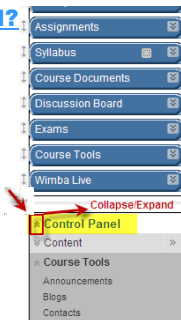


How Do I Access the Control Panel?

The **Control Panel** (placed directly under the *Menu* tabs) gives you direct access to **Content, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help** options.

To “*expand*” the **Control Panel**, click the chevron to the *left* of **Control Panel**, clicking the chevron again “*collapses*” the Control Panel



How Do I Create a SafeAssign Project?

Log in to the course and select the area where you want to place the SafeAssignment (preferably *Assignments*) Click the chevron to the right of **Create Assessment**; select (click) **SafeAssignment**

- Type in a name for the Safe Assignment (**required**)
- Type in **Points Possible** (**this will automatically create a column in the Grade Center**); type in any instructions for the users
- Options include: Make available **Yes/No**; **Track Number of Views**; **Availability Dates**
- **Draft** : Click checkbox to set up assignment as a *draft*.
- **Urgent Checking**: Leave unchecked.
- **Student Viewable**: Allows the student to view report generated. If **No** is selected only the instructor may view the report
- **Optional Announcement**: select **Create** to add on the **Announcements** screen
- Click **Submit**

A more detail **Safe Assignment Quick Tips PDF brochure** can be found on our www.ltu.edu/ehelp website:
www.ltu.edu/ehelp/safe_assignments.asp

How Do I Access/Use the Grade Center?

The Grade Center displays information for all “*graded*” assignments, tests created in Blackboard. There are **default views** (“*Smart Views*”) that provide quick access to:

1. **Needs Grading**: Assignments submitted by students but not yet graded
2. **Full Grade Center**: All columns in the grade center e.g., assignments; tests; graded discussion boards
3. **Assignments**: Shows only *Assignments* columns
4. **Tests**: Shows only *Tests* columns

Since the Grade Center is really an “application” inside Blackboard, it may take a few seconds to “load” depending on number of students and graded items in the course.

How Do I Use Discussion Boards?

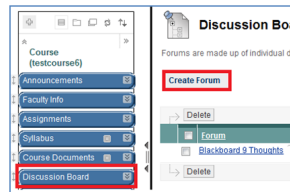
Discussion Board conversations are logged and organized with conversations grouped into threads that contain a main posting heading and all related replies.

Discussion Boards may be graded / ungraded.

Create a forum on a specific topic and start off the discussion by posting an initial thread.

How Do I Create a Forum?

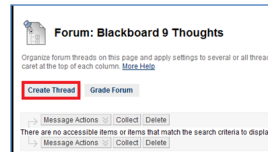
1. Login to your Blackboard course and select **Discussion Board** from left-hand side menu tab (can also access from the expanded **Control Panel** under **Course Tools, Discussion Board**)
2. Click “**Create Forum**” button near the top left-hand side
3. Type in a **Name** (**required**) for the forum and type in any instructions or text in **Description**
4. Choose options for “**Available**” or “**Date Time restrictions**”
5. **Select additional options** in the **Forum Settings** area. Suggest:
Allow to delete only if no replies and/or **allow to edit**
Subscribe to forums (*this will send user an email when new posts are added*)
Grade: Type in points possible (*this will create a Grade Center column automatically*) as well as *provide an option to set the number of posts desired to display in Needs Grading status*
Associated Rubric: a rubric can be added/used for grading
6. Click **Submit**



How Do I Create an Initial Thread?

Now that you have created the forum, create an **initial thread** to start the conversation and instruct the students to “**Reply**” to the thread with their posts.

1. Select **Discussion Board** forum name created above
2. Click the “**Create Thread**” button near the top left-hand side
3. Type a name in the **Subject** box and thread (question) text in **Message** box
4. Click **Submit**



Getting Started

How Do I Log In to Blackboard?

The same username will log you into Blackboard, BannerWeb, email, and campus computers, laptops, and tablets.

To locate your email username, log in to BannerWeb, click **Personal Information**, then select **View Email Address**. For more information please refer to "[How Do I Log in to BannerWeb](#)"

Your Blackboard **user name** is the same as your LTU Webmail username (without the @ltu.edu). The default Blackboard **password** (for all users) is your birthday in the form of **mmddyyyy** once logged into Blackboard strongly suggest that you change your password!

1. Open a supported browser (see [www://ltu.edu/ehelp/](http://www.ltu.edu/ehelp/)) for the list of supported browsers)
2. Go to **my.ltu.edu**. Click the **Username** text box, type in your username (see above); type in password in the **Password** text box, (see above). *passwords are case sensitive*.
3. Click **Login**, or hit **Enter** on your computer.
4. When your log in to Bb is successful, you will be able to access your course/s listed under the **My Courses** tab

How Do I Update/Change My Email Address Blackboard Password?

1. Once logged into Blackboard, select **Personal Information** located on the left-hand side menu under **Blackboard Tools**; click **Edit Personal Information**.
2. Click the **Email** text box, type in one preferred email address, click **Submit**
3. Click **Change Password**; click the **Password** text box. Type in a **New Password**; type it in again to **Verify**. Click **Submit**, click **myCourses** tab to return to course list

Note: Select a Password between 4-10 characters. You may use numbers or letters. Passwords for BannerWeb, email, network access, and Blackboard are not synchronized at this time. Changing your password in Blackboard e.g., does not change your password in other systems

How do I add Faculty Contact Information?

Add your contact information, office hours and a photo of yourself in your Blackboard course for your students to view:

1. Select **Faculty Info** from the left-hand side menu **OR** click **Course Tools** and select **Contacts**
2. Click the **"Create Contact"** button
3. Enter your **Profile Information**: Name; email; Work Phone; Office Hours; Notes (optional); etc.,
4. Select **Make Profile Available (Yes/No)**

Need More Help? Go to www.ltu.edu/ehelp for documentation

How Do I View My Student Roster?


1. From **Control Panel** select **Users & Groups**
2. Select (click) **Users**

How Do I Add an Announcement?


Announcements appear on the **"Home"** tab, and an immediate email can be sent to users.

1. Click **"Announcements"** on the **Menu** tab
2. From the **Action Bar**, click **"Create Announcement"**.
3. Create your announcement; set options
4. Select **"Not Date Restricted"** or set date (s)/time
5. To send an email to users make sure to check the **Email Announcement** box
6. Click **Submit**

How Do I Add A Syllabus?

1. Login and enter your course (ensure **Edit Mode** is **"ON"**)
 2. Select (click) **Syllabus** on the left-hand side menu
 3. Click the chevron () to the right of **Build Content**; under **Create**, select **Syllabus**
 - Type in a name for the syllabus in the **Name** box
 - Select **Use Existing File**.
 - Click the **Browse** button next to **Attach local file**; locate and select the file; click **Open**, click **Submit**
- The **Edit Item** opens to enter additional information
- In the **Options** area select **No** to make syllabus *unavailable* (Default is **Available**)
 - Select **Yes/No** to track the number of views (*Tracking Statistics* will record the number of times, when and by whom the item is viewed)
 - Select date/time restrictions if desired
 - Click **Submit**


How Do I Add Documents?

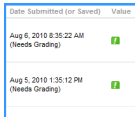
1. Select (click) area you which to add item (*documents, presentation, PDFs, etc.*)
2. Click the chevron () to the right of **Build Content**; select **Item**
 - Enter a name in the **Name** box and any text in **Text** box
 - From **Attach File**; select either **Browse Computer** (or **Content Collection**).
 - Select the file; click **Open**; click **Submit**

Need More Help? Contact LTU Help Desk at 248-204-2330 or email helpdesk@ltu.edu

How Do I Add an Assignment?

Adding a graded assignment option in Blackboard will automatically create a Grade Center column!

1. Log in and enter your course (make sure **Edit Mode** is **"ON"**)
2. Click **Assignments** on the **Menu** tab
3. Click the chevron () to the right of **Create Assessment**; then click **Assignment (Not Build Content!)**
4. Type a **Name** for the assignment and any instructions to the student (*optional: attach a local file*)
5. In the **Grading area**, type in **Points Possible**
6. Click the **checkbox** to make the assignment available (or insert dates)
7. **Number of Attempts**: Suggest either *unlimited attempts* or enter a *number of attempts!* (Grade Center shows the most recent submission first)
8. **Due Date**: select **Date / Time** (*if you accept Late Submissions - will be marked Late*); **Recipients**: All students or select groups of students. Click **Submit**



Date Submitted (or Saved)	Value
Aug 6, 2010 8:35:22 AM (Needs Grading)	<input type="checkbox"/>
Aug 5, 2010 1:55:12 PM (Needs Grading)	<input type="checkbox"/>

How Do I Add a Test?

Please note: this is just an overview on how to create a test using Blackboard. For more detailed instructions and videos go ehel website: www.ltu.edu/ehelp

Create Test

1. From **Control Panel**, select **Course Tools; Tests, Surveys and Pools**
2. Select **Tests**; select **Build Test** or **Import Test**
3. Enter test information (**Name, Description, Instructions**); **Submit**.
4. Clicking submit will take you to the **Test Canvas** page.
5. Click the **Question Settings** on the right to modify the settings, e.g., *feedback; add images; scoring; or display*. **Submit**
6. Select types of questions by clicking the down arrow to the right of **Create Question**; **Reuse Question**; or **Upload Question**
7. Type in the **Question Title, Text, Options, Feedback**, etc., continue adding questions then click **OK**; the test will now be highlighted under **Add Test** option; click **Submit**

Deploy Test (make available to students)

1. Select the menu area (e.g., **Assignments**); then select **Assessments** and **Test**. Under **Add Test**, select test created above; click **Submit**
2. Enter **description** (optional); **Open in new window: No**; **Multiple Attempts**; **Force Completion**; **Set Timer** (setting timer will allow for selection of **Auto-Submit** (*new*). Selecting **On** the test will automatically submit whether or not student has completed. **Include in Grade Center**; **Feedback**; **Display One-at-a-time** (suggested); **Randomize Questions**. Click **Submit**