

# Faculty Development Center

California State University, Fullerton



## Designing a Blackboard Course Web Site

### Blackboard 6.1



Handout Created By:

Julian Laverde  
Academic Technology Consultant  
Faculty Development Center  
California State University, Fullerton  
April 2004

Most of the information was obtained from the TIGERS Grant: Training and Support Materials for Blackboard version 6.0 provided by the California State University system.

© 2004 California State University, Fullerton

## Table of Contents

Control Panel	1
Manage Course Menu	2
Course Menu Outline	4
Manage Tools	4
Settings	5
Course Name and Description	5
Course Availability	6
Guest Access	6
Course Duration	7
Enrollment Options	7
Categorize Course	7
Set Course Entry Point	8
Course Design	8
Observer Access	9
Recycle Course	9
Course Copy	10
Import Course Cartridge	10
Import Package	11
Resources	11
Export Course	11
Identifying Content	12

## Designing a Blackboard Course Web Site

The Blackboard 6.1 system is very flexible and it will allow you to customize your Blackboard course Web site. It provides several tools and it supports different types of content that you can include in any location of your Blackboard course Web site. Before you begin uploading files, you should customize your course Web site. You should define your course menu and enable the tools you are planning to use. To design and manage your Blackboard course Web site you will need to access the Control Panel.

### Control Panel

The control panel is used for course administration. The control panel is organized in six areas:

Category	Function
Content Area	This area provides the capability to add text, documents, and information into a course.
Course Tools	This area contains communication and course tools.
Course Options	This area provides access to course settings and customization features to manage a course.
User Management	This area allows instructors to manage users and enrollments.
Assessment	This area provides access to building assessments, posting grades, and tracking utilization
Support	This area provides access to online documentation and the ability to contact the Blackboard Administrator

CSUF: Fullerton - Julian Laverde (Instructor)

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #005596; color: white;"> <th colspan="2">Content Areas</th> </tr> </thead> <tbody> <tr> <td><a href="#">Course Information</a></td> <td><a href="#">Assignments</a></td> </tr> <tr> <td><a href="#">Course Documents</a></td> <td><a href="#">External Links</a></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #005596; color: white;"> <th colspan="2">Course Tools</th> </tr> </thead> <tbody> <tr> <td><a href="#">Announcements</a></td> <td><a href="#">Discussion Boards</a></td> </tr> <tr> <td><a href="#">Course Calendar</a></td> <td><a href="#">Send E-mail</a></td> </tr> <tr> <td><a href="#">Staff Information</a></td> <td><a href="#">Collaboration</a></td> </tr> <tr> <td><a href="#">Tasks</a></td> <td><a href="#">Digital Drop Box</a></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #005596; color: white;"> <th colspan="2">Course Options</th> </tr> </thead> <tbody> <tr> <td><a href="#">Manage Course Menu</a></td> <td><a href="#">Import Course Cartridge</a></td> </tr> <tr> <td><a href="#">Manage Tools</a></td> <td><a href="#">Import Package</a></td> </tr> <tr> <td><a href="#">Settings</a></td> <td><a href="#">Export Course</a></td> </tr> <tr> <td><a href="#">Recycle Course</a></td> <td><a href="#">Archive Course</a></td> </tr> <tr> <td><a href="#">Course Copy</a></td> <td><a href="#">Resources</a></td> </tr> </tbody> </table>	Content Areas		<a href="#">Course Information</a>	<a href="#">Assignments</a>	<a href="#">Course Documents</a>	<a href="#">External Links</a>	Course Tools		<a href="#">Announcements</a>	<a href="#">Discussion Boards</a>	<a href="#">Course Calendar</a>	<a href="#">Send E-mail</a>	<a href="#">Staff Information</a>	<a href="#">Collaboration</a>	<a href="#">Tasks</a>	<a href="#">Digital Drop Box</a>	Course Options		<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>	<a href="#">Manage Tools</a>	<a href="#">Import Package</a>	<a href="#">Settings</a>	<a href="#">Export Course</a>	<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>	<a href="#">Course Copy</a>	<a href="#">Resources</a>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #005596; color: white;"> <th colspan="2">User Management</th> </tr> </thead> <tbody> <tr> <td><a href="#">List / Modify Users</a></td> <td><a href="#">Enroll User</a></td> </tr> <tr> <td><a href="#">Create User</a></td> <td><a href="#">Remove Users from the Course</a></td> </tr> <tr> <td><a href="#">Batch Create Users for Course</a></td> <td><a href="#">Manage Groups</a></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #005596; color: white;"> <th colspan="2">Assessment</th> </tr> </thead> <tbody> <tr> <td><a href="#">Test Manager</a></td> <td><a href="#">Gradebook</a></td> </tr> <tr> <td><a href="#">Survey Manager</a></td> <td><a href="#">Gradebook Views</a></td> </tr> <tr> <td><a href="#">Pool Manager</a></td> <td><a href="#">Course Statistics</a></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #005596; color: white;"> <th colspan="2">Support</th> </tr> </thead> <tbody> <tr> <td><a href="#">Support</a></td> <td></td> </tr> <tr> <td><a href="#">Manual</a></td> <td></td> </tr> <tr> <td><a href="#">Contact System Administrator</a></td> <td></td> </tr> </tbody> </table>	User Management		<a href="#">List / Modify Users</a>	<a href="#">Enroll User</a>	<a href="#">Create User</a>	<a href="#">Remove Users from the Course</a>	<a href="#">Batch Create Users for Course</a>	<a href="#">Manage Groups</a>	Assessment		<a href="#">Test Manager</a>	<a href="#">Gradebook</a>	<a href="#">Survey Manager</a>	<a href="#">Gradebook Views</a>	<a href="#">Pool Manager</a>	<a href="#">Course Statistics</a>	Support		<a href="#">Support</a>		<a href="#">Manual</a>		<a href="#">Contact System Administrator</a>	
Content Areas																																																					
<a href="#">Course Information</a>	<a href="#">Assignments</a>																																																				
<a href="#">Course Documents</a>	<a href="#">External Links</a>																																																				
Course Tools																																																					
<a href="#">Announcements</a>	<a href="#">Discussion Boards</a>																																																				
<a href="#">Course Calendar</a>	<a href="#">Send E-mail</a>																																																				
<a href="#">Staff Information</a>	<a href="#">Collaboration</a>																																																				
<a href="#">Tasks</a>	<a href="#">Digital Drop Box</a>																																																				
Course Options																																																					
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>																																																				
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>																																																				
<a href="#">Settings</a>	<a href="#">Export Course</a>																																																				
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>																																																				
<a href="#">Course Copy</a>	<a href="#">Resources</a>																																																				
User Management																																																					
<a href="#">List / Modify Users</a>	<a href="#">Enroll User</a>																																																				
<a href="#">Create User</a>	<a href="#">Remove Users from the Course</a>																																																				
<a href="#">Batch Create Users for Course</a>	<a href="#">Manage Groups</a>																																																				
Assessment																																																					
<a href="#">Test Manager</a>	<a href="#">Gradebook</a>																																																				
<a href="#">Survey Manager</a>	<a href="#">Gradebook Views</a>																																																				
<a href="#">Pool Manager</a>	<a href="#">Course Statistics</a>																																																				
Support																																																					
<a href="#">Support</a>																																																					
<a href="#">Manual</a>																																																					
<a href="#">Contact System Administrator</a>																																																					

Figure 1. Control Panel

## Manage Course Menu

The Manage Course Menu feature allows instructors to customize the course menu for a Blackboard course. Instructors can provide links to content, course tools, communication tools, and Web sites. This feature creates additional content areas and adds tool functions to the navigation menu. Instructors can also rename any of the navigation buttons/links.

From the Control Panel:

1. Click on the **Manage Course Menu** link in the Course Options section.
2. Click on one of the **Add** icons in the gray bar at the top of the page.
3. Scroll down to the bottom of the page and click the **Submit** button.

Add Content Area:

1. Click on the **Add Content Area** icon.
2. Choose a **name** from the pull-down list, or type one of your own into the Area Name field.
3. Scroll down to the bottom of the page and click the **Submit** button.

Add Tool Area:

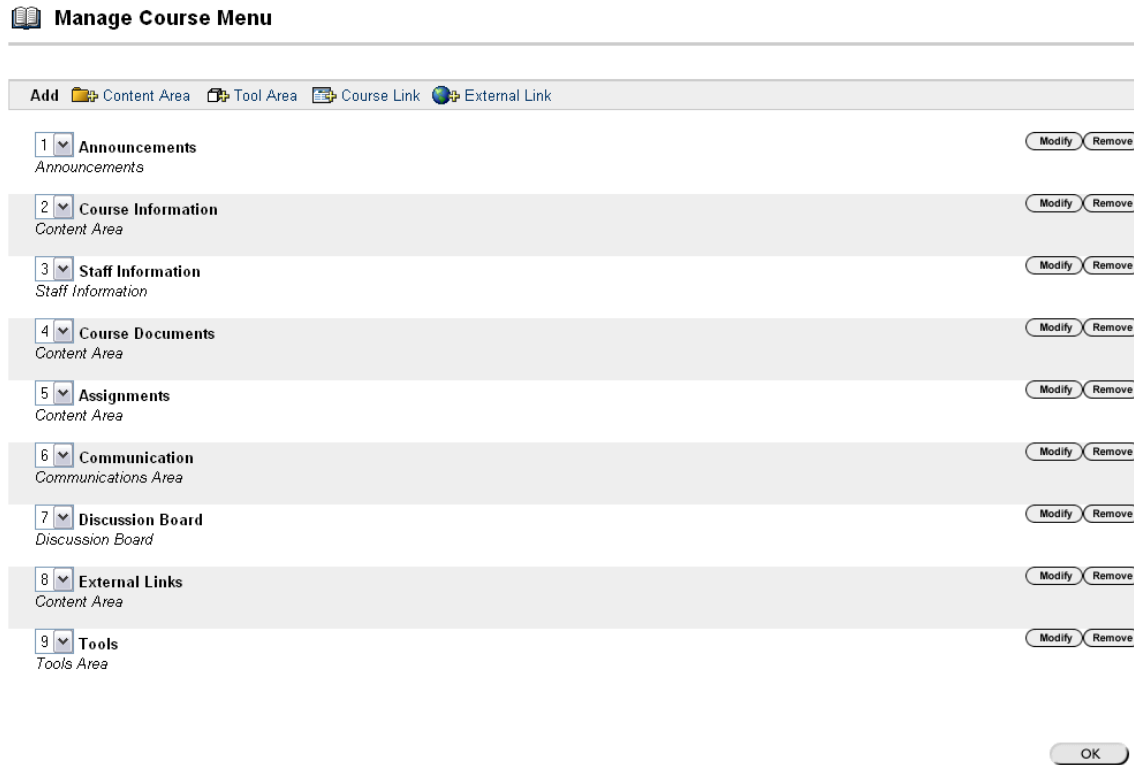
1. Click on the **Add Tool Area** icon.
2. Choose a **tool type** from the pull-down list.
3. Scroll down to the bottom of the page and click the **Submit** button.

Add Course Link:

1. Click on the **Add Course** link icon.
2. Type a **name** into the Area Name field.
3. Click on the **Browse** button.
4. Scroll down to the bottom of the page and click the **Submit** button.

Add External Link:

1. Click on the **Add External Link** icon.
2. Type a **name** into the Area Name field.
3. Scroll down to the bottom of the page and click the **Submit** button.



**Figure 2.** Course Menu Options.

As with many of the other features of Blackboard, You can modify or edit the navigation menu at any time during the course duration. You can customize the titles to names that are more user-friendly.

## Course Menu Outline

Take a few minutes to brainstorm and write down a list of the course menu items you would like to include in your course Web site. Do not worry about the order in which they are placed. You will have the opportunity to organize them in your Blackboard course Web site when you use the Manage Course Menu feature.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## Manage Tools

Now that you have defined the navigation for your Blackboard course Web site, you can disable the Blackboard tools that you do not intend to use during the semester.

The Manage Tools feature allows you to enable or disable the various tools offered with the Blackboard system. The instructor can enable or disable Blackboard tools, extension tools, and content tools.

## Options

### Enable Blackboard Tools

These tools are standard by Blackboard and include both instructor and student tools. The various tools are listed on the left hand side of the page. Opposite each tool are three options for each tool. These are Enabled, Allow Guest and Allow Observer. Clicking the check box under the appropriate option will determine access for that tool. An n/a indicates that choice is not applicable for that specific tool.

### Enable Extension Tools

These are custom system extensions and must be added by your system administrator.

### Enable Content Tools

Click the box next to the appropriate content tools: Item, URL, Test, Survey, Assignment and LRN Package to enable them.

From the Control Panel:

1. Click on the **Manage Tools** link in the Course Options section.
2. Click on the **Enable Blackboard Tools, Enable Extension Tools, or Enable Content Tools** link
3. Choose the desired Enable boxes.
4. Scroll down to the bottom of the page and click the **Submit** button.

## Settings

### Course Name and Description

The Course Name and Description feature allows you to edit the name of your course and add a short course description. You might want to add identifying details such as section number or meeting time to the name of your course for easier identification, for example, "Introduction to Psychology—Monday 9am." You can also classify your course by subject area and discipline.

To update the course name and description go to the Control Panel and follow these steps:

1. Click the **Settings** link in the Course Options section.
2. Click the **Course Name and Description** link.
3. In the **Course Name** box, type the official name of your course or edit the existing name.
4. Add a short description in the **Description** box.
5. In the **Course Classification** section, select a subject area and discipline from the menus.
6. Scroll down to the bottom of the page and click the **Submit** button.

### Course Availability

The Course Availability feature allows you to make your course available to students. An unavailable course is not visible to students but is visible to instructors, teaching assistants, and course builders. The Course Availability feature allows faculty to develop a course or test out a course site without students having access.

To make your course available to students use the Control Panel and follow these steps:

1. Click the **Settings** link in the Course Options section.
2. Click the **Course Availability** link.
3. In the **Set Course Availability** section, click the **Yes** radio button.
4. Scroll down to the bottom of the page and click the **Submit** button.

### Guest Access

The Guest Access feature allows an instructor to permit Blackboard users who are not enrolled in your course to access your course. Guest access allows students who are interested in your courses to visit the site and view your content. Instructors can limit which areas of their course guests can access via the Manage Tools feature.

**Note:** People who are not within the Blackboard system (student, faculty, or staff) will not be able to access your Blackboard course as a guest. If you have questions about this, please contact the Faculty Development Center.

From the Control Panel:

1. Click the **Settings** link in the Course Options section.
2. Click the **Guest Access** link.
3. Select **Yes** to allow guest access.
4. Scroll down to the bottom of the page and click the **Submit** button.

## Course Duration

The Course Duration feature allows instructors to pre-set the course duration, the time span when the course is available to students. This feature is mainly used for distance education courses that have a set time limit on completion, or are only offered for a limited amount of time.

**Note:** The Course Availability setting will override the Course Duration setting. If the final date of the duration has passed, but the Course Availability setting is "Yes", students will be able to access the course. Even though the Course Duration Ending Date has passed, you will still need to make the Course Availability setting "No."

From the Control Panel:

1. Click on the **Settings** link in the Course Options section.
2. Click on the **Course Duration** link.
3. Chose Continuous, Select Dates or Days.
4. Check the box next to the **Start** or **Ending Date**.
5. Set the appropriate date for each option, or the desired number of days.
6. Scroll down to the bottom of the page and click the **Submit** button.

## Enrollment Options

The Enrollment Options feature allows the instructor to control how students are enrolled into the course.

**Note:** If you are a Level 3 or Enterprise campus, this feature may be irrelevant, as enrollments are automatic.

From the Control Panel:

1. Click the **Settings** link in the Course Options section.
2. Click the **Enrollment Options** link.
3. Scroll down to the bottom of the page and click the **Submit** button.

## Categorize Course

The Categorize Course feature allows you to choose where you would like your course to appear in the Blackboard Course Catalog.

**Note:** Courses may be listed in more than one category.

From the Control Panel:

1. Click the **Settings** link in the Course Options section.
2. Click the **Categorize Course** link.
3. Select an area from the **Add Category** pull-down list.
4. Click **Add**.
5. **Note:** You can add as many categories as you please.
6. Click the **Remove** button next to the category name to remove the course from that category.
7. Scroll down to the bottom of the page and click the **Submit** button.

### Set Course Entry Point

The Set Course Entry Point allows an instructor to choose the page their Blackboard course will open up to. Blackboard automatically opens to the Announcements page by default.

**Note:** We recommend that you do not change the entry point for your Blackboard course if you plan on using the Announcements feature.

From the Control Panel:

1. Click the **Settings** link in the Course Options section.
2. Click the **Set Course Entry Point** link.
3. Choose a Blackboard page from the **Entry Point** menu.
4. Scroll down to the bottom of the page and click the **Submit** button.

### Course Design

The Course Design feature allows you to customize the look and feel of your course by uploading a course banner, choosing a navigation style (buttons or text), and selecting colors for the navigation area.

From the Control Panel:

1. Click the **Settings** link in the Course Options section.
2. Click the **Course Design** link.
3. To change the navigation buttons:
  - a. Click the **Course Design** link.
  - b. Choose whether you want individual navigation buttons or simply text links.
    - i. If you choose buttons, select a color, shape, and style.
    - ii. If you choose text, select a background and highlight color.
4. To add a banner to the top of your first page (usually the Announcements page):
  - a. Click the **Course Banner** link.

- b. Click the **Browse** button to navigate to your banner
    - i. **Note:** The banner must have been previously created).
  - c. To remove a banner, check the **Remove this banner** box.
5. Scroll down to the bottom of the page and click the **Submit** button.

## Observer Access

Observer Access allows an assigned user to view a specific student's course interaction, records, and grades. Instructors can limit the amount of access the observers has within the course.

**Note:** Observers do not have access to the Blackboard communication tools (email, discussion, or chat). These accounts must be created and assigned to the specific users by the System Administrator.

From the Control Panel:

1. Click the **Settings** link in the Course Options section.
2. Click the **Observer Access** link.
3. Click the **Yes** button.
4. Scroll down to the bottom of the page and click the **Submit** button.

## Recycle Course

The Recycle Course feature allows you to delete certain sections of a course, while leaving the rest of the content intact. For example, if the option next to Course Documents is selected, all the information in the Course Documents section will be deleted. You can choose as many of the sections to "recycle" as desired.

**Note:** This process is irreversible. Once you have recycled a section, you cannot get the information back. You may want to use the Archive course feature to create a permanent record of the Course prior to recycling.

From the Control Panel:

1. Click the **Recycle Course** link in the Course Options section.
2. Choose the content materials you wish to remove by checking the boxes next to the content types in the Select Content Materials.
3. Scroll down to the bottom of the page. Type "Remove" and click the **Submit** button.

## Course Copy

The Course Copy feature copies course materials from one course site to another. For example, you may have created documents in the summer version of the course that you want to add to your fall course site, without having to upload all the files again. This feature allows you to copy selected material from one Blackboard course site to another, combining materials from two or more separate course sites into one.

From the Control Panel:

1. Click the **Course Copy** link in the Course Options section.
2. Click **Copy Course Materials into an Existing Course**.
3. Click on the **Browse** button.
4. Click the **Search** button.
5. Click the **Select** button and select the destination course.
6. Select the course materials you want to copy.
7. Click the Submit button.

You will receive a confirmation by e-mail to let you know that your request was completed and successful.

## Import Course Cartridge

Course Cartridges are academic resources provided by publishers to work with specific textbooks or study guides. They contain a variety of materials that can include slides, documents, multimedia files, links to related websites, test banks, and quizzes. Cartridges are loaded directly into a course site by the System Administrator using a code that was provided to them by the publisher.

Instructors may use all or some of the cartridge content and the materials can be customized once they've been downloaded to a specific course site.

Courses using cartridges require an additional code to access, which students purchase along with the textbook.

**Note:** You must have a received the Instructor Download Key from the appropriate publisher. This feature cannot be used without this download key. You can visit the Course Cartridges Server to view descriptions of all the available cartridges.

From the Control Panel:

1. Click on the **Import Course Cartridge** link in the Course Options section.
2. Enter the Course Cartridge Instructor Download key in the text field
3. Scroll down to the bottom of the page and click the **Submit** button.

## Import Package

The Import Package feature allows instructors to upload information from an exported Blackboard course to a current course. Once a course is exported, instructors can import the whole course, or selected parts of the course into another course site.

**Note:** If the Course Settings are imported, the settings from the exported course will overwrite the setting of the destination. If the other areas are chosen, they will be added to the destination course and the existing materials will remain.

From the Control Panel:

1. Click on the **Import Package** link in the Course Options section.
2. Click on the **Browse** button.
3. Find the file to import on your hard drive or disc in the Find File window and click **Open**.
4. **Note:** This action is different depending on the platform you are using.
5. Choose the various areas of the course to import by clicking on the appropriate check boxes.
6. Scroll down to the bottom of the page and click the **Submit** button.

## Resources

Resources are Blackboard provided links to high-quality educational content and information, mainly articles and websites. This feature allows you to customize which specific discipline area (determined by the Categorize Course tool) is displayed when students click the **Resources** tab.

From the Control Panel:

1. Click on the **Resources** link in the Course Options section.
2. Click on the **Customize Resources** link. You will be taken to a page at the Blackboard company site.
3. Click on the small gray **Register** link at the top of the page.
4. Follow the directions on screen to register and customize your Resources section.

## Export Course

The Export Course feature allows you to download and save a .zip file of your course. The compressed exported course can later be reloaded into Blackboard. The Export Course feature is also used to save older versions of course sites for future reference or for course storage between uses.

