



Blackboard

# Learn Instructor

Blackboard<sup>+</sup>  
learn<sup>™</sup>



**CROWLEY**

INFORMATION | TECHNOLOGY RESOURCES

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# ***Blackboard Overview***

Crowley ISD and the Technology Department are pleased to be able to provide Blackboard Learn to all of our teachers and students. As we continue to move forward in this digital age and global environment, it is incumbent upon us as educators to continually provide, model, and teach 21<sup>st</sup> Century Learning Skills. The basic tenets of 21<sup>st</sup> Century Learning revolve around collaboration, communication, critical thinking, and creativity.

***Blackboard Learn provides tools to more efficiently access these necessary skills.***

***Collaboration*** – With Blackboard learn, students and teachers will have the ability to create documents that can easily be shared with other students and teachers, allowing collaborative editing and creation. These tools will work on all CISD supported devices, and eliminate the need for students or teachers to be present together in order to generate content.

***Communication*** – Blackboard Learn maximizes communication ability between teachers, between students, and between teachers and students. With calendar and announcement features, Blackboard provides an information gateway for all stakeholders.

***Critical Thinking*** – Analyzing, classifying, evaluating, and problem solving are all skills that need to be grown in our students. Making the web available to students and providing tools to test those skills in a safe, collaborative environment are important elements of what Crowley ISD strives to provide. Working with shared files and with guidance from teachers, students will be able to seek out answers from their colleagues, analyzing and evaluating each others work to solve common problems in innovative and imaginative ways that can be used to enhance each others content, is a very empowering service that Blackboard supports.

***Creativity*** – Brainstorming, designing, imagining, questioning, and seeking out known, or new answers is critical to developing learning skills that create lifelong learners. Blackboard Learn provides digital methods for creating presentations, documents and even video files that illustrate the creative imperatives that students with differing learning styles crave.

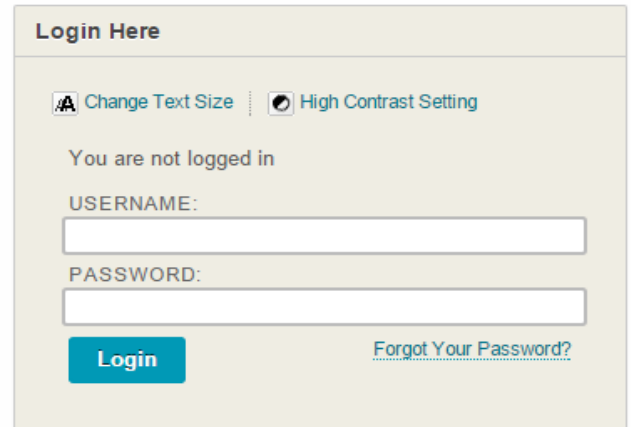
***Please take some time to familiarize yourself with the instructions that follow, and feel free to ask questions. We are committed to getting you set up and working quickly, and making your Blackboard Learn experience a success.***

## Accessing Blackboard for the First Time

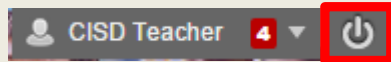
In order to gain access to your classes, organizations, and other user specific information, it is necessary for each student and teacher to login to the CISD Blackboard system. **It is of utmost importance that login credentials are kept confidential and should never be shared with anyone.** Your credentials will only allow access to your account.

Follow these simple steps to login to the CISD Blackboard system.

1. Go to [crowleyisdtx.blackboard.com](http://crowleyisdtx.blackboard.com) (do not enter www). A link to the CISD Blackboard page can also be found at [www.crowley.k12.tx.us](http://www.crowley.k12.tx.us).
2. Enter your email prefix (usually first.last name) for username.
3. Enter your ID#.
4. Select "Login"



The screenshot shows the Blackboard login interface. At the top, it says "Login Here". Below this are links for "Change Text Size" and "High Contrast Setting". The status "You are not logged in" is displayed. There are input fields for "USERNAME:" and "PASSWORD:". A blue "Login" button is at the bottom left, and a link "Forgot Your Password?" is at the bottom right.

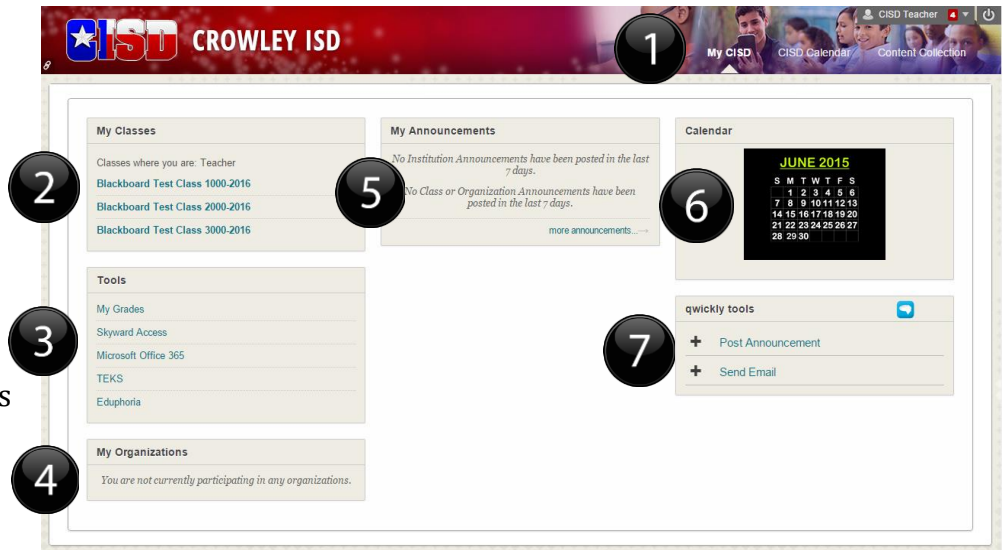


Logout of Blackboard by selecting the sign-off button. Logging out of your Blackboard account prevents others from accessing grades, course material, and other personal information.

## Exploring the CISD Tab

Once you have gained access to your account, you will be taken to your personalized CISD Blackboard homepage also known as the **My CISD Tab (1)**. Return to this page by clicking on the My CISD link on the homepage banner.

The **My CISD Tab** is a Module Page and contains individual boxes called modules. Modules help you organize information and links. A module can contain a tool, such as a calculator, or display dynamic information such as grades, alerts, and announcements. You can use the links in modules to navigate to areas in your courses.



Modules on the **My CISD Tab** collect information from all the courses you are enrolled in, giving you a total picture of news and activity for your courses. The following list includes some of the modules you may find on the **My CISD Tab**:

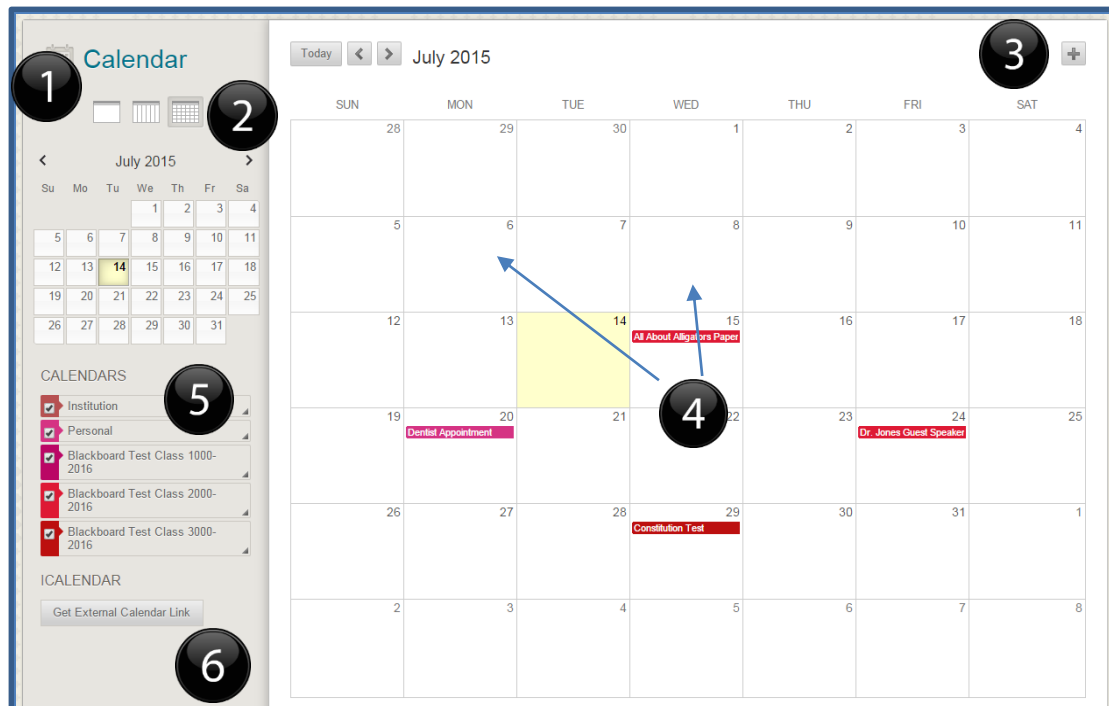
- **My Classes (2):** View and access all classes in which you are the teacher.
- **Tools (3):** Tools provide quick access to Skyward, Microsoft 365, TEKS, and Eduphoria.
- **My Organizations (4):** View and access all organizations in which you are a leader or participant. Organizations are groups of people with similar interests or associations.
- **My Announcements (5):** Displays announcements for courses in which you are enrolled. It can also contain announcements from your institution's system administrator. Announcements communicate important, time-sensitive information.
- **My Calendar (6):** Displays calendar dates for courses in which you are enrolled and any personal events you have added.
- **Quickly Tools (7):** Send announcements and emails to individual classes or all classes at the same time.

# Exploring Calendar

The calendar displays a consolidated view of all your institution, course, organization, and personal calendar events. You can view events by day, week, or month. You can view and organize upcoming and past events into categories.

Course calendar events appear to all members of the course. Common entries include upcoming tests, due dates for assignments, or special lectures. Course items with due dates automatically appear in the course calendar. Only instructors may create course calendar events.

You can access the calendar from your course, from the **Tools** panel on the **My CISD** tab or **CISD Calendar** tab.



1. View events by day, week, or month.
2. Navigate to another month.
3. Click the plus (+) to create a new event. You can also click a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description.
4. Click an event to manage it. You can also press and drag an event to change the date.
5. Select the calendars you want to show, such as institution, personal, or course. By default, all calendars are visible. Optionally, change the color of each calendar to suit your preference. Using a distinct color for each calendar easily displays which calendar the event is associated to without opening the event.
6. Get an iCal URL for importing your Blackboard Learn calendar into an external calendar application. After the Learn iCal URL is set up in an external calendar, it is updated dynamically with new Learn calendar events. For example, log in to Google Calendar and access the **Other Calendar** drop-down list. Select **Add by URL** and paste the iCal URL generated by Blackboard Learn.

***You cannot import external calendars into this calendar.***

## Creating a Calendar Event

1. On the calendar, click the plus (+) to create a new event. You can also click a specific date to create an event.
2. Type the **New Event Name**.
3. Select a calendar to associate the event to, such as your personal, class, or organization calendar.  
  
Only instructors and administrators can add events to the course and institution calendars.
4. Select the **Start** and **End** times.
5. Type the **Event Description**. There is a 4,000 character limit for event descriptions.
6. Click **Save**.

## Course Items With Due Dates

When you create items with due dates, such as tests or assignments, the calendar event automatically appears on the course calendar for that day.

For calendar events associated to content items, all adaptive release and availability rules are handled, ensuring that the release of an item is in synch with the calendar.

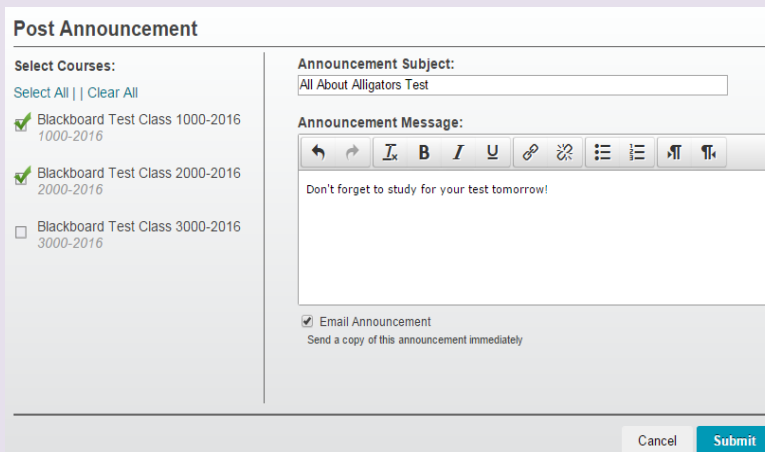
## Exploring Announcements

With announcements, you can post timely information critical to course success. You can add, edit, and delete announcements from the **Announcements** page. This is an ideal place to post time-sensitive materials. When you add an announcement, you can also send the announcement as an email to students in your course. This ensures that students receive the announcement even if they do not log in to your course. If you include links to course content, the email will not include links to that content.

## Create Announcements Using Qwickly Tools

Create announcements using Qwickly tools for a single or multiple classes in just a few steps.

1. Locate the Qwickly Tools module from the My CISD tab.
2. Select Post Announcement
3. Select the class(es) for the announcement to be sent
4. Title and compose the announcement
5. Submit



The screenshot shows the 'Post Announcement' interface. On the left, under 'Select Courses:', there are three options: 'Blackboard Test Class 1000-2016 1000-2016' (checked), 'Blackboard Test Class 2000-2016 2000-2016' (checked), and 'Blackboard Test Class 3000-2016 3000-2016' (unchecked). On the right, the 'Announcement Subject:' field contains 'All About Alligators Test'. Below it, the 'Announcement Message:' field has a rich text editor with the text 'Don't forget to study for your test tomorrow!'. At the bottom, there is a checkbox for 'Email Announcement' which is checked, with the text 'Send a copy of this announcement immediately' below it. At the very bottom right are 'Cancel' and 'Submit' buttons.



## ***Create Announcements Using Blackboard***

Announcements can also be created from within the class as well. Using Blackboard to create announcements allows for Display After/Until options, however, the announcement is only created for a single class. Therefore, each class would require its own announcement.

1. From the class page, locate the **Announcements** link on the left and select.
2. On the **Announcements** page, click **Create Announcement** on the action bar.
3. On the **Create Announcement** page, type a **Subject**. This becomes the title of the announcement on the **Announcements** page. In the **Message** box, you can use the content editor functions to format the text and include files, images, external links, multimedia, and mashups. Any files uploaded from your computer are saved in Course Files or the Content Collection in the top-level folder.
4. In the **Web Announcements Options** section, select:  
  
    **Not Date Restricted** to keep the announcement visible until you remove it.  
  
    -OR-  
  
    **Date Restricted** to limit the announcement's visibility by date and time.
5. For **Select Date Restrictions**, you can set announcements to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.
6. Select the **Email Announcement** check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email. Your school determines if this option is available. Optionally, in the **Course Link** section, click **Browse** to link to a course area, tool, or item.
7. Click **Submit**.

## ***Exploring Email***

The Blackboard email tool allows for efficient communication. The recipient list is automatically populated with group members, so you can quickly select all or some of them. Blackboard email also allows teachers to email parents as a group or individual. Blackboard email only allows teachers to email groups or individuals from one class. Emails are sent to members' external email addresses. It is important to note that Blackboard email does not create email addresses for students and will only work correctly when the student uses an external email address.

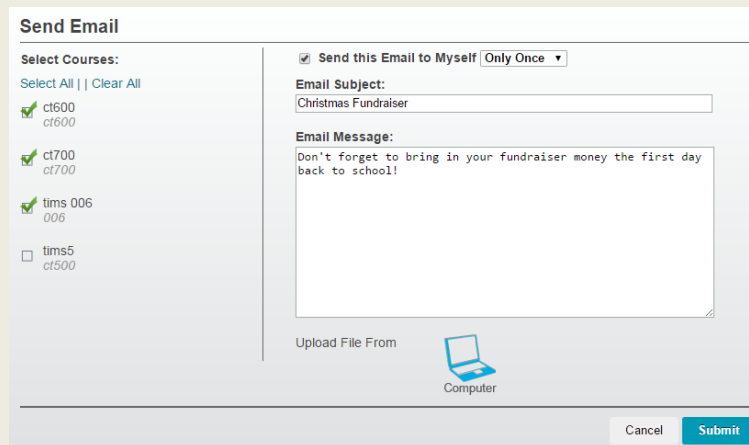
## ***Sending Email Using Blackboard Email***

1. From the class page, locate the email link from the menu on the left and select.
2. Select the user/group
3. Type a **Subject** and **Message**.
4. Click **Attach a file** to browse for file from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
5. Click **Submit**.

A copy of the message is sent to the sender. A receipt page appears after the message is sent listing all recipients. The receipt page does not confirm that users received the message. It only confirms that the message was sent.

## ***Sending Email Using Qwickly Email***

1. Locate the Qwickly Tools module from the My CISD tab.
2. Select Send Email
3. Select the class(es) to receive the email
4. Title and compose the announcement
5. Submit



The screenshot shows the 'Send Email' interface. On the left, under 'Select Courses:', there are four options: 'ct600 ct600', 'ct700 ct700', 'tims 006 006', and 'tims5 ct500'. The first three are selected with green checkmarks, and the last one is not. Above these is a link 'Select All | Clear All'. On the right, there is a checkbox 'Send this Email to Myself' with a dropdown menu set to 'Only Once'. Below this is the 'Email Subject:' field with the text 'Christmas Fundraiser'. The 'Email Message:' field contains the text 'Don't forget to bring in your fundraiser money the first day back to school!'. At the bottom right, there is an 'Upload File From' section with a laptop icon and the word 'Computer'. At the very bottom, there are 'Cancel' and 'Submit' buttons.

***\*While Qwickly Tools does provide multiple class email, it does not provide the ability to email parents or individual students.***

# Exploring the Blackboard Classroom Page



Your Blackboard Classroom Page is easily accessed from the My CISD tab. Simply locate the desired class to view/edit and select. The classroom page is very similar to the My CISD tab, but contains specific information to your class.

## Information Section

This area of the menu will include information about the class such as rules and expectations, syllabus, purpose of the class, as well as information about the teacher.

## Assignments & Grades Section

Students will access course assignments and view course grades through this section of the menu.

-  Indicates that this section is not viewable for students until turned on.
-  Indicates that this section contains no information. Once information is added the box will no longer appear.

## Class Links & Resources

Add relevant web links and resources that your students will need to access throughout the year. Teachers can even add discussion, journals, blogs, and glossaries. This is a great place for anything a student will access multiple times.

## Adding Links to Class Page Menu

1. Select the "+" at the top of the class menu
2. Select the type of link (tool, web, or class)
3. Enter a display name for the link
4. Select tool or enter url
5. Submit

## Other Links

Students and teachers have quick links set up for Skyward and Microsoft 365 Login pages. TEKS and Eduphoria will not be visible to students.

## Teacher Tools & Resources

Blackboard help is an excellent resource where students and teachers can find up to date solutions for common questions.



# ***Exploring Class Management***

## ***Content Collection***

The Content Collection feature allows teachers to store content for multiple classes, share content across classes and with other users, and allows students to store or share files.

## ***Adding Content to Content Collection***

1. In the Class Management area, select the Content Collection link.
2. Select the class or organization to save content
3. Locate the upload tab and select “upload file”
4. Choose the file to be uploaded
5. Select options
6. Submit

## ***Class Tools***

The Class Tools link contains all tools available for use in your class.

These tools are not available to students but can be added to the class menu. (See adding links to Class Page Menu above)

## ***Evaluation***

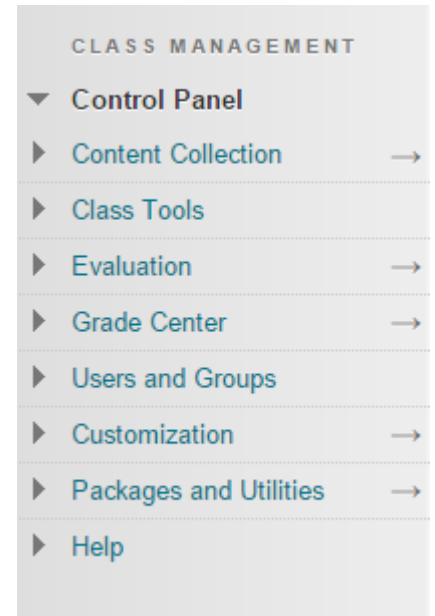
The Evaluation feature allows teacher to run reports specific to the class or student and offers teachers an easy way to view class performance

## ***Grade Center***

The Grade Center feature allows teachers access to student grades within Blackboard. These grades will be uploaded to Skyward nightly and should be considered an informal view of completed assessments within Blackboard. Only grades recorded in Blackboard will show in the Blackboard Grade Center.

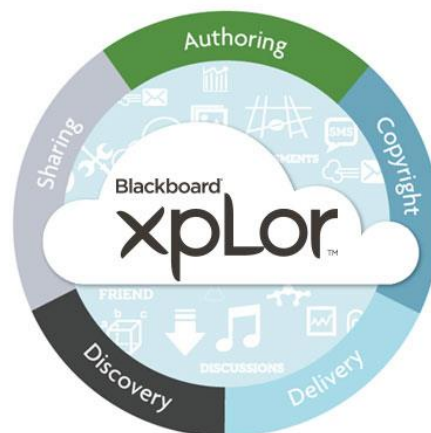
## ***Exploring xpLor***

Blackboard xpLor is a global learning object repository for educational materials including assessments, assignments, discussions, HTML pages, and more. Blackboard xpLor enables sharing and discovery of educational content and is delivered through the Blackboard Learn class environment for a seamless experience for students. Using xpLor also allow users to save content to multiple classes/organizations at one time.



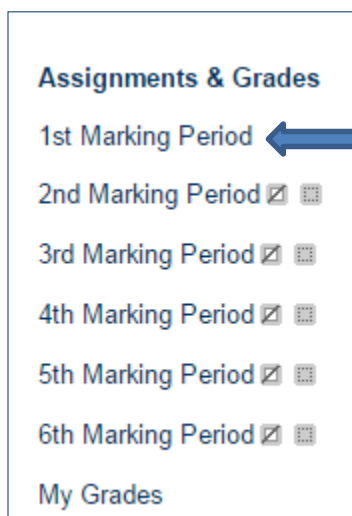
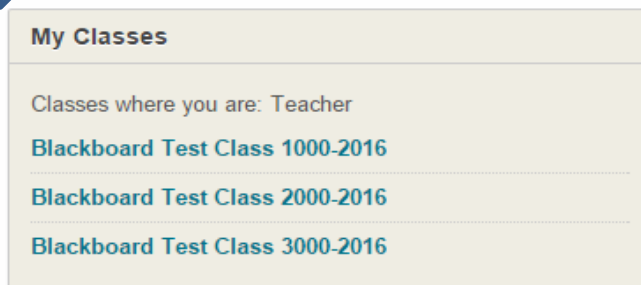
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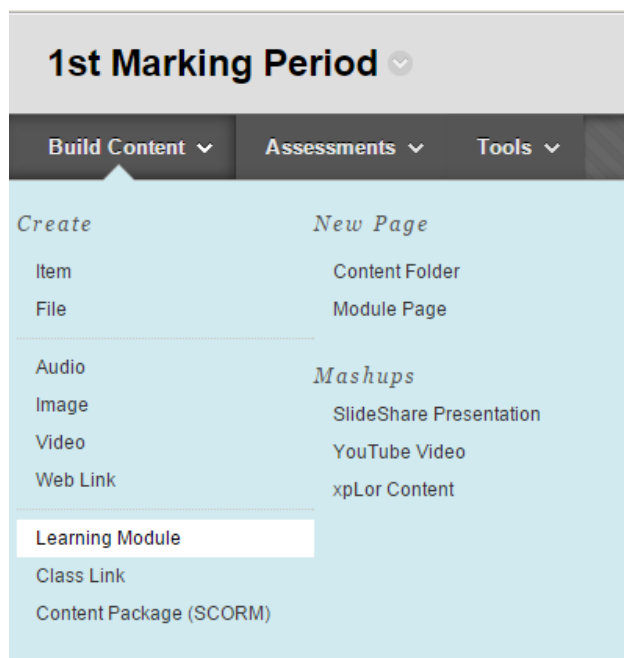


## Creating Class Content with xpLor

1. Select a class from the **My Classes** module on the **My CISD Tab**.



2. Under Assignments & Grades, select the Marking Period in which the content should be viewed.



3. The first step in building content is creating a Learning Module to organize your content. *A Learning Module includes a table of contents for easy access to all materials in the folder.*

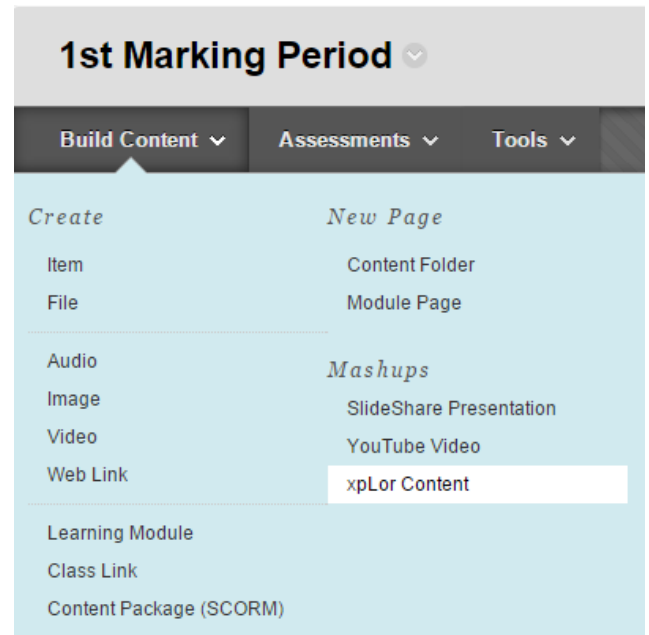
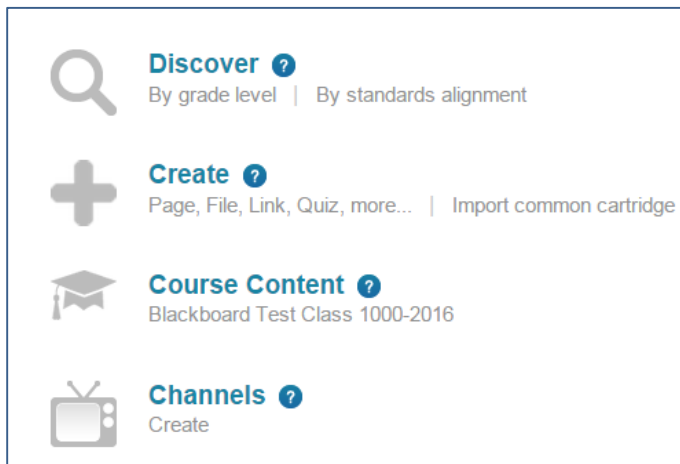


**Unit 1**

4. Name the Learning Module (ie. Unit 1), complete options, and submit. An icon will appear within the Marking Period selected. All materials for this lesson or unit can be placed within this one folder.

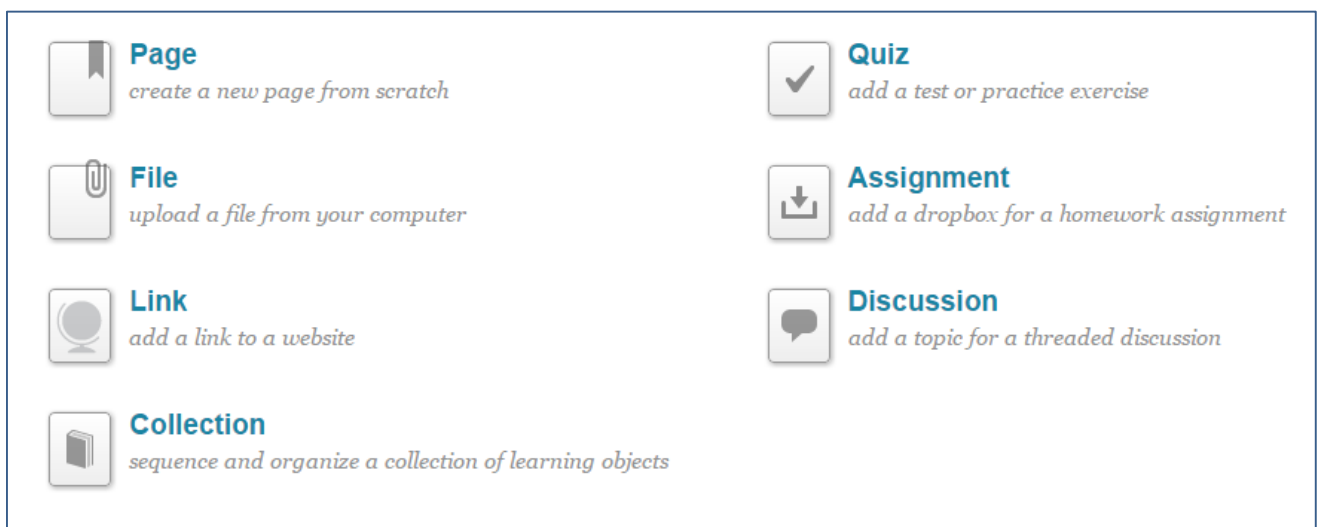
5. Now, you are ready to add content with xpLor. Select the Build Content tab and then select the xpLor Content Link.

**\*First time users will be prompted to create and verify a profile before using xpLor.**

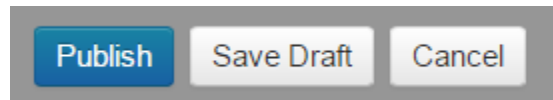


6. From the xpLor dashboard, select the "Create" link to begin building content.

7. Select the type of content to build.



8. After content creation is completed, select Publish.



9. Select the course(s) and folder location(s) where content will be stored.

**Publish Resource** ?

You are about to publish this resource. After publishing, make a new version to change its content.

**SHARING** ? edit

Share With

Approved Users ▼

Crowley Independent School District

Add Channels

Add Individuals

Approved users may also

☒ add grade levels, tags and standards

☒ add resource to channels

☒ **ADD THIS RESOURCE TO THE FOLLOWING...** ?

Course ▼

Courses

Blackboard Test Class 1000- ▼

Section/Topic/Folder

... Unit 1 ▼

[Add to another course](#)

*Select “Add to another course” to share with your other Blackboard classes or organizations.*

10. xpLor content is now shared to your class(es) or organization(s).

