



Resource Center

Blackboard Tutorial for Instructors

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How to request a Blackboard course...

- 1) Go to <http://www.ben.edu/BbCourseRequest/> and fill out the required information. If you would like to copy the SC-BU Template Course, which is already set up with built-in best-practice forums and samples, then do the following:
When you are prompted with the question, “**How should this course be created?**” select “**Create the course as a copy of the Master Template for this course**” and then in the “**Comments**” box, ask that the **SC-BU Template Course be copied**. NOTE: If you will be using Blackboard for SafeAssign only, you may wish to ask that the SC-BU SafeAssign Only Template Course be copied instead.
- 2) Click “Submit Form.”
- 3) Repeat this process for each course and/or section you are requesting.

What you need to access Blackboard...

User Name—Your User Name is assigned to you the first time you use Blackboard. You will use the same User Name initially assigned to you to access Blackboard for all subsequent uses of Blackboard.

Internet Access—You can access Blackboard from any computer that has Internet access and has passed the Blackboard “Browser Check.” You can perform the “Browser Check” on any computer with Internet access by clicking the “Check Browser” link in the upper right-hand corner of the Blackboard log-in page and then following the on-screen, step-by-step instructions.

Logging in the first time...

- 1) **Start at the Blackboard log-in page.** This page can be accessed by clicking the “Blackboard” link on the SC-BU Website (www.sci.edu, then click “Blackboard”). Tip: For quick access, make this page a “Favorite” or a desktop shortcut.
- 2) Click “Log In.” **Type your Blackboard User Name (NOT your SC-BU email User Name!) and password in the window provided.**
- 3) **Your password:** Springfield College users accessing Blackboard for the first time have initial passwords assigned to them. After the first log-in, you will be prompted to change this initial password to a new password.
- 4) Once you have completed the password-change prompt, **re-log-in with your new password**, and you’re ready to begin in your Blackboard course(s)!

Once you are logged in...

You will arrive at the **My Blackboard** page.

- This is the first page you come to after you log in. It should list the course(s) you are enrolled in and/or instructing. If you don’t see your course listed, contact the BU IT Help Desk at helpdesk@ben.edu or (630) 829-6684.
- Click on the name of the course to enter it.



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Using SafeAssign...

A plethora of SafeAssign information, tips, handouts, how-to guides, FAQs, Web videos, etc. for both students and instructors can be found at <http://wiki.safeassign.com/display/SAFE/Home>. Below are some basics, but be sure to check the Web address above for detailed information.

Setting up SafeAssign in your course:

- 1) In the **Build** mode (under the "Build" tab), begin on the "Course Content"/course home page.
- 2) Click on "Add Content Link."
- 3) Scroll down to SafeAssign and click it.
- 4) Next, click "Create SafeAssign."
- 5) You will be prompted to title the link. ("SafeAssign" is recommended.)
- 6) Next, decide if you want the link to open in a new browser window or not (personal preference). Indicate your preference by checking the box or leaving it unchecked.
- 7) Click "Configure!" and if a Security Alert window pops up, simply click "Yes."
- 8) You will then arrive back at the "Course Content"/course home page, where you should now see a link to SafeAssign. *NOTE: Clicking the link at this point will result in a page of seeming gobbledygook.* This is because you are still in the **Build** mode. You must shift to **Teach** mode (click the "Teach" tab) in order to add assignments to SafeAssign.

Adding assignments to SafeAssign so students can submit their files for review:

- 1) In **Teach** mode (click the "Teach" tab), you should see the SafeAssign link on the "Course Content"/course home page. Click the link.
- 2) Next, click on "Create SafeAssignment."
- 3) You will first be prompted to title the assignment. Give it a clear and appropriate title, one that will remain consistent in format with other assignment titles you may add.
- 4) You can add a description if you'd like, but this particular step is not required (Note that required fields are labeled with a red asterisk). If you choose to add a description, what you type in this box will appear underneath the assignment title in the list of assignments students will view when they access the SafeAssign link.
- 5) Naming a **Due Date** is a required field. Note: The time defaults to Eastern Standard, so make the necessary adjustment: EST – 1 hour = CST. Students may submit assignments before or after the due date: the date and time they submitted the assignment will be documented and visible to both student and instructor.
- 6) **To Draft or not to Draft**—You can let students submit drafts of their papers by turning this option on. Papers submitted to Draft Assignments **are not sent to our SC-BU's SafeAssign database and thus, are not checked against our SC-BU SafeAssign database but are still checked against paper mills, the Internet, and other databases available outside the institution.** This setting prevents matching of a student's multiple-drafts to final versions of the same paper and allows instructors to create "sand-boxes" where students can do self-checks to see if all of the borrowed materials in their papers are properly referenced. Click on "Yes" if you are using this assignment as part of the multiple-draft process and NOT counting it as the final draft of the assignment. Click on "No" if you want the draft students are turning in to be checked against other papers submitted to SC-BU's SafeAssign database.



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- 7) **Student viewable**—Click on “Yes” to allow students to see their reports (most pedagogically sound approach); note that checking “Yes” here will NOT allow students to see the reports of other students.
- 8) **Urgent checking**—It’s typically not necessary to process papers urgently, as the turn-around time from submission to report is PDQ.
- 9) **Grading**—A column in the Bb Grade Book is automatically generated for every SafeAssignment created. If you plan to use the Grade Book and you want to get rid of the Grade Book column that was automatically generated through SafeAssign, do NOT choose “Delete Column” in the Grade Book, as this will break the connection from the course to the SafeAssign server, and restoring the column manually WILL NOT restore the connection to SafeAssign. This is an issue that Blackboard is working to resolve. To work around the issue in the meantime, simply choose “Hide Column.” in the Grade Book.
- 10) Click “Save.”
- 11) The assignment should appear in your list. When students submit papers, the reports will be available here. To interpret SafeAssign reports, visit the following link:
<http://wiki.safeassign.com/display/SAFE/Interpret+Reports>
- 12) To add another assignment, follow the same procedure.
- 13) Note: If you find yourself suddenly unable to perform a function you previously executed in Blackboard, simply check the mode you are working in: **Build, Teach**, etc. Instructors can use **Student** mode to see how things look from the students’ perspective or to submit a paper to SafeAssign.

Inside the course: an overview...

The Three Tabs

- **Instructors have access to three tabs in Blackboard: Build, Teach, and Student.** Each tab gives you access to Blackboard functions. The **Build** tab gives you access to the tools you need to build the course. The **Teach** gives you access to the tools you need to teach the course, and the **Student** tab gives you access to the functions students enrolled in your course have access to. The **Student** tab is also very helpful for viewing things from a student perspective.
- Note: If you find yourself suddenly unable to perform a function you previously executed in Blackboard, simply check the mode you are working in: **Build, Teach**, etc. Instructors can use **Student** mode to see how things look from the students’ perspective or to submit a paper to SafeAssign.

Course Content page and button/tab

- The first time you access this page, a window appears telling you about tools and interactive tutorials. Feel free to explore these. When you’re finished, click “Done.” This takes you to the “Course Content”/home page.
- This page is the course’s home page/home base. Many instructors use it to create shortcuts to new items that have been posted or to add files or folders for quick access.
- If you “get lost” in Blackboard, clicking “Course Content” on the course menu will always take you back to this home page/home base.



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Course Menu

- Once inside the course pages, the Course Menu appears on the left (unless the instructor chooses to override the default placing).
- The Course Menu is where instructors can post, and students can find, the course material, organized appropriately under each label.
- ***The menu in students' course(s) may include several buttons/tabs or only a few, depending on the tools the instructor decides to use. Below are listed some (but not all) of those tools:***

Announcements

- Announcements can be set to pop up as students enter the course *if the instructor has set announcements to appear as a pop-up window.*

Assessments

- Quizzes, tests, and other forms of assessment can be created here and linked to the Bb Grade Book, Goals, Learning Modules (rubrics), etc.

Assignments

- This is a place for students to receive assignment instructions and post assignments. Posting assignment attachments works just like posting email attachments.
- Instructors can create links to the Grade Book, Goals, and Learning Modules (rubrics). They can also grade papers here and publish papers for other students to see.

Chat

- This is a place for students to meet online, in real time, with classmates or their instructor. Students love this feature!

Discussions

- Instructors may have several Discussion Forums posted, each for a different purpose and/or assignment.
- The "Help/Questions" discussion forum posted in the SC-BU Template Course is a best practice. It's a place for both instructors and classmates to relay information, get clarification, and answer frequently asked questions.
- Additionally, a "Just Chatting" (unassessed) forum is a best practice. It helps build online community and is also available in the SC-BU Template Course. ***Students in online courses have reported higher levels of satisfaction when "help" and "chatting" forums are available to them.***

Goals

- Course learning objectives (CSLOs and CBSLOs) may be found here and linked to Assessments, Assignments, Learning Modules (rubrics), and the Grade Book.

Mail

- At present, Blackboard does NOT link to SC-BU email accounts.

Syllabus

- The syllabus may be attached as a file here.



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- NOTE: The first time you access a file you posted in Blackboard, it may take a few seconds to load. **If it does not appear after a few seconds, check the top of the screen for a yellow, security pop-up bar. Click on the bar and then click "Download File...."**
- Following the download instructions may return you to the "My Blackboard" page. If it does, simply click on the course name to re-enter the course. Then click the file again and then "Open." Your syllabus should load.

Who's Online

- You can click here to find out who else is online when you are. If you click a name on the list of simultaneous users, you can then send that person an instant message or open a chat, ask course questions (or just chit-chat), use the whiteboard, etc. Students love this feature!

SafeAssign

- SafeAssign is a plagiarism detection tool built in to Blackboard. Instructors may require students to use SafeAssign to protect both the student's intellectual property and the intellectual property of others.
- Information about setting up SafeAssign can be found above.

Remember: Listed above are some of the basic tools available in Blackboard. You may choose to use more or fewer than the number of tools listed here. Visit the tutorials available to you in Blackboard—like the one at this link (<http://tutorials.webct.com/exploring/design.htm>) to learn how to use the tools—or just experiment!

To change your password...

Click on "My Settings" in the upper, right-hand corner of the My Blackboard Page." Then click on "Change Password" and follow the instructions provided.

If you forget your password...

Send an email to Eileen Clark (eclark@ben.edu) with your name and your Blackboard User Name. She will reassign another "initial" password to you.

Where to find help...

FOR TECHNICAL ASSISTANCE:

Contact either the BU IT Help Desk at helpdesk@ben.edu or (630) 829-6684, or contact Eileen Clark at eclark@ben.edu or (630) 829-6576.

The Help Desk is available from 7 a.m. to 10 p.m. Monday through Friday. **Please do NOT instruct students to call Eileen for help. They should contact the BU IT Help Desk first for technical assistance.** If the Help Desk cannot troubleshoot the student's issue, they will open a trouble ticket and pass it on to Eileen.

FOR BEST-PRACTICE ASSISTANCE:

There are a plethora of best-practice articles surrounding online learning. You can also contact the Director of the Resource Center: resourcecenter@sci.edu or (217) 525-1420, ext. 291

Please understand that the Resource Center is not outfitted to assist with technical issues. Please see above for technical help.