



Blackboard Learn (9) Upgrade ~Fall 2009~

Blackboard: Transitioning from
Version 6.0 to Version 9.0

an ITW Training Session

Instructional Technology Workshop
Sewanee: The University of the South

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extension 1335

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The College of Saint Rose PASSION. KNOWLEDGE. PURPOSE.

Removed Features:

The following features are no longer provided in Blackboard Learn (9):

- **Electric Blackboard:** Now students can use Journals to complete these same tasks —it is also much fuller featured than the Electric Blackboard tool.
- **Digital Dropbox:** The more robust Assignments tool and the Group File Exchange meets the needs of individual users and groups for completing and managing course work.
- **Student Homepages:** The new Blogs tool enables students to express their thoughts and reflect on learning within a course. The My Places tool allows Student to post their avatar system-wide (instead of limited to the course environment) and includes additional functionality and a customizable set of links to frequently accessed information as well as tools to personalize a user's own experience.

Portal Page

The new Blackboard (Bb) Portal Page will look a little different than it does now. After you log in to the new system, this is similar to what you will see:

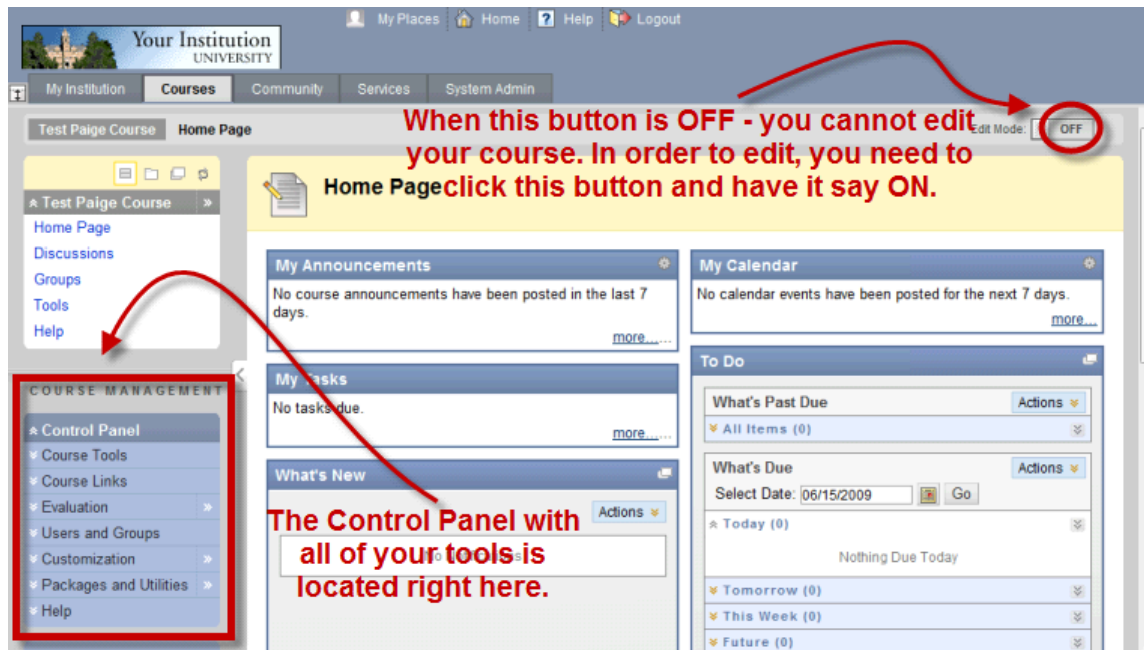
The screenshot displays the Blackboard Portal Page interface. At the top, there is a navigation bar with tabs for 'My Institution', 'Courses', 'Community', 'Services', and 'System Admin'. The 'Courses' tab is highlighted with a red circle. Below the navigation bar, a yellow banner contains the text: 'To go to your courses - you can click on the courses tab or on the class from the My Courses Module list'. A red arrow points from this text to the 'My Courses' module. The 'My Courses' module is highlighted with a red box and shows a list of courses: 'Courses you are teaching: ITS Test Course, TED-503'. Other modules visible include 'Tools', 'Hot Links', 'Hot Spots', 'My Announcements', 'My Calendar', 'My Organizations', 'Quick Tutorials Catalog', and 'Quick Tutorials Library'. A table titled 'The Blackboard Academic Suite Release 8.0' is also present at the bottom right.

PRODUCT	FEATURE
Content System	Metadata
Content System	Reusable Objects
Content System	Workflows
Learning System	Self and Peer Assessment
Learning System	Grade Center: Determining Grades and Exemptions
Learning System	Grade Center: Analyzing Grades (differentiated instruction orientation)

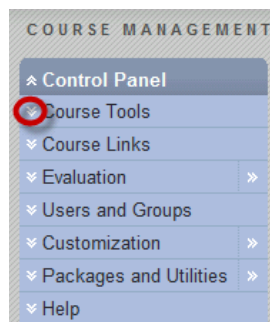
This is what you will see if you click on the Courses tab:




After you choose a class, this is similar to how your course will look:



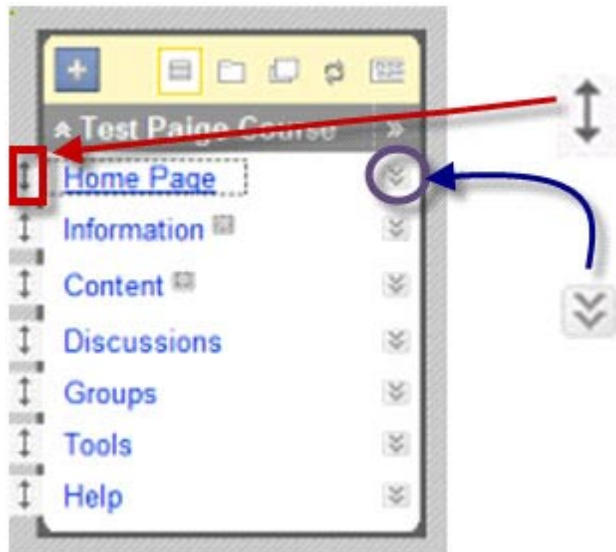
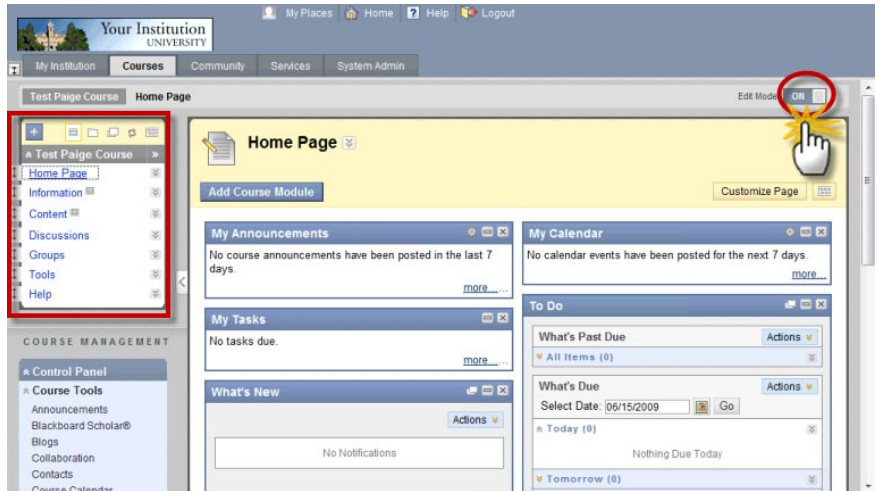
The Control Panel now runs from this main page:



By clicking the down arrows  you open the menu up to more tool choices.

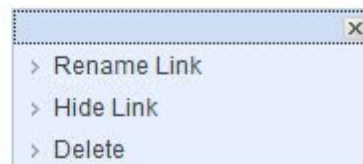
Changing the Buttons in the Course Menu


1. In order to edit the name of your course menu buttons, add or delete them, you need to be in Edit mode – so make sure the Edit Mode button says ON.
2. You will see that you get arrows to the left of the names and drop down menus to the right of the name.

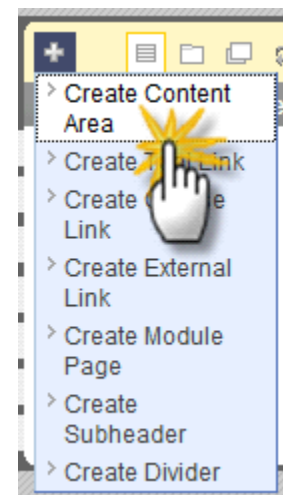


This arrow allows you to drag and drop to reorder your menu.

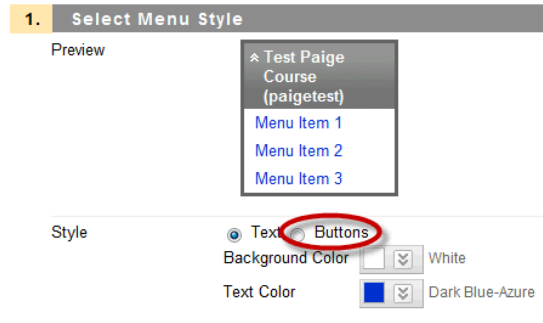
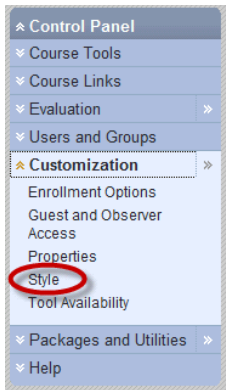
This is your options menu from the drop down menu.



3. To add more buttons, click the  and choose Create Content Area.
4. Give the Content Area a name and decide whether to make the area available to your students (users).

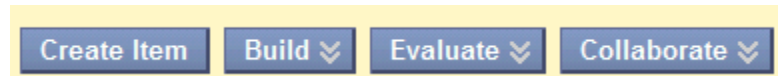


- If you would like Buttons instead of the list style – go to Control Panel and click on Customization – Style. Choose Buttons. You can then decide on the style and color of the buttons to your preferences.

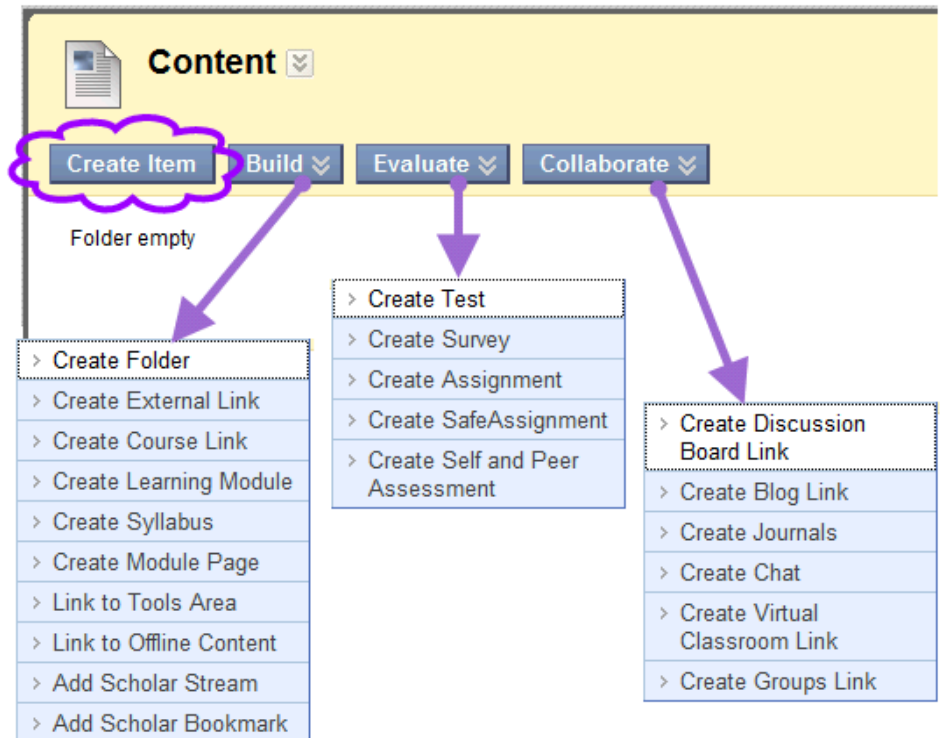


Putting Content in a Content Area

- Click on the Content Area that you want to put items in. Once in the Content Area, you will see a toolbar with the following choices:



- This is a breakdown of where you will find the various items you would need in your Content Area.



Create Item: To only add an item (document ~ syllabus).

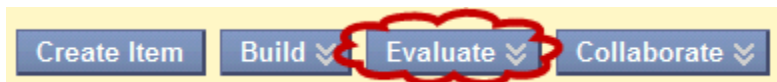
Build: This is where you could add a folder. You would also use this to add an external link.

Evaluate: If you were adding an assignment or test.

Collaborate: To add tools for collaboration (Blogs, Discussion Board).




Assignments (Digital Dropbox Replacement)

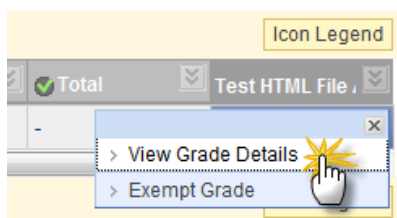
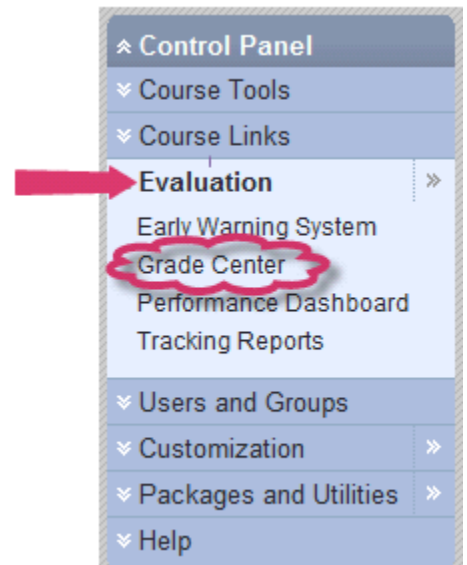
1. Since the digital dropbox has been eliminated in Bb 9, the Assignment feature is the tool you will use in order to have students turn in their assignments.
2. Choose a Content Area you would like to put an Assignment in.
3. Click on Evaluate in the toolbar. Then choose either Create Assignment or Create a Safe Assignment.





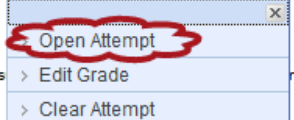
4. Give your Assignment a name.
*Bb will automatically create a Grade Center column for any assignments you create – so if you use the Grade Center feature make sure you title your assignment uniquely so you will be able to identify it in the Grade Center.
5. The other mandatory area in the Assignment feature is the Points Possible box under Grading. Even if you are not using the Grade Center, you need to assign points to the assignment (100 is a good default).

Grading Assignments

1. One Student at a Time:
 - a. Choose Grade Center from the Evaluation Tab in the Control Panel.
 - b. If the student has completed an assignment, you will see  listed in the assignment column in their row.
 - c. Click on the  and a dropdown menu will appear to the right on that cell. Click on that dropdown menu and choose View Grade Details.
 - d. Under Attempts, click on the dropdown menu next to the  and choose Open Attempt.



Attempts			
Date Created	Date Last Submitted or Edited	Value	Feedback to User
Jun 17, 2009 2:41:58 PM (Needs Grading)	Jun 17, 2009 2:42:22 PM		
Allow Additional Attempt This user has s an additional attempt.			



A dropdown menu is open over the 'Feedback to User' column of the table. The menu options are: 'Open Attempt' (highlighted with a red cloud), '> Edit Grade', and '> Clear Attempt'.

- a. If you scroll down to the third item, Review Current Attempt, you will see the any file(s) the student attached as well as any words the student typed in the Submission box.

3. Review Current Attempt

Submission This is my paper on paper. This is the text the student typed in the Submission box.

Attached Files [Blogs in Blackboard.pdf](#) This is the file the student attached.

Comments

2. More than one student:

- a. Choose Grade Center from the Evaluation Tab in the Control Panel.
- b. In the column heading, click the dropdown menu then choose Assignment File Download.

<input type="checkbox"/>	Last Name	First Name	Weighted Total	Total	Test HTML File	Assignment #2
<input type="checkbox"/>	Paige	Samantha	-	-	!	-
<input type="checkbox"/>	Student1	Test1	-	-	!	-
<input type="checkbox"/>	student3	Test1	-	-	!	-

Selected Rows: 0

Test HTML File

- > Quick Column Information
- > Edit Column Information
- > Column Statistics
- > Set as External Grade
- > Assignment File Cleanup
- Assignment File Download**
- > Clear Attempts for All Users
- > Sort Ascending
- > Sort Descending
- > Hide Column

- c. In the next window click on the in the top left corner. This will select all the students who have completed the assignment. (NOTE: you can also select students individually by clicking on the next to each student's name. When done, click Submit.

Cancel Submit

1. Select Users

<input type="checkbox"/>	Name	Date	Grade (Select Ungraded)
<input type="checkbox"/>	Paige, Samantha	Wednesday, June 17, 2009 2:42:22 PM EDT	Needs Grading
<input type="checkbox"/>	Student1, Test1	Wednesday, June 17, 2009 2:45:47 PM EDT	Needs Grading
<input type="checkbox"/>	student3, Test1	Wednesday, June 17, 2009 2:46:47 PM EDT	Needs Grading

2. Submit

Cancel Submit

- d. The next window that appears contains the Zip File with all of the student's assignments. Click Download assignments now.

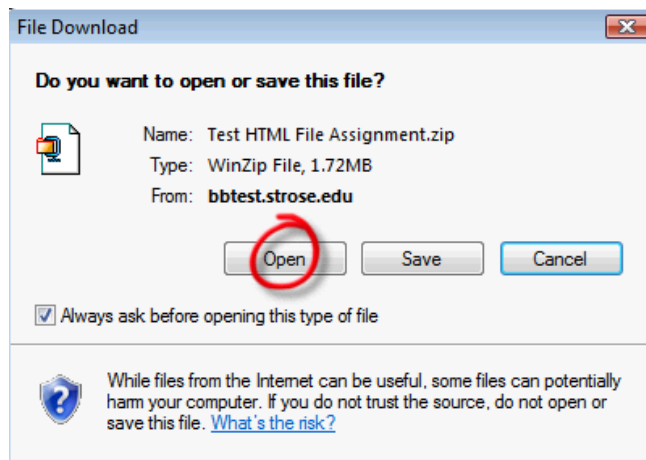


Download Assignment: Test HTML File Assignment

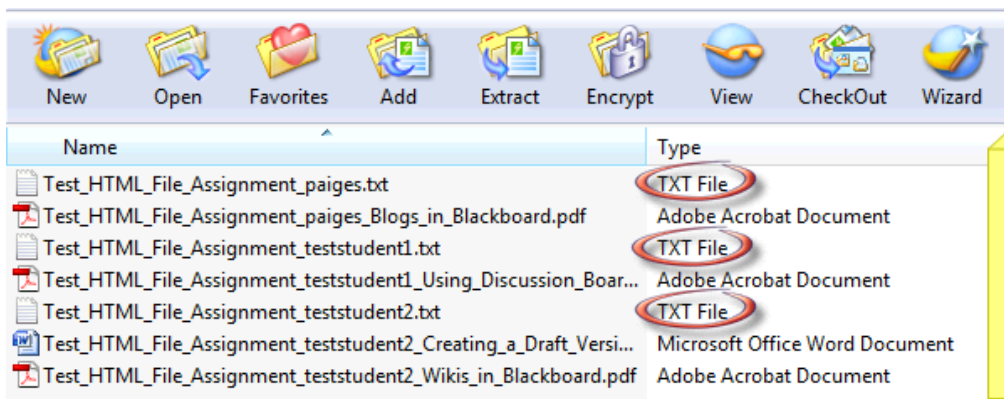
The assignments have been packaged. [Download assignments now. \(1812 KB\)](#)

Thursday, June 18, 2009 8:46:25 AM EDT

- e. Click Open if you would like to view files. You can also save the file to view/correct the assignments at another time. You do not have to save this Zip file because you can repeat these steps to retrieve these documents as many times as you want. The assignments will stay in Blackboard until you remove them.



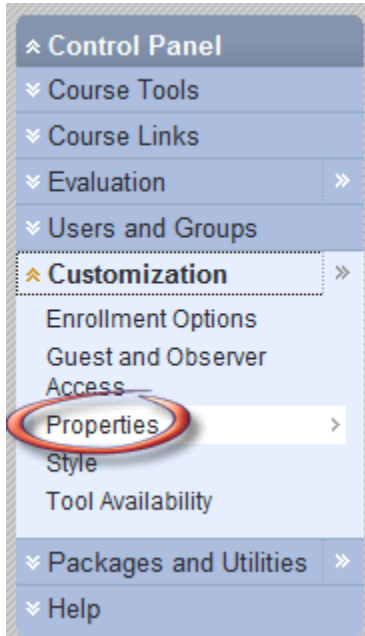
- f. When you open the Zip file this is similar to what you will see:



The TXT File is the item the student typed in the submission area. Any other files listed are the documents the student attached.

Making Your Course Available

1. When you are ready to make your course available to students you go to Customization in the Control Panel. Then click on Properties. The 3rd option is where you would check the Yes button.



The third option is Make Course Available - choose Yes.

3. Set Availability

Make this course available to users?

Make Course Available Yes No