

Blackboard

Getting Started

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Last updated on Friday, June 30, 2017 by David Hood

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AIMS AND INFORMATION

Objectives

By the end of the course, participants will be able to:

- Connect to and use Blackboard
- Update course material
- Manage papers

Compatibility

These notes are for both Mac and PC users.

Previous Experience

None.

Related Courses

For other, more specialized, Blackboard courses see otago.ac.nz/its/training

Further Information

The support website for staff using Blackboard is at help.otago.ac.nz/blackboard

SETTING UP A COURSE

To use Blackboard, you need a username and password (this is the same username and password as other university systems)

For staff there are three ways to become involved with Blackboard

- 1) You have staff responsibilities in a paper where another staff member is the primary contact person
- 2) You inherit an existing paper
- 3) You want to set up a new paper

Setting up a new paper is done through the University website. From the main university page choose "for Otago staff" and ITS corporate applications. Log in and there is a Request a New Paper option on the right.

My Blackboard Papers

[Request New Paper](#)

Paper Code	Paper Name	Status	Co-ordinators
DENT361_364_FYDNI_2017	The Dentist and the Patient 2	Active	Sunyoung Ma, Julie McNaughton
ITSHD888	ITSHD888 - Test Paper for ITS Service Desk	Active	Paul Bennington, Murray Craig
TRAIN101_OUTLOOK_CALENDAR	Outlook PC Calendar and Meetings	Active	Anne Johnston
TRAIN201_CONF_POSTER	Conference Poster Support	Active	Anne Johnston
TRAIN301_OTAGO_CONNECT	Otago Connect Administrator	Active	Anne Johnston, rollover
TRAIN_DEMO	Blackboard Training Demonstration Paper	Active	Anne Johnston
TRAIN_DRAMA	ITS Training Paper - Drama	Active	Anne Johnston
TRAIN_SAMPLE	ITS Training Paper - Sample	Active	Anne Johnston
TRAIN_XMPL102	Example Training Paper XMPL 102	Active	David Hood, rollover
TRAIN_XMPL301	ITS Training Paper - XMPL301	Active	Anne Johnston
TRAIN_XMPL401	ITS Training Paper - XMPL401	Active	Anne Johnston

Only display Active Papers ☐

My Blackboard Requests

No pending or recent requests.

Instructions and Notes

My Blackboard Papers

[Manage your paper and staff](#)

Click the listed paper codes to view/update/manage staff in the Blackboard Paper.

[Request a rollover](#)

To request a rollover for your paper click the rollover link for the paper you want to rollover and follow the instructions on screen.

[Request a new paper](#)

To request a new paper click the Request New Paper button and follow the instructions on screen.

My Blackboard Requests

This is a list of all your still to be completed requests or requests made and completed in the last 7 days. Click on a paper code to view the details of the request.

Request Statuses

- Complete** - your request is finished. You can see the changes in Blackboard now.
- Pending - ITS Review** - your request is being checked by the Blackboard Administration team. This could be because you have special requirements, need a paper code checking or have issues with your paper's quota. This should be complete within 5 working days.
- Waiting for update** - your request has been approved and is waiting to be updated in Blackboard; this should happen every 15 minutes between 7am and 7pm, changes after 7pm will be queued and processed the next morning.

If you require further help please contact the ITS Service Desk (its.servicedesk@otago.ac.nz or 64 3 479 8888)

Papers can either match to a class list for a particular course, or be a synthetic paper of custom chosen people (added in this area once the paper is created).

If you have problems, or want to discuss a particular novel use of Blackboard, send an email to the ITS Service Desk its.servicedesk@otago.ac.nz

Once a paper is underway, changes in staff and rollover are handled in the same way.

Rollover is the question of "Do you want this years teaching resources copied into next year's version of the paper?" If you inherited a paper, and it has not been rolled over, it will have an old year's date as part of the paper code in the name.

LOGGING IN TO BLACKBOARD

To connect to Blackboard, open a web-browser and go to the address <https://blackboard.otago.ac.nz/>. This takes you to the login screen. Alternatively, you can access it via the for Otago staff menu from the University of Otago Home page.

OTAGO HOME
Blackboard Login
Help for Staff
Help for Students
ITS Service Notices
ITS Service Desk
+64 3 479 8888
its.servicedesk@otago.ac.nz

Here mail, welcome to Blackboard

Blackboard⁺ learn⁺

Username:
hooa84p

Password:

Login

[Forgotten Your Password?](#)

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Blackboard "Updates" are not displaying: Resolved
(Friday, 5 May 2017)

The tool in Blackboard which displays a list of recently updated content was not working between 4 and 5pm today, but has now been fixed.

Ask IT Call #24284

SafeAssign Processing Times
(Thursday, 4 May 2017)

Enter your username and password, and click the login button. This is the same username as is used for PIMS, PBRF, and Staff Web Kiosk.

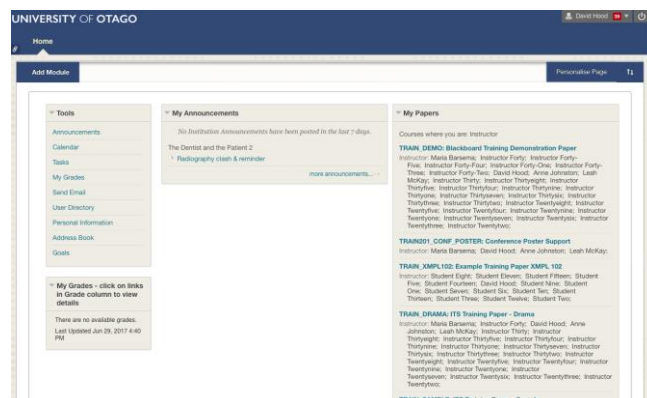
Exercise

Open Blackboard

Log in using the provided login and password

Start screen

The Blackboard start screen shows you a summary of everything you are involved with on Blackboard. Many of these things are more relevant for students than staff, and can be customized with the Add Module or Personalise Page buttons

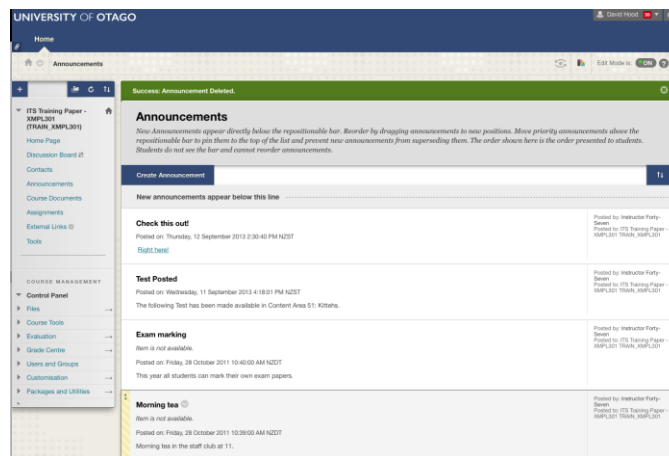


The menu with your name at the top of the screen is a quick way to move between papers you are involved with on Blackboard. In the top right is a logout button. In the My Papers area are the details of all the papers you are involved with, and what staff have what roles within the paper.

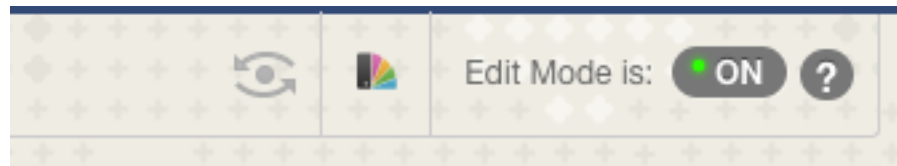
Exercise

Enter the example Blackboard paper

WORKING WITH A BLACKBOARD PAPER



While working in a Blackboard paper, these buttons in the top right may radically alter how you see the paper

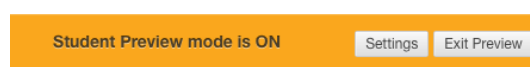


Edit mode

If Edit mode is on, you are seeing (and can work with a paper) as staff. When Edit Mode is off, you see the paper as a student does.

Student Preview

To the left of the Edit mode are is an eye made out of arrows and a dot. This is the Preview as a student mode. If you want more than a quick glance from edit mode, you can “be a student” for a while, eventually leaving it be the toolbar at the top of the screen.

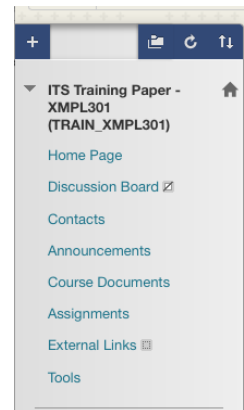


The preview mode is more powerful than swapping edit mode, because you can save what you have done as the hypothetical student as you exit, then interact with the results when you are staff.

Navigation Pane

Using the Navigation Pane in the upper left, both students and instructors can move between different areas within the paper.

While Edit Mode is on, staff can create new areas in the paper by clicking the plus symbol at the top, can move the order of the areas up or down by dragging the up/down arrows on the left (hover cursor over heading to see this option), and can show/hide (or rename) areas from students by clicking the v in a circle symbol on the right (hover cursor over heading to see this option).



When creating new areas, you can add:

Content Area – to add files and resources for students, and folders for organising that material

Blank Page – a single page where you can add content

Tool Link – various tools for displaying student material

Course Link – a link to another, already created part of the paper

External Link – a link to another website

Module Page – module pages automatically generate events, such as recent changes to the paper. Newly created papers start at the Home page, which is a module page showing recent changes.

Changing the Navigation bar illustrates three general principles of Blackboard

Add new things using a button at the top of an area.

Modify existing things using the circle with a v in it.

Changing the order of things by dragging them around.

Control Panel

One exception to the Edit Mode/ Student View is the Control Panel area in the lower left of the screen. This is always visible, but only to staff.

The Control Panel is a staff only area for managing a paper. You can set up groups for students, set up tests, collect assignments, send emails to students, and review marks.

The Control Panel area has a series of headings in it. If you click on a heading, the items within that heading appear underneath. Click on a particular item to use it.

SHARING NEWS

The Announcements section is found in the Course Tools section of the Control Panel, or by going into the student Announcement section with edit mode on.

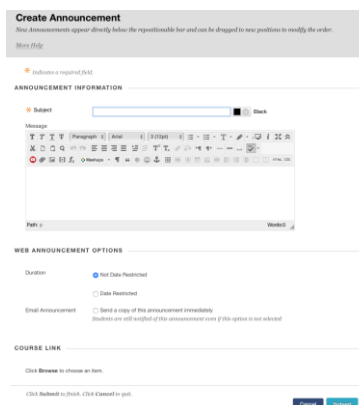
Making Announcements

After entering the Announcements section, any existing announcements are visible. These announcements can be modified or removed altogether.



To create a new announcement, click the Create Announcement button.

The text message box you see may appear slightly different, depending on the web browser and the kind of computer.



There are several options for modifying text and attaching content in the message section. If you are unsure about what a button does, hover over the button with your cursor for a brief description.

If you wish the announcement to remain there rather than be archived, select the Not Date Restricted option. For Date Restricted use the Display after and Display until settings if you would like to restrict the timing of the announcement.

Email the Announcement sends a copy to the student's university email address.

Exercise

Add and modify announcement

ADDING CONTENT

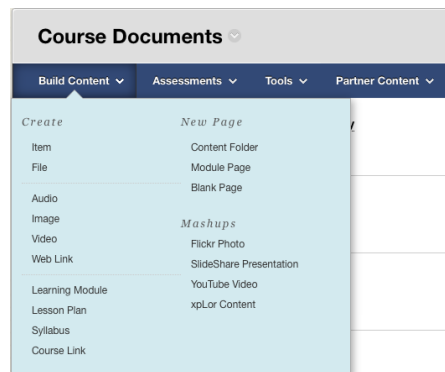
You can make material available to the students in any Content Area by using the buttons at the top.

Build Content – for adding resource material.

Assessments – for adding pre-prepared tests and areas for submitting files.

Tools- use to create discussion boards, blogs, etc.

Publisher Content- use to easily create a list of required and recommended books.



A very common strategy when adding content is to add a Content Folder, move into the folder, then add individual items to the folder.

Creating a Folder

From the Build Content – New Page column, choose Content Folder.

A screenshot of the 'Create Content Folder' form. The form has a title 'Create Content Folder' and a subtitle 'A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. More Info'. Below the subtitle is a section for 'CONTENT FOLDER INFORMATION'. This section includes a 'Name' field, a 'Colour of Name' dropdown menu, and a 'Text' area with a rich text editor. Below the 'Text' area is a 'Path' field. At the bottom of the form is a section for 'STANDARD OPTIONS'. This section includes a 'Parent Users to View this Content' checkbox, a 'Track Number of Views' checkbox, and a 'Select Date and Time Restrictions' section with 'Display After' and 'Display Until' date pickers. At the very bottom of the form are 'Cancel' and 'Submit' buttons.

At a minimum, you need to give the folder a name and click the Submit button.

Other options available are:

Text – used for providing a label on the outside of the folder, that the students see before viewing the content.

Permit Users to View this Content – by default the folder will be visible to students as soon as it is created. By changing this option to 'No', you can add an initially hidden folder that you can make available later.

Track number of Views – generate reports about which students have viewed the material, and when.

Date and Time Restrictions – you can set the folder to automatically hide and show itself.

These settings can all be changed at later points in time.

Exercise

Create a Folder of your own
Give the folder a distinctive title

ADDING CONTENT TO A FOLDER

Once a folder is created, you can click on the name of a folder to move inside it. Anything you add at this point is added to the folder.

Adding Items

This enables an instructor to add resource material. As well as the text box messages seen in announcements, you can also add files of any kind to Blackboard.

The screenshot shows the 'Create Item' form in Blackboard. At the top, it says 'Create Item' and provides a brief description: 'A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder.' Below this is a 'CONTENT INFORMATION' section with a 'Name' field (containing 'New Item') and a 'Color of Name' dropdown (set to 'Black'). There is a 'Text' area with a rich text editor toolbar. Below the text area is an 'ATTACHMENTS' section with a dashed box for attaching files and buttons for 'Browse My Computer' and 'Browse Content'. At the bottom is a 'STANDARD OPTIONS' section with checkboxes for 'Permit Users to View this Content' (checked), 'Track Number of Views' (unchecked), and 'Select Date and Time Restrictions' (unchecked). There are also buttons for 'Display After' and 'Display Until'.

This toolbar contains buttons for: Attaching files, embedding images, embedding movies (large movies should be stored outside of Blackboard and linked to in Blackboard), embedding sounds, and embedding flash files.

To add files using any kind of computer, in the second part of the Add Item section (Attachments), click the Browse button and choose the file you wish to add, or drag the file into the dashed area of the screen. Next, name the link to the file.

*You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attached files		
File Name	Link Title	File Action
Screen Shot 2017-06-20 at 3.06.20 PM.png	Screen Shot 2017-06-20	<div> Create a link to this file </div> <div>Do not attach</div>

After an attachment has been made, three options are available (located under the heading File Action) for dealing with files being added to the system:

Create a link to the file: used when the file is to be downloaded and saved onto the student's computer or displayed in their browser.

Display the file within the page: used for image and short movie files you wish to show on the page.

Unpackage these files: used for loading an entire website onto Blackboard. In order to load the site, it must first be compressed into .zip format.

Zip compression applications for the Macintosh include MacZip. For the PC there are applications such as 7zip. Which options you are presented with will depend on the kind of file you are loading.

File Formats

When making files available over the Internet, be aware of the file format.

It is best practice to use the text box to tell students what kind of file it is, and what they should do with it.

Viruses

When distributing or receiving files over the internet, be aware that some files may contain viruses. The computer that Blackboard runs on can check for PC viruses, but as an instructor of a paper with online material, you should also have and use virus protection software on your computer.

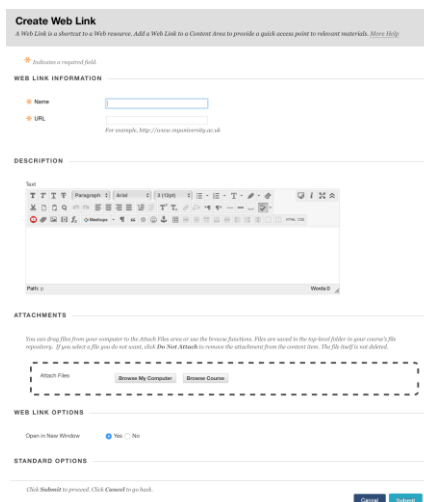
Exercise

Add Items

Add a selection of items from the sample files folder

Add Web Links

To add web links, provide a title, address, and description. The easiest way to avoid typos is to open two web browser windows, and copy and paste the target web address into the Blackboard URL space.



The screenshot shows the 'Create Web Link' form in Blackboard. At the top, there's a title 'Create Web Link' and a brief description: 'A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)'. Below this, a note indicates that fields with an orange star are required. The form is divided into several sections: 'WEB LINK INFORMATION' with 'Name' and 'URL' fields (the latter has a placeholder example: 'http://www.registrar.org.uk'); 'DESCRIPTION' with a rich text editor; 'ATTACHMENTS' with a dashed box for file uploads and buttons for 'Browse My Computer' and 'Browse Courses'; 'WEB LINK OPTIONS' with a radio button for 'Open in New Window' (set to 'Yes') and a 'No' option; and 'STANDARD OPTIONS' at the bottom. 'Cancel' and 'Submit' buttons are at the very bottom right.

In the Options section, you can choose to open the link in a new window. If you want the page to open in Blackboard, select the No checkbox.

Exercise

Add URLs

Assignments

The Assignments option allows students to submit files to staff, who then add the assessment mark to the online Grade Centre.

Staff can add an assignment, then download students' submitted work in the assessment area. To create an assignment in a content area, use the Assessments – Assignment drop down menu.

As well as setting up the assignment area for collecting files, you can add a file to the assignment in the setup process. Use this to create an essay template with the correct margins and fonts.

As an assignment is a marked piece of work, you also need to provide a points value for the assignment (you can then ignore this if it is not important to you).

Setting a due date does not stop students submitting assignments after the date, but Blackboard will note which assignments have been submitted late. To stop students submitting assignments, you will need to hide the assignment from the students.

Add Rubric allows you to create a marking schedule to help measure different levels of achievement.

In making the assignment available, you can choose to let students submit answers once or repeatedly.

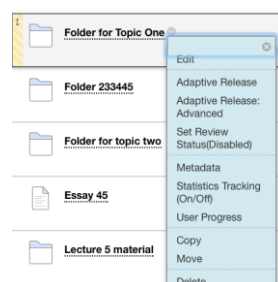
For Understanding and correctly using the Plagiarism tools, we strongly advise attending a separate Anti-Plagiarism course.

Exercise

Add an assignment

EDITING CONTENT MATERIAL

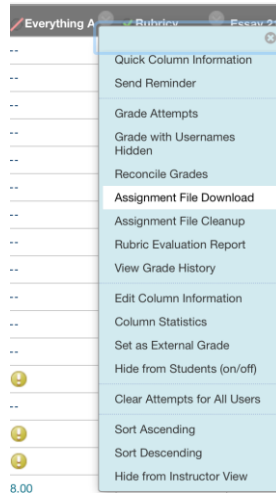
Every content folder or item has a drop down menu to the right of it.



To change the settings of a folder or item (for example to hide or show it to students), choose Edit from the drop down menu. This will reopen the original dialog box.

COLLECTING ASSIGNMENTS

If students are submitting assignments, they are picked up in the online Grade book area. Click on the Control Panel - Grade Centre - Assignments, and then the drop down menu beside the column heading of the assignment.



From the list, choose Assignment File Download to copy the files onto your computer (they will be a zip compressed archive).

Once the marking is done, use Assignment File Cleanup to remove files from the system.

Exercise

Download (but DO NOT CLEAN UP) the example assignment files.

SENDING EMAIL

Blackboard maintains a current class list, and knows the student's university email address.

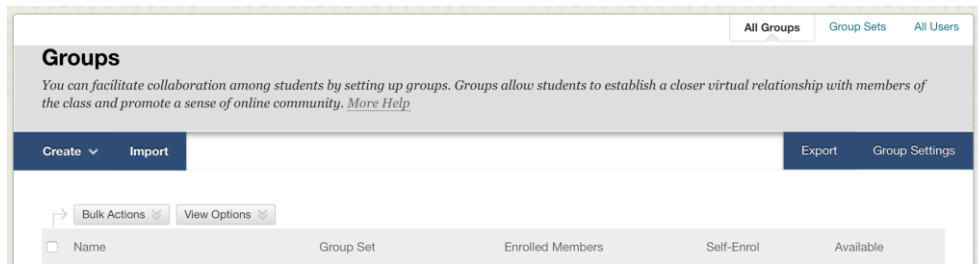
To send email to this address, go to Control Panel - Course Tools – Send Email option.

You can choose specific people in the course to send email to, or send it to everyone.

CREATING TUTORIAL GROUPS

It is possible to create groups of students within Blackboard papers and to give these groups their own discussion and shared work areas.

To create a group, go to Control Panel – Users and Groups – Groups section.



You can manually select which group a student is to be added to by creating a Manual Enroll group.

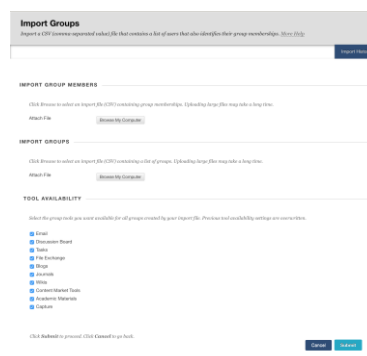
Another option is Self-Enroll Groups, where the students use sign-up sheets on Blackboard to add themselves to a group.

The third option is dividing up the students in the course into a random selection of groups using Random Enroll

To select which tools you want to make available for the group(s), check or uncheck the boxes beside each item in Step 2.

For matching students and real-world tutorial groups, use the Import option and supply a csv file of groups and a csv file of which students are in which groups.

For more help on this see the more help link in the grey area at the top of the screen



Students will see any groups they belong to below the main Navigation Pane. If staff wish to be part of the group, they should add themselves to a group as members

Exercise

Create a Group

CUSTOMISING BLACKBOARD

You can customize both the look and the behavior of the paper.

Customising the look

In Control Panel - Customisation – Teaching Style is where you can give the paper your own look.

Teaching Style
Style settings control course appearance, including course theme, course structure, menu style and layout, content appearance, the course entry point and banner image. [More Help](#)

SELECT COURSE STRUCTURE
Course structures are predefined course materials such as menu links, instructions and content examples that can jump-start your course organisation. The selected course structure's content is **added** to your course and does not replace existing menu items and content. You can delete unnecessary items.

Existing Menu

Existing Menu

Focus on Activity

Activity

Case Study

Conference Session

Constructivism

Expedition-Based

Experiential Learning

To keep your existing Course Menu, continue to the next step.

☐

Or, browse and select a new structure for your Course Menu.

SELECT COURSE ENTRY POINT
Select the first area users see when entering the course from the drop-down list below.

Entry Point

Announcements

SELECT COURSE THEME
Select a visual theme that will be applied to this course.

Math

Medicine

Music 1

Music 2

Nursing

Physics

Technology

SELECT MENU STYLE

Preview

ITS Training Paper - XMPL401 (TRAIN_XMPL401)

Menu Item 1

Menu Item 2

Menu Item 3

Style

Text

Buttons

Background Colour

Text Colour

Transparent

DEFAULT CONTENT VIEW
Changing the Default Content View affects new Content Areas only. To change the Default Content View for all new and existing Content Areas, select the appropriate box.

Content View

☐ Icon Only

☐ Text Only

☒ Icon and Text

☐ Apply this view to all existing content.

SELECT BANNER
The banner appears at the top of the course's entry point page. We recommend using a banner approximately 480 by 80 pixels because users resize browser windows and use monitors of varying sizes and resolutions. If your banner exceeds the width of the page, it will be cropped.

Current Banner Image

New Banner Image

Attach File

Browse My Computer

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

This includes the sorts of buttons or menus used, what page of the course to start on, and whether there is a banner for the top of the course page.

Cutomising Behaviour

You can turn options in Blackboard on and off in Control Panel - Customisation – Tool Availability

Tool Availability
Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

Filter by: ▾

Tool ▾	Available	Visible to Guests	Visible to Observers	Available in Content Area
Achievements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptive Release	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Basic LTI Tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic LTI Tool Content Item (DO NOT ADD TO CONTENT MENU)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic LTI tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate Course Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate MashUp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate My Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate Scheduling Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate Ultra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blank Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blogs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Browse My YouTube Videos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Capture - DO NOT USE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Check Course Links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Market Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Package (SCORM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course/Organisation Association	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Data Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
eReserve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flickr Photo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flickr Photo (in Text Editor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glossary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goal Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Journals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Learning Module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lesson Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Entry Textbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Math Editor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Module Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
My Grades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubrics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SafeAssign	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SafeAssignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click Submit to finish. Click Cancel to quit.

Cancel

Submit

If Items are unticked, they are not available to staff or students in the paper. This can be a problem with inherited papers- if a paper you inherited does not have things available, check the Tool Availability

There is also a drop down modify button by email in this area, where you can control who students in the paper are able to email. This does not affect staff sending email.

Email Settings
Instructors can limit the ability of Students to send email to various groups of users in the Course. For example, the Instructor can disable the Students' ability to email all users and all groups in a Course to cut down on duplicate messages and potential misuse of email. Students who have opted out of email using their Privacy Settings will not be emailed by other Students, even if the All Users, Select User,s or Select Groups option are used. These settings do not affect the Instructor's ability to send email.

Send Email To

Available

All Users

☐

All Groups

☐

All Teaching Assistant Users

☒

All Student Users

☐

All Instructor Users

☒

Select Users

☐

Select Groups

☐

All Observer Users

☐

Single / Select Observer users

☐

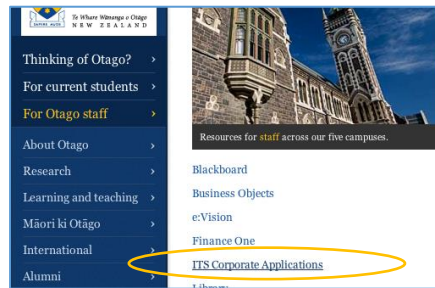
Click Submit to finish. Click Cancel to quit.

Cancel

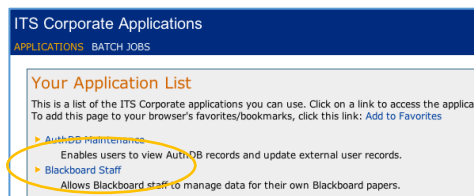
Submit

UPDATING STAFF

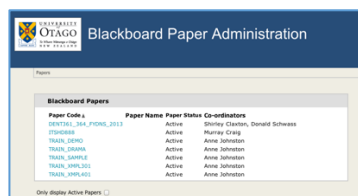
Instructors of a paper can add, remove or edit staff access to a paper. From the University homepage choose Otago Staff ▢ ITS Corporate Apps.



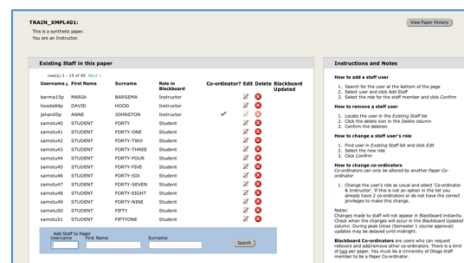
Enter your university username and password, and after logging in choose the Blackboard Staff option.



Choose the paper you wish to update from the list.



Add or Change the staff following the instructions on the right.



In the top right, click Exit Blackboard Paper Administration when done.

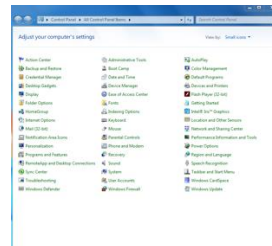
APPENDIX: TYPING MACRONS IN MĀORI

Windows

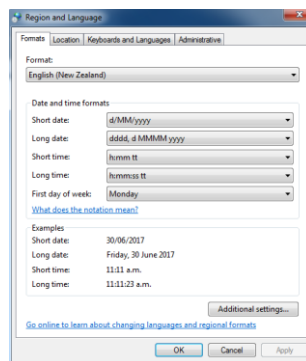
To type macrons, you need to be on a New Zealand keyboard

From the Start menu, Open the Control Panel

If the Control Panel is in the Classic view choose Region and Language



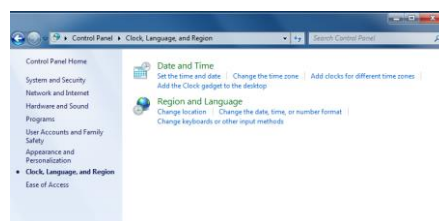
Then choose Keyboards and Languages tab



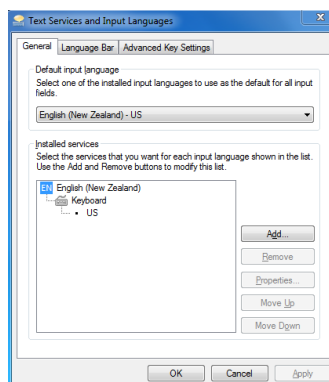
If the Control Panel is in the Category view choose Clock, Language, and Settings



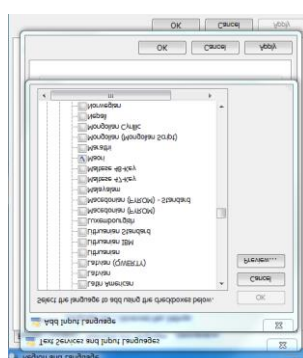
Then choose Change Keyboards or other input methods



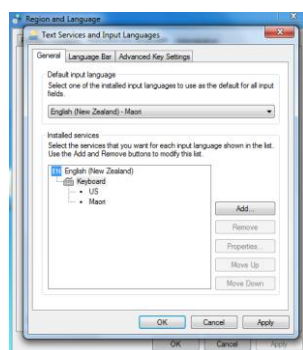
After that, in the installed services section, click the Add button



Find the option for English (New Zealand), expand the keyboard choices in Keyboard with Show more, then find and tick Maori and click OK



After the Maori keyboard option has been activated, you can change the Default input language to English (New Zealand) - Maori



With this option active you can type macrons by using the ` key in the top left of the keyboard followed by the vowel you want

Mac OS X

Hold down the vowel you want, after half a second the computer will offer different variations. Choose the vowel with the macron.