

Quick Reference Guide – Blackboard Learn

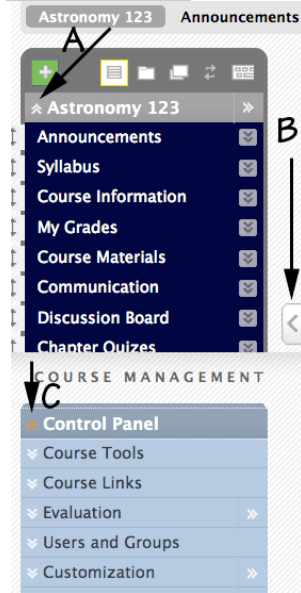
Blackboard version 9

Before You Begin

Find your user ID @ <http://peoplefinder.unl.edu/>
Your password by default is your NU ID number found on your NCard.

Go to <http://my.unl.edu> and log in with this information.
Click on the link to the course you want to add information to.

Course Interface



In order to access all menu items check the following.
The Edit Mode Button is ON. (right side of your menu)

Edit Mode: **ON**

A. Make sure your course menu items are not hidden. Click the double arrow (chevron) icon to expand.
B. Make sure menu is not collapsed. Click to open and close the menu panel.

C. Make sure Control Panel items are not hidden. Click the double arrow to expand and collapse Control Panel items.

Blackboard version 9's interface allows for less clicking and integrates a drag and drop contextual menu interface and a Control Panel that is accessible from any page in your course.

For an overview of the navigation and look go to <http://bit.ly/bb9overview>

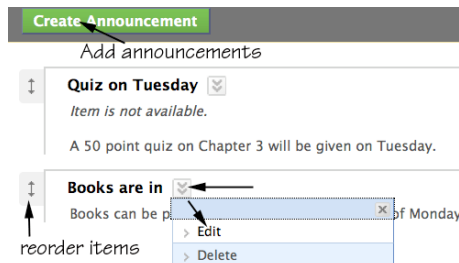
Changing Your Password

1. In the MyUNL page click the Personal information link under Tools.
2. Click Change Password
3. Enter your new password 2 times. Your password is case sensitive. Click Submit.

Adding an Announcement

Under the Control Panel click the down arrow next to Course Tools to open the menu.

1. Select "Announcements" from the list.
2. Click "Create Announcement".
3. Chose a Subject then add your message.
4. Announcements can be date restricted or just listed as permanent.
5. Reorder by grabbing the double arrow, dragging and dropping.
6. Edit by clicking the down arrow next to them.



Editing the Course Menu

(Adding items, student visibility, renaming etc.)

Edit Mode: **ON**

Course content is added via the menu items. Most of your work can be done without going to the Control Panel. Make sure Edit Mode is ON. When Edit Mode is Off you are in the student view and seeing it as they would (except for the Control Panel).

Click the "+" to add a menu item.

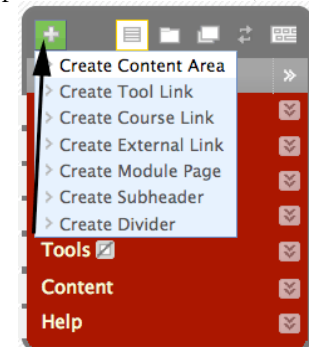
Select the type of Content for your menu item.

Click the link you just created to add content to it.

To edit your link (rename, delete or hide), click the down arrow next to your menu item.

To reorder items select the double arrow and drag

reordering-just drag and drop double arrow on left



For a video on managing the menu and adding tool links go to <http://bit.ly/bb9menu>

Adding Content

Adding folders, syllabus, links, etc.

Edit Mode: **ON**

Course content is primarily added via the menu items. Make sure Edit Mode is ON. Select "Create Content Area" from the "+" and name your menu link (ex. Unit 1, Week 1).

1. Click the menu link you want to add items to.
2. For an area that you want to add only 1 or 2 items (ex. Course requirements) select **Create Item**.
3. To begin adding folders or external links click the down arrow next to **Build**.
4. **Evaluate** will take you to **Quiz** and **Survey** building or for adding **Assignments**.
5. **Collaborate** will allow you to add things like a **Discussion board, Groups, Blogs** and **Journals**.
6. **More** contains tools such as adding a **Podcast**.

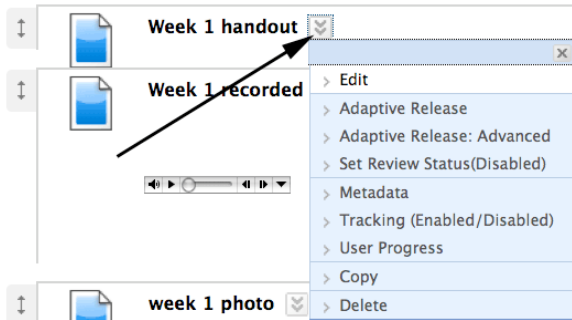
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Blackboard version 9

For a video on adding content to Blackboard 9 go to <http://bit.ly/bb9content>

Editing Content

Making sure the Edit Mode is ON, click the down arrow next to the content item you want to edit.



Here select to make edits or use tools such as Adaptive Release. Ordering can be determined by dragging the double arrows.

Sending Email

Under the Control Panel click the down arrow next to Course Tools to open the menu.

1. Toward the bottom of the menu click on “Send Email”.
2. Choose from sending to “All Users,” “Selected Users” or other options.
3. Chose a Subject then add your message.
4. Files can be attached if desired.

Adding Staff Information

1. In the Menu area click “+” and select “Create Content Area”.
2. Enter a name for the link (ex. Faculty info or your name).
3. Enter your title and use the Text Editor box to add any information you desire (ex. Office hours, contact info.)
4. Click Submit

Setting the Course Availability

To hide the course prior to semester start do the following.

1. Under the Control Panel click the arrow button next to “Customization”
2. Click the “Properties” link.
3. In Area 3 select “No” for Availability.
4. Click Submit

Entering Grades

1. Under the Control Panel click the arrow button next to “Evaluation”.
2. Click the link for “Grade Center”.
3. Add information such as titles, description and grade display option and points possible.
4. Click Submit
5. Under the grade heading add the appropriate grade next to each students name.

For a video tutorial on using the Grade Center go to: <http://bit.ly/bb9grades>

Setting the entry point, menu style, adding a banner

To customize your course do the following:

1. Under the Control Panel click the arrow button next to “Customization”

2. Click the “Styles” link.
3. In Area 1 select the menu color or select buttons
4. In Area 4 select which page users see when entering your course.
5. If desired, in Area 5 upload a banner for your course.

Creating Groups

To create Groups in your course:

1. Under the Control Panel click the arrow to open “Users and Groups”
2. Click “Groups”
3. Select the options for your Groups

For a video tutorial on creating and managing groups in BB9 go to <http://bit.ly/bb9groups>

Enrolling T.A./user to your course

To add a T.A., grader, etc to your course:

1. Under the Control Panel click the arrow to open “Users and Groups”
2. Click “Users”
3. Click “Enroll Users”
4. Click “Find Users to Enroll”.
5. Enter their Blackboard user name if know or select “Browse”
6. In the Search drop down box select “Last name” and in the drop down box “Equal to” click “Go”.
7. Click the box next to their name and click “Submit”.
8. Select the desired role for the course and click “Submit”.

Creating a Blog

To hide the course prior to semester start do the following.

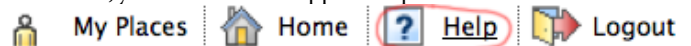
1. Make sure the Edit Mode button is ON.
2. Go to the Content area that you wish to add a blog to.
3. Under the “Collaborate” button select “Create Blog Link”
4. If you’ve already created the Blog select it from the menu.
5. If you haven’t already created a Blog click on “Create New Blog”.
6. Enter the title and preferences for the Blog.
7. Click Submit

For a video on how to create and manage Blogs go to <http://bit.ly/bb9blogs>

Getting Help

What if I have a question or need help?

1. Click the “Help” button at the top of the screen at any time to search a growing knowledge base of helpful articles. If you can’t find the answer, you can create a support request ticket here.



2. Contact the UNL Helpdesk.

Helpdesk hours: 7:30am to 11:30pm CT daily

Phone: 472-3970 in Lincoln or 1-866-472-3970 toll-free in U.S.

helpdesk@unl.edu