Workshop Overview

In this workshop, you will be provided with information related to getting set up to use Blackboard at Tarleton and gain hands-on experience with a range of utilities used to build an online or hybrid course. First, we will explain the Tarleton specific concept of Repository vs. LIVE Sections in Bb. You will then learn how to use the My Blackboard, Administration and Content Manager tabs in the Bb Interface. Next, you will be provided with steps to create a blank section in your repository and configure it with selected course menu tools, colors and icons.

Training Topics in this Workshop

• Getting Set up to use Blackboard for your Course(s)

• First Things First – Understanding "Repository" vs. "LIVE" sections

• The My Blackboard Screen

• Organizing Your Repository

• Selecting Your Course Tools

• Customizing Your Course Colors and Menu Order

• Uploading Your Syllabus
What You'll Learn

After completing this workshop, you will be able to:

1. Describe the difference between a "Repository Section and a "Live Section"
2. Demonstrate how to use the main CE 8 interface Tabs
3. Access and use each Administration icon.
4. Create a blank CE 8 section in your repository.
5. Select desired tools for your course menu.
6. Change course colors.

How to Get Set up to use Blackboard for your Course(s)

Whether you're teaching a fully online course, a hybrid course, or just using Blackboard for basic class management, the first step of getting your account credentials and course repository set up is easy, and CITDE's Online Instructional Support division is here to help. Once you know the course(s) you'd like to have in Bb, contact the OISS helpdesk at support.citde@tarleton.edu or 254-968-1960 with the following information handy (you can find this info in the Duck Trax system):

- The 5-Digit Course CRN
- Course Prefix
- Section Number

If you are calling well ahead of a semester, and this information is not yet available, just let your support person know the name and Course Prefix of the course (ex. MGMT 301: Principles of Management). For a list of Frequently Asked Questions regarding 'Getting Started with Blackboard', visit http://online.tarleton.edu/online_support/Instructor_FAQ.htm, click on 'Blackboard', and 'Getting Started'.
First Things First – Understanding "Repository" vs. "LIVE" Sections

At Tarleton, we use an off-line Repository for managing content from semester to semester. This Repository (designated with 'rc_lastname') is only accessible to you as the instructor, and is a place for you to build content to prepare for an upcoming semester. It is also used to retain a copy of a section at the end of a semester (in case you made changes).

Conversely, a LIVE course is loaded into Blackboard each semester from the Duck Trax system, where all of your registered students are populated and add/drops happen automatically.

Each semester, you'll receive an e-mail with instructions for the 'Beginning of Semester' process (copying content from Repository to LIVE) and the 'End of Semester Process' (copying content from the LIVE section back to the Repository).

The MyBlackboard Screen

Upon logging in to the Blackboard system, the first screen you will see each time is the MyBlackboard page. This fully customizable page includes a dashboard of relevant information like your 'Course List', 'Campus Bookmarks', 'To Do List', 'Who's Online', 'Calendar', and 'Campus Announcements'.

![MyBlackboard Screen](image-url)
The color scheme and layout of this page are set like the above image by default, but if you'd like to customize it, you can click on the 'Channels', 'Color', or 'Layout' links on the upper right-hand side.

**Customizing Your MyBlackboard Page**

When you select 'Channels', you will be provided with the option to turn on/turn off everything except for your Course List by checking/un-checking each option and clicking 'Save' at the bottom.

The 'Color' link will allow you to customize the color scheme of your MyBlackboard page. After selecting your desired colors, click 'Apply' at the bottom. Feel free to play around with this option - you can revert back to the Default TSU purple scheme at any time by clicking on 'Restore Default'.
The 'Layout' link will allow you to change the positioning of your channels. Use the arrows to move channels from left to right or up and down and click 'Save' at the bottom. Note: there is no 'Restore Default' option for the layout options.
Changing Your Blackboard Settings

The 'My Settings' option in the upper right-hand corner of the 'MyBlackboard' page is important, and is where you can set your external e-mail address (for mail forwarding), your Bb Tool options, and to view your Roles within the system. Of the three, the most important to pay attention to is the 'My Tool Options' tab. Here, you can change settings for your Course Calendars, Discussions, Font Size/Type within the system, Mail Forwarding, Who's Online Status, and importantly, Paging (the number of results you can view at a time). Paging is important because it will allow you to view all of your students in the gradebook (rather than just the first 10). A good number to set is dependent on the size of your classes, but 50 is a good number for most instructors.
The Administration and Content Management Tabs

The MyBlackboard includes two other 'tabs' for Administration and Content Management. The Administration tab houses your 'Course Repository', an off-line building environment for your courses. Here you can store multiple versions of a course to use to activate your LIVE sections for students each semester.
The Content Manager tab is where you can store/manage files for all of your courses. 'MyFiles' is akin to a "networked" drive from which you can upload and access files from any course within Blackboard.

**Organizing Your Course Repository**

You have the option to create as many versions of a course in your repository as you like. However, it is recommended that you organize your course versions by semester length (i.e. Long Semester, Summer Semester, and/or Mini-Mester) and that you only keep one copy of each semester-length version of a particular course.
Getting Set Up with a "Tarleton Template"

You have the option to have the Blackboard Helpdesk set up a Tarleton themed template (with a set color scheme and pre-determined tools activated) for your section(s) within your repository OR you can create your own Blank Section and customize it to your liking.

Steps for Creating a Blank Section in Your Repository

1. Log into the Blackboard CE 8
2. Select the ADMIN TAB and choose CREATE SECTION button. Enter a title for the section representative of what that section's content will be (i.e. CIS-115 Long Semester).
3. Choose "Set up a blank section" (The Section Designer must create new content to build the section.)" radio button, scroll to the bottom of the Create Section screen and click SAVE.
4. Select the ADMIN TAB again. (Creation task will be in the assignment queue - You may need to click the ADMIN TAB again to refresh)

5. Select the newly created section.

6. Select the ENROLLMENT TAB.

7. Select "Section Instructor" and "Section Designer" check boxes and click the ENROLL INTO SELECTED ROLES button.
8. The "Enrollment" query screen will appear. In the "Value" field, enter your Blackboard User ID.

9. Click RUN QUERY button.
10. Select the check boxes beside "User Name" and click ENROLL button.

11. Click OK button.

12. Log out and then log back into Blackboard CE 8
*Note: You must Log out and then log back into Blackboard CE 8 to view your new section. Otherwise you will receive a warning message: "You do not have access to this Learning Context. Please click this link to return to 'my Blackboard."

### Enabling Selected Tools for the Course Menu

1. Open the newly created section. Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes.
2. To change tool selection later make sure you are in the Build Tab, go to Manage Course, then Tools and alter your selections.

Customizing Course Colors and the Order of Course Menu Tools

1. From the Build Tab, select Manage Course>Colors>Custom. Select colors for background, text and links for the Course Tools. Select "Apply."
2. To change the order of the Course Menu tools, from the Build Tab, select Manage Course->Course Menu. Select the box in front of the item you want to move, then select the "move icon" to view move options.
Uploading Your Syllabus

1. From the Build Tab, select the Syllabus tool from the Course Menu tools.
2. Make sure Use File radio button is selected then select Browse.

3. Select My Computer, navigate to your syllabus file, and open your file to load into Blackboard CE 8.
You can get help with Blackboard anytime at our Helpdesk:

Email: support.citde@tarleton.edu
Phone: 254-968-1960 or Toll Free 1-866-744-8900 - Option 3
Walk in: Tarleton Center Room 131

Website: http://online.tarleton.edu/online_support/index.htm

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