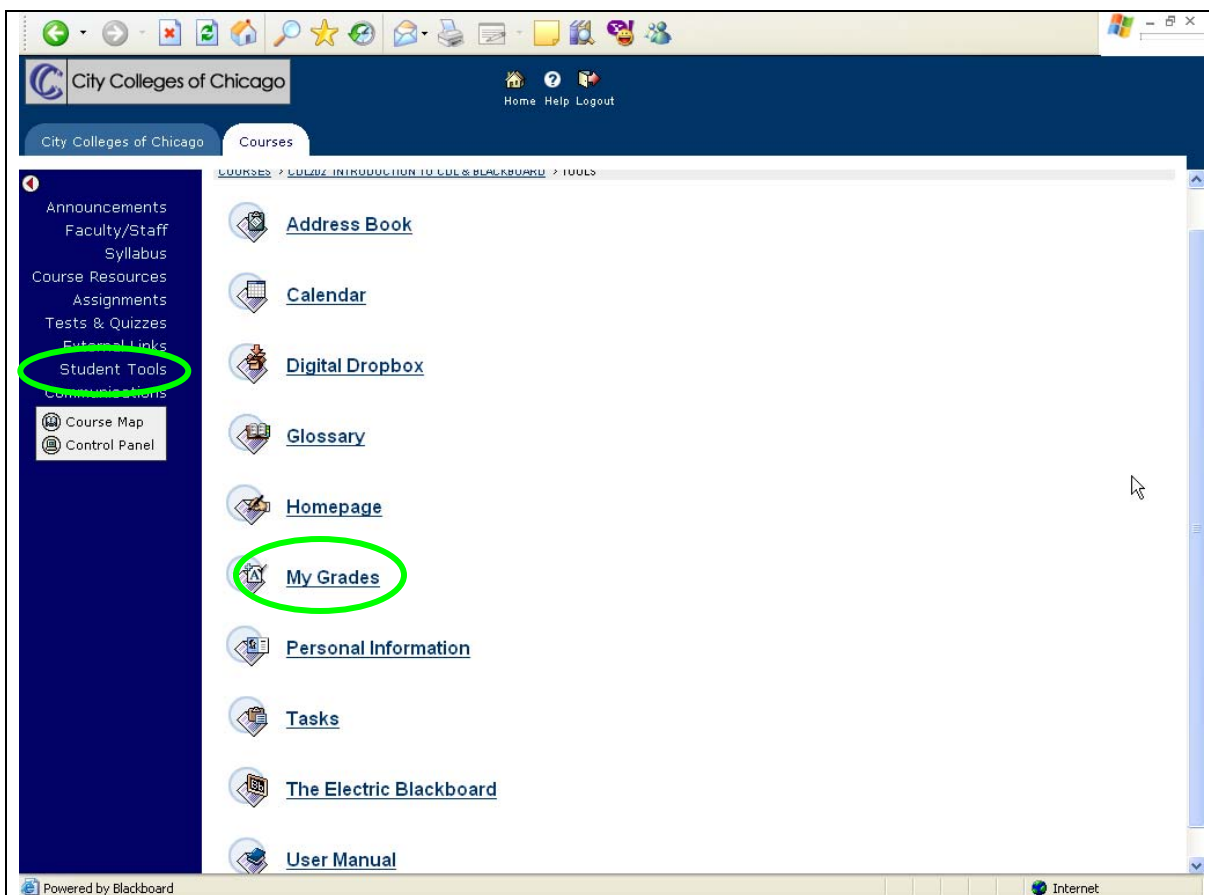


The “Digital Dropbox link” under “Student Tools” is for student use only. Instructors can access this link by the Control Panel on the Main Menu.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bb1s_r6_1_instructor/ or click-on the Control Panel and select Help and choose Manual to find more information about using “Digital Dropbox” under the Student Tools link that resides in Chapter 3 – Course Tools – Digital Dropbox section.

Student Tools – (Cont'd)

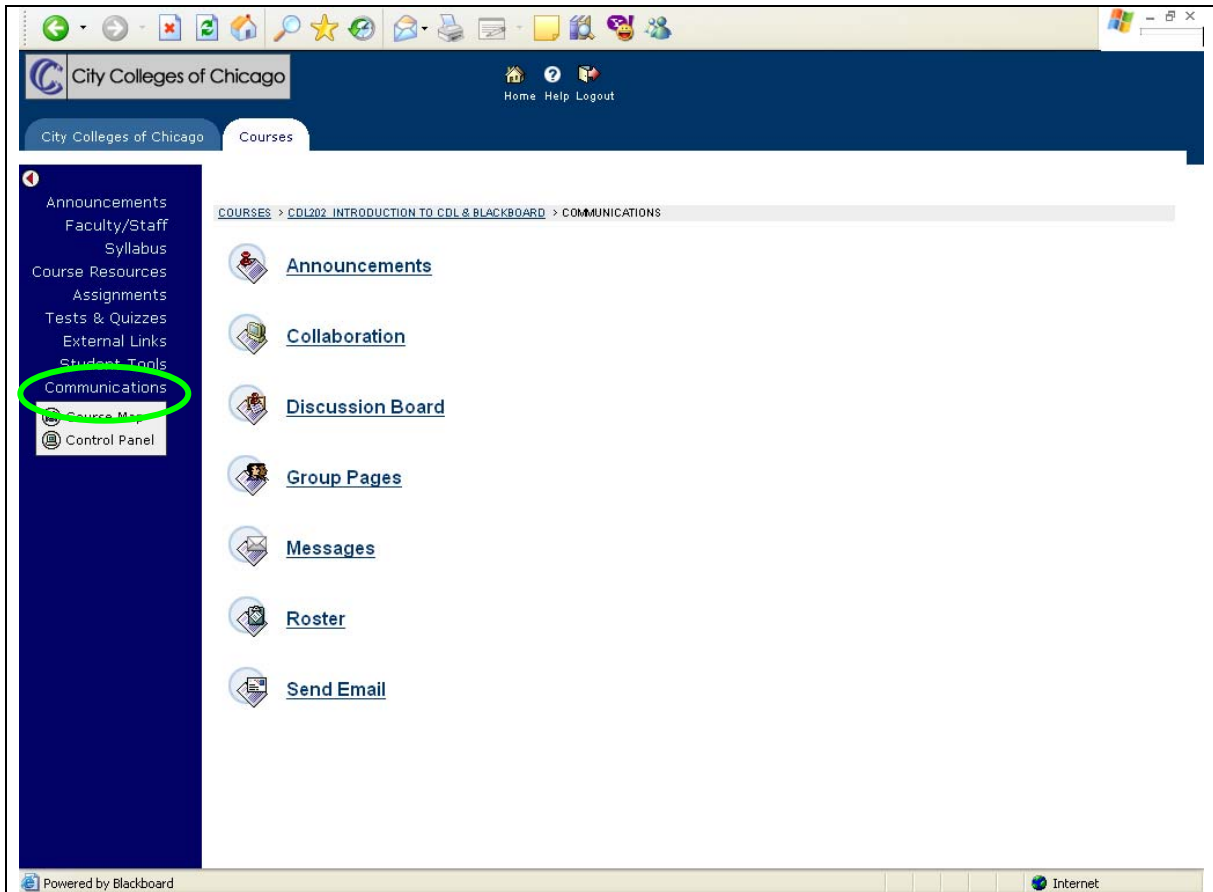
- My Grades -



The “My Grades” link under “Student Tools” is for student use only. Instructors must go to the “Gradebook” link that resides beneath the Assessment section within the “Control Panel” page to see student grades.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbils_r6_1_instructor/ or click-on the Control Panel and select Help and choose Manual to find more information about using “My Grades” under Chapter 6 – Assessment – Gradebook section.

Communications



The screenshot shows a web browser window displaying the Blackboard interface for City Colleges of Chicago. The browser's address bar shows the URL: [COURSES > CDL202: INTRODUCTION TO CDL & BLACKBOARD > COMMUNICATIONS](#). The main navigation menu on the left lists several options, with "Communications" highlighted by a green circle. The main content area displays a list of communication tools, each with an icon and a link:

- [Announcements](#)
- [Collaboration](#)
- [Discussion Board](#)
- [Group Pages](#)
- [Messages](#)
- [Roster](#)
- [Send Email](#)

The footer of the page indicates "Powered by Blackboard" and "Internet".

The “Communications” menu item permits users to conduct numerous online activities; they can review announcements, arrange groups for collaborative assignments, and add discussion board activities. In addition, pages for groups are accessible, the capacity to send and receive messages to course members is offered, along with the ability to manipulate the class roster. The facility to send and receive e-mail messages is presented, as well.

- Announcements -

The screenshot shows a web browser window displaying a Blackboard course page. The browser's address bar shows the URL: http://www.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/. The page header includes the City Colleges of Chicago logo and navigation links for Home, Help, and Logout. The course title is 'The CENTER FOR DISTANCE LEARNING'. A navigation menu on the left lists various course tools, with 'Communications' highlighted by a red circle. The main content area displays a 'Welcome Message' posted by Selom Assignon on November 04, 2005. The message text reads: 'Welcome to the CDL 202: Introduction to Center for Distance Learning and Blackboard. Course duration is 4 weeks. Your syllabus contains contact information.' At the bottom of the page, there is a 'Powered by Blackboard' logo and copyright information: 'Blackboard Learning System™ (Release 6) Blackboard Learning System™ (Release 6) - 6.2.3.23 Copyright © 1997-2002 Blackboard Inc. Patents Pending. All rights reserved. Accessibility information can be found at <http://access.blackboard.com>.' The browser's status bar at the bottom indicates 'Powered by Blackboard' and 'Internet'.

This section can also be found on the Communication page. The “Announcements” section is used to let students know things that are important for their success in the course for the short term. Examples include (but are not limited to) information on when assignments are due, changes in the syllabus, and exam scheduling information before any deadlines.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/. For more information proceed to Chapter 3 – Course Tools.

Communications – (Cont'd)

- Collaboration Sessions -

The screenshot shows the Blackboard interface for City Colleges of Chicago. The left navigation menu is visible, with the 'Communications' link highlighted by a green circle. The main content area displays the 'Collaboration Sessions' page. The page includes a search filter and a table of sessions.

Session Name	Tool	Start Date	End Date	
Lecture Hall	Virtual Classroom			Join
Office Hours	Chat			Join

The “Collaboration” is a link on the Communications Page. Once you click on the Communications link, a “Collaboration Sessions” page is shown. You can access the Collaboration Tools on this page. The Collaboration Tools are the virtual classroom and the lightweight chat. Instructors and students can participate in real time lessons and discussions and view archives of previous Collaboration sessions when using these tools. The “Collaboration Tools” are used to conduct online classroom discussions and instructors can offer virtual office hours. Guest speakers and subject matter experts can also communicate with the class using this page.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/. Further information about collaboration is available under Chapter 3 – Course Tools – Collaboration, Virtual Classroom, and Lightweight Chat sections.

Communications – (Cont'd)

- Discussion Board -

The screenshot displays the Blackboard interface for a course. The left sidebar contains a navigation menu with the following items: Announcements, Faculty/Staff, Syllabus, Course Resources, Assignments, Tests & Quizzes, External Links, Student Tools, **Communications** (highlighted with a green circle), Course Map, and Control Panel. The main content area shows a discussion board with the following topics:

Topic ID	Topic Title	Description	Number of Messages
1	Introduction	Please take a few minutes to introduce yourself to the rest of the class. <ul style="list-style-type: none"> Your full name Where you live Why you're taking this course Your field of expertise and any other information you think we need to know about you. Please, only <u>one</u> posting per person	1 [All New]
2	Suggestions/Reflections - Unit 1	After reading the materials under Unit 1, and especially the employee's manual, offer your comments about the manual and which area you think the Center needs to improve upon?	No Messages
3	User Management - Unit 2	Briefly describe the process involved in registering CDL students into an online course? What do you think about the process in general?	No Messages
4	Standardized Course Menu - Unit 3	As a current, or future, CDL faculty member, please comment on the utility of course main menu standardization. Do you agree that CDL needs such standardization? Why or why not? Also comment on the information presented in the Pre-Term Announcements. Should anything be edited,	No Messages

“Discussion Board” is a link on the Communication page. Instructors use it to post discussion topics for the various groups. The only difference between group discussion and a discussion board is students belonging to a particular group will **ONLY** have access to their group discussion board assignments and cannot view assignments from other groups.

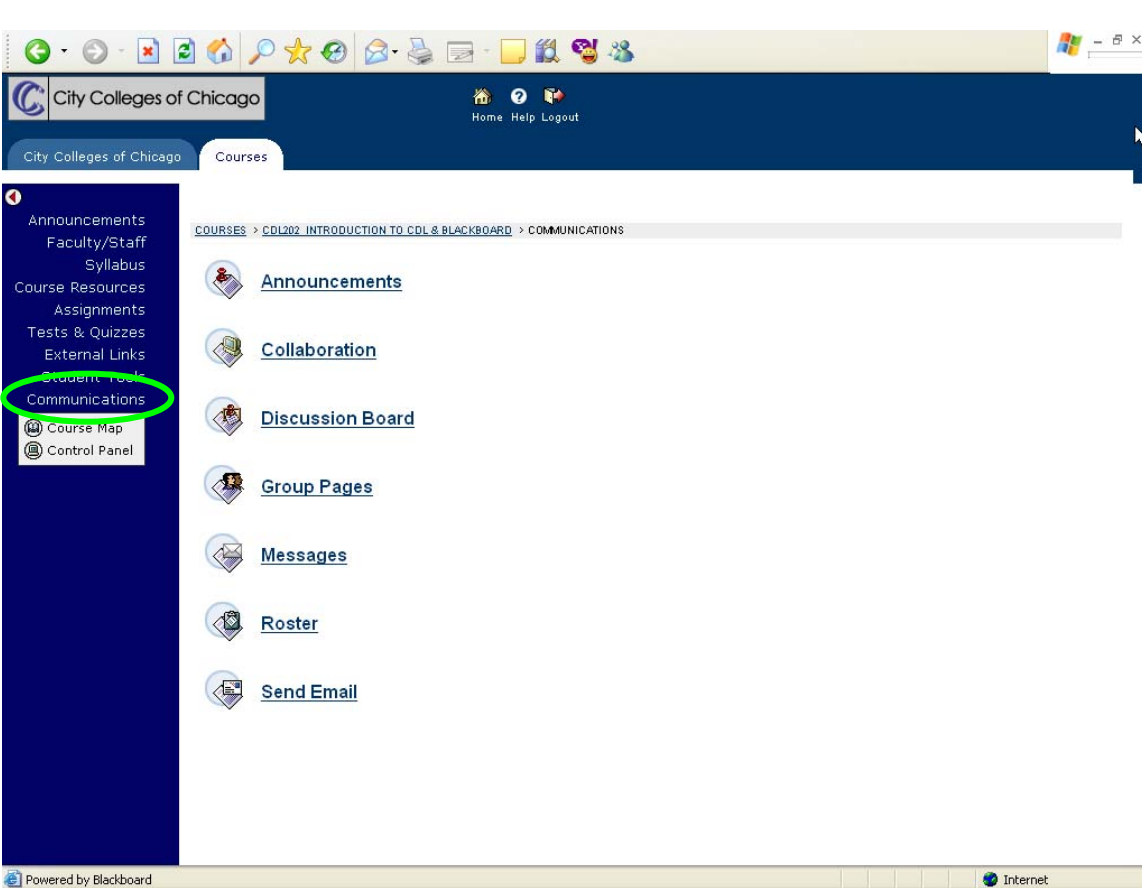
Important: There is a different procedure for setting up discussion board for the whole class to access from that of a group discussion board.

Check the Blackboard (Bb) Instructor Manual at

http://www.blackboard.com/docs/r6/6_1/instructor/bbls_r6_1_instructor/

Communications – (Cont'd)

- Group Pages -

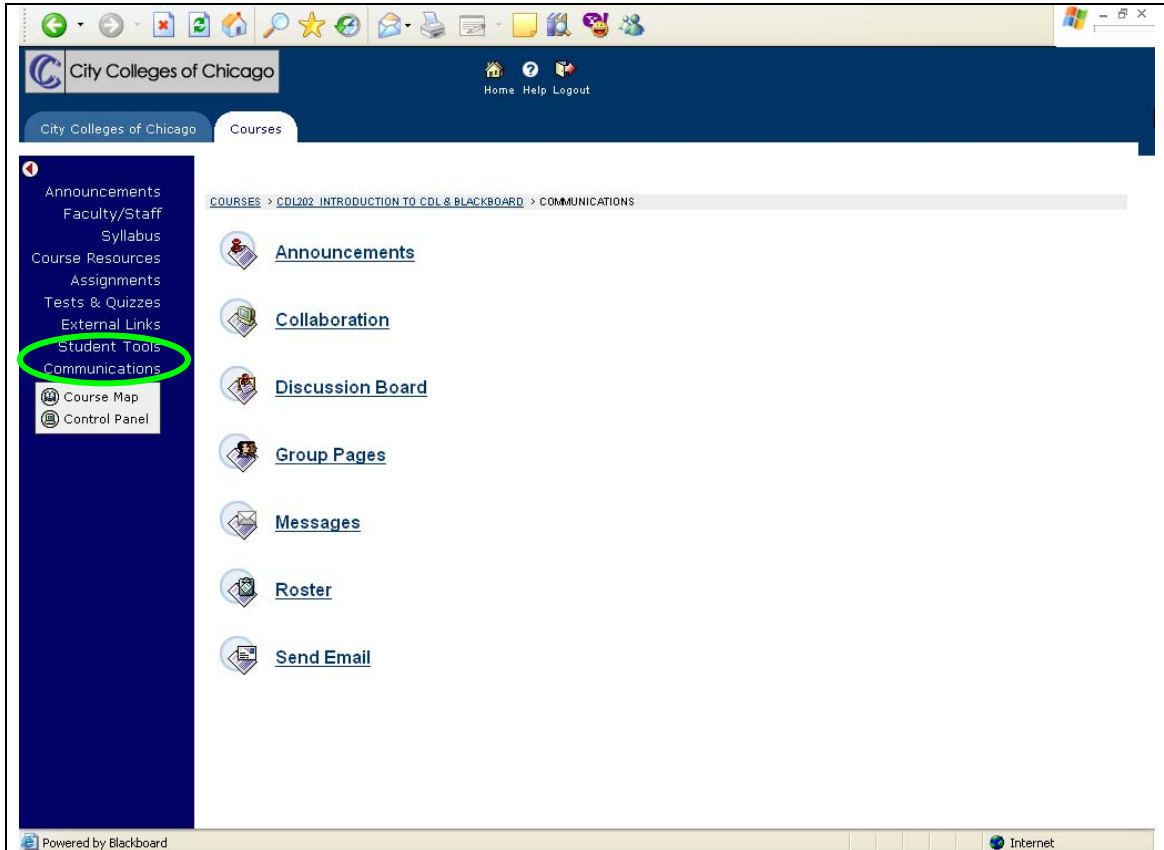


The screenshot shows a web browser window displaying the Blackboard interface for City Colleges of Chicago. The top navigation bar includes 'City Colleges of Chicago' and 'Courses'. A left-hand menu lists various options, with 'Communications' highlighted by a red circle. The main content area shows a breadcrumb trail: 'COURSES > CDL202: INTRODUCTION TO CDL & BLACKBOARD > COMMUNICATIONS'. Below this, a list of communication tools is displayed, including 'Announcements', 'Collaboration', 'Discussion Board', 'Group Pages', 'Messages', 'Roster', and 'Send Email'. The bottom of the page indicates 'Powered by Blackboard' and 'Internet'.

“Group Pages” is a link on the Communication page which displays information about the number of groups created by the instructor as well as the names of students that belong to each group. One of the benefits of putting students into groups is to encourage collaboration and team work between group members.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbils_r6_1_instructor/. For more information go to Chapter 5 – User Management – Manage Groups in the Blackboard Manual.

- Messages -



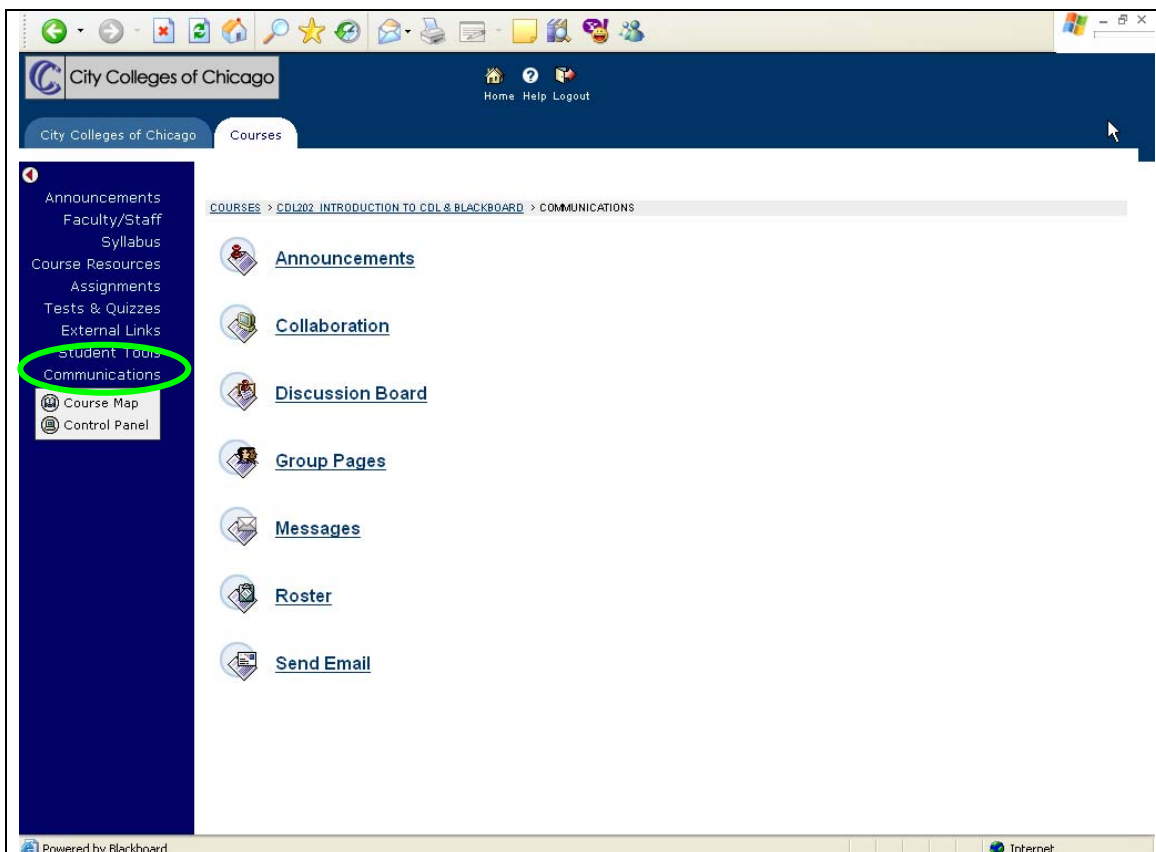
The screenshot shows a web browser window displaying the Blackboard interface for City Colleges of Chicago. The top navigation bar includes the logo and links for Home, Help, and Logout. Below this, there are tabs for 'City Colleges of Chicago' and 'Courses'. The main content area is titled 'COMMUNICATIONS' and lists several options: Announcements, Collaboration, Discussion Board, Group Pages, Messages, Roster, and Send Email. On the left sidebar, under the 'Student Tools' section, the 'Communications' link is circled in green. The bottom of the page indicates it is 'Powered by Blackboard' and shows the 'Internet' browser icon.

“Messages” is a link on the Communications page. This page permits students’ enrolled in the course to send messages among themselves and to the instructor. Users are permitted to check new messages that are incoming, they can add new folders to categorize messages. By default, folders should exist for the Inbox and Sent messages.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbils_r6_1_instructor/. For more information go to Chapter 8 – Application pack1 – Message section of the Blackboard manual.

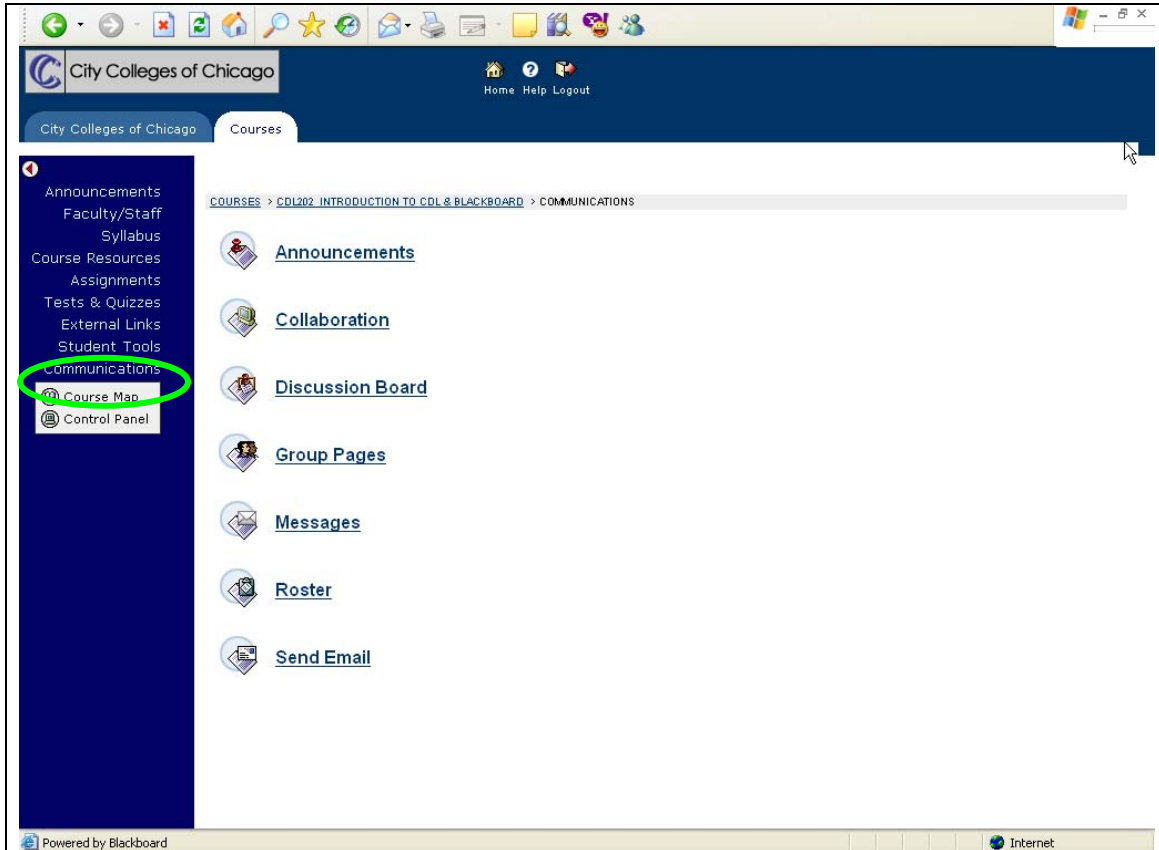
Communications – (Cont'd)

- Roster -



The “Roster” page is a link on the Communications page. Once students’ or instructors’ click-on this link they can search students’ Last Name, Username or Email address using the A-Z tab or numerically by using the 0 -9 tab. The Advanced search feature tab can be used against the course roster or by using List All where the entire student population enrolled in the course can be displayed.

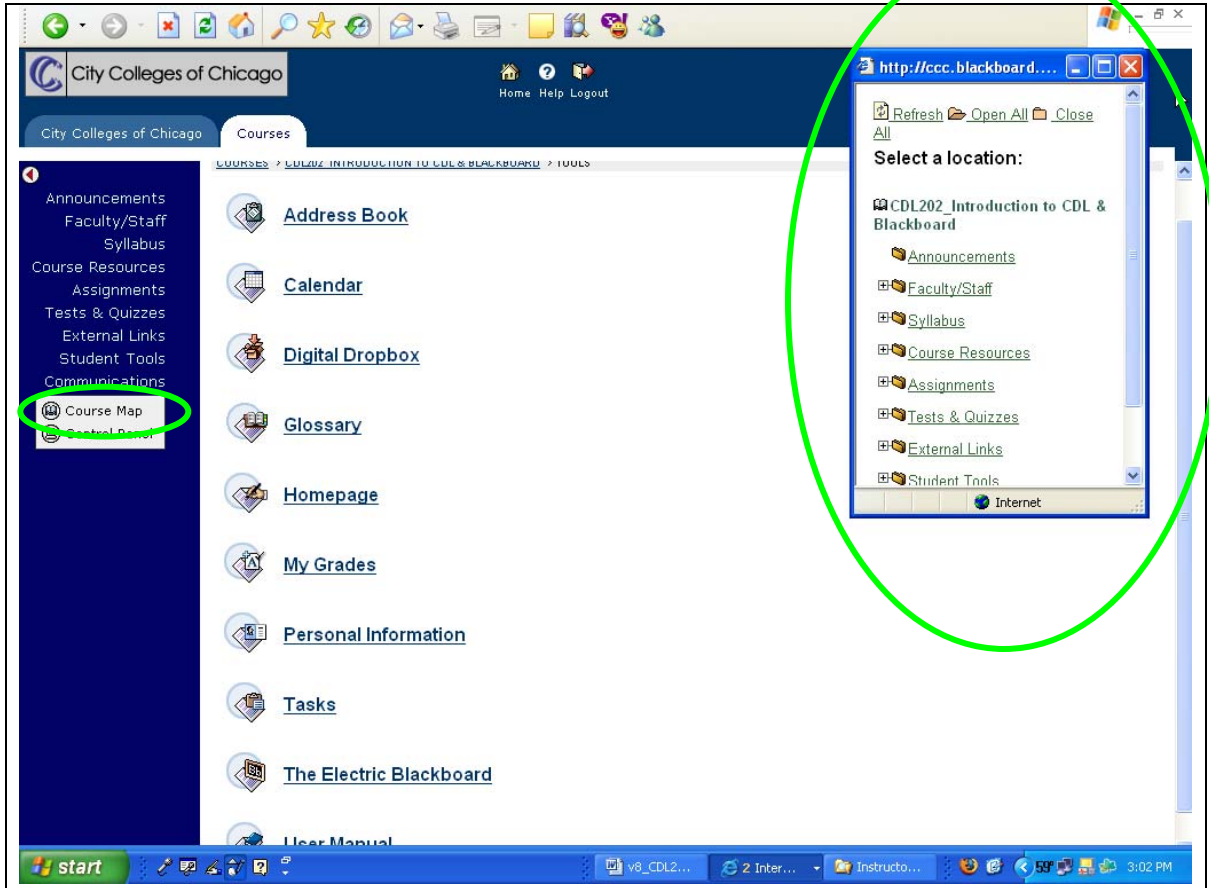
- Send Email -



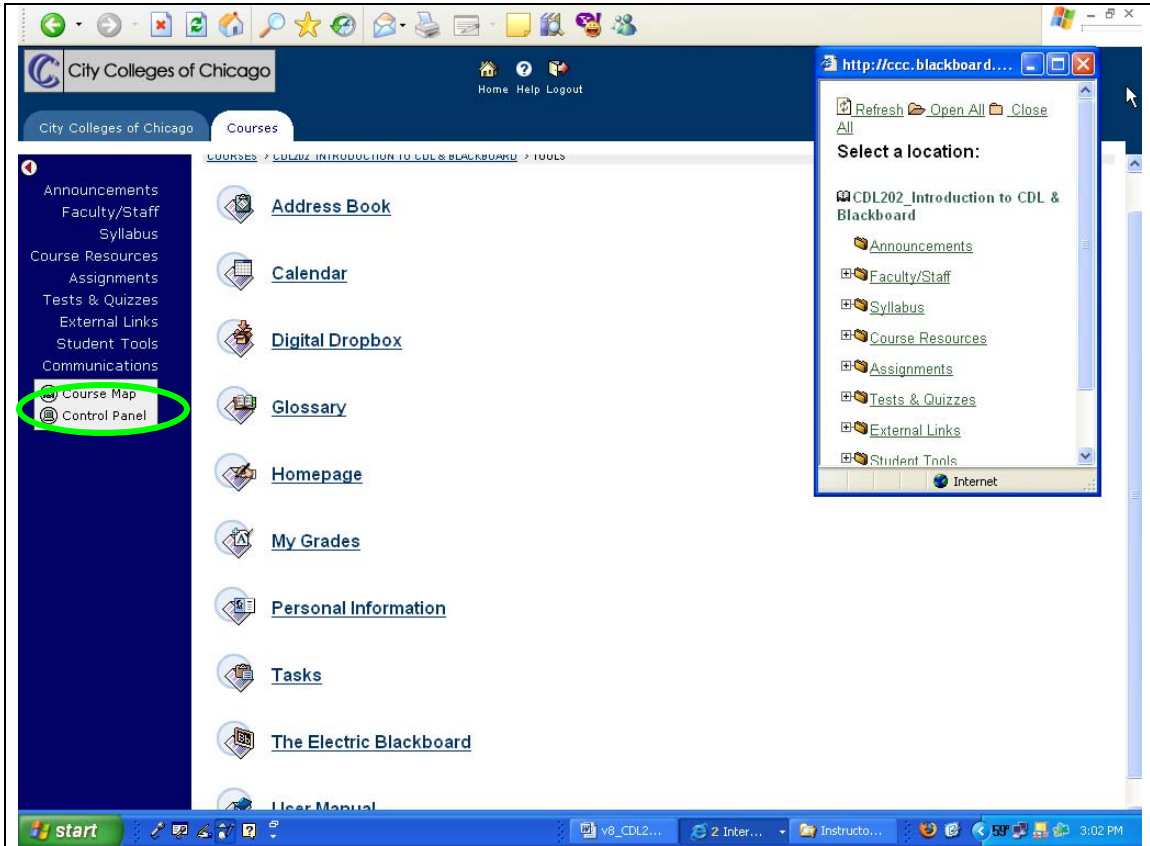
The “Send Email” page is a link on the Communications page. Once students’ or instructors’ click-on this link he or she can choose to send email to All Users, All Groups, All Teaching Assistant Users, All Instructor Users, Select Users or Select Groups.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bb1s_r6_1_instructor/. For more information go to Chapter 3 – Course Tools – Course Send Email section.

Course Map

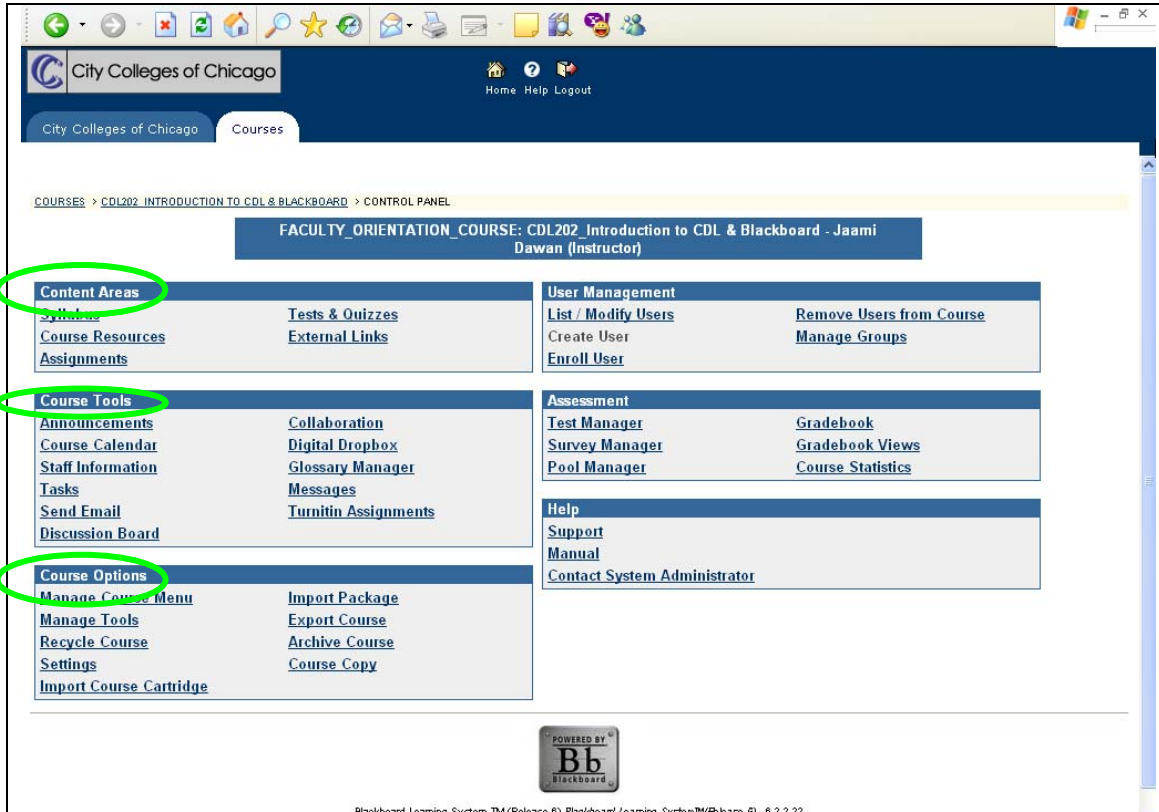


The “Course Map” menu item is opened from a link, below the Main Menu. It contains all of the course menu items.



The “Control Panel” is below the main menu and beneath the Course Map link. It is a menu item used exclusively by instructors and permits him/her to manage and control the course offering. It only appears when you log on as course instructor.

Check the Blackboard (Bb) Instructor Manual at http://www.blackboard.com/docs/r6/6_1/instructor/bbils_r6_1_instructor/ or click-on the “Control Panel” and select Help and choose Manual to find more information on using the “Control Panel” link.



The “Course Content Area” is where the instructor can manage information and materials used in the course. The Content Areas allows Instructors to post course documents, input staff information, incorporate text, spreadsheets, slideshows, graphics files, audio and video clips, and interactive simulations.

The “Course Tools” contains communication and collaboration tools that enhance interaction between students and instructors with asynchronous discussion boards and synchronous chat tools. These tools allow users to share important information such as course calendar items and tasks. Users can interact and learn from each other with threaded discussion boards. In addition, it is possible to manage online discussions through features that sort messages by author, date and/or title, collect messages in a printer-friendly format, and archive discussions.

The “Course Options” area is used to manage all aspects of the course. The Instructor can archive and recycle courses, in addition to importing course content and course cartridges.

Control Panel – (Cont'd)

City Colleges of Chicago

Home Help Logout

City Colleges of Chicago Courses

COURSES > CDL202_INTRODUCTION TO CDL & BLACKBOARD > CONTROL PANEL

FACULTY_ORIENTATION_COURSE: CDL202 Introduction to CDL & Blackboard - Jaami Dawan (Instructor)

Content Areas		User Management	
Syllabus	Tests & Quizzes	List My Users	Remove Users from Course
Course Resources	External Links	Create User	Manage Groups
Assignments		Enroll User	

Course Tools		Assessment	
Announcements	Collaboration	Test Manager	Gradebook
Course Calendar	Digital Dropbox	Survey Manager	Gradebook Views
Staff Information	Glossary Manager	Pool Manager	Course Statistics
Tasks	Messages		
Send Email	Turnitin Assignments		
Discussion Board			

Course Options		Help	
Manage Course Menu	Import Package	Support	
Manage Tools	Export Course	Manual	
Recycle Course	Archive Course	Contact System Administrator	
Settings	Course Copy		
Import Course Cartridge			

POWERED BY
Bb
Blackboard

Blackboard Learning System™ (Release 6) Blackboard Learning System™ (Release 6) - 6.2.3.23

The “User Management” section enables the instructor to manage the users in their course web site. For example, instructors may add and drop individuals or groups of students to and from a course, create new users and create groups of users within in a course.

The “Assessment” area is where an instructor tests student knowledge, measures student progress, and gathers information from students. There are two types of “Assessments” test and surveys. In addition, the “Assessment” area allows instructors to follow a simple, systematic process to create tests and surveys, and create several different types of questions, which can include multimedia or other attachments. Instructors can re-use questions from pools and previous tests. A password can be provided to protect tests. Tests can be timed. In addition, instant feedback can be provided to students from which statistical reports of student answers may be created.

The “Help” area allows the instructor to research the online support site, browse the online instructor manual, and contact support.