

Common Tasks for Committee & Department Blackboard Sites

Adding or Removing Users

To Enroll User

1. In the lower left corner of your screen, click on Control Panel > Users & Groups > Users
2. Click on Enroll User button
3. Create New User/Find Users to Enroll
4. Once form is filled out click Submit

To Remove User

1. Click on Control Panel > Users & Groups > Users
2. Put % symbol in search bar, and click Go.
3. Check the box for the users you wish to delete.
4. Click the Remove Users from Course button.

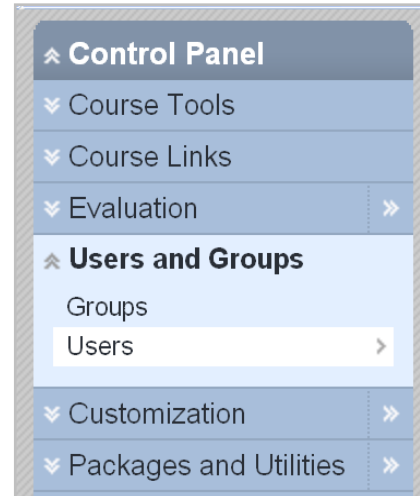


Fig. 1 Enrolling/Removing Users

Modifying the Course Menu

Add Content Area to Menu

Content Areas contain items with attachments, links, documents and folders.

1. Turn on editing by clicking "Edit Mode OFF" button in upper right corner of screen. It should now read "Edit Mode ON." **See Fig. 2.**
2. In your course menu on the left side of your course, click on the blue plus sign button. **See Fig. 3.**
3. Click on Create Content Area.
4. Enter a name (i.e. Resumes)
5. Check the box for "Available to Users"
6. Click Submit.

Remove Menu Item

1. For the content area you wish to remove, click Chevron > Delete
2. In the pop-up window that appears, click OK to confirm the deletion.

Rename Menu Item

1. For the content area you wish to rename, click Chevron > Rename
2. Modify the name.
3. Click green checkmark.

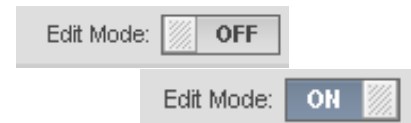


Fig. 2 Turn Edit Mode ON

Click Blue plus sign to add a content area to the site.

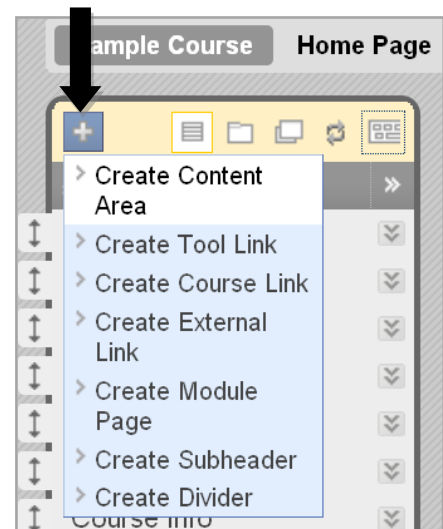


Fig. 3 Course Menu

Adding Items and Folders

Create Folder

A folder in Blackboard works much like a folder on your computer – it contains and organizes other items.

1. Make sure Edit Mode is ON. **See Fig. 2.**
2. Click on the Name of your content area in your Course Menu (Resumes or Course Documents, for instance).
3. In the Action Bar, click on Build > Create Folder. **See Fig. 4.**
4. Enter a name for the folder.
5. Click Submit.
6. Click on the Name of the folder to add content inside the folder or to view the contents of the folder.

Create Item

An item is the easiest way to add information to your Blackboard site. An item can contain text and have files attached to it.

1. Make sure Edit Mode is ON. **See Fig. 2.**
2. Click on the Name of your content area in your Course Menu (Resumes or Course Documents, for instance).
3. Click on Create Item in the Action Bar. **See Fig. 4.**
4. Enter information for the item:
 - Name – enter name for item
 - Text – enter a description or notes for the item.
 - Attach Content – click Browse button to select file to upload
5. Click Submit.

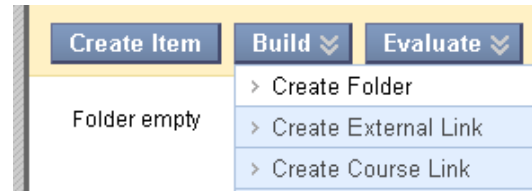


Fig. 4 Use the Action Bar inside a content area to add folders or items to your Blackboard site.

Announcements

Create Announcement Link in Course Menu

1. Turn on editing by clicking "Edit Mode OFF" button in upper right corner of screen. It should now read "Edit Mode ON." **See Fig. 2.**
2. In your course menu on the left side of your course, click on the blue plus sign button. **See Fig. 3.**
3. Click on Create Tool Link.
4. Enter a name (i.e. Announcements).
5. Choose the Tool Type (Announcements).
6. Check the box for "Available to Users"
7. Click Submit.

Set Announcements as Course Entry Point

1. Go to Control Panel > Customization > Style.
2. Scroll down to "4. Select Course Entry Point" and choose Announcements from the dropdown list. **See Fig. 5.**
3. Click Submit.

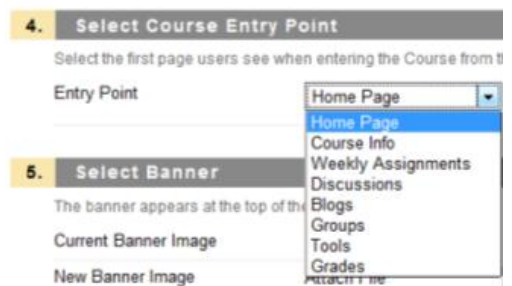


Fig. 5 The course entry point is the first part of your Blackboard site that people see.

Create Announcements

1. Go to Control Panel > Course Tools > Announcements
2. Click Create Announcement button.
3. Enter Announcement information, and click Submit.