



BLACKBOARD: GETTING STARTED WORKSHOP

Table of Contents

1.	What is Learning Management System (LMS) and Blackboard?.....	1
2.	How to Login Blackboard	1
3.	Getting Started with Navigation and Environment	2
	a. My Institution Tab	2
	b. Courses Tab	2
4.	Course Environment and Navigation.....	3
5.	Control Panel.....	4
6.	Adding Course Content.....	5
	a. Adding Links to Course Menu	5
	b. Building Content & Assessment	6
7.	Grade Center Basics	7
	a. Full Grade Center Area	8
	b. Needs Grading Area	9

After this workshop, the following Blackboard workshops are recommended:

- Assignment and Grading
- Grade Center
- Tests and Question Pools
- Interactive Tools (Blog, Discussion board, Journal, Wiki, Perusall-collaborative annotation tool)

Other workshops:

- Turnitin – Detecting Similarities and Giving Feedback Tool
- Panopto – Lecture Capturing Program
- Immediate Response Systems with Flow, Kahoot, and Turning Point

For more information about workshop and support, please visit kolt.ku.edu.tr or email kolt@ku.edu.tr



1. What is Learning Management System (LMS) and Blackboard?

LMS is a software package that enables the management and delivery of learning content and resources to students. Blackboard is one of the most popular LMS in the world and it is used commonly by the instructors and the students at Koç University.

Instructors can manage the courses and create and share several items. The Following are the main activities that instructors can do in Blackboard:

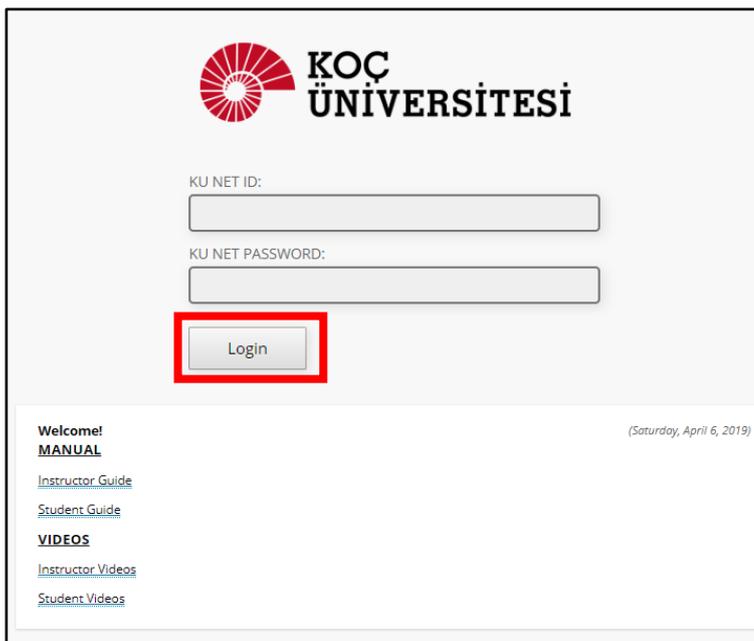
- Uploading and sharing documents, videos, images, and so on,
- Creating assignment and tests,
- Collecting and grading students' assignments and tests,
- Calculating students' final grade,
- Customizing the course interface,
- Creating student groups to give them group assignments or projects,
- Creating discussion board and announcement to increase interactivity.

The following are the main activities that students can do:

- Viewing and downloading the documents shared by the instructor,
- Uploading their assignments,
- Taking tests,
- Viewing their grades, and the instructor comments on their submissions,
- Posting comments at discussion board, and
- Viewing announcements.

2. How to Login Blackboard

- Open an Internet browser, and type <https://ku.blackboard.com/> in address bar.
- Type your KU user ID and password and click **Login** button.



KOÇ
ÜNİVERSİTESİ

KU NET ID:

KU NET PASSWORD:

Login

Welcome!
MANUAL
[Instructor Guide](#)
[Student Guide](#)
VIDEOS
[Instructor Videos](#)
[Student Videos](#)

(Saturday, April 6, 2019)

3. Getting Started with Navigation and Environment

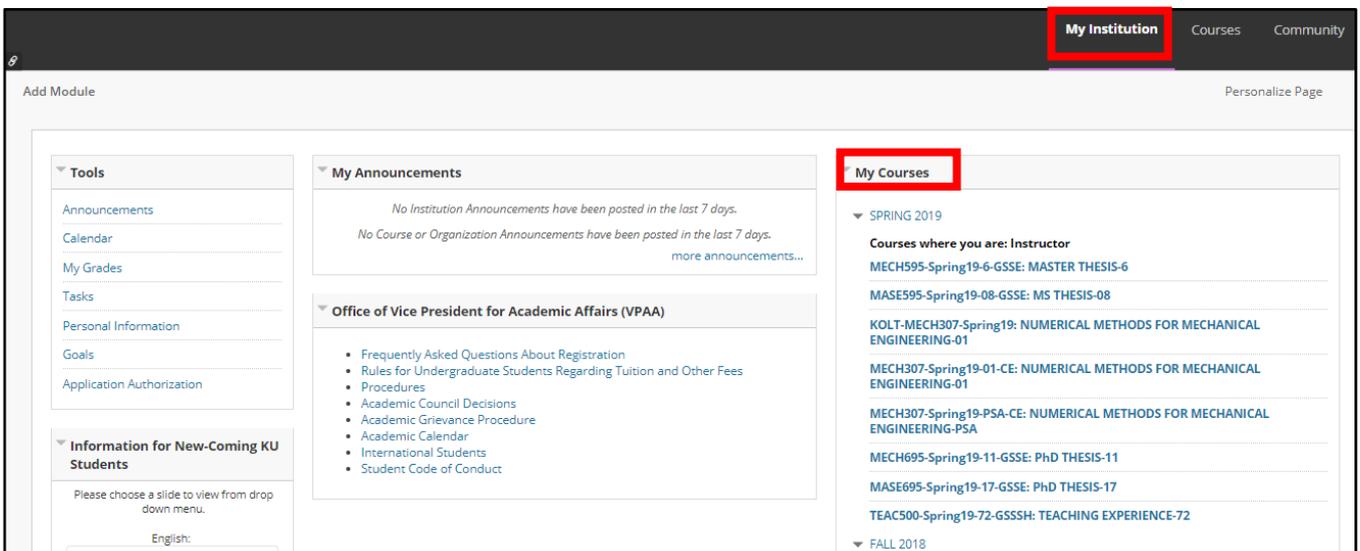
a. My Institution Tab

This is the page when you first login the KU Blackboard.

It includes different types of modules providing dynamic information to users such as announcement, notifications, alerts, and so on.

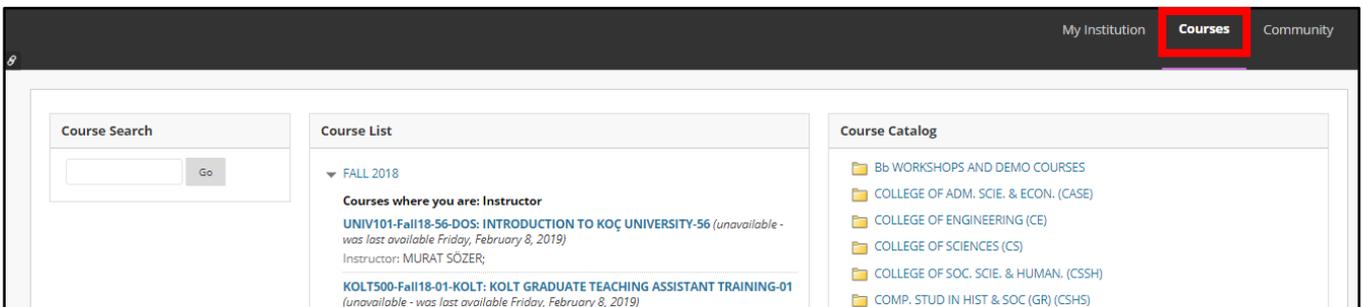
You can add or delete other modules in this page. Also, you can change their position by dragging and dropping.

You can see your courses that you enroll as instructor, student, or other roles under **My Courses** module.

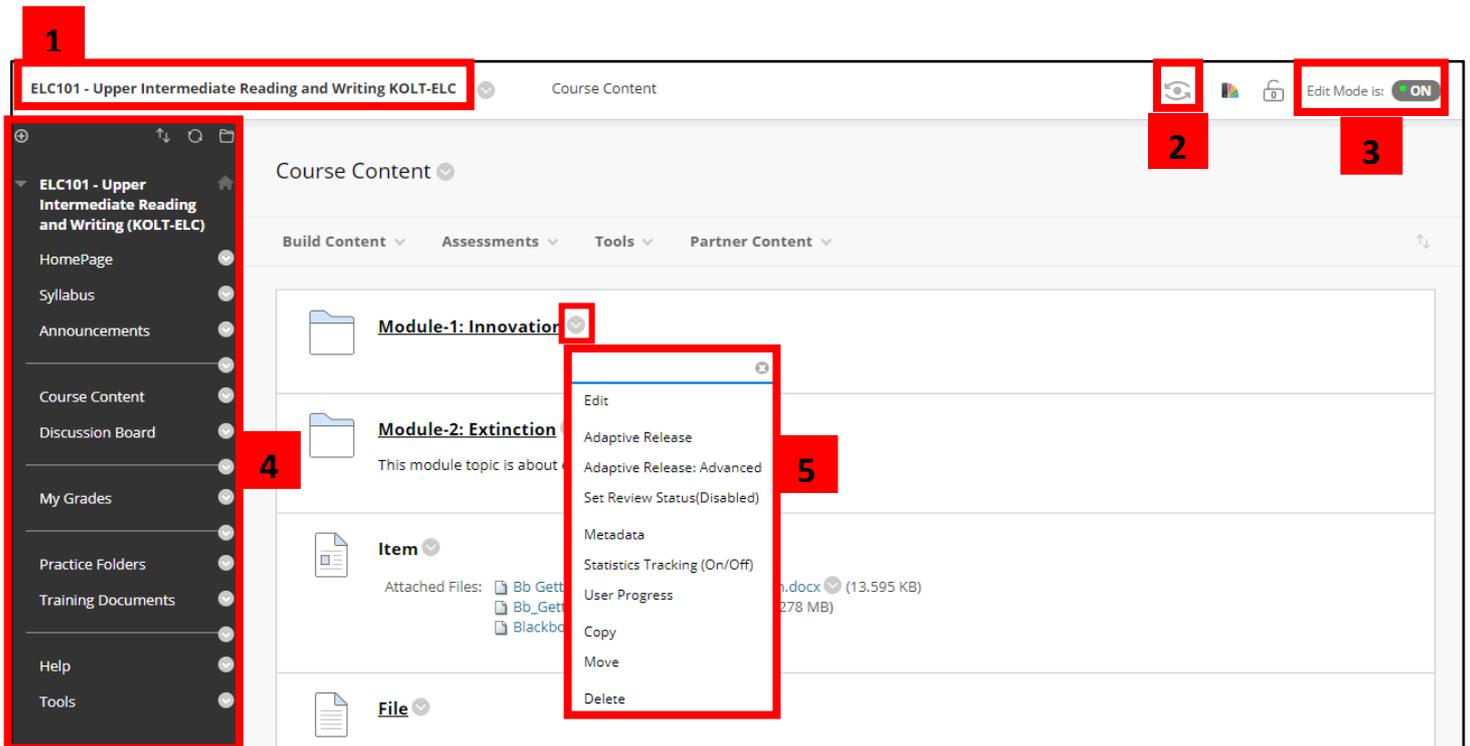


b. Courses Tab

You can see your course list, course catalog, and search the courses.



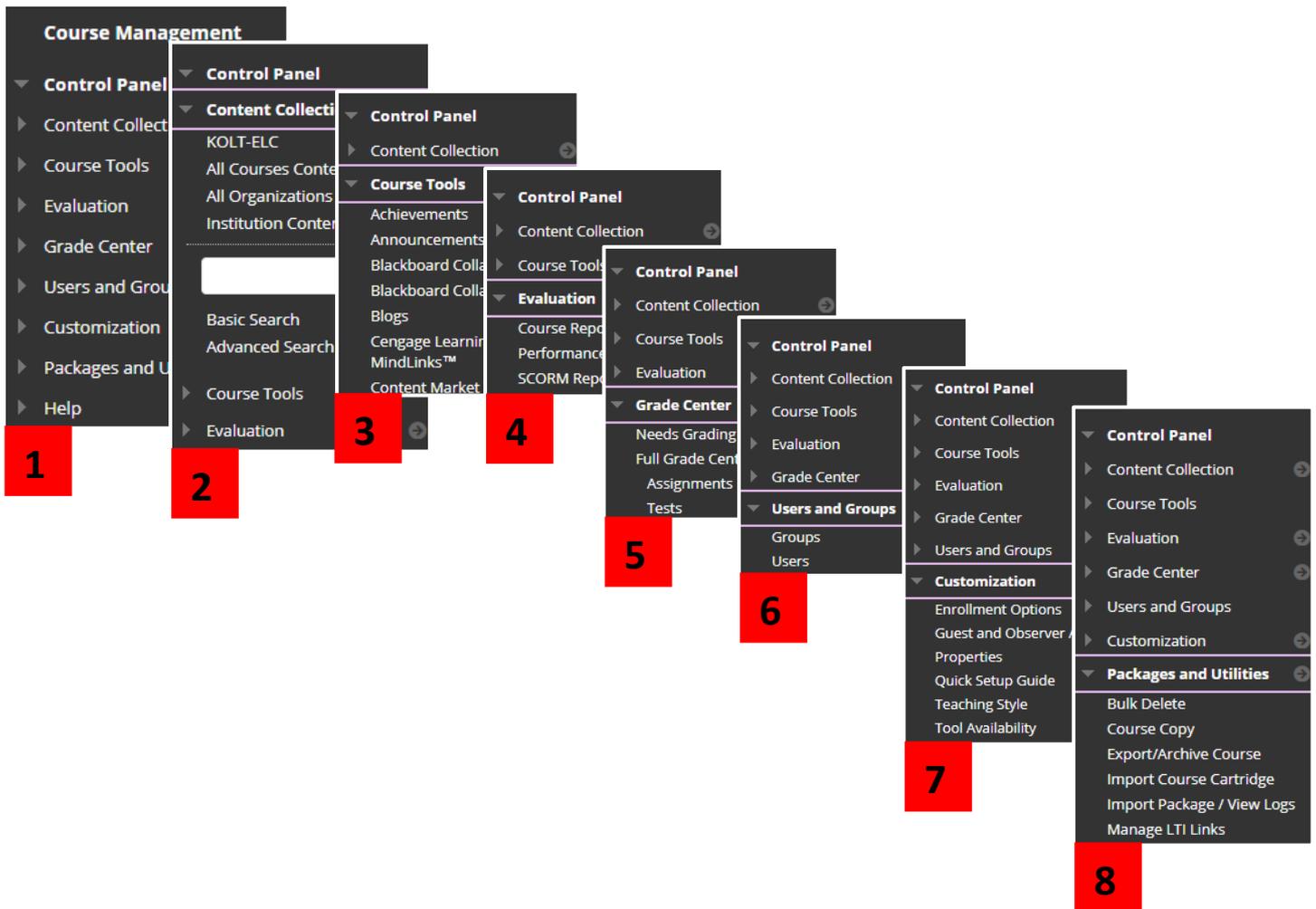
4. Course Environment and Navigation



- 1- **Course Name** enables you to go to homepage of your course.
- 2- **Student Preview Mode** allows you to see your course as a student. After clicking the icon, you'll see an orange banner at the top letting you know that Student Preview Mode is ON.
- 3- **Edit Mode** allows you to change your course view, add, delete, rename, or reorder your course content. Students do not have Edit Mode.
- 4- **Course Menu** is the primary navigation for all course users and can be customized by the instructor. See [page 5](#) for details.
- 5- **Contextual Menu** is opened by clicking the arrow icon, and a drop-down list providing access to additional actions associated with the item.

NOTE: When you add your course syllabus, please use the template in KUSIS. You can access a guideline for creating syllabus in KUSIS, and the template with this link: https://kolt.ku.edu.tr/?page_id=3023&lang=en. You need to login with your KU ID and password.

5. Control Panel

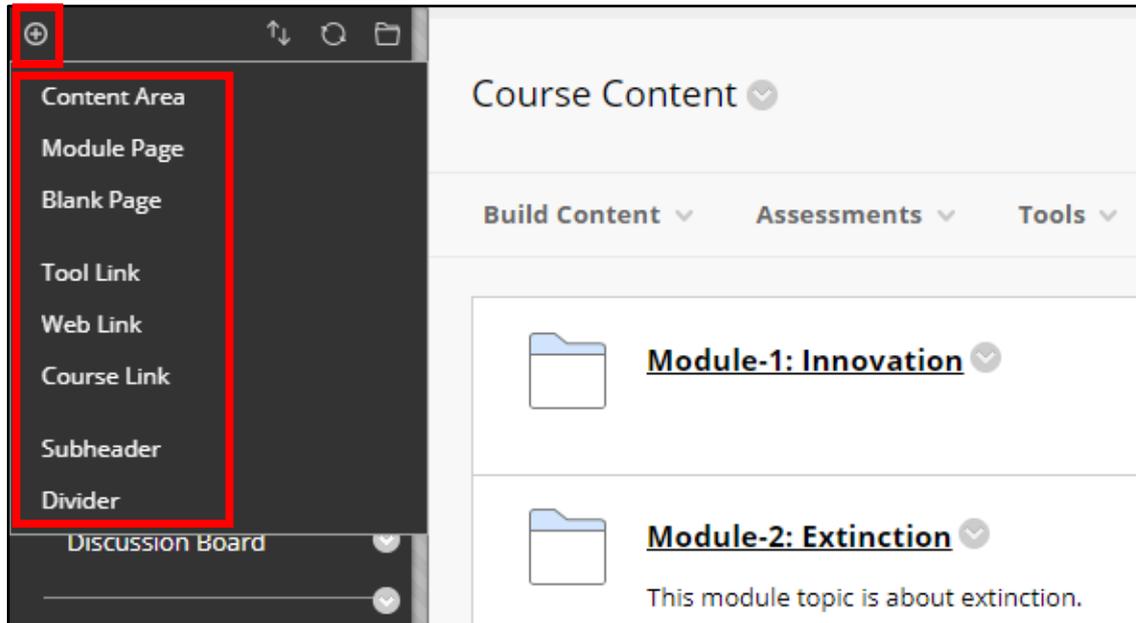


- 1- **Control Panel** is the interface for managing the content, features, and appearance of your course. Students do not see the Control Panel.
- 2- **Content Collection** allows you to upload and store files that are used in the course content of a course. You can create folders to organize your files and then link the files to areas of the course.
- 3- **Course Tools** section contains a list of tools that allow you to manage your course, add assessment and communication tools.
- 4- **Evaluation** contains all reports and statistics for the course.
- 5- **Grade Center** allows you to provide and manage your students' grades for activities such as assignments, tests, discussion posts, and so on. You can also create grade columns for any activities you want to grade, such as participation, or attendance.
- 6- **Users and Groups** section allows you to create groups within your course so that you can assign group projects or other group activities.
- 7- **Customization** allows you to give guest and observer access, change the appearance of the course (course theme, colors, etc.), tool availability, etc.
- 8- **Packages and Utilities** area contains system administration tasks, such as exporting, importing, and copying courses.

6. Adding Course Content

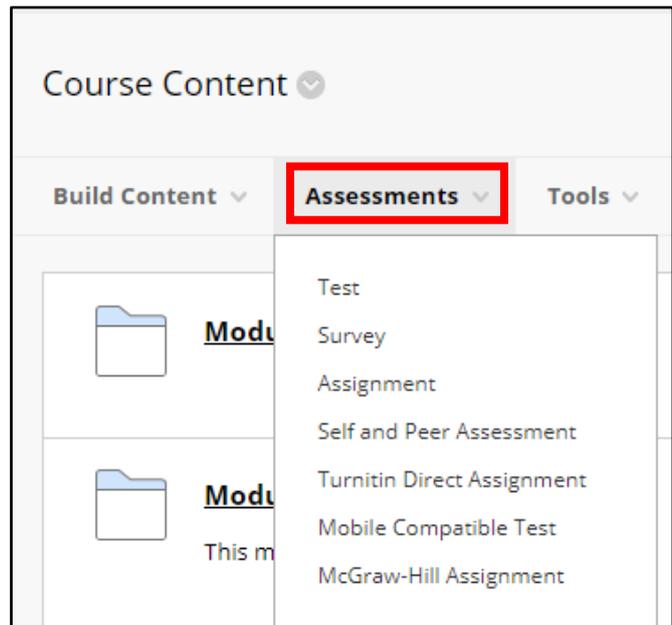
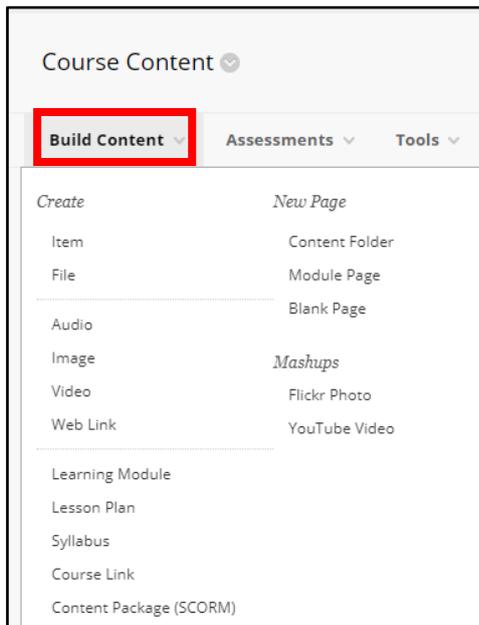
a. Adding Links to Course Menu

To add menu item, click plus button.

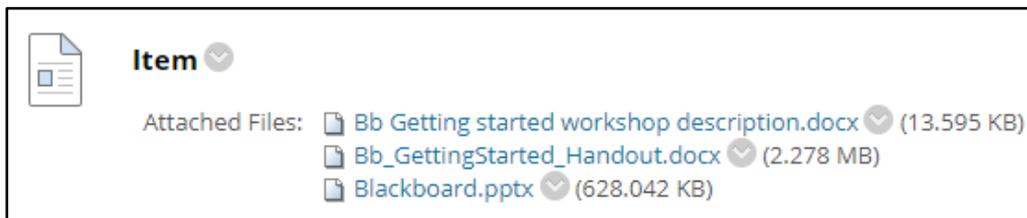


1. **Content Area (Folder)** allows you to create folders for your course material to present your course content in an organized way.
2. **Module Page** allows you to add modules such as calculator, alerts, or announcements.
3. **Blank Page** can be used to include files, images, and text together on one page.
4. **Tool Link** enables you to create a link to an available tool in the course, such as the Panopto video recording tool, or Qwicky online attendance tool.
5. **Web Link** allows you to create a link to an external URL to provide quick access to a resource on the Internet.
6. **Course Link** enables you to create a shortcut to an existing area, tool, or item in the course.
7. **Subheader** is a non-clickable header that enables you to show related links in an organized way.
8. **Divider** is a line that visually divides the Course Menu to organize the links on course menu, so users can find information quickly. You can change its position by dragging and dropping.

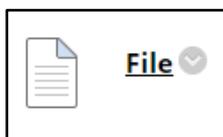
b. Building Content & Assessment



1. **Item** is a general piece of content, such as a file, image, text, or link. You can add a description and more than one document. The following is an example of an item.



2. You can use **File** to add just one document. After clicking, it can be viewed as a page within the course, or as opened in a new window or tab. The following is an example of a file.



3. **Audio, Image, and Video** allow you to upload audio, image, and video files from your computer in your course.
4. **Web Link** allows you to add link to an outside website.
5. **Course Link** enables you to create a shortcut to an existing area, tool, or item in the course.

6. **Content Folder** allows you to create folders to have better structure and organization of the content items. The following is a screen shot how a content folder looks like.

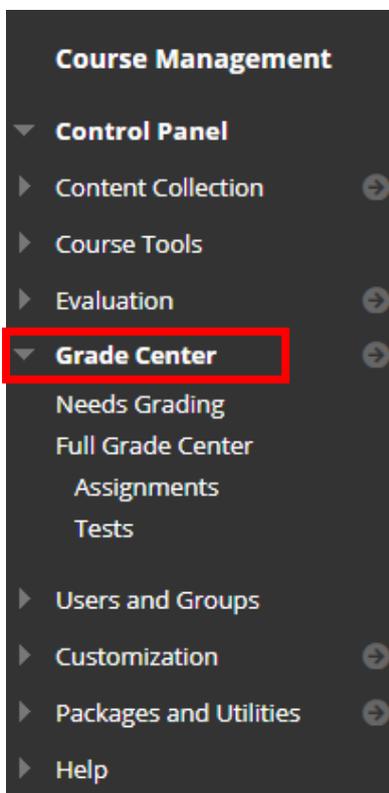


7. **Blank Page** can be used to include files, images, and text together on one page.
8. **Module Page** allows you to add modules such as calculator, alerts, or announcements.
9. **Mashups** enable you to include content from Flickr and YouTube in your course.
10. **Tests & Assignment & Turnitin Direct Assignment** are used to measure student knowledge, and progress. You can create tests and assignments and then deploy them in your course area. When you create an assessment item, a column is automatically created in grade center.

7. Grade Center Basics

It allows you to provide and manage your students' grades for activities such as assignments, tests, discussion posts, and so on. You can also create grade columns for any activities you want to grade, such as participation, or attendance.

To access Full Grade Center or Needs Grading, click **Grade Center** under Control Panel, and then select **Full Grade Center** or **Needs Grading**.



a. Full Grade Center Area

The screenshot displays the Full Grade Center interface. At the top, there are several menu options: 'Create Column' (1), 'Create Calculated Column' (2), 'Manage' (3), 'Reports' (4), 'Filter' (5), and 'Work Offline' (6). Below these is a table with columns for 'LAST NAME', 'FIRST NAME', 'USERNAME', 'WEIGHTED TOTAL', 'TOTAL', and 'MY CRITICAL THINKING DIARY'. A contextual menu (7) is open over the 'MY CRITICAL THINKING DIARY' column, showing options like 'Quick Column Information', 'Edit Column Information', 'Column Statistics', 'Sort Ascending', 'Sort Descending', and 'Hide from Instructor View'. The table shows two rows of student data: Jane Doe (username: janedoe) and John Doe (username: johndoe). The 'TOTAL' column shows '--' for both. The interface also includes 'Move To Top' and 'Email' buttons, a 'Sort Columns By' dropdown set to 'Layout Position', and an 'Order' dropdown set to 'Ascending'. A 'Grade Information Bar' at the top right indicates 'Last Saved: August 30, 2018 9:21 PM'.

- 1- **Create Column** allows you to create a column automatically to assess the test or assignment in your course. Also, you can create grade columns manually for activities students complete outside of Blackboard such as participation/midterm/final exam.
- 2- **Create Calculated Column** includes four options which are Average, Minimum/Maximum, Total, or Weighted. The Weighted column is a type of calculated column that calculates the grades based on the selected columns and their percentages.
- 3- **Manage** button includes some options to manage Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization, Row Visibility, or Send Email.
- 4- **Reports** button allows you to create reports from Grade Center data and access the grade history of all students. It includes three options that are Create Report, View Grade History, and Submission Receipts.
- 5- **Filter** allows you to filter the Full Grade Center by Current View, Category, and Status.
- 6- **Work Offline** enables you to upload or download the grades with Excel or CSV file.
- 7- **Contextual Menu** is a dropdown menu displaying options that are available and specific for that item.

b. Needs Grading Area

The screenshot shows the 'Needs Grading' interface. At the top, the title 'Needs Grading' is highlighted with a red box and the number 1. Below it, a subtitle reads: 'Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)'. A red box with the number 2 highlights the 'Grade All' button. To the right, a 'Filter' button is highlighted with a red box and the number 3. Below the buttons, there are filter criteria: 'Category' (All Categories), 'Item' (All Items), 'User' (All Users), and 'Date Submitted' (Any Date). A 'Go' button is next to the date field. A checkbox labeled 'Show attempts that don't contribute to user's grade' is present. A red box with the number 4 highlights a dropdown menu for the selected item, which shows two options: 'Grade All Users (4)' and 'Grade with User Names Hidden (4)'. Below the dropdown, a table displays the following data:

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Assignment	Module-1 Writing	SELİN UZUNOSMANOĞLU	June 6, 2018 8:27:41 AM	December 31, 2018

- 1- **Needs Grading** allows you to view attempts ready for grading.
- 2- **Grade All** enables you to see the submissions in the order they are sorted in Needs Grading page. When attempts are graded, they do not appear on the Needs Grading page. You can write your feedback using the box tool, which is a third-party tool embedded in Blackboard.
- 3- **Filter Criteria** allows you to narrow down the list by Category, Item, User, and Date Submitted.
- 4- **Grading Options in Contextual Menu (dropdown)** can be used to Grade All Users or Grade with User Names Hidden. For tests, the contextual menu also includes Grade by Questions and View Attempts. The total number of attempts for the selected item is listed in parentheses.