WELCOME TO MIDWESTERN UNIVERSITY!
The mission of Information Technology Services is to provide innovative, courteous, and prompt solutions for technology needs, thereby facilitating the University’s dedication to the highest standards of academic excellence.

HELPDESK CONTACT INFORMATION
You can reach the helpdesk by phone, email, or in person:
AZ Campus       IL Campus
Sahuaro Hall - Rm 210        Centennial Hall - Rm E22
623-572-3388       630-515-7361
azhelpdesk@midwestern.edu   ilhelpdesk@midwestern.edu

BLACKBOARD REQUEST FORM
In order to use Blackboard, you first have to request a new course to be created for your class. A Blackboard Course Request Form must be filled out and sent to ITS in order to accomplish this. The form can be found under the Form section on the ITS Intranet Page (http://mwunet.midwestern.edu/administrative/UCS/ucsForms.htm)

Once the course has been created, you will receive a notification from the ITS department with instructions on how to access your course and make it available to your students.
LOGIN TO BLACKBOARD
To login to Blackboard, visit the page http://midwestern.blackboard.com. Your login is provided to you by ITS. If you don’t remember your password, click the link Forgot Password? and follow the instructions on the next screen.

CONTROL PANEL
All of the course management tools can be found under the Control Panel area of your course. The Control Panel is only accessible to users with the role of Instructor or Teaching Assistant (TA). To reach this area, follow these steps:
1. Open your course in Blackboard
2. Click Control Panel from the menu on the left

MAKE COURSE AVAILABLE
When a course is created, it is visible only to Instructors and TA’s. The course is NOT available to the students until you choose to do so. To make your course available to the students, follow these easy steps:
1. Open your course in Blackboard
2. Click Customisation under Control Panel
3. Click Properties
4. Set the option Make Course Available to Yes under 3. Course Availability
5. Click Submit
Once you have completed these steps, your course will be available in its entirety to the students enrolled for this class.

ROLES AND SECURITY
Blackboard contains a set of user roles that control the availability and privileges of system tools and special content areas.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>User is able to access all available course content and will be graded on Assessments.</td>
</tr>
<tr>
<td>Teaching Assistant</td>
<td>User is able to control most aspects of the course through the Course Control Panel. Teaching Assistants may not change the role of a user in the course.</td>
</tr>
<tr>
<td>Instructor</td>
<td>User is able to control all aspects of the course through the Course Control Panel.</td>
</tr>
</tbody>
</table>

LIST ALL USERS ENROLLED IN YOUR COURSE
To list all the users currently enrolled in your course, follow these steps:
1. Open your course in Blackboard
2. Select Evaluation under Control Panel
3. Click Performance Dashboard
4. Select the Show All button at the bottom of the page
You can use the Printer icon to print the list of students.
ADD USERS TO COURSE
To add a new user to an existing course, first you have to add the user’s account via Control Panel.
1. Open your course in Blackboard
2. Go to Users and Groups under Control Panel
3. Select Users
4. Click the Enroll User button and select Find Users to Enroll
5. Enter the username or Browse if you don’t know the username, click Submit
6. The user will be added with the role of Student

CHANGE A USER ROLE WITHIN A COURSE (Instructors Only)
To change the role of an individual in the course, follow these steps:
1. Open your course in Blackboard
2. Go to Users and Groups under Control Panel
3. Select Users
4. Enter the search criteria you want to search by and click Go
5. Once the search results are on the screen, look for the user in question and click the down arrows next to the username.
6. Select Change User’s Role in Course
7. Select the appropriate Role and click Submit

ANNOUNCEMENTS
Whenever you login to Blackboard and open your course, the default view will be the Announcements page. This is the same for all students, instructors, and TA’s. In this page, you can post timely information about your course. For instance, if you have a quiz for your students, you can post an announcement to notify them when it becomes available.
Posting an announcement is easy:
1. Open your course in Blackboard
2. Go to Course Tools under Control Panel
3. Click Announcements
4. Click Create Announcement. Edit Mode must be On.
5. Type a Subject and a Message in the appropriate boxes
6. Under the Options section, specify the availability for your announcement
7. Under the Course Link section you can add a link to another area of your course if you need it.
8. Click Submit to finish
Once you complete these steps, the announcement becomes available to your students with the appropriate options and date restrictions, if you selected any.
ASSIGNMENTS (formerly Digital Dropbox)

Instructors can deliver assignments and tests to students via the Assignments content area. Performance results are recorded in the Grade Center and can be modified at any time by an Instructor or TA. Scores from tests delivered through Blackboard are automatically recorded in the Grade Center. Instructors can set up tests to be taken multiple times and there are various ways of grading these attempts.

**To add an Assignment**

1. Open your course in Blackboard
2. Click **Assignments** under the **Course Content** section
3. Select **Evaluate**. **Edit Mode** must be **On**.
4. Select **Create Assignment**
5. Under the **Assignment Information** section, Type a **Name**, **Point Value**, and **Instructions** for the assignment
6. Under the **Assignment Files** section, attach a file or files if needed
7. Under the **Availability** section, select the availability options for this assignment
8. Finally, click the **Submit** button to create your assignment

Once your assignment has been setup, students will be able to review it from their Assignments menu. Students can then submit their response and attach any files if needed. The students must click on the assignment to upload their files. Their response is recorded in the **Grade Center** from which Instructors or TA’s can assign a point grade to the assignment.

**Grade Center (Review Student Grades)**

1. Open your course in Blackboard
2. Click **Evaluation** under **Control Panel**
3. Click **Grade Center**
4. Scroll to the column with the assignment name in the row of the student you wish to view.
5. Click the down arrows and select **View Grade Details**.
6. Scroll to the **Attempts** section. You will be able to clear an attempt, open an attempt in progress, or edit the student’s grade.
To add a Test or Quiz

Posting a test or quiz is a two-step process, first you create the test:

1. Open your course in Blackboard
2. Click Course Tools under Control Panel
3. Click Tests, Surveys, and Pools
4. Click Tests
5. Click Build Tests
6. Provide a Name, Description, and Instructions for your test
7. Click Submit
8. Add questions to your test by selecting Create Question and the appropriate question type

Once you are finished creating your test, you are ready for the second step, deploying your test:

1. Open your course in Blackboard
2. Ensure Edit Mode is On.
3. Click Assignments
4. Click Evaluate and Create Test.
5. On the following window, select your test and click Submit
6. In the Test Options window, you will have the opportunity to change Test Availability, Test Feedback, and Test Presentation. The Make Link Available or Display After/Until options must be set for students to view the test. Change your options accordingly and click Submit.

COURSE DOCUMENTS, COURSE INFORMATION, EXTERNAL LINKS

You have the ability to post class handouts, documents, syllabus, presentations, articles, etc., in any of the content areas. This includes Course Documents, Course Information, and External Links. The process is:

1. Open your course in Blackboard
2. Click the content area where you want to post an item
3. From the Create Item, Build, and Collaborate buttons, select the type of item that you will be posting
4. Follow the rest of the instructions to post the item and make it available to your students.

You can adjust a number of options for each item you post. These options gives you a higher degree of control so you can better manage your course. Some of the options you can control are:

- **Availability:** you can make the item available or unavailable to students
- **Tracking:** you can track the number of views for each item
- **Date/Time Restrictions:** you can set date restrictions on which the item becomes available to students
- **Attachments:** you can add/remove attachments to any item posted
DISCUSSION BOARD

The Discussion Board enables threaded, asynchronous discussions. Instructors can set up multiple forums around different topics. Instructors can determine whether students can moderate, modify, delete, post anonymously, include attachments, and other options. Forums can be sorted/viewed by thread, author, date, or subject and are completely searchable. Lastly, there are specific statistics that report on each user’s participation level.

A basic discussion board consists of a forum with discussion threads in it. The forum is the umbrella that covers all discussions for one or multiple topics.

Creating a new Forum

To create a discussion board, follow these steps:
1. Open your course in Blackboard
2. Click Course Tools under Control Panel
3. Click Discussion Board
4. Click on your respective Discussion Board name.
5. Click Create Forum
6. Type a Title, and Description for the forum
7. Select your Forum Settings and click Submit

Adding Discussion Threads to your Forum

Once your forum has been created, you can add discussion threads for students to respond to.
1. Open your course in Blackboard
2. Click Course Tools under Control Panel
3. Click Discussion Board
4. Click on your respective Discussion Board name.
5. Click the name of the Forum where a new thread will be added
6. Click Create Thread
7. Type a Subject and Message for your thread
8. Click Submit

At this point, the forum has been created and a new discussion thread has been added to it. Students can participate by accessing the forum and replying to your discussion thread you created. Instructors and TA’s have the ability to control all aspects of the forum including locking/unlocking threads, removing postings, adding new threads, etc.
GROUPS
To support peer collaboration, instructors can use the Groups tool to form multiple groups of students. Each group can be given its own file exchange area, Discussion Board, Virtual Classroom and a Group Email tool to send messages to all group members. Students can belong to multiple groups simultaneously, so an instructor might assign different groups for different assignments or projects.

CREATE A GROUP
1. Open your course in Blackboard
2. Click Users and Groups under Control Panel
3. Click on Groups
4. Click Create Single Group or Create Group Set for multiple groups
5. Select Self-Enroll to have students enroll themselves in the groups. Select Manual Enroll to enroll them yourself.
6. Provide a Name, Description, Tool Availability, and Membership for the group
7. Click Submit
8. Click OK to return the Groups page

ADD/REMOVE USERS TO A GROUP
Once you create a group, you then have to add users to it.
1. Open your course in Blackboard
2. Click Users and Groups under Control Panel
3. Click on Groups
4. Click the down arrows next to the group name. Select Edit.
5. Here you can select the option that best fits the action you want to complete. You can add users to the group, remove users from a group, and list users from a group.

MANAGING GROUP ACTIVITIES
Group activities such as group discussion board, group email, file exchange, and virtual classroom can be managed in the following manner.
1. Open your course in Blackboard
2. Click Users and Groups under Control Panel
3. Click on Groups
4. Click on the Group name you want to edit
5. Here you can select an area to manage for this group. For instance, if you want to start a discussion board for this group, you have to select Group Discussion Board to get it setup. You also have the ability to email this group or send a file directly from this screen.
CONTENT AREAS
Content areas can be added to the course menu in the upper left corner of the course. Course Content areas include sections like Course Documents, Content, and Information.

To Add a Content Area:
1. Open your course in Blackboard
2. Click on the plus symbol above in the Content Area section.
3. Select Create Content Area.
4. Enter the Name. Check the Available to Users box if you want students to be able to view the Content Area.
5. Click Submit.
6. You can now select the area and add Items to it.

Course Tools
Course Tools can be turned on/off if you wish to customize the toolbars and look and feel of the course.

To Add/Remove Course Tools sections:
1. Open your course in Blackboard
2. Click Customisation under Control Panel
3. Click Tool Availability
4. Check or uncheck the boxes of the tools you wish to be available.

FINDING ADDITIONAL INFORMATION
Please refer to the “Getting Started with Blackboard” course in the Blackboard system to find our most up-to-date training materials. We update those continuously as new features are added or modified.

In addition, under Control Panel, you can select Help to find the Instructor’s manual. You can browse the contents of the manual or search for a specific topic. The Blackboard Instructor Manual begins by reviewing the teaching and learning environment for Instructors. The bulk of the manual details the functions available to Instructors through the Control Panel.