

BLACKBOARD

VLE

USERS ROUGH GUIDE

A users “rough guide” for easy reference – taken from the fuller *Blackboard System Design guide* (Middleton-Jones 2002).

INTRODUCTION

This guide is merely an overview of the fuller Blackboard system Design guide, thus only covers the barebones of the implementation of Blackboard, a complete guide may be accessed at the Blackboard site.

The following notes have been compiled from the section INSTRUCTOR DESIGN IMPLEMENTATION.

GETTING STARTED.

Go to your host server and log on with user name and password and select the relevant course you wish to design or edit.

In order to implement any changes or additions to the site you must scroll down the icons on the left of the screen until you see the CONTROL PANEL option.

Once this is selected you will see the following screen shot as in Fig. 1 Control Panel

For a full description of all options and subject headers see the GUIDE.

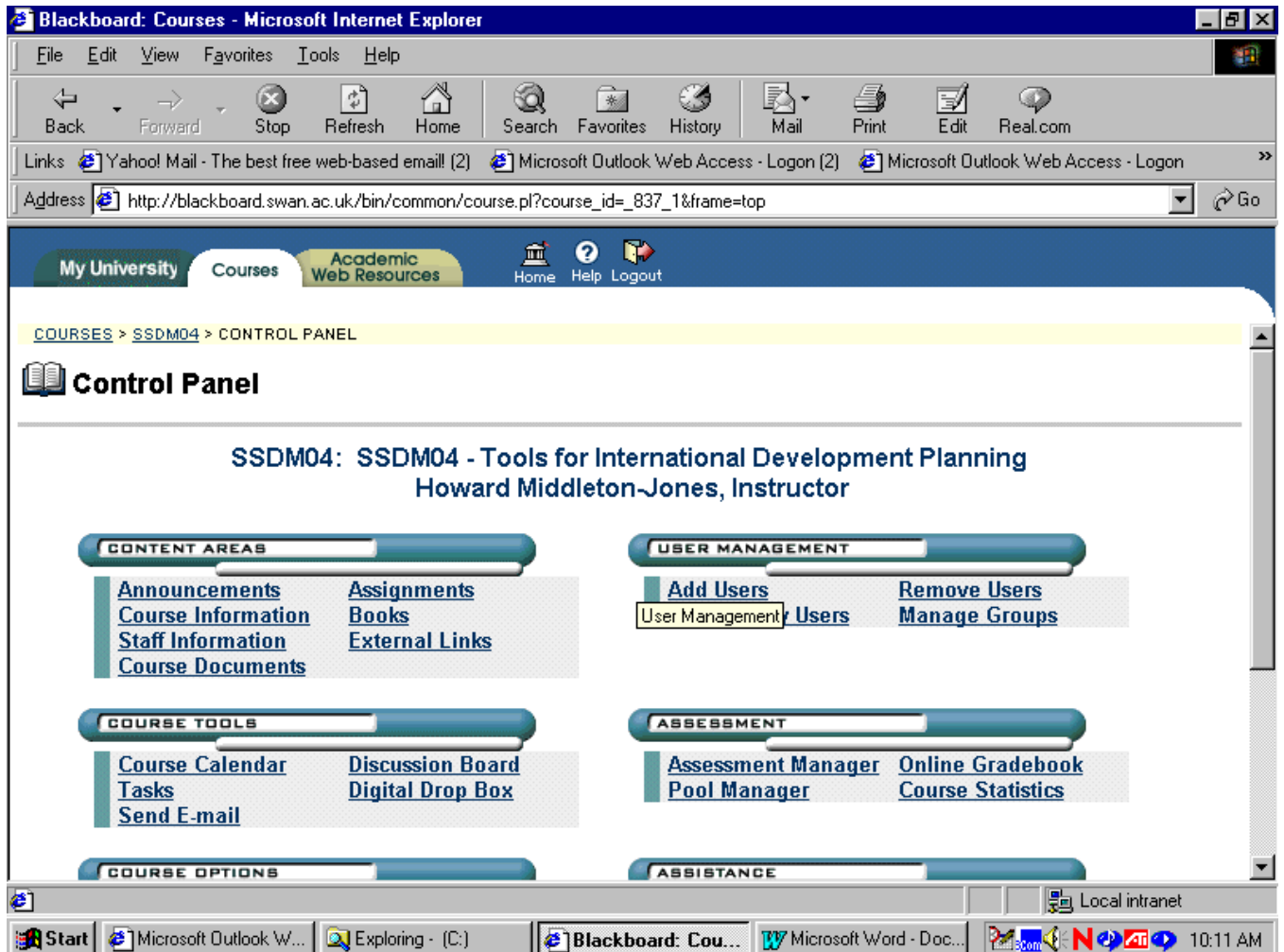


Fig 1 – Control Panel

METHOD

Announcements

Select announcements and type or paste in the required notice – you may choose the option to view this permanently throughout the course.

There is also a date option that you may choose to select, by checking the box for each start and end date and completing the required dates.

Select the SUBMIT icon and you will see a preview of what was written, if acceptable click on OK. You have the option to go back to this file to MODIFY OR REMOVE.

The above is the basis for inserting most files, however, one has to generate FOLDERS and sub files in order for the end user to access. Using the contents of COURSE DOCUMENTS we may run through a few examples.

From control Panel select Course Documents you will see the following screen shot: (Fig.2)

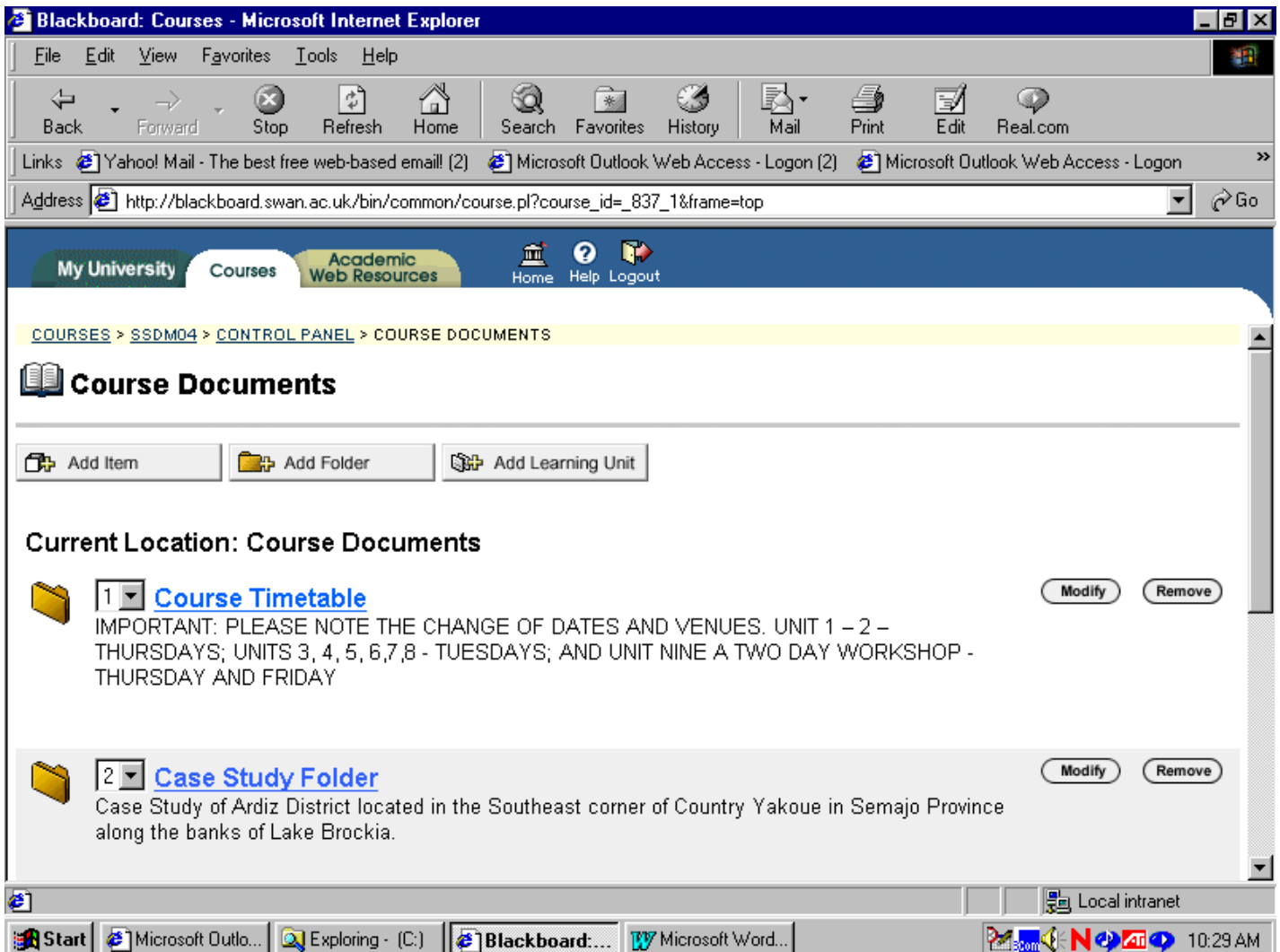


Fig.2

In order to generate the above folders, one must first select ADD FOLDER, which then will give you the option to name the folder. From within this folder one can add sub files and upload word documents or similar files. In the above example the folder, COURSE TIMETABLE and CASE STUDY folders, were generated by clicking on the ADD FOLDER.

The order or sequence of the files or folders may be changed by simply clicking on the down arrow button of the relevant Number box, where the list of numbered files appears in a pull down box. Change the order by clicking on the required sequence number.

In order to upload files within a main folder, one has to click on the folder generated and select ADD ITEM – In the example of Fig.3 below, the page was reached by clicking on the CASE STUDY folder.

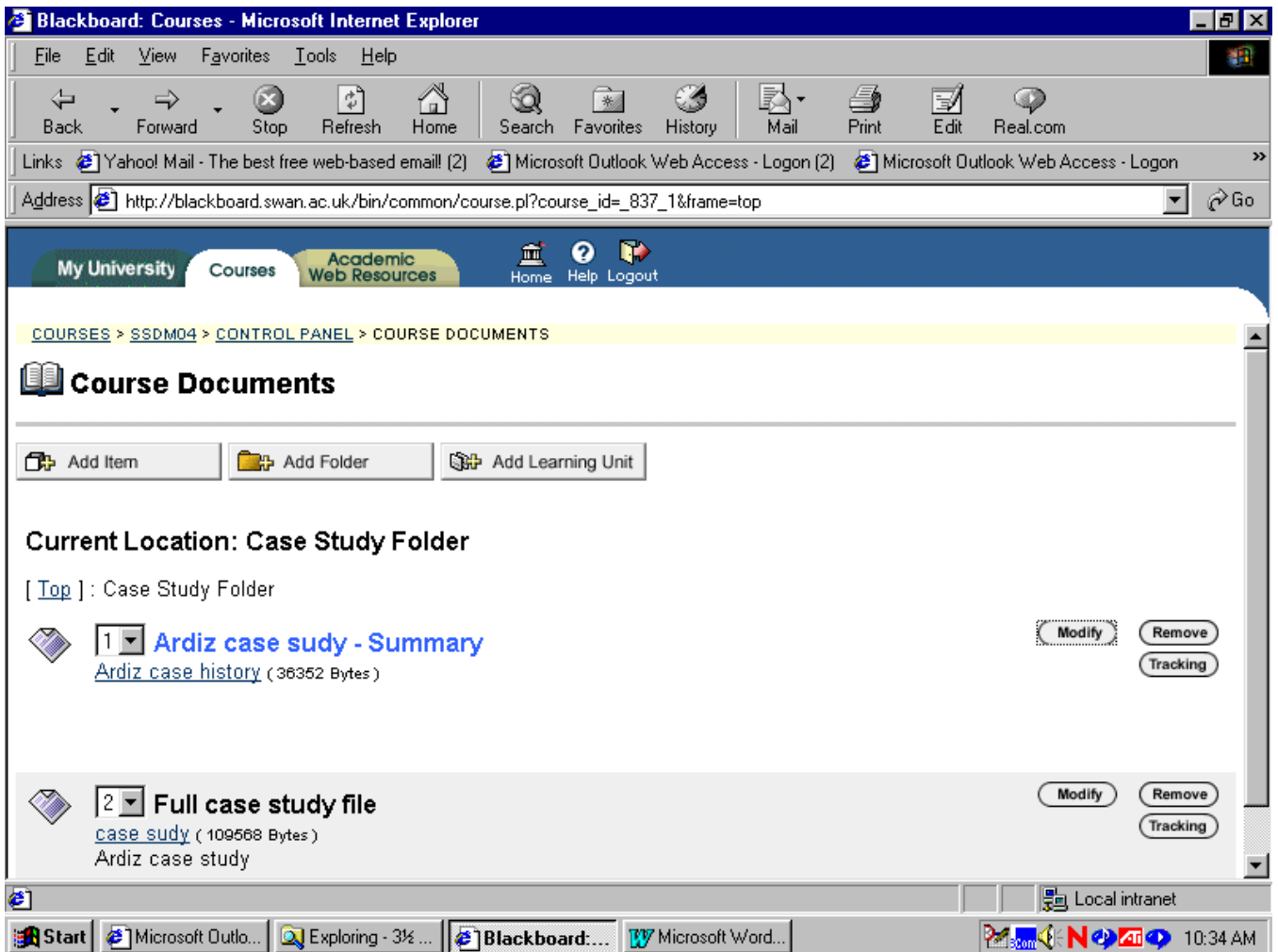
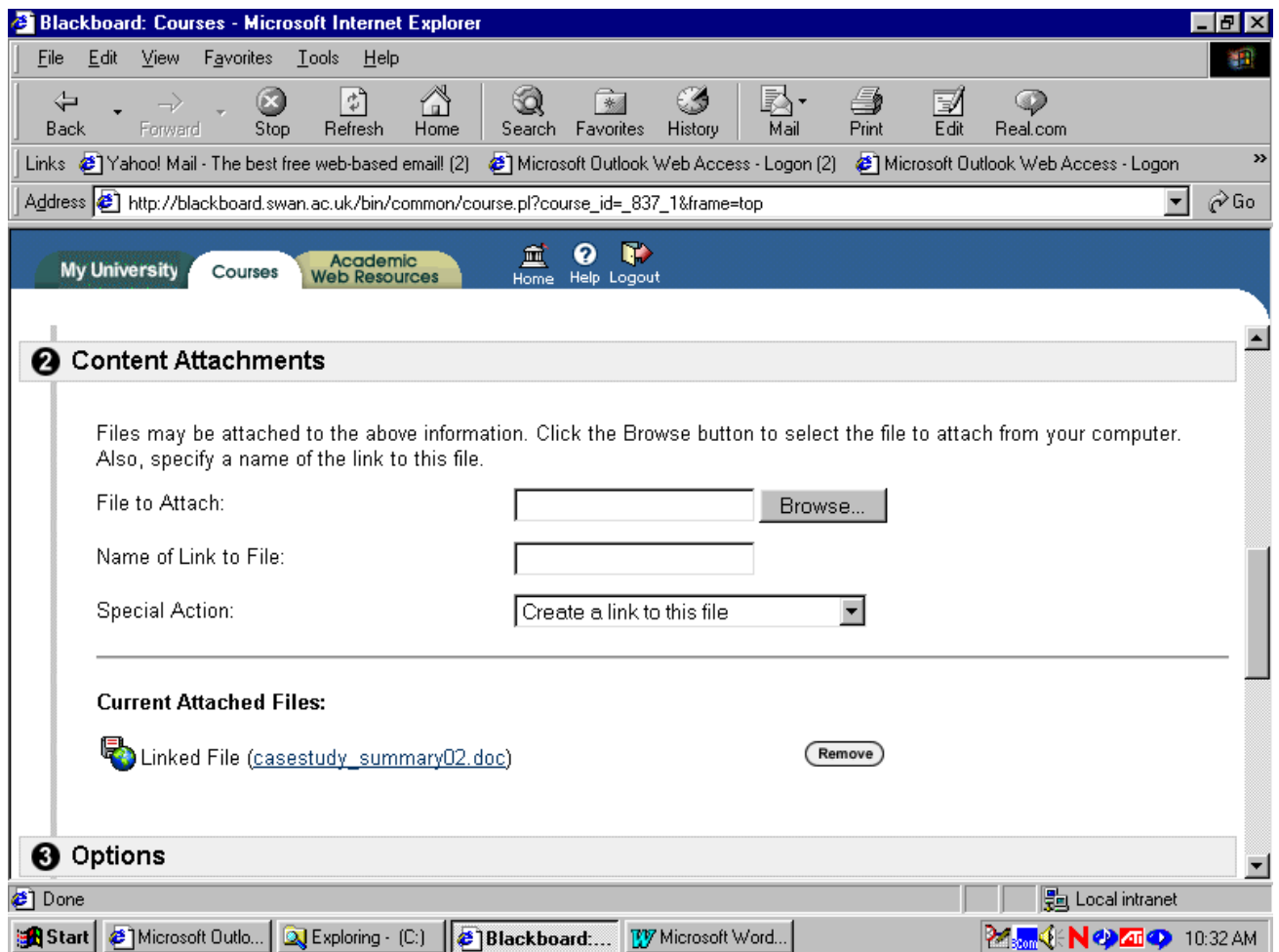


Fig.3

You may modify or remove any folder or file by using the relevant icon, in the below example (Fig. 4) the MODIFY icon was selected in the case study summary folder.



Additional information, see below, may be seen on the fuller guide version.

Uploading files

Editing and removing files

Dating access

Power point

External links

Videos

Making course available.