Quickstart Manual Blackboard 6 – Instructor

Version 4

This Quickstart manual is a short version of the '*Manual Blackboard 6 - Instructor*'

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.
You can gain access to Blackboard from any computer, anywhere, with an Internet connection.

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.

2. Where can you find Blackboard?

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. Type into the *Naam:* field your *Username* (to login on Blackboard you need an ERNA account: the 5 figures of your PEINSY number, followed by 3 letters with, thereafter, the addition of *@eur.nl*). Type into the *Wachtwoord:* field your *Password*.
3. Click on the *Log-in* button.
4. Click on one of the links *English* to get a screen with the instruction in the English language.
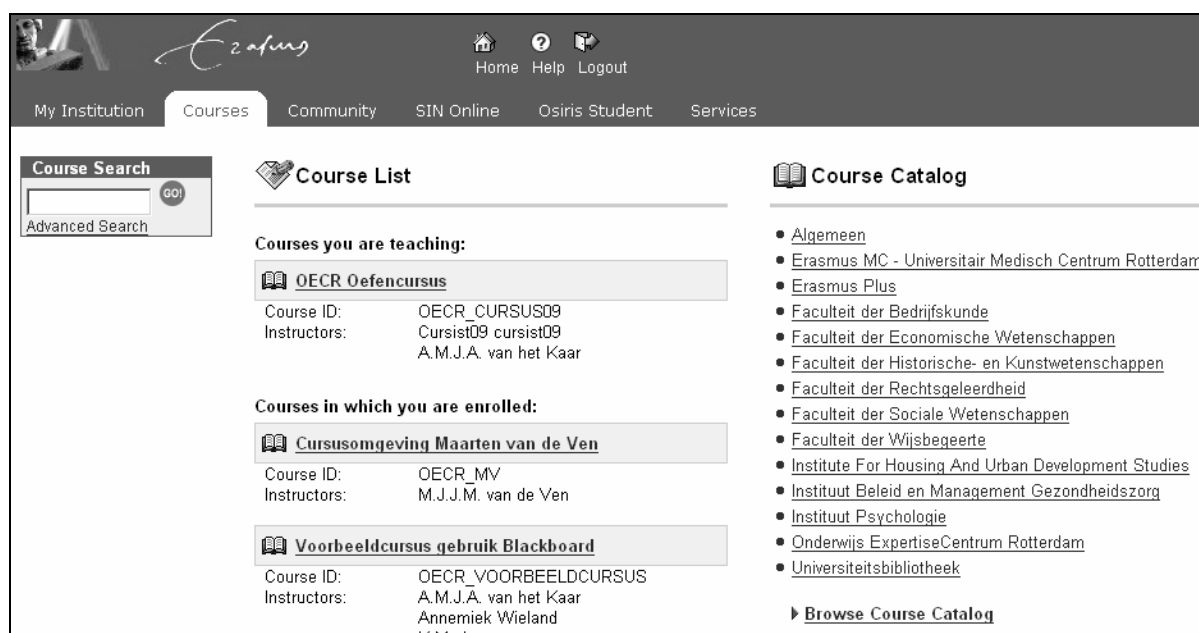

5. In the next screen of *MyEUR* click under the heading *Blackboard* on *My courses* to go to your Blackboard course.

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*.

3. Where can you find your own courses?

When you are logged in, the *My Institution page* will appear. This is your personal starting page When you click on the Tab *Courses* under *Course List* all major courses (and possible sub-courses) will appear to which you are assigned. 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.

3.1 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. Click on *Go*.

3.2 Communities

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.

3.3 Terminating your enrollment into a course (Un-Enroll)

You can terminate your enrollment into any particular course. By clicking on the *My Institution* page in the module *Enrolled courses* on . Select the box in the *Un-enroll* column on the same row in which the name of the course appears and click on *Submit.*

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.

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 area's:

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.
2. *Course Information*: Here you can put general information about the course, like the course manual, the schedule or the study guide
3. *Staff Information:* Information about instructors, student assistants, external teachers and guest speakers.
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
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.
6. *Communication:* Multiple methods for communication between the people involved with the course can be utilized here. Students can e-mail with the intsructor(s) and with other students following the course. On a *Group page* groups of students can communicate with each other, for example by exchanging files. *Roster* provides an overview of all the students enrolled into your courses.
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.
8. *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.
9. *Tools:* Here you can find a variety of tools that can be used by you, and your students.
10. *Course Map:* In a separate window a point by point summary of your course will be opened enabling fast navigation.
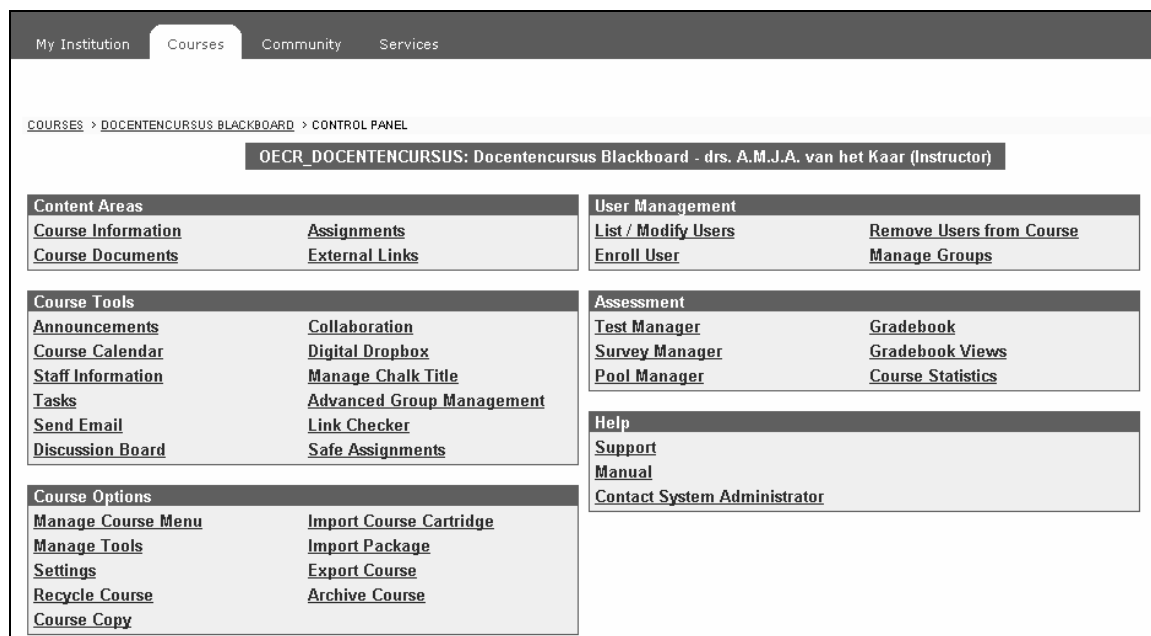
11. There are two different designs of the *Course Menu*, **Quick View** (this is the original design) and **Detail View**. When using *Detail View* the Main- and Submenu's can be extended and retracted somewhat like the Windows Explorer. Click in the Tool section of the course menu on *Detail View* to activate it. (*Detail View* toggles with *Quick View*)

4.2 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.

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 can also offer simple assignments to your students. You can place an assignment into one of the *content areas*: *(Course Information, Course Documents, Assignments, External Links)* A student can download this assignment and do the necessary work. He can then upload the result again, via Blackboard, to you for evaluation. After evaluation and possibly grading, you could, again via Blackboard, supply the student with feedback.

* *Course Tools:* via *Announcements* you can supply information to students that are enrolled into the course. Under *Collaboration* you can find the *Virtual Classroom* and the *Lightweight Chat*. With these two tools you can set up two forms of on-line communication with your students With *Send E-mail* you can send messages to student that have been enrolled in the course. With *Advanced Group Management* you have a simple but effective tool to set up and maintain *Group Pages.* In these *Group Pages* you can have the students, assigned to student groups you have created, communicate with each other and exchange files. A description of the options *Staff Information* and *Discussion Boards* you can find in the previous paragraph
* *Course Options*: with *Manage Course Menu* you can adjust the navigation text buttons to your liking. By clicking on *Settings > Course Design > Course Design* you can change the style and color of the (text) buttons in the left frame of the main course page. By clicking on *Manage Tools > Enable Content Tools* or on *Manage Tools > Enable Content Tools* you can enable or disable the content area it refers to. To avoid confusing the students it is better to disable the content areas that are not used. By clicking on *Settings > Course Availability* you can make the course available to students and, if so desired, even to enroll themselves in the course. *Guest Access* determines of the

course is visible for guests. Standard *Guest Access* is enabled. People without a Blackboard account can look at the course page but have no access to the communication part of the course. With *Recycle Course* you can simply and efficiently remove (part of) your course.

- *User Management:* here you can 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. You can also remove students from your course.
- *Assessment*: here you can organize tests (in *Test Manager)* and surveys (in *Survey Manager)*. With *Gradebook* you can transmit results to your students.
- *Support:* under *Manual* you will find the extensive Blackboard Manual for instructors.

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

- More information about **the use of Blackboard 6 in teaching** you can find on the ICTO Website of the Erasmus University: *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.
- When you have problems with, or questions about, the working of Blackboard you can contact the **Blackboard coordinator of your faculty**: *ttp://www.eur.nl/icto/docenten/blackboardcoordinatoren*
- When you have **didactic questions** about the use of Blackboard (what is the best way to use Blackboard in teaching?) you can contact the OECR (*www.oecr.nl),* phone: 010-4088726, e-mail: *info@risbo.eur.nl* (and ask for a member of the project group ICT&O).