



Northern Illinois University

Blackboard Quick Guide for Faculty



- Login
- Faculty Help
- Student Help

Login at <http://webcourses.niu.edu>

Blackboard Learning and Community Portal System™ (Release 6)

Welcome!

Welcome to the Blackboard e-Education platform-- designed to transform the Internet into a powerful environment for the educational experience.

To log in, please click on the Login icon on the left.

All Participants

Your **USERNAME** is your Novell Logon ID (for example: z999999 or a01abc1)

Your **PASSWORD** is your Novell Password. For help go to password.niu.edu Or call 815-752-7738 (815-752-RSET)

NORTHERN ILLINOIS UNIVERSITY



Accessing Blackboard at NIU

1. Use Internet Explorer 6.0 or higher browser (AOL, MSN & AT&T ISP browsers do not work, use them to access Internet then minimize them and use Internet Explorer)
2. Type <http://webcourses.niu.edu> in address line and click Go or press Enter

3. Click Login button on Blackboard entry page



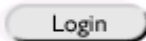
4. Type your Novell ID in USERNAME box on login page.

USERNAME: (Novell Logon ID)

5. Type your Password in PASSWORD box

PASSWORD:

6. Click Login button on Blackboard login page



Navigating Within Blackboard

1. Click on NIU tab to access your Blackboard courses or Blackboard tools



2. Click on Courses tab to access your Blackboard courses



3. Click on Community tab to access organizations and discussion groups



4. Click on Services tab to access NIU information and NIU faculty services



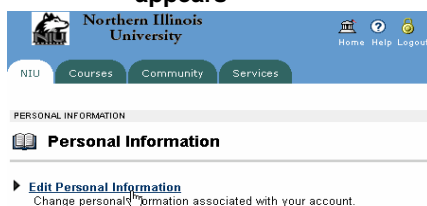
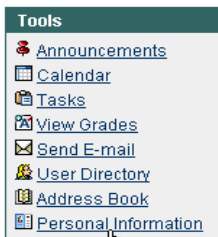
5. Always Logout of Blackboard by clicking Logout button



Edit Your Personal Information in Blackboard

It is strongly recommended that faculty and students edit personal information in Blackboard, specifically your preferred e-mail. Blackboard will deliver email only to the address specified in Personal Information.

1. Click Personal Information in the Tools box under the NIU tab
2. Click Edit Personal Information in the next window that appears
3. Type information you wish to edit (* is required, all other information is optional)
4. Click Submit



Personal Information Submit

* First Name

Middle Name

* Last Name

* E-mail

Commonly Used Features and Functions

Course Settings

Customize your course by changing buttons or adding a banner. And be certain to make your course available!

1. To customize, add or hide buttons: CONTROL PANEL > MANAGE COURSE MENU > Add button or Modify button content.
 - a. Set access for students (make button visible to students). Guest access can also be granted.
 - b. Submit.
2. To set course availability: CONTROL PANEL > SETTINGS > COURSE AVAILABILITY > Select Yes and Submit.
3. Add course banner: CONTROL PANEL > SETTINGS > COURSE DESIGN > COURSE BANNER.
 - a. Browse for banner image you downloaded or created (pre-sized to 450 x 90 pixels).
 - b. Submit.

Setting Up Groups

Instructors may use teams or groups for study or project purposes. This group interaction helps promote a sense of online community.

Enable groups (two steps):

1. CONTROL PANEL > MANAGE COURSE MENU.
 - a. Find the *Communications Area* and click the Modify button.
 - b. Select "Enabled" for Group Pages. Submit.
2. CONTROL PANEL > MANAGE TOOLS > ENABLE BLACKBOARD TOOLS.
 - a. Select "Enabled" for Group Pages. Submit.

Create groups (two steps):

1. CONTROL PANEL > MANAGE GROUPS.
 - a. Select the Add a Group Button.
 - b. Complete the options and Submit.
2. CONTROL PANEL > MANAGE GROUPS.
 - a. Select MODIFY and Add Users to the (new) Group. List all, check members and Submit.

Deploying a Test or Survey

After creating or importing a test or survey, one must deploy the test to make it available to students. This will automatically place an item (column) in the gradebook.

1. To deploy an assessment: CONTROL PANEL > CONTENT AREA of choice > Add Test.
 - a. Select appropriate test from drop down list and Submit.
 - b. Select OK in the next two screens.
2. To change/modify actual test questions: click on Modify Test.
3. To modify delivery options:
 - a. Modify the test options.
 - b. Select delivery options/availability. Submit.

Gradebook

Download and upload data for gradebook

1. Download gradebook data.
 - a. From gradebook view, click *Download Grades*
 - b. Select *Download* > Save. The file will be a CSV file but will open in Excel.
2. Upload column: (Submit after each step).
 - a. First save spreadsheet file in CSV format.
 - b. From gradebook view, click *Upload Grades*.
 - c. Browse for the new CSV file and open.
 - d. Select the column to upload and the item you want the data to go to in Bb.
 - e. Define assignment parameters.
 - f. Select which students' grades to upload.

Digital Drop Box

Accessed through the Control Panel, the Digital Drop Box can be used to store work-in-progress, as well as to send and receive student files.

1. CONTROL PANEL > DIGITAL DROPBOX.
2. To add a document click on Add File.
3. Type in a Title and Comments then browse for file to be added and double-click on the file name.
4. Click Submit when finished, then OK twice.

This stores the file in the Digital Drop Box.

To send the file to a student
5. Click on Send and choose the e-mail recipient(s).
6. Select file to send by clicking on down arrow at the right of the Select file box. Add comments.
7. Submit.

The Assignment Feature

This feature enables Instructors to create Assignments in any content areas. Creating an assignment automatically creates a gradebook item which holds all submitted assignments.

1. CONTROL PANEL > CONTENT AREA of your choice.
2. Choose *Assignment* from the pull-down list on the right side of the page. Click the Go button.
3. Type the name of the assignment in the Name field and complete the assignment options (i.e. add instructions, attach files, set dates). Click Submit.
4. To view completed assignments: Control Panel > Gradebook. Any submitted assignments will have a "!", click on the "!" and select *View*.
5. To download all attached files for an assignment, go to the Gradebook, click the name of the assignment and select *Item Download*.