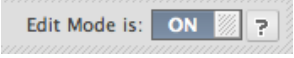




*This documentation will provide an overview for instructors about the basic setup in Blackboard 9.1, along with instructions for performing some of the most frequently used and central tasks in Blackboard 9.1.*

- [Basic Buttons and Controls](#)
- [Customization](#)
- [Making a Course Available to Students](#)
- [Uploading a Syllabus](#)
- [Creating a Folder](#)
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- [Mashups](#)

## Basic Buttons and Controls

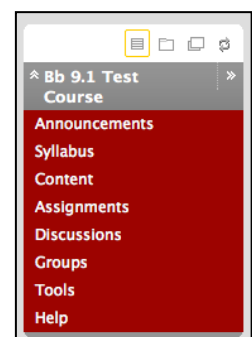
- ◆ **Edit Mode:** The Edit Mode button, located in the upper right corner of a Blackboard course page, determines whether an instructor views a course page from an instructor’s perspective with editing capabilities or from a student’s perspective. 
- ◆ **Options Arrow Button:** The Options Arrow button can be found throughout the Blackboard course page. It is located to the right of a content item. Clicking the Options Arrow opens a drop-down menu, which allows for various options, such as edit, move, and delete. 
- ◆ **Vertical Arrow Button:** The Vertical Arrow button, located on the left side of an object allows for the order of objects to be modified by dragging and dropping items into new arrangements. 
- ◆ **Content Buttons:** The set of Content buttons, including “Build Content”, “Create Assessment”, “Add Interactive Tool”, and “Assign Textbook”, appear at the top of content menu pages and allow an instructor to add various types of content to a page. Hovering over any of these buttons will produce a menu from which a specific item may be added.



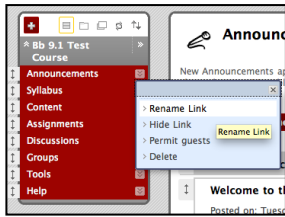
## Customization

Blackboard 9.1 makes customization easier than ever before. Clicking the **Edit Mode** button in the upper right corner of the Course screen toggles between a student’s view of the Course Page and the Instructor’s view. Additionally, within some content areas, turning **Edit Mode ON** also provides short, helpful explanations of the different sections of your course.

- ◆ Within the **My Courses** tab, you can rearrange the various modules by clicking on a module and dragging it to a new location on the page.
- ◆ Once you click on a course title in the **My Courses** module, you will see a short list of links on the left side of the screen in the Course Dashboard.
- ◆ Content menu buttons that do not actually contain content will not appear when **Edit Mode** is **OFF** (i.e. Students will not be able to view or access these Content Areas). To see these buttons, you must turn **Edit Mode ON**. While empty with **Edit Mode ON**, these menu buttons will have small gray squares to the right of their text.
- ◆ You can quickly rearrange the order of the menu buttons by clicking on the vertical arrows located to the left of the item and dragging the links within the list.



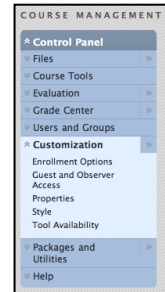
To change the name of a course content menu button:



1. With **Edit Mode ON**, click on the **Options Arrow button** to the right of the menu button.
2. Choose **Rename Link** from the Options Menu that appears.
3. Type the new name in the menu button box and hit **Enter/Return** or click the **Green Checkmark button** that appears to the right of the menu button.

### Making a Course Available to Students

1. In the **Course Management** tab under the Course Dashboard, expand the Control Panel options using the **Options Arrow button** to the left of the text.
2. Expand the **Customization** option by clicking its **Options Arrow**.
3. Click the **Properties** link in the Customization options.
4. Under Field 3, click on the **Yes** button to **Make Course Available**.
5. Scroll to the top or bottom of the screen and click **Submit** to save your changes.

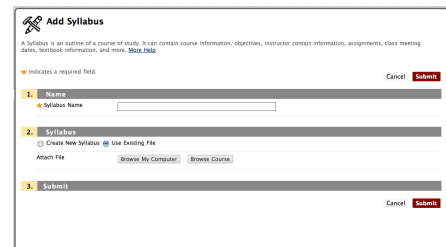


*NOTE:* You will need to perform this action for every course that you are teaching in Blackboard.

### Uploading a Syllabus

Content menu buttons that do not actually contain content will not appear in Student View. For an instructor to view these buttons, you must turn **Edit Mode ON**.

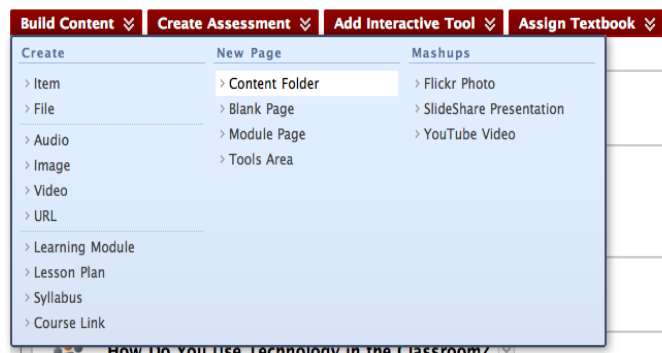
1. Click on the appropriate course menu button in the left column.
2. In the specific content area section, make sure that **Edit Mode** is **ON**.
3. Hovering over the **Build Content button** will open a menu. In this menu, under the Create list, select **Syllabus**.
4. Within the Add Syllabus page, enter a Syllabus Name in Field 1.
5. In Field 2, select **Use Existing File**. An **Attach File** section will appear in this field. To attach a document stored on your computer, choose **Browse My Computer**. When you have navigated to the appropriate document on your computer and selected it, click **Submit**.



*NOTE:* You may also choose instead to type your syllabus directly into a Blackboard template by choosing **Create New Syllabus** in Field 2 rather than Use Existing File.

### Creating a Folder

1. Click on the appropriate course menu button.
2. Hover over the **Build Content button** options and select **Content Folder** in the New Page list.
3. On the Create Content Folder page, enter a **Name** for the folder in Field 1 along with a description of the content in the text box. In Field 2, adjust any options as you like.
4. Click **Submit** to save your changes.

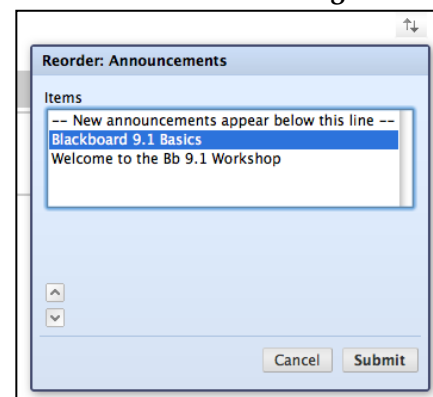


To add content to the folder, open the folder by clicking on the **folder link** and choose the type of content you wish to add by hovering over the **Build Content**, **Create Assessment**, **Add Interactive Tool**, or **Assign Textbook** buttons and selecting the appropriate content.

To re-order content or folders, click the **vertical arrow** to the left of the item and drag it to a new position.

## Posting an Announcement

1. With **Edit Mode ON**, click the **Announcements** course menu button.
  - a. You can also open **Announcements** in the **Course Management** dashboard by expanding **Control Panel** and then **Course Tools**.
2. On the **Announcements** page, click **Create Announcement**. In Field 1, provide a subject for your announcement and type the information you wish to communicate in the text box under **Message**.
3. In Field 2, adjust duration options for your announcement as you like. To keep your announcement permanently on the page, select **Not Date Restricted** in the **Duration** section of Field 2. To limit the duration of its availability on the page, select **Date Restricted** and adjust the **Date Restrictions** section that appears.
4. Click **Submit** to save your changes. To reorder announcements, you can click on **Up/Down arrow button** in the upper right hand corner of the announcements page and adjust settings within the box that appears or by clicking on the vertical arrow to the left of an announcement and dragging to a new location.

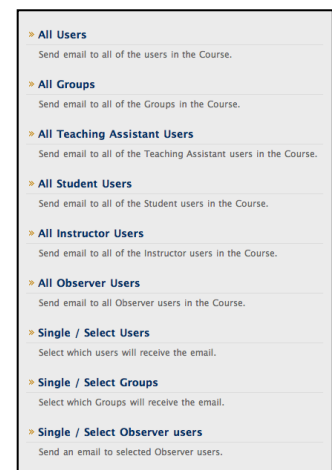


## Sending an Email

You can easily send e-mail to your entire class or certain enrolled students through Blackboard.

1. Within **Control Panel** under Course Management, expand **Course Tools** and select **Send Email**.
2. The Send Email screen will open, providing you with options to send email to the entire class, specific students, teaching assistants, etc. Click on the **group link** to which you wish to send an email.
3. An e-mail window will open. Compose your email as you like and click **Submit** to send.

*NOTE:* A copy of the email will automatically be sent to you. For privacy reasons, email addresses are not included in communications sent through Blackboard. It is therefore a good idea to print out the confirmation page so that you have a record of users that were selected to receive the email.



## Mashups

In Blackboard 9.1, Mashups content allows users to quickly and easily include multimedia files, including Flickr photos, SlideShare presentations, and YouTube videos, from the Internet into Blackboard pages. To insert a mashup file:



1. In a content page, hover over the **Build Content** button. From the drop-down menu that appears, select the appropriate **link** in the Mashups column (on the right side of the drop-down menu) for the type of media you wish to upload.

2. Once you have clicked on either **Flickr Photo**, **SlideShare Presentation**, or **YouTube Video**, a [Search](#) page will open, allowing you to search within Blackboard for the type of media you like. Clicking **Go** will search for the media.
3. Once your search is returned, you can scroll through the matches to find the media you would like to upload. You can preview the media before uploading it by clicking **Preview** under the media thumbnail. To choose the media, click **Select** under the thumbnail.
4. The [Create Mashup Item](#) will open, allowing you to customize the display settings of the mashup media, include a description of the link, and adjust other settings. Once the settings are configured as you like, click **Submit**.
5. To open the mashup media, click the **button** under the media (either **View Photo**, **Watch Presentation**, or **Watch Video**). A window will open within Blackboard to open the media a little larger to view.