Blackboard 6 Manual – Instructor

Version 4

The most important possibilities of Blackboard version 6 are outlined in this user manual. Please be aware that this manual does not present all the available educational tools that are available in Blackboard 6. The pictures in this manual have been taken from an sample Blackboard course from RISBO-OECR and may not be exactly conform to the pictures presented on your own screen.

This manual is meant for instructors that will be using Blackboard 6 in their course(s) for the first time.

Prerequisites:

When you want to start working with Blackboard 6 it will be necessary that you will have acquired some skill in the use of browsers, like Netscape Communicator or Internet Explorer, as well as some skill in the use of a Microsoft Windows operating system.

Additions to the latest version of this manual are:

Version 4 (April 2006)
- Blackboard as a part of *MyEUR*, which is the portal to the primary information system on education of Erasmus University Rotterdam. The portal offers students and staff, wherever they are in the world, access to facilities like web-mail, Blackboard, Osiris, SIN-Online and the University Library.
- New functions:
  - *Language preference* is selectable
  - The display of the *Course Menu* is adjustable
  - There is an *Adaptive Release* set of rules with which you can decide which course content is accessible for which (group of) students
  - With the *Performance Dashboard* you can examine information about and results from your students.
- The most important content from the '*Manual New and Improved Functions in Blackboard 6, version 1*' (from 2004) has been added.

Version 3 (February 2005)
- *Safe Assignments*: how to avoid digital plagiarism.

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1. What is Blackboard?

Blackboard is the digital learning environment of the EUR. For every Major Study (and all its subject courses) a form of "Home Page" is established on the institutions server. In these "Home Pages" you will be able to insert information about your course. You can think about information such as: announcements, the structure of your course, teaching staff, documents or books pertaining to the course, assignments the students will have to do and interesting or useful links to websites. You could even, if you want, set up a communication forum where students can submit content related questions about the course.

Blackboard is a part of *MyEUR*, the portal to the primary information system on education of Erasmus University Rotterdam. The portal offers students and staff, wherever they are in the world, access to facilities like web-mail, Blackboard, Osiris, SIN-Online and the University Library.

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2. Where can you find Blackboard 6?

You can find Blackboard 6 by taking the following steps:
1. In Netscape Communicator or Internet Explorer go to the homepage of the Erasmus University: *http://www.eur.nl*. Click in this webpage on the *MyEur* logo:

2. The following screen will load:

3. Click on one of the links *English* to get a screen with the instruction in the English language
4. Type into the *Naam*: field your *Username* (To login on Blackboard you need an ERNA account; the account consists of *username* (the 5 figures of your PEINSY number, followed by 3 letters with, thereafter, the addition of *@eur.nl*)
5. Type into the *Wachtwoord:* field your *Password*
6. Click on *Log-in*
7.   In the next screen of *MyEUR* click under the heading *Blackboard* on *My courses* to go to your Blackboard course.

You can locate Blackboard from any computer with an Internet connection.

If you should encounter problems with the Login refer to paragraph 5.2.1.

3. Where can you find your own course(s)?

3.1 My Institution Tab

When you are logged in a similar screen to the one you just saw appears (this is your personal starting page):

3.2 Courses Tab

When you click on the Tab *Courses* under *Course List* all major courses (and possible sub-courses) will appear to which you are assigned.

3.2.1 Various roles in a course

Which rights you have in a course depends on the role you have been accorded. In Blackboard 6 several "roles" are available. For example *Instructor, Teacher's assistant* and *Student.* For the course in the list *Courses you are teaching* you have the role of *Instructor. For the course in the list* Courses in which you are participating you will have the role of *Teacher's assistant* or *Student.* In the role of *Instructor* you are the owner of the course. This means you will have complete control over the contents and the layout of the course and you will be able to look at, add, delete or adjust all contents. In the role of *Student* you can look at the contents but you cannot change anything (there are some exceptions such as placing messages on the *Discussion Board* or the changing of certain personal preferences in *Content Area Tools*. When you assist in teaching the course, or help in the maintenance of the course on Blackboard, the Instructor may give you the role of *Teacher's assistant.* This will give you almost the same rights as the Instructor

3.2.2 Course Catalog

Under the *Course Catalog* link you can, when needed, search all other courses offered in the EUR. The *Course Catalog* distinguishes between course categories, for example Bachelor/Master courses or Post Doctoral courses. Select the category of your choice and then select the course.
With *Course Search* you can search Blackboard for the course you are looking for by typing (part of) the name of the course in question. Then click *Go.*

3.2.3 How much room do you have (in Megabytes) on the server

For every course on Blackboard there is a standard maximum of 550 Mb available. When the size of your course reaches 500 Mb you will get a warning, which is sent to you by e-mail.

3.3 Community Tab

Next to *Courses* Blackboard has a module available called *Communities* (sometimes also called *Organizations*). *Communities* are not coupled with any specific courses. Instead you can think of them as clubs of, for example, faculties or departments, student groups or scientific or supporting personnel that are, in some way, connected to the university.
You can find communities by clicking on the tab *Community*. The *Community* page works in principle the same as the *Courses* page. You can subscribe to a community similar to the courses as a student or as a guest. If you would like to start a new community of your own or would like to perform the role of Instructor or Teacher's assistant in an existing community (in order for you to be able to change items within the community pages) you can send an e-mail to the Blackboard coordinator of your faculty (see par. 5.2.2 and 5.2.3).

3.4 Changing the preferred user language

You can specify your personal preference for the language used in Blackboard (*Locale).* When you apply this change, buttons, titles or any other text produced by Blackboard will be in the language of your choice. You can choose among the following languages: English, Dutch, German, Spanish, French, Italian or Portuguese.

At the course level you can, in your role as *Instructor* enforce the use of a certain language. When a student attempts to alter the language setting it will not be allowed. When you, as *Instructor,* do not enforce the *Locale* language for a particular course the personal adjustments of a student will take precedence over the standard course language

Changing the personal preferences for the preferred language:

1. Click under the TAB *My Institution* in the *Tools* window on *Personal Information*
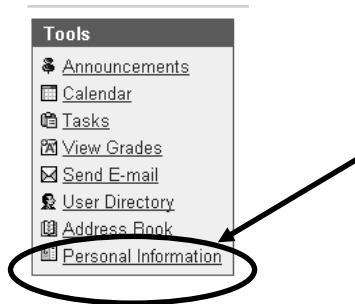
2. Click in the next dialog window on: *Set Locale*
3. Choose in the next dialog window after *User Locale* from the pull-down menu, for example 'English' or 'Nederlands' (Obs. the standard language used at the EUR for Blackboard (*System default)* is English).
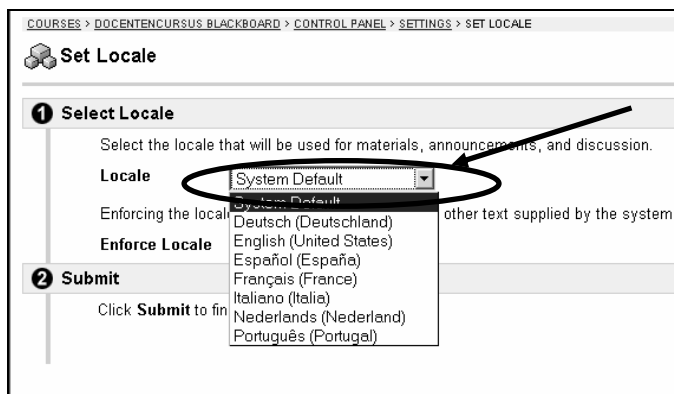
4. Click on the *Submit* button

Changing the *Locale* on the course level:
1. Select your course under the TAB *Courses*
2. Click on *Control Panel*
3. Under *Course* Options click on *Settings*
4. Click on *Set Locale*
5. Choose under *Locale* the preferred language
6. When you click on *Enforce Locale*, the course will always be shown to your students in the language selected by you.
7. Click on *Submit.*

3.5 Adjusting the 'My Institution' page: adding or removing modules

You can adjust the *My Institution* page by adding or removing certain modules. The frames *Enrolled Courses, My Announcements* and *Staff Information* cannot be removed.

To add modules:
1. Click in the top right hand corner on the *Modify Content* button.
2. Select in *Select Modules* those modules you would like to add.
3. Click on the *Submit* button.

To remove modules take the following steps:
1. Select in *Select Modules* those modules you wish to remove and click on *Submit*.
OR
   Click in *My Institution* page on the ⊗ next to the title of the module. Click in the next dialog window on *OK*.

3.6 The module 'My Announcements'

In this module you can see if any new information has been added in one, or more, of the course(s) you are engaged in as student or instructor.

By clicking on the link you will get an expanded view of all the new information pertaining to the course concerned.

3.7 The module 'Enrolled Courses'

This module presents an overview of all the courses you are involved in as a student or as an instructor. You can adjust this module as follows:

1. Click on the ⊘ button of the Module *Enrolled Courses*. The dialog screen *Customize Enrolled Courses* will appear in which you can:
   - In *Edit My Courses View* indicate which courses you want to see on the *My Institution* page by selecting or deselecting them
   - Indicate if you want to see the *Course ID, Announcements, Tasks* and/or *Calendar Entries* from each course
   - When you are a student you can *Un-Enroll* yourself from a specific course by checking the small box behind the course name. If no box is shown after a certain course the student will not be able to Un-Enroll himself.
   - When all the selections/deselections have been made click on the *Submit* button

N.B.! You can make a course invisible in the *Enrolled Courses* module on the *My Institution* page but, as instructor **you are still the owner of the course** and therefore still listed in the course. As student you would also **still be enrolled in the course.**
A student will only be able to Un-Enroll himself by checking the box after the course (when present).

4. How do you make your own course in Blackboard?

The central network maintenance will add all instructors to their courses.
Start by clicking under *Courses* then *Course List* on one of the courses you are involved with. A similar screen to what is shown below appears:

4.1 Constructing a course/ community

In the left frame of the screen you will find navigational text buttons in the *Course Menu*. (Communities have similar buttons but they are often used for different purposes). By clicking on the text buttons you will open the appropriate area. Following are the most important areas:

1. *Announcements:* Your (course) information to students can be placed here. These *Announcements* will also appear on the *My Institution* page (the starting page of Blackboard) With an *Announcement* you could, for example, welcome your students to the course or you could inform students about documents or items you have added in Blackboard. When other people have *Instructor* or *Teacher's assistant* rights for the course in question you can find the latest changes they may have made since you were last logged in (see also par. 4.2).

2. *Course Information*: Here you can put general information about the course, like the course manual, the schedule or the study guide (see also par. 4.3).

3. *Staff Information:* Information about instructors, student assistants, external teachers and guest speakers (see also par. 4.4).

4. *Course Documents*: In this page you can insert the course content documents such as overhead sheets, articles, lecture notes, summaries and even video clips (see also par. 4.5).

5. *Assignments:* Here you can place all the assignments that the students have to perform during the course. Pertinent information, material and tips for completion of the assignments can also be added here (see also par. 4.6).

6. *Communication:* Multiple methods for communication between the people involved with the course can be utilized here. Students can e-mail with the instructor(s) and with other students following the course (see also par. 4.7).

7. *Discussion Board:* The board can be used by students as a chat list to, for example, discuss the merits of a certain hypothesis. Via the *Discussion Board* it would also be possible for the students to pose questions about the content of the course. It is also possible to give the

students the possibility to give feedback on each other's intellectual products (see also par. 4.7.1).
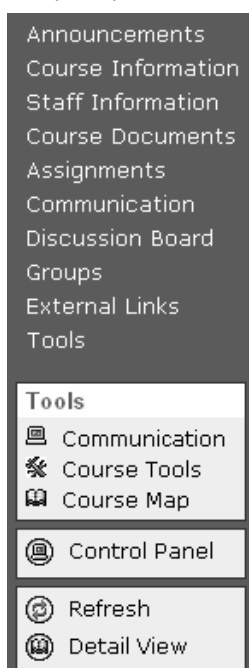
8. *Groups:* On a *Group page* groups of students can communicate with each other, for example by exchanging files. (see also par. 4.8).

9. *External Links*: Interesting links to Websites that have some relevancy with the course can be posted here. Links might also refer to related course material that is available on the Internet or information offered by companies that will be visited during the course (see also par. 4.9).

10. *Tools (= Course Tools):* Here you can find a variety of tools that can be used by you, and your students (see also par. 4.10).

11. *Course Map:* In a separate window a point by point summary of your course will be opened enabling fast navigation.

12. *Control Panel:* This button is only visible for Instructors and Teacher's assistants. This is the place where you can enter, or adjust, items in your course. In paragraph 4.11 is a short explanation of the most important possibilities in Control Panel and how you can customize your own course.

13. *Refresh:* When content is added to the *Course Menu* or the *Course Map* it takes some time before this content becomes available in the Course Menu or the Course Map. To view new content immediately click on *Refresh*.

14. *Detail View:* see paragraph 4.12.1

4.2 Announcements

You can add an *Announcement* using the following procedure:

1. click on 🔲 *Control Panel*
2. click under *Course Tools* on *Announcements*
3. click on *Add Announcement*. The following screen appears:

4. type after *Subject:* the subject of your announcement (in this example the text: "Final Assignment for Groups")
5. type after *Message*: the text of your message
6. scroll down and complete, when necessary, the *Options* field (date(s) and time(s) of display)
7. when you have added new course content you can make a reference under *Course Link* to the *Content Area* of the newly added item or folder. Your students will find such a link usually very

helpful.

To add a link use the following procedure:

a   after *Link Location* click on the button *Browse*. A small new window will open in the top
right corner *Select a location* (see next picture):
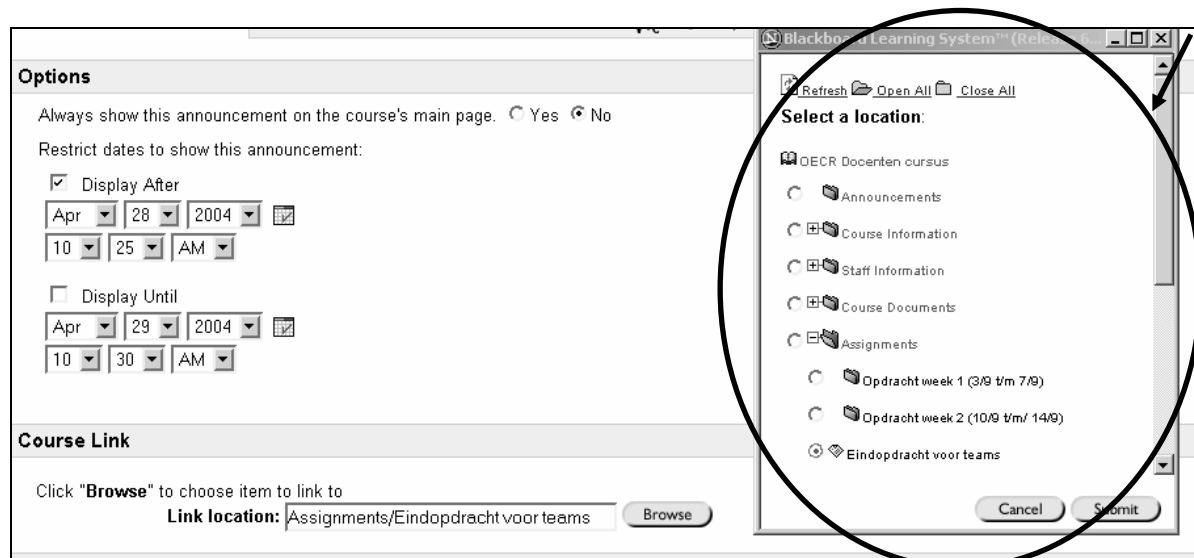
b   click in one of the small circles available (in this example *Assignments voor Teams*)
c   click in the small dialog window on the button *Submit*; the dialog window will disappear and
the name of the item selected will be placed in the *Link Location* entry field.

8.   click on the *Submit* button in the main Blackboard window.
9.   go back to the course by clicking on the name of the course (in this example *OECR docenten
cursus*):
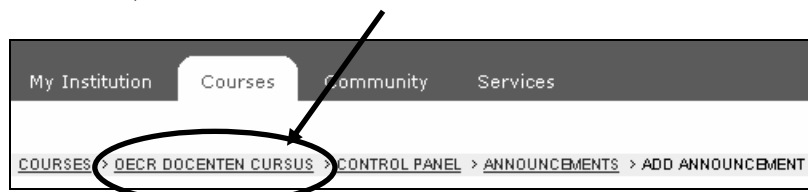
You can change or delete the announcement by clicking again on *Control Panel* and *Announcements*.
After every announcement you will find the buttons *Modify* and *Remove*

4.2.1 Information about newly added course content

Whenever you add a new item (for example a document, a file or an assessment) to your course it
would be advisable to inform your students accordingly by using.
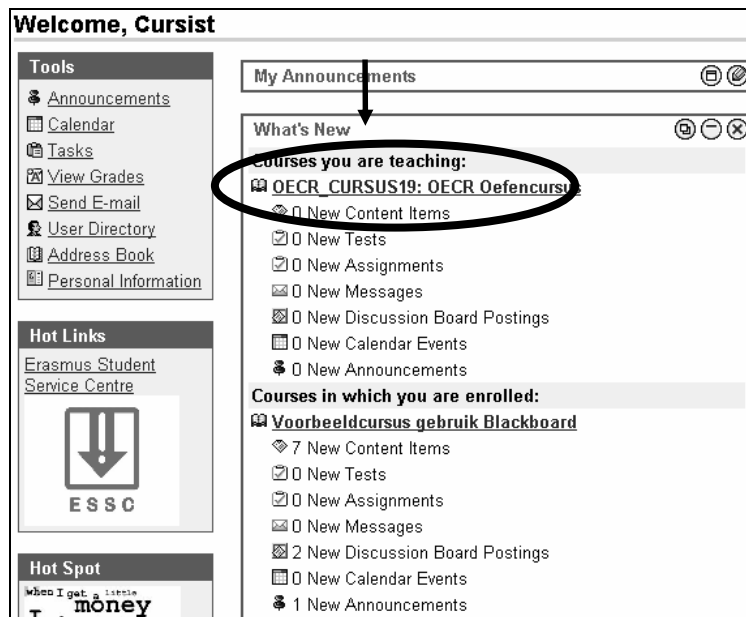
1. Click on the course name to which new information has been added. The following screen appears:

2. By clicking on one of the links you will be taken to one of the areas with newly added information. (In the above shown example to the link '7 New Content Items')
3. By clicking on one of the newly added items you will be taken to the corresponding item in your course.

4.3 Course Information

You can add a document to *Course Information* with the following procedure:
1. click in *Control Panel* under *Content Areas* on *Course Information*
2. click on *Item* (or *Folder* to first make a folder in which several documents are going to be inserted). In addition you could add in this location *External Link*, *Course Link, Test* or *Learning Unit*.
3. type behind *Name* a name of your choosing.
4. type under *Text* a short explanation or instruction explaining the purpose of the document
5. click, if necessary, under *2) Content* after *Attach local file* on the button *Browse* to locate a specific file (for example a Word document). The following screen *File Upload* appears:

6. open the folder that contains the document you are looking for or click, if necessary, behind *File types* on *All files*.**
7. click on the file you are looking for and click on the button *Open*
8. type after *Name of Link to File* a name for the link the students will see
9. insert, if necessary, under *3) Options* any display restrictions
10. click under *4) Submit* on the button *Submit*
11. return to the course you are working on by clicking in the menu bar of the Tab screen *Course*s on the underlined name of the course
12. click in the left frame on the button/textlink *Course Information* to view your new entry.

4.4 Staff Information

You can add *Staff Information* by following the following procedure:
1. click on *Control Panel*
2. click under *Course Tools* on *Staff Information*
3. click behind *Add* on *Profile* (or on *Folder* to make a folder in which you will put several documents)
4. complete all fields
5. click on *Submit*
6. go back to the course.

4.5 Course Documents

You can add *Course Documents* with the following procedure:
1. click on *Control Panel*
2. click in the *Content Area* on *Course Documents*
3. click on *Item* (or on *Folder* to make a folder in which you will put several documents). In addition you could add in this location *External Link*, *Course Link, Test* or *Learning Unit*. etc.
4. type a name after *Name*. It is important that you choose a name that will be descriptive and understandable for your students.
5. type under *Text* a short explanation or instruction explaining the purpose of the document
6. click, if necessary, under *2) Content* after *Attach local file* on the button *Browse* to locate a specific file (for example a Word document).
7. insert, if necessary, under *3) Options* any display restrictions
8. click under *4) Submit* on the button *Submit*

9. return to the course you are working on by clicking in the menu bar of the Tab screen *Course*s on the underlined name of the course.

4.6 Assignments

Assignments that have to be made by your students can be placed in the *Content area Assignments.* You can add an *Assignment* with the following procedure:
1. click on *Control Panel*
2. click in the *Content Area* on *Assignments*
3. click on *Item* (or on *Folder* to make a folder in which you will put several documents). In addition you could add in this location *External Link*, *Course Link, Test* or *Learning Unit*. etc.
4. type a name after *Name*.
5. type under *Text* a short explanation or instruction explaining the purpose of the document
6. click, if necessary, under *2) Content* after *Attach local file* on the button *Browse* to locate a specific file (for example a Word document).
7. insert, if necessary, under *3) Options* any display restrictions
8. click under *4) Submit* on the button *Submit*
9. return to the course you are working on by clicking in the menu bar of the Tab screen *Course*s on the underlined name of the course.

Blackboard has a specific *Assignments* function that makes it easy for you, as an Instructor, to offer them to your students. You can make an assignment and place it in one of the content areas. The students can be invited to make the assignment and submit it by uploading it (in Blackboard) to the Instructor. You can retrieve the results under the *Control Panel, Assessment* in the *Grade Book* under the name of the student. You can assess the assignment, provide feedback and return the assignment to the student. You can also grade the assignment. For an extended description of the possibilities see paragraph *4.15 Offering Assignments.*

4.7 Communication

In the left frame of the Tab screen *Courses* you can access the button/textlink *Communication* here you can:
* e-mail with your students
* working with the *Discussion Board* . The *Discussion Board* can be accessed from two places within the regular Blackboard course (see also par. 4.7.1)
* under *Collaboration* you can create sessions for real-time on-line communication between Instructor(s) and students. This facility could be used for an on-line study consult hour, on-line discussion or even a form of lecture (see also par. 4.7.2)
* working with *Group Pages* (see also par. 4.8)
* *Roster* provides an overview of all students that are enrolled into your course.

4.7.1 Discussion Board

The difference between the *Discussion Boards* and the *Collaboration Tool* is that Collaboration is on-line and the Discussion Boards can be off-line; messages (posts) are saved and can be reviewed, commented on and edited afterward.

Discussion Boards can be created as follows:

1. Click on *Discussion Boards* in the left frame of the Course main page or access the *Control Panel* and choose *Discussion Boards* under the *Course Tools* heading
2. click the button *Add Forum*
3. Type the title of the forum in the appropriate field. Ensure a clear, descriptive title for example: "*Discussion about the fiscal policy of this government*"
4. Under *Description* give an outline of the desired method of posting questions and answers and of the general goal and purpose of the discussion
5. ensure that in *Forum Settings* at least the option *Allow new threads* has been activated. This means that the students can, within the forum, initiate new threads (subjects, discussions, questions). It is preferable to de-select the option *Allow anonymous posts* (standard this is 'on'). By de-selecting you prevent students to post anonymous messages
6. click on *Submit*

Within a forum new discussion threads can be started by instructors as well as students and all members can react on previous posts. An instructor can act as moderator with the possibility of removing certain messages (posts).

4.7.2. Collaboration

When you click on *Communication* (in *Course Menu)* and then on *Collaboration*, the following screen appears:

There are 2 methods you can use to chat with your students in Blackboard 6: *Chat* and *Virtual Classroom*.

- *Chat* is a tool with which you can hold simple chat sessions for groups of users.
  he sessions are based on exchanging text messages only.
- The *Virtual Classroom* is much more extensive than *Chat*. It has the following possibilities:
  - Instructors and Students can respond to questions from participants
  - Course material, for example Power Point Presentations, can be examined under *White Board*
  - you can use formulas and scientific notations on the *White Board*
  - *Snapshots* can be made and saved of the *White Board*
  - more than one chat session can be active at one time

4.8 Group Management

In the *Group pages* groups of students can exchange (parts of) documents or reviews.
You can start groups and enroll students by using the *Control Panel*, *Manage groups* (under *User Management*) or via *Control Panel, Advanced Group Management* (under *Course Tools*).

It is even easier to add groups with *Control Panel, Advanced Group Management* (which you can find under the header *Course Tools*). *Advanced Group Management* is structured much better than the previous *Group Management* option:

- With *Add Group* it is easy to create a new group
- By selecting one group you can, with *Modify Group,* change the group functions. You can also adjust the visibility of the group here if you want the groups processes to be accessible for the group members only at certain Days/Times
- With *View/Assign Users* you can add or remove students from a group. In the following screen (*User Assignment)* you can use the option *Randomize* if you want to disperse the students over the available groups. HOWEVER you can only use this option when you have not as yet assigned ANY member to ANY of the groups.

4.9 External Links

You can add an *External Link* as follows:
1. click on *Control Panel*
2. click in the *Content Areas* on *External Links*
3. click on *External Links* (or on *Folder* to make a folder in which you will put several links). The following screen appears:

4. type after *Name*: the name of the link the students will see
5. type after *URL:* the address of the Website
6. type under *Text*, the reason why students could/should examine this link
7. click, if necessary, after *Attach local file:* on the button *Browse* to add a file (for example a Word document)

8. complete, if necessary, the fields in *Options*
9. click on *Submit*
10. return to the course.

4.10 Tools

With the choice *Tools* in the left frame of the main Course menu you can:
- Change your *Personal Information*
- Save your notes for this course (*Electric Blackboard*)
- Your students may check under *My Grades* to find out the marks they obtained for assignments or tests.

4.10.1 Changing your personal information

With the choice *Tools* in the left frame of the main Course menu you can make changes to your personal settings, as follows:

1. click in the content area of *Tools* on *Personal Information*
2. click on *Edit Personal Information*
3. adjust the information shown. The only data that can be changed are those with a text box. (For example your *First Name*
4. click on *Submit.*

4.10.2 Which part of your personal information is visible for everybody?

Your name will always be visible in each course you are associated with. You can choose to make personal information other than your name visible or not:
1. click in the content area of *Tools* on *Personal Information*
2. click on *Set Privacy Options.* The personal information selected here will be visible for everyone
3. de-select the information you do not wish to be visible
4. click on the *Submit* button.

4.11 Control Panel

OECR_AK: Cursusomgeving Angelique van het Kaar - drs. A.M.J.A. van het Kaar (Instructor)			
Content Areas		**User Management**	
Course Information	Assignments	List / Modify Users	Remove Users from Course
Course Documents	External Links	Enroll User	Manage Groups
Course Tools		**Assessment**	
Announcements	Digital Dropbox	Test Manager	Gradebook
Course Calendar	Glossary Manager	Survey Manager	Gradebook Views
Staff Information	Messages	Pool Manager	Performance Dashboard
Tasks	Advanced Group Management	Course Statistics	
Send Email	Link Checker	**Help**	
Discussion Board	Discussion Grader	Support	
Collaboration	MyDropBox Suite (Safe Assignments)	Manual	
Course Options		Contact System Administrator	
Manage Course Menu	Course Copy		
Course Design	Import Course Cartridge		
Manage Tools	Import Package		
Settings	Export Course		
Recycle Course	Archive Course		

Below follow the most important options available in the *Control Panel*

- *Content Areas:* with the various options you can add text and files to the *Content Areas* of Blackboard. You will find information about these options in the following paragraphs: 4.1 (*Constructing a Course/Community*), 4.3 (*Course Information*), 4.4 (*Course Documentation*), 4.6 (*Assignments*) and 4.9 (*External Links*)
- In *Course Tools* the most important options are:
  - *Announcements* (see par. 4.1 and 4.2); *Staff Information* (see par. 4.1 and 4.4);
  - *Collaboration* (see par. 4.1 and 4.7.2) and *Discussion Boards* (see par. 4.1 and 4.7.1)
  - *Safe Assignments* (see par. 4.15.2)
  - *Advanced Group Management* offers a simple method to create and maintain *Group Pages.* In these *Group Pages* you can make communication and exchange of files available to groups of students. (see par. 4.8)
  - With *Send E-mail* you can send messages to student that have been enrolled in the course. **N.B.** When the *Send e-mail* option has been activated all students, observers and instructors, including yourself can reach each other with e-mail. Even you, as instructor, has then no longer the possibility to prevent this.
- The most important options under *Course Options* are:
  - With *Manage Course Menu* you can adjust the navigation text buttons to your liking (see par. 4.12.1 up to and including par. 4.12.5)
  - By clicking on *Manage Tools* and then on *Enable Blackboard Tools* or on *Enable Content Tools* you can, by checking the selection box, enable the tool it refers to or, by unchecking the selection box, disable the tool. To avoid confusing the students it is better to disable the tools that are not used.
  - By clicking on *Settings* and after that on *Course Availability* you can make the course available to students and, if so desired, even to enroll themselves in the course. (see par. 4.19.1 and 14.19.2)
  - With *Recycle Course* you can simply and efficiently remove (part of) your course (see par. 4.13.8).
- Under *User Management* the most important options are:
  - Enroll or remove students into your course. Standard *Self-Enrollment* is enabled. Students can enroll themselves so you will not need this option very often (see par. 4.20.1 up to and including par. 4.20.6).
  - You can also remove students from your course (see par. 4.20.4)
- *Assessment*: Here you can organize tests and surveys (see par. 4.14 *On-line Tests and Surveys*) With *Gradebook* and *Gradebook Views* you can transmit results to your students (see par. 4.16).
- *Support:* under *Manual* you will find the extensive Blackboard Manual for instructors.

4.12 Adjusting the Course Menu

4.12.1 Course Menu design

There are two different designs of the *Course Menu*, *Quick View* (this is the original design) and *Detail View.* When using *Detail View* the Main- and Submenu's can be extended and retracted somewhat like the Windows Explorer.

1. Click in the Tool section of the course menu on *Detail View* to activate it. (*Detail View* toggles with *Quick View*)
2. Click in *Detail View* on a ⊞ in front of a certain *Course Menu* item (for example the item *Communication*) this will expand the item and sub-menu choices will become visible.
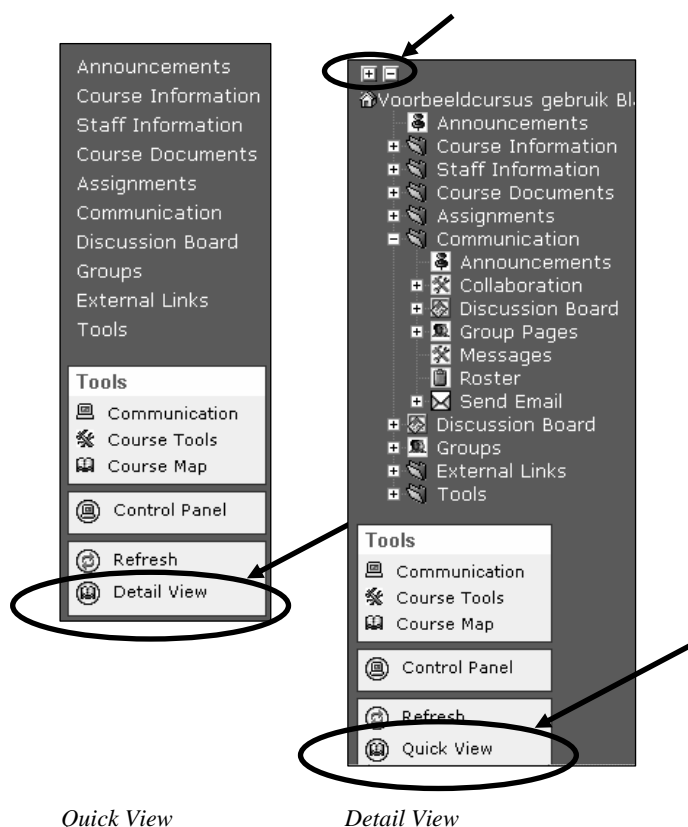
3. Click on a ⊟ to retract a *Course Menu* item.
4. To retract or extend all *Course Menu* items at the same time click on the "+" or "-" at the top of the *Course Menu*.

Quick View   *Detail View*

4.12.2 Naming your personal navigation (text)buttons

You can adjust the standard text on the navigation buttons/text links yourself, to make the text conform with your course.

For example you want to change the text on a button:

Announcements   to   ***News***
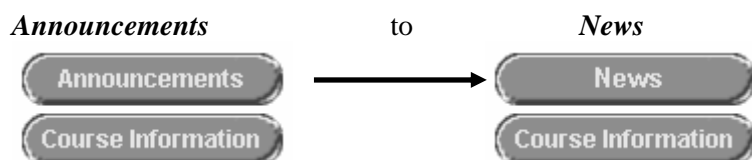
1. Click in *Control Panel* on *Manage Course Menu*
2. Click after *Announcements* on *Modify*
3. After *Area Name*: remove the text *Announcements*
4. Type in the text field the new name of the navigation button/text for example *News* (the text on the button can be 18 characters maximum)
5. Click on the *Submit* and *OK* buttons.

You can also change the standard text, color and look of the navigation buttons. You might change the look and text of buttons, for example, as follows:
1. Click in *Control Panel* > *Settings* > *Course Design*
2. Select under *1. Select Navigation Style*

Text	or	***Buttons***

Announcements
Course Information

Announcements

Course Information
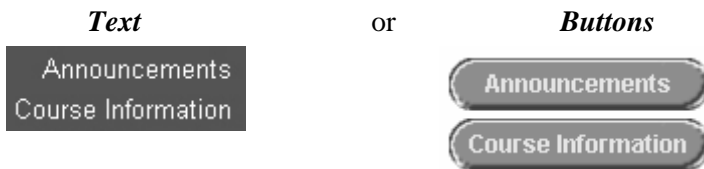
3. If necessary change under *2. Select Style Properties* color and/or style of the Buttons or Text
4. Click on the *Submit* and *OK* buttons.

4.12.3 Removing unused navigation (text)buttons

You can remove navigation (text)buttons that you do not use in your course. This is very desirable because it gives the students a clear view of the possibilities.

1. click on *Control Panel*
2. click under *Course Options* on *Manage Course Menu*
3. click after the name of the *content area on the* Remove *button*
4. click in the dialog window on the OK button
5. go back to the course

4.12.4 Adding new navigation (text)buttons

Use the following procedure:

1. click on *Control Panel*
2. click under *Course Options* on *Manage Course Menu*
3. click after the *Add* (top) Menu Bar on *Content Area*
4. select after *Area Name* a *content area* from the list
5. you can now give the *content area* a new name by typing it in the textfield underneath
6. click on *Submit,* the *content area* has been added to the bottom of the list
7. If necessary you can adjust the place of the *content area* in the list by choosing a different number in the small selection fields in front of the *content* area (for example, giving a *content* area the number 4 will put it on the fourth place from the top.
8. go back to the course.

### 4.12.5 Place of the navigation buttons/navigation text in the Course menu

Example: the *'A*nnouncements' button (or text) is now in the top (No.1) of the list in the *Course Menu* but should go to place No.5:
1. Click on *Control Panel > Manage Course Menu*
2. Select from the roll-down menu the number **5** before the word *Announcements.* Announcements will now move to place 5 in the list.
3. Click on the *OK* button.

## 4.13 Adapting, copying or moving course content

4.13.1 Adapting or removing Items or Folders

You can edit existing courses in the same *content areas* where you have placed the original content (for example: *Course Information, Staff Information, Course Documents, Assignments* and *External Links)*, as follows:
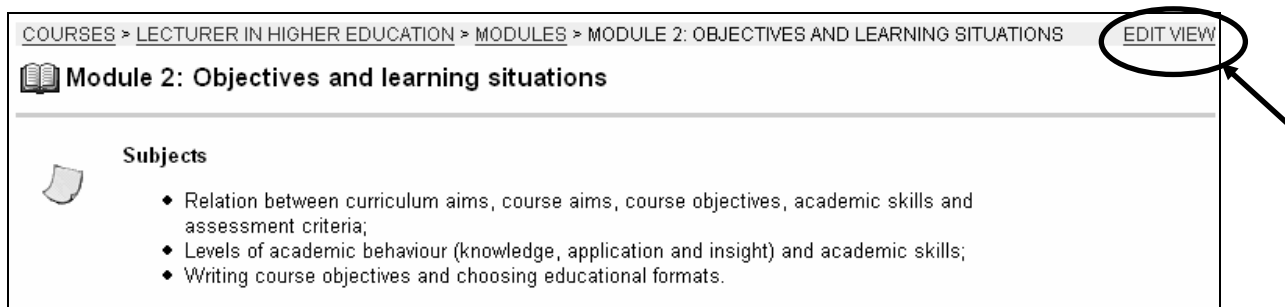
1. click on *Edit View* (under *Course Information* in the left main frame) this will put you in the *Editing* mode:

The following screen appears:
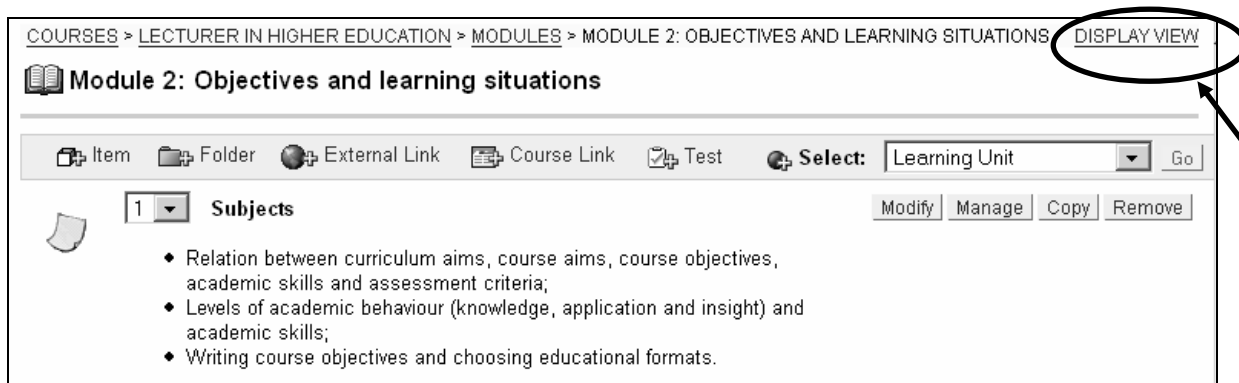
After each item you can find the buttons: *Modify, Manage, Remove* and *Copy* (see also par. 4.13.2)

2. By clicking in the top right hand corner of the screen you can click on *Display View* to get back to the display mode.

4.13.2 Copying or removing Items and Folders <u>within</u> your course(s)

You can *Copy* or move course content (items, folders) from the *Content Areas* (*Course Information, Staff Information, Course Documents, Assignments* or *External Links)* to another place in any of these content areas. You could, for example, copy an item from the content area *Course Information* to (a folder in) the content area *Assignments* by:
1. clicking in *Course Information* (left main frame) on the link *Edit View* (top right hand corner) to get to the *Edit* mode
2. and click after the item in question on the button *Copy*. The following screen will appear:

📖 Copy or Move Item

❶ Content Information

    Name   Info over tentamen

❷ Destination

    Destination Course   Docentencursus Blackboard ▾

    Destination Folder   [   ] Browse

    Remove item after copy ○ Yes ⦿ No

❸ Submit

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

3. After *Destination Folder* click on the *Browse* button. Here you can select the *content area* (or folder within a *content area*) where you want the selected item copied or moved (the item will be moved if you select *Yes* after *Delete item after copy?*) The *Select a location* window will open (see picture):

4. click in the selection circle before the *content area* you want (for example the folder *Assignments)*
5. click in the dialog window on the button *Submit*. The dialog window disappears and the name of the *content area* will be placed in the field after *Destination Folder* (in this example the content area *Assignments*)
6. make a selection after *Delete after copy?* for *No* (the item will be copied) or *Yes* (the item will be copied to the new location and deleted in the current location. In effect the item will be moved)
7. click on *Submit.*

4.13.3 Copying and moving Items and Folders between your courses

You can copy or move certain course content and information to another course *in which you have a role as Instructor.*

<u>Method 1</u>
If only one item or folder is involved you can use the procedure outlined in the previous paragraph:
1. In the *Copy/Move Content* screen you select from the roll-down menu after *Destination Course* the course of your choice

2. After *Destination Folder* you indicate the location within the other course where the item should be copied or moved.
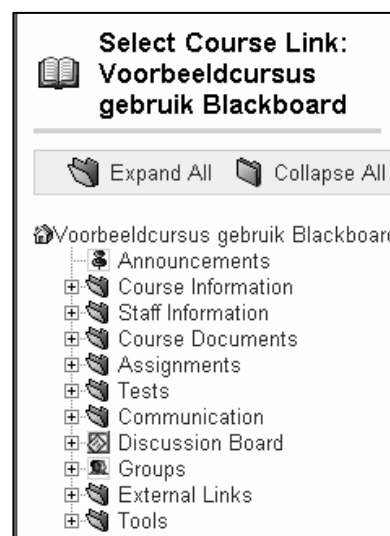
Method 2

When there are larger parts of your course to be copied to another one you can use the following procedure:

1. Click on *Control Panel > Course copy > Copy Course Materials into an Existing Course*
2. After *Destination Course ID* you fill in the course ID. This can only be the ID from a course where you have the role of *Instructor*! When you do not know (off hand) what the ID is you can use the *Browse* button to look for it.
3. When the *Browse* window opens you can select *Instructor* and you will get a list of all the courses in which you are an instructor when you click on the *Search* button
4. Click on *Select* after the appropriate course and you will get back automatically in the previous screen. The *Course ID* has been placed in the text field
5. Select under *Select Course Materials* the content you wish to copy
6. If this should be your intention place a check mark before *Enrollment* and all the students from the current course will de enrolled into your other course as well.
   N.B. certain information about the students, for example *Grades,* will <u>not</u> be copied to the other course
7. Click on *Submit.*

4.13.4 Extra possibilities with Announcements

As an Instructor you can now add a link to certain course content when you make announcements. This is very helpful for students. You add a link as follows:

1. Click on *Control Panel > Announcements*
2. Click on the button *Add Announcement*
3. Supply in this screen *Add Announcement* after *Subject:* a meaningful name to the Announcement
4. Click under *3.Course Link* on the Browse button. In the dialog screen *Select a Course Link* (see picture) that now appears you can select the *Content Area* where the newly added course contend is located. When the selection is made the name will be added in the text field behind *Location*
5. Click in the dialog window on *Submit*
6. Click in the screen *Announcements* on *Submit.*

4.13.5 An easy method to format course material using Internet Explorer
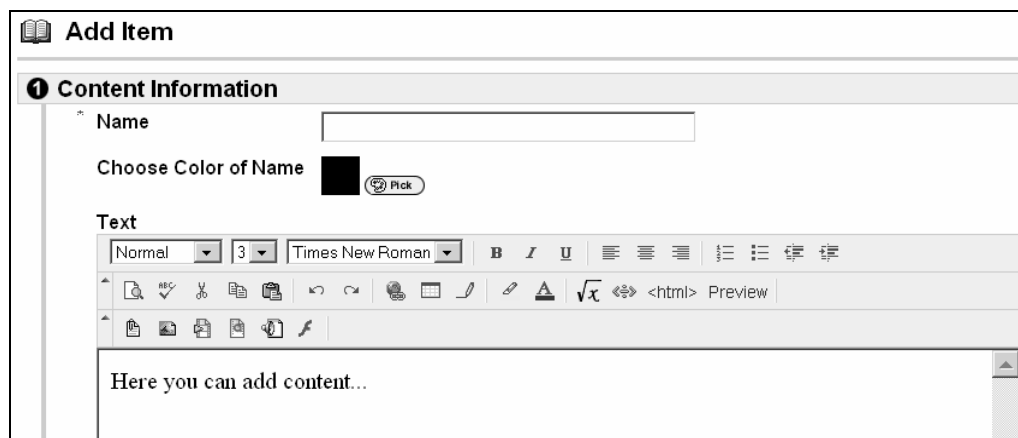
Especially when you are using *Internet Explorer* you have extended possibilities to enhance your text. With *I.E.* it is also very simple to add Multimedia items to your course content. When you use *Netscape Navigator* there are also some possibilities to enhance your text but this is a relatively complex operation because it involves inserting HTML code in the text. In *Netscape* you can only add Multimedia files as separate files.

- Click on *Control Panel* and choose one of the content areas
- Click after *Add* on, for example, *Item* and the *Add Content* window will open.

4.13.5.1 Internet Explorer

1. Click on *Control Panel* and choose one of the content areas
2. Click after *Add* on, for example, *Item* and you will see the *Add Content* screen
   The layout of the *Add Content* window in *Internet Explorer* is as follows:

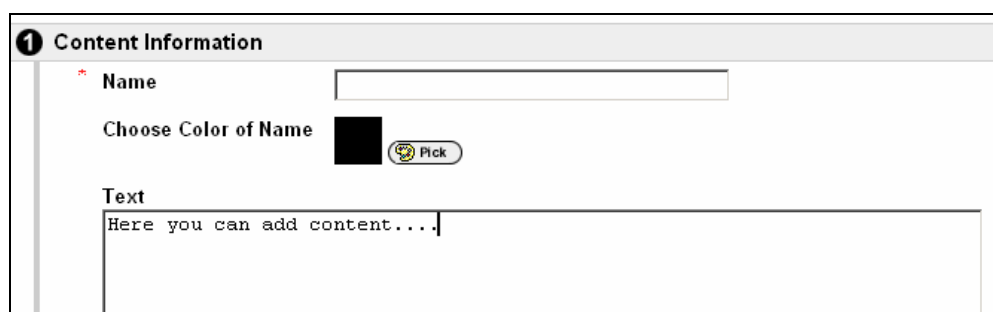Under *Text* you have the following possibilities:
- to embellish the text
- to add tables, hyperlinks or formulas
- you can use the options: *Attach File, Attach Image, Add MPEG/AVI content, Add Quick Time Content, Add Audio Content*, and even *Add Flash/Shockwave Content.*

N.B. When you are using the button bar to put text make-up (for example**,** *Italic***, Bold** or Underlined, **ON** or **OFF**, you will have to click with the Mouse in the text entry field to get your text-cursor back.

4.13.5.2. Netscape Navigator

The layout of the ***Netscape Navigator*** window looks like this:

- Under *Text* you can add formulas
- Netscape does not offer a simple method for text make-up.

4.13.6 Inserting Internal Course Links into your Course

Internal *Course Links* can point to course content or course options in a (map within) one of the other *Content Areas*. *Course Links* make navigation through your course easier and faster for your students.

Suppose you wish to make a link from the content area *Course Information* to a map called *Practice* in the content area *Assignments* you can proceed as follows:

1. Click on *Course Information* in the *Course Menu* and click on *Edit view*
2. In the content area *Course Information* click on *Course Link* in the menu bar
3. In the following screen type under *1.Course Link Information* an appropriate name and description for the *Course link*.
4. Type under *2. Course Link* after *Location* the name of the content area (and/or folder) where this link *should point to*. You can use the *Browse* button to locate the item in the small *Select Course Link* window that opens in the top right hand corner.
5. Select the (folder within) the content area (or any other area within the course)where you want the link to point to
6. Click on the *Submit* button in the selection window
7. If necessary, select the appropriate items under *3. Options*
8. Click on *Submit.*

By clicking on the link that has been inserted in the content area *Course Information* you would now be able to go directly to (a map) in, for example, the content area *Assignments*.

4.13.7 Checking External Course Links

1. Click on *Control Panel*
2. In the Content Area *Course Tools* click on *Link Checker*
3. The screen *External Links Validator* will open (see next picture). With this tool you can check if the external links in your course are (still) valid. When you have added many links to your course the check may take a while.

4.13.8 Deleting the content of your course (or part thereof) in one action

1. click on the *Control Panel*
2. click under *Options* on *Recycle Course*; here you will find the possibility to delete (part of) your course
3. select those parts you want to remove. To remove the course altogether select everything.
   WATCH OUT!: this removal process is irreversible. Deleted course material cannot be retrieved.
4. for confirmation you will have to type at the bottom of the page the word '*Remove'* (without quotation marks)
5. click on *Submit*

4.14 Online Tests and Surveys

It is possible to make online Tests and Surveys in Blackboard. They are meant for the students in order to test themselves.
When student have made a test or survey their answers will be processed immediately and the students will get their result right away.

4.14.1 The difference between a Test and a Survey

The **Test** (exam) option permits the instructor to assign point values to each question. Student answers can be submitted for grading, and the results can be recorded under each student entry in the Gradebook.
The **Survey** option provides instructors with an assessment tool that records answers anonymously. This is useful for polling purposes, instructor evaluations, and random checks of knowledge. There is no method of grading surveys.
Therefore, the major differences between the two types of assessments are: (1) surveys cannot give feedback to the student, (2) surveys cannot be graded, (3) there are no points associated with a survey, and (4) no name will be associated with a submitted survey.

The questions in the tests or surveys can take several formats such as *multiple choice*, *True/False, Fill in the blanks, Multiple Answers, etc.*.

Below is a description of a test made with the *Test Manager*. The same procedure applies to making a survey.

4.14.2 Tests

To make a test follow the procedure below:
1. click on *Control Panel*
2. click under *Assessment* on *Test Manager*
3. click on *Add Test*
4. in the next screen fill in the name, description and instructions for the test
5. click on *Submit*
6. select after *Add question* the sort of question you want to make (for question 1 of the test)
7. click, if necessary, first on *Creation Settings* this gets you to a screen where you can indicate, among other things: if you want to give feedback to the individual answers; if you want to add pictures, files or URL's to the question or the answer and if you want to add special value points to the question. When you are ready in this screen click on *Submit.*
8. click on *Go*
9. type under *Question Text* the first question
10. (depending on the sort of question:) indicate after *Point Value* the number of points for this question
11. (depending on the sort of question:) fill in one or more *Options*
12. type in possible feedback you wish to give when student give the right, or the wrong, answer to the question
13. click on *Submit*
14. you can add additional questions with the button *Add Question*
15. repeat step 6 through 15 until you are ready

16. click on *OK*

You can make the test visible for students by placing it in a *Content Area* (usually in *Course Information, Course Documents, Assignments or External Links.*
N.B. so **not** via the *Control Panel*!
1. open the content area in which you want to place the test
2. ensure that you are working in the edit mode (click on *Edit View* in the top right hand corner)
3. click on *Test*
4. select under *Add Test* the test you want to add to this *content area*
5. click on *Submit*
6. click on *Modify the test options*
7. click under 2. *Test Availability* after *Make the link available* on *Yes*
8. indicate also after *Add a new announcement for this Test* if you want to make an announcement to the student s that this test has been added (recommended).
9. complete, if necessary, the other options under 2. *Test Availability*
10. complete the options under 3. *Test Feedback* and 4. *Test Presentation*
11. click on *Submit*

4.15 Offering Assignments

4.15.1 Assignments

As an instructor it is easy to offer *Assignments* to your students. Use the following steps 1 through 4. Steps 1 and 3 are the steps to be taken by the Instructor, steps 2 and 4 those by the student.

Step 1: (Instructor)
1. select a *content area* where you want to place the assignment: *(Course Information, Course Documents, Assignments, External Links)*
2. click on *Edit View* to activate the edit mode
3. select after *Select:* from the roll-down menu the option *Assignment,* click on *Go*
4. type the instruction
5. insert after *Points Possible* the maximum mark for the *Assignment*
6. type the instructions (if any)
7. decide on the *Availability Options*
8. click after *Attach local file:* on the button *Browse* to add a file containing the assignment
9. decide under *Options* after *Make the assignment available* if the *Assignment* should be made available for the students
10. click on *Submit*

Step 2: (the student)

The student can now look at the *Assignment* and work on the same in the *content area* concerned by clicking on the name of the assignment in *View/Complete* (see below)

Questionaire
Fill in the questionaire about Blackboard 6 that has been added to this Assignment and send it back to me. Ensure that you add your student number to the name of the file.

Success!
>> View/Complete Assignment: Questionaire

In the next window the student can directly type his answer or comment and/or he can download the file offered to him by the instructor, make the assignment and return the file to you, the instructor. **N.B.** When returning the document to you it is important that the student observes the following procedure:

- with the *Save* button it is possible for the student to save his unfinished work and continue later where he left off.
- with the *Submit* button the file will be send <u>irrevocably</u> to the Instructor. The file is then no longer accessible to the student. Submitting a file to an Instructor is a one time only procedure.
- the student may send more than one file at a time.

Step 3: (instructor)
The results of the assignment(s) made by the student(s) can be found in the *Gradebook*:
1. click on *Control Panel*
2. click under *Assessments* on *Gradebook*
3. click on the ! (this exclamation mark is behind the name of the student, in the column with the name of the assignment)
4. click in the next screen on the *View* button
5. in the next window look at the result. You will find the completed assignment of the student under *Students Work*; when the student has sent you a file (as part of an assignment) you can click on the name of the file to open it and, if necessary, to grade or edit it.
6. under *Feedback to Student* you can give feedback to the student:
   - after *Grade* and *Comment* you insert your evaluation
   - if necessary, click after *Attach local file:* on the *Browse* button to add the file with the graded/edited assignment
   - with the button *Add another file* you can add additional files
7. under *Instructor Notes* you can make remarks that will only be visible to you (not for the student)
8. when you are finished with the screen click on *Submit*

Step 4: (the student)
The student can look at your feedback by in the *Content Area Tools* to click on the option *My Grades*. Next he can click on the ! (exclamation mark after the name of the assignment in the column with the heading *Grades*). In the next screen under *Feedback from Instructor* he will find the grades and/or comments you gave him on his finished assignment.
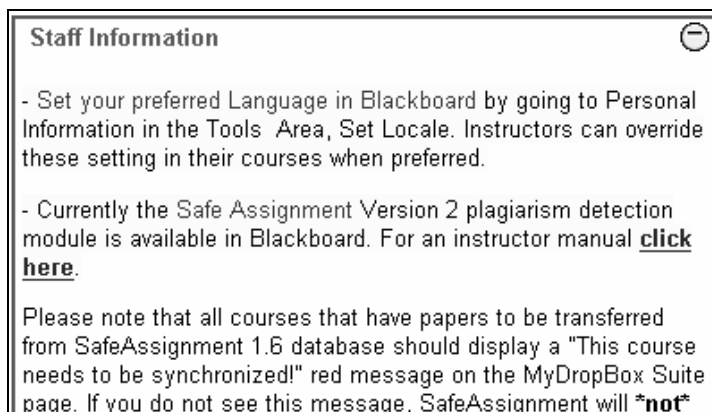
4.15.2 Safe Assignment: how to avoid digital plagiarism

With *Safe Assignments* it is possible to detect digital plagiarism of students. Safe Assignments uses an advanced search method to compare new and existing documents with each other. After a student has submitted a new document via Blackboard you can investigate the possibility that plagiarism has been committed and also from which (digital) sources the information was obtained. The document submitted will be compared with the following digital sources:
- The many (millions) of existing sources on the Internet
- Existing documents in databases accessible for the general public and databases protected by passwords (for example archives from journals or newspapers, electronic books and on-line reference libraries).
- Existing documents that have been submitted in Blackboard already earlier by other students.

Safe Assignment can only compare documents that are submitted in the following text formats: .doc, .rtf, .txt, .html, .pdf

An extensive manual for Instructors is available in Blackboard on how to make *Safe Assignments* for students. You can find a link to this manual in the module *Staff Information* on your personal start-up page. To open the manual use *Click here* (see illustration below).

```
Staff Information                                    ⊖

- Set your preferred Language in Blackboard by going to Personal
Information in the Tools  Area, Set Locale. Instructors can override
these setting in their courses when preferred.

- Currently the Safe Assignment Version 2 plagiarism detection
module is available in Blackboard. For an instructor manual click
here.

Please note that all courses that have papers to be transferred
from SafeAssignment 1.6 database should display a "This course
needs to be synchronized!" red message on the MyDropBox Suite
page. If you do not see this message, SafeAssignment will *not*
```

4.16 Using the Gradebook

The results from all the students can now be placed into one spreadsheet. The results of the submitted *Assignments* and *Tests* can be evaluated and feedback can be given to each student individually. Results in the form of grades can be downloaded to Excel and again uploaded into Blackboard.

4.17 Adjusting criteria for access to certain course content

With the option *Adaptive Release* you can set up a set of rules that determines which (part of) the course contents will be made available for which student or group of students

The following options are available:
1. *Adaptive Release*, to create simple Rules. Per Item only one Rule can be instituted. However a Rule can consist of multiple criterion
2. *Adaptive Release: Advanced,* to create advanced Rules for a specific Item. Several Rules can be made for one Item at the same time.

4.17.1 Adaptive Release

With *Adaptive Release* you institute a rule as follows:
1. Go with the *Control Panel* to one of the C*ontent Area*s.(for example *Course Documents*)
2. Click on *Edit View* in the top right hand corner.
3. Click after one of the items on the button *Manage*.
4. Click on the option *Adaptive Release.* A similar menu to the one shown below appears:

In this screen you can insert a Rule with one or more criteria. The criteria can pertain to:

- *Date*: you can select a date and time at which the course content will be made available to the students.
- *Membership:* with this option you can allow one student or a group of students access to the course content concerned.
    - For one, or more, student(s) you fill in the *Username* box. A Browse button is provided which allows you to look for names of one or more student(s). When you enter more than one student name ensure that the names are separated by a comma
    - If students have been assigned to named groups you can allow access to the material in question to one or more groups by selecting these group(s) in the column *Available Course Groups* (see below) and, by clicking on the Right Arrow button, move this group to the *Selected Course Groups column*

- *Grade book Items* A certain student has access to a certain course components depending on, for example, the score on one of his *Assignments*:
    - After *Select a Grade book item* select an item from the *Grade book*, for example an *Assignment*
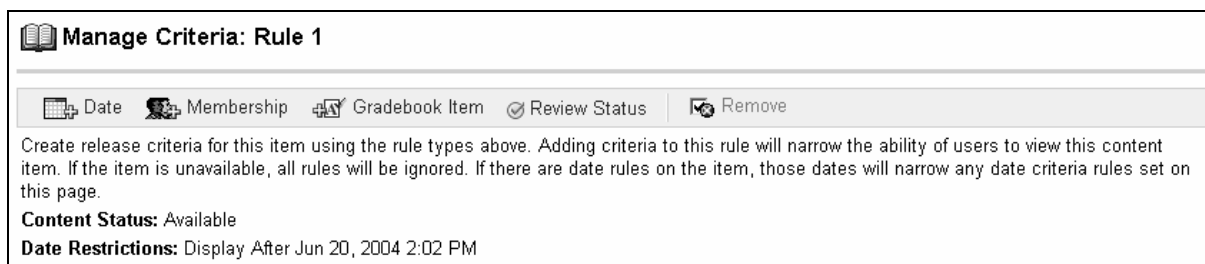

    - After *Select Condition* indicate the criteria. If, for example, the score from a certain student is higher or equal to 6, than the student will be allowed to attempt the next consignment.

4.17.2 Adaptive Release: Advanced

With *Adaptive Release: Advanced you* can set up more than one Rule for a certain Item.
1. Go with the *Control Panel* to one of the C*ontent Area*s.(for example *Course Documents*)
2. Click on *Edit View* in the top right hand corner.
3. Click after one of the items on the button *Manage.*
4. Clicking on the option *Adaptive Release: Advanced.* Click on the button *Rule.* With this action you create the first Rule for the item concerned.
    The screen, shown below, appears::
5. In the next screen *Add Rule* fill in the *Rule Name* in the appropriate box. Click on *Submit*
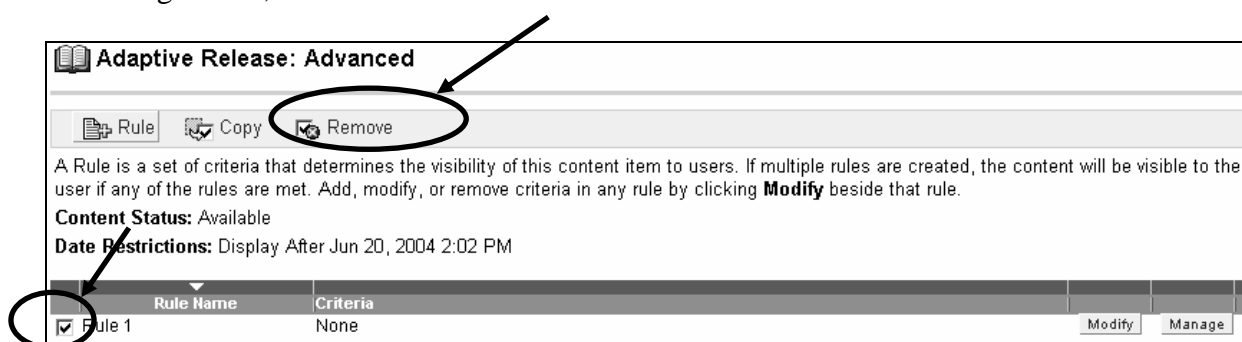
6. Click in the screen *Manage Criteria*: Rule 1 on the option for which you want to insert a prerequisite (for example *Date, Membership* or *Grade book Item*
7. In the next screen you insert the appropriate condition and then click on *Submit.*
    You return to the screen *Manage Criteria: rule 1*

8. You can now enter a possible second or further criterion to the Rule. Click in the screen on *Manage Criteria: rule 1* on the option (*Date, Membership, Grade book Item,* etc*)* for which you want to make the criterion.

9. If desired you can also make second or more Rules for the Item selected before in the Content area. A new Rule will be added to click on the button *Rule* in the *Adaptive Release: Advanced* and give this Rule a unique new name in the next screen
10. Removing a Rule is possible in the screen *Adaptive Release: Advanced* by putting a check mark in the small box just before the description of the Rule, after which you must click the Remove button and confirming your action by clicking OK in the next dialog screen, *Remove selected Rules*?

4.18 Performance Dashboard

With the *Performance Dashboard* you can examine certain information about your students and their results, among other things:

- The role someone plays in the course (*Instructor, Student*, etc.)
- The last time a student was logged in to Blackboard
- Criteria for *Adaptive Release*
- *Grades* acquired by students

1. Click on the button *Control Panel*
2. Click in *Assessment* on the option *Performance Dashboard*
3. You will now get information about you students (see below)

4.19 Giving student access to your course

4.19.1 Giving access to your course

Step 1: Making the course 'available':
1. click on the *Control Panel*
2. click under *Course Options* on *Settings*
3. click on *Course Availability:* here you will find the possibilities to make your course available to your students
4. click after *Make Course Available* on *Yes*
5. click on *Submit* and after that on *OK*

Step 2: Placing the course in the *Course Catalog:*
1. click in *Settings* on *Categorize Course*; here you can choose the category under which a course should be visible in the course catalog of the EUR
2. select after *Add Category* from the existing list a department or a faculty and within there (if available) *Bachelor, Master, a/o.*
3. click on *Add*
4. click on *OK*

N.B. In a number of faculties the central administration will place all courses in the *Course Catalog*. This makes it for you, as Instructor, less time consuming to make your course available to your students. If you wish to know precisely how the arrangement works within your department you may contact the Blackboard coordinator of your faculty at: (*http://www.eur.nl/icto/docenten/blackboardcoordinatoren).*

4.19.2 Blocking availability to your course

1. click on *Control Panel*
2. click under *Course Options* on *Settings*
3. click on *Course Availability;* here you find the possibility to close access to your course for students

4. click after *Make course available* on *No*
5. click on *Submit*

4.20 Enrolling students into your course

4.20.1 How can you enroll student into your course?

You can do this as follows:
1. click on *Control Panel*
2. click under the heading *User Management* on *Enroll Users*
3. decide whether you want to search later for a particular student on *surname*, *username* or on *e-mail address* and select the option accordingly
4. type in the entry field the name or e-mail address and click on the button *Search*
5. select the student you want to add and click on the *Submit* button
6. repeat step 1 through 6 for every student you wish to enroll

NB!
You can only enroll student into your course when they have an ERNA account. When you want to enroll a substantial amount of students it may take a long time to enter them all. When students will be able to enroll themselves or when the Blackboard coordinator enrolls them for you will save a lot of time!

4.20.2 How can students enroll themselves into your course?

Step 1: Activating the Enroll option for students
1. click on *Control Panel*
2. click under *Course Options* on *Settings*
3. click on *Enrollment Options*
4. select *Self Enrollment*
   ▪ select, if necessary *Starting Date* and indicate the starting date from which the students can enroll themselves for your course
   ▪ select, if necessary, also the *Ending Date* to indicate the final date that enrollment is possible
5. click on *Submit*

Everyone who has an ERNA account can now, in principle, enroll into your course (unless you have restricted access by issuing a password)

Step 2: Instructions for students how to enroll themselves into your course.
When you choose to have your students enroll themselves into your course on Blackboard you can supply them with the following procedure:
1. *on the main (opening) page of Blackboard choose the Tab Courses and select Course Catalog in the left-hand frame and look for your faculty or department. Alternatively you can look directly for the course under Search for a course. Type in the name of the course and click on GO; in the next screen click, if necessary, on one of the links 'bachelor', 'master' or some other relevant link.*
2. *go to the course into which you wish to enroll and click after the course on the Enroll button*
3. *if the Enroll button is missing there may be 2 causes:*
   • *you have enrolled yourself in the course already*
   • *the self-enrollment option has not been activated by your Instructor*

4.20.3 How can you add an external user to your course?

A not at the EUR registered external user will have to obtain a *Guest* account before he can get access to Blackboard. The Blackboard coordinators of the faculties administrate these accounts and a request for a guest account will have to be addressed to him or her. The activation of a guest account may take up to 24 hours. This means that, if a request for a guest account is made on Monday, the account will only be activated sometime on Tuesday. When the guest account of the external user is activated he/she can enroll into a course by using the previously described procedure.

4.20.4 Removing students from your course

You can use the following procedure to remove students from your course:
1. click on *Control Panel*
2. click under *User Management* on *Remove users from the Course*
3. find the student(s) you want to remove by clicking on the tab *List All*
4. click on the button *List All*; all the students that are enrolled into your course will now become visible, possibly spread out over several pages
5. select the students you want to remove
6. to confirm the removal type at the bottom of the page the word *Yes*
7. click on *Submit*

4.20.5 Students can cancel their enrollment themselves

Your students, and you yourself as well, can cancel their enrollment into any particular course. A student can do this as follows:
1. By clicking on the *My Institution* page in the module *Enrolled courses* on ⊘
2. Select the box in the *Un-enroll* column on the same row in which the name of the course appears (see below)
3. Click on *Submit*

NB!
As an Instructor you should be aware that, when a student has *Unenrolled* himself all references and results from the student will be removed from Blackboard. For example the *Grades* and the results from *Surveys* will be removed from the *Gradebook*. If you wish to retain the results from all your students we advice you strongly to save grades and the like also somewhere outside of Blackboard.

4.20.6 Which people have normally access to your course?

You can determine yourself which people have access to your course:
- Standard any course is closed (it is not accessible for students). You have to enable access to the course yourself (by choosing *Control Panel > Settings > Course Availability)*. Only students with an account on the Blackboard server of the EUR can have access (in other words; only students that are registered by the Universities administration)
- You can open your course to Guests (*Control Panel > Settings > Guest Access > Allow Guests: Yes*). People without a Blackboard account will then be able to look at the course content. However, Guests have never access to the *Communication content area*, the *Discussion content area* and the *Tools content area.* Guest also cannot take *Tests* or *Surveys*.
- You can determine to allow the enrollment of each and every student (*Control Panel > Settings > Enrollment Options*) and select the option *Email instructors when students request enrollment*. You will now receive an e-mail from every student that wishes to enroll into your course. Disadvantage of this option is that you might receive an awful lot of e-mail.
- You can restrict access to your course by requiring a password (*Control Panel > Settings > Enrollment Options*). You give this password only to people you wish to be able to enroll into your course

5. Where can you find more information about Blackboard 6?

5.1 Usage of Blackboard 6 in teaching

More information about the use of Blackboard 6 in teaching you can find on: *http://www.eur.nl/icto* Select for English language. Once you are in this web page you can click on one of the links. The link *Instructors* will take you to the information specifically designed for you, the Instructor.

5.2 Where can you find answers to questions about working with, or solving problems with, Blackboard?

5.2.1 Problems with login

When you have a problem with login in to Blackboard (or problems with your ERNA account) you can contact the helpdesk of the relevant faculty: (*http://www.erna.nl/helpdesk/helpdesk.html*).

5.2.2 Problems and questions about Blackboard 6

When you have problems with, or questions about, the working of Blackboard you can, for example problems with uploading, enrollment of student's etc. you can contact the Blackboard coordinator of your faculty: (*http://www.eur.nl/icto/docenten/blackboardcoordinatoren*)

5.2.3 Technical problems

When you encounter technical problems (for example certain functions that do not seem to work, error messages inside Blackboard etc.) you can contact the Blackboard coordinator of your faculty: (*http://www.eur.nl/icto/docenten/ blackboardcoordinatoren*).