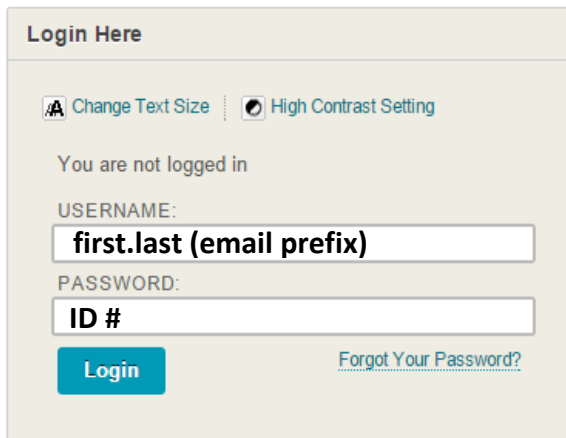


Blackboard Login/Logout Details

Go to <https://crowleyisdtx.blackboard.com>



Login Here

☐ Change Text Size ☐ High Contrast Setting

You are not logged in

USERNAME:

PASSWORD:

 [Forgot Your Password?](#)

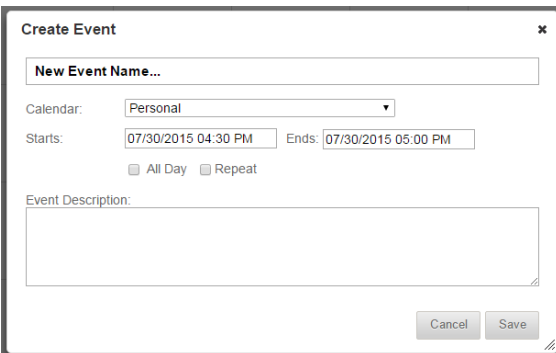


Logout of Blackboard after every use.

Calendar

Select CISD Calendar tab or Calendar Module.

Click the “+” sign or date and create event.



Create Event

New Event Name...

Calendar:

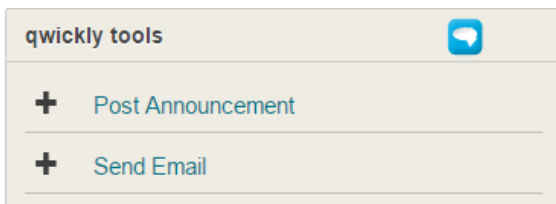
Starts: Ends:

☐ All Day ☐ Repeat

Event Description:

Announcements & Email

Use quickly tools for mass announcements and emails for all classes and organizations at once. (located on the My CISD tab).



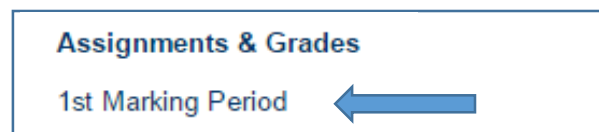
quickly tools

[Post Announcement](#)

[Send Email](#)

Creating Content using Blackboard

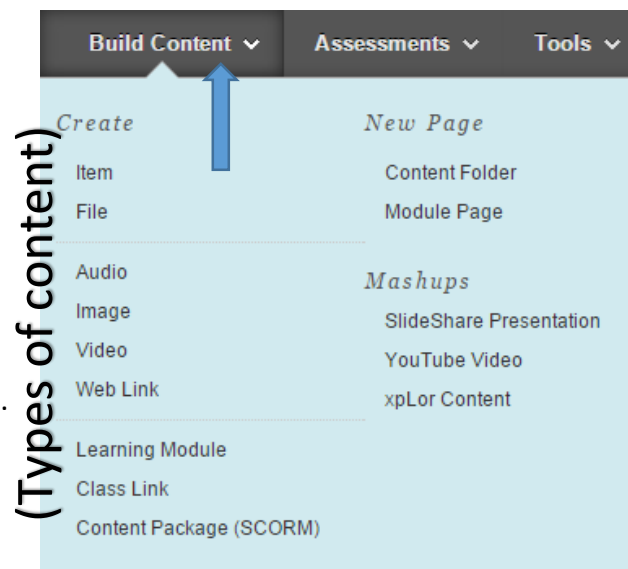
1. Select class from the My Classes module.
2. Select a content folder



Assignments & Grades

1st Marking Period

3. Select Build Content



Build Content ▾ **Assessments** ▾ **Tools** ▾

Create

- Item
- File
- Audio
- Image
- Video
- Web Link
- Learning Module
- Class Link
- Content Package (SCORM)

New Page

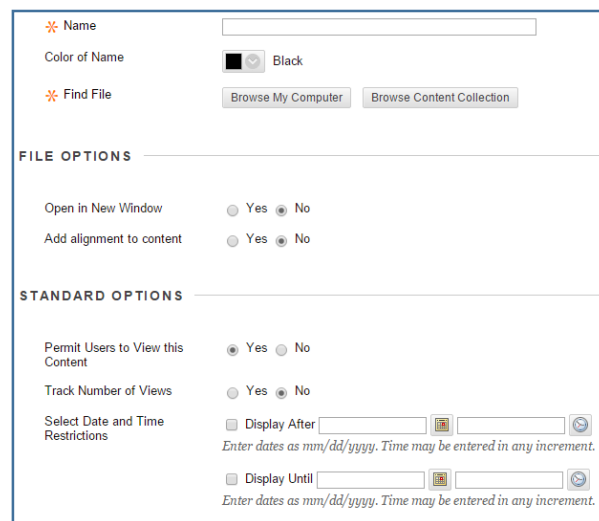
- Content Folder
- Module Page

Mashups

- SlideShare Presentation
- YouTube Video
- xpLor Content

(Types of content)

4. Choose type of content, name, & options.



Name

Color of Name

Find File

FILE OPTIONS

Open in New Window ☐ Yes ☒ No

Add alignment to content ☐ Yes ☒ No

STANDARD OPTIONS

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

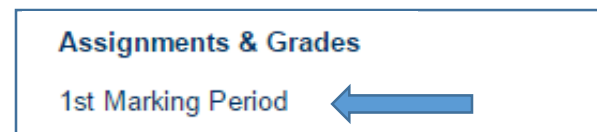
☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Submit

Creating Content using xpLor

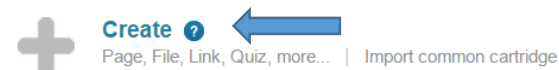
1. Select class from the My Classes module.
2. Select a content folder



Assignments & Grades

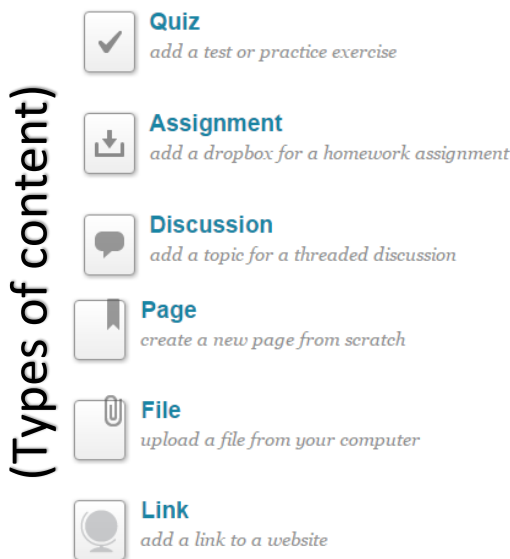
1st Marking Period

3. Select Build Content
4. Select xpLor Content
5. Select Create



Create Page, File, Link, Quiz, more... | Import common cartridge

6. Choose type of content, name, & options.



☒ **Quiz**
add a test or practice exercise

☐ **Assignment**
add a dropbox for a homework assignment

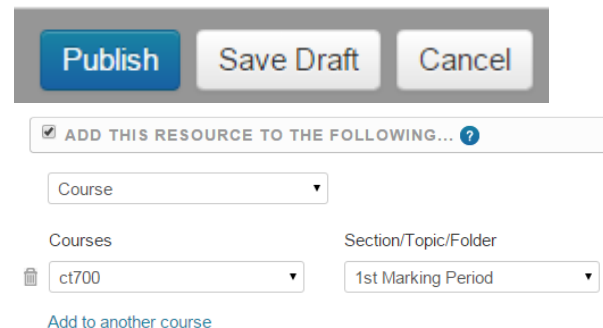
☐ **Discussion**
add a topic for a threaded discussion

☐ **Page**
create a new page from scratch

☐ **File**
upload a file from your computer

☐ **Link**
add a link to a website

7. Publish & add to course(s)



☒ ADD THIS RESOURCE TO THE FOLLOWING...

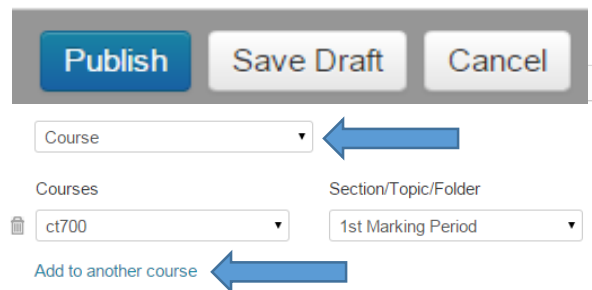
Course

Courses Section/Topic/Folder

[Add to another course](#)

Share Content

1. Using xpLor, create and publish content.

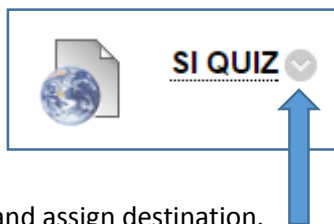


2. Select the course or organization to share Content. Select the Add to another course to include other courses.
3. Content will now be available to the selected courses/organizations.

****content can only be shared between classes and organizations of which you are a part.***

Copy Content

1. Locate the content to be copied.
2. Select the drop down arrow next to the content.
3. Select Copy and assign destination.



DESTINATION

Destination Class: CISD Summer Technology Training

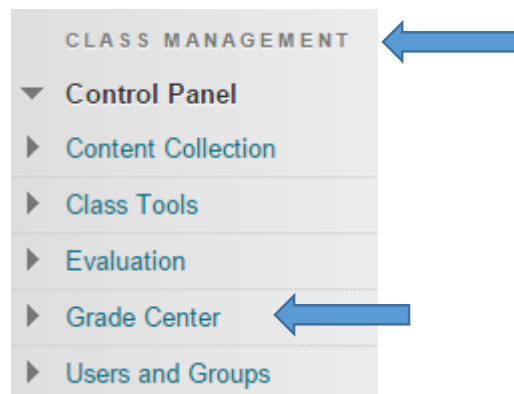
Destination Folder: /6 weeks/Unit 2 [Browse...](#)

Copy Alignments: ☒ Yes ☐ No

****Only xpLor content can be moved using these instructions.***

Grade Center – View Grades

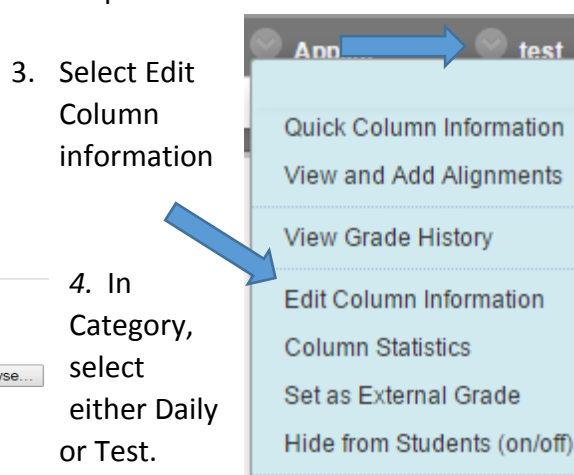
1. Select a course from the My Classes Module on the My CISD tab.
2. Locate the Class Management Area and select Grade Center.



3. Select Full Grade Center to view Blackboard grades for selected course.

Grade Center – Daily/Test Grades

1. Go to Grade Center > Full Grade Center
2. Locate the assessment and select the drop down menu.

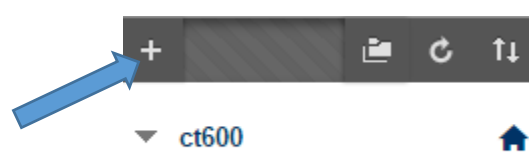


4. In Category, select either Daily or Test.

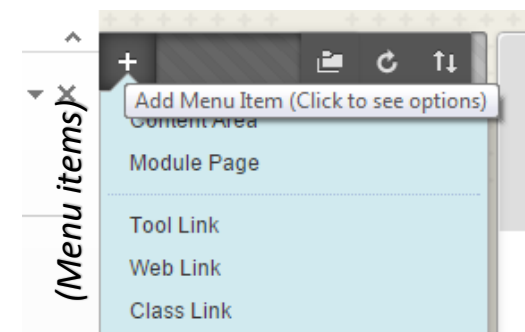
****Only grades categorized as Daily or Test will sync with Skyward.***

Adding Menu Items

1. Select the "+" located at the top left.



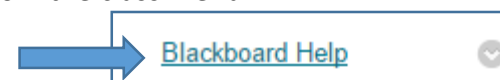
2. Select the item to add to the menu



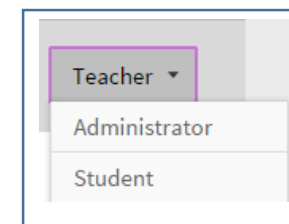
3. Drag the menu item to new location.

Blackboard Help

1. Locate and select the Blackboard Help link from the class menu.



2. Make sure to select the correct user



3. Search for specific information about using blackboard.

Blackboard Help

Enter a query

