Getting Started with Blackboard Learn 9

1. Log into the portal at my.hbu.edu using your network username assigned and your network password. The direct URL to Learn 9 is: hbu.blackboard.com

2. Customize your Log in page
   a. Click on the **Houston Baptist University** tab

   b. Customize columns display as desired – Click top header of module to move over to desired location

3. **Set your course display options** - click on the edit button of the My Courses tab and click the edit button on the My Courses module, and choose options desired for course display options. You will have options to show term, course title and much more.

Course Naming Description

Course management

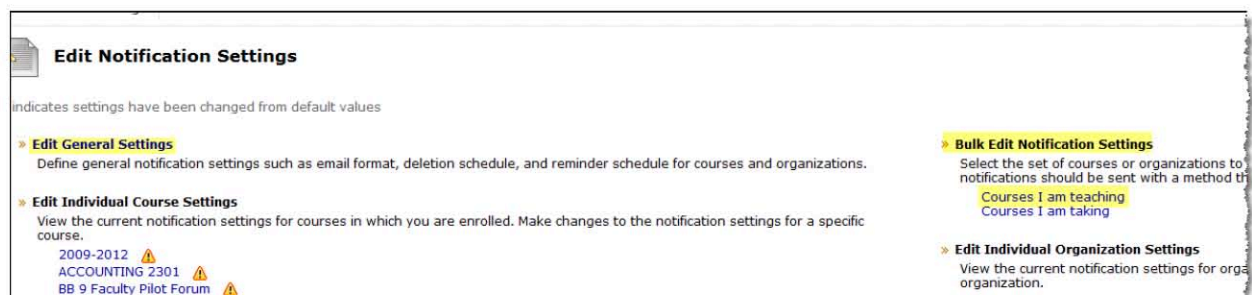## Set your Notification Preferences for Multiple Courses

Learn 9 has a powerful notification system and you will have options to set your notifications for all the courses you are teaching.

1. Click on "My Places" at the menu at the top of the page once you log in.

2. Click on Bulk edit Notification settings to set them the same for all courses you are teaching. .
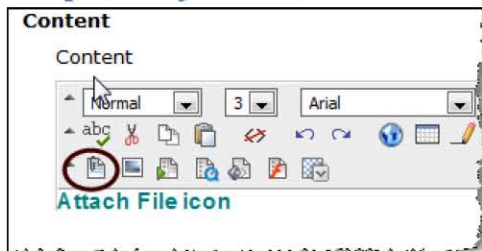
3. View options below.

4. Click on **Edit Notification Settings link** to set message delivery preferences. By default it is set up to deliver a daily digest of messages. You have the choice of individual messages verses a daily digest.

5. Click on the **Bulk Edit Notification Settings link** to select which courses and what you want to include in the notifications. The dashboard is located on the Home Page of you Learn 9 course.
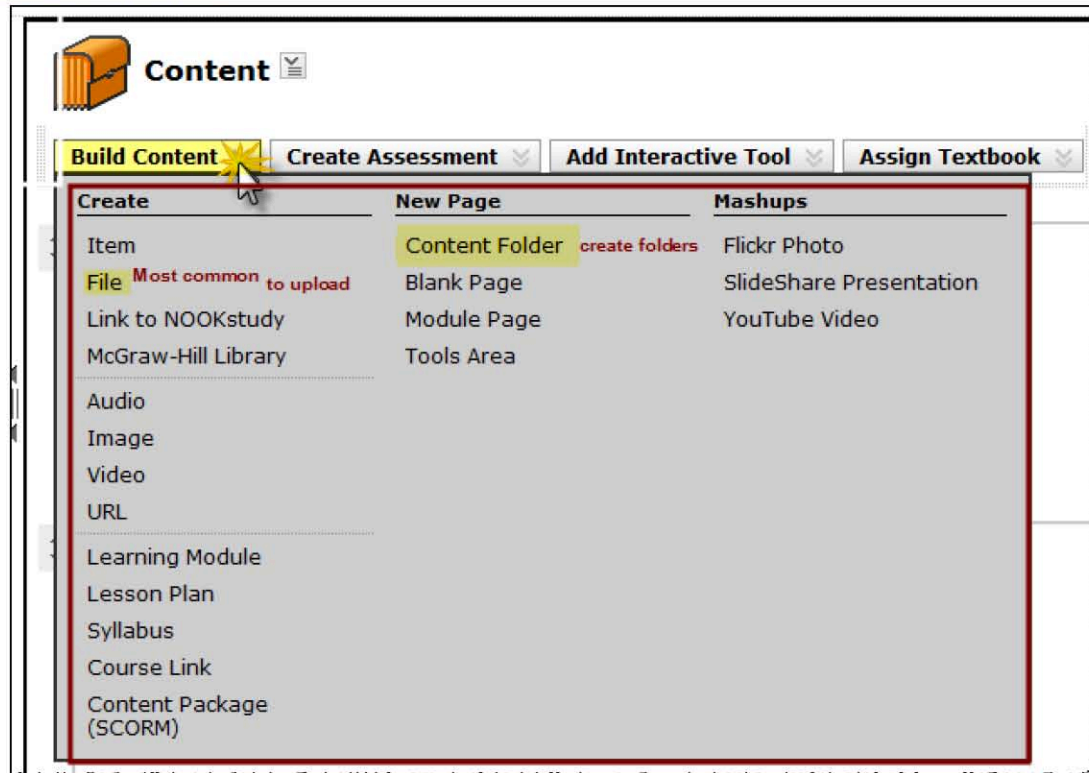
Course Options (linkable from the menu as desired)

Steps to Upload Syllabus

Content

Content

Attach File icon

   a. Click on the syllabus button on the right side menu
   b. Click on the text editor and click on the attach file option shown above
   c. Upload syllabus – Browse your computer for the file

Build Content

Content

Build Content ⋎   **Create Assessment** ⋎   **Add Interactive Tool** ⋎   **Assign Textbook** ⋎

Create	New Page	Mashups
Item	Content Folder create folders	Flickr Photo
File Most common to upload	Blank Page	SlideShare Presentation
Link to NOOKstudy	Module Page	YouTube Video
McGraw-Hill Library	Tools Area	
Audio		
Image		
Video		
URL		
Learning Module		
Lesson Plan		
Syllabus		
Course Link		
Content Package (SCORM)		

Create Assessment

Assignments are created under this option. To view assignments click on the Grade Center > Assignments

***Turnitin is now integrated with Blackboard. You will create assignments within Blackboard. To use GradeMark and Grammer you must log in at www.turnitin.com
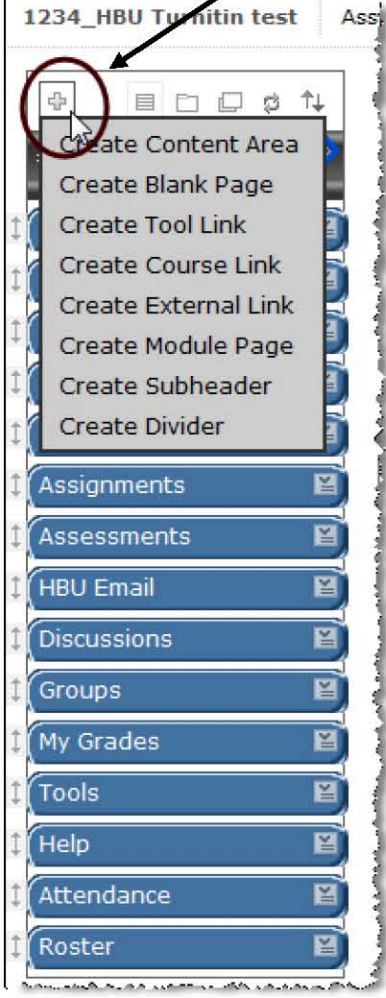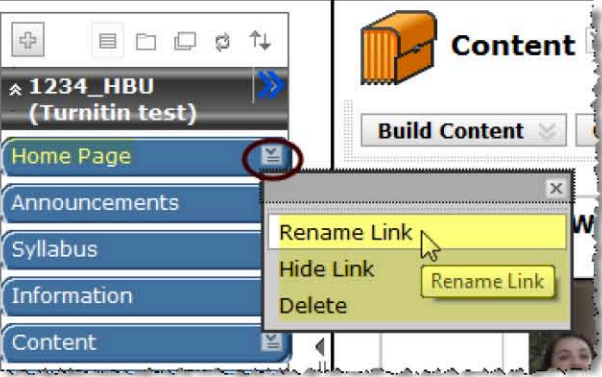
Changing Course Menu options

Edit Mode must be on to make any changes to course content This is located in the top right corner

once you click on your course link.

Edit Mode is: **ON**

As an instructor you have ability to customize your course menu
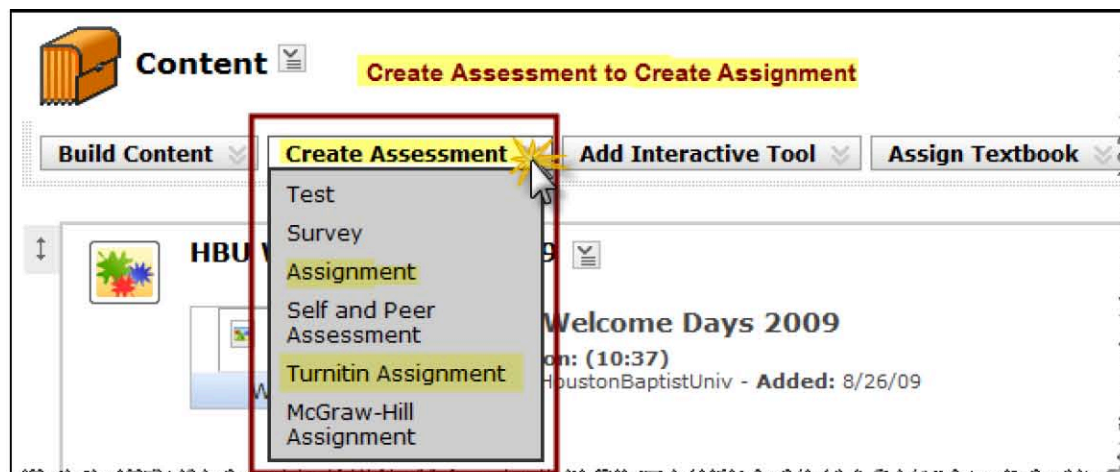
To add buttons click on the + sign at the top of the header shown in the image below and add area
desired. (choices shown below)

Content Area

Blank Page

Tool Links

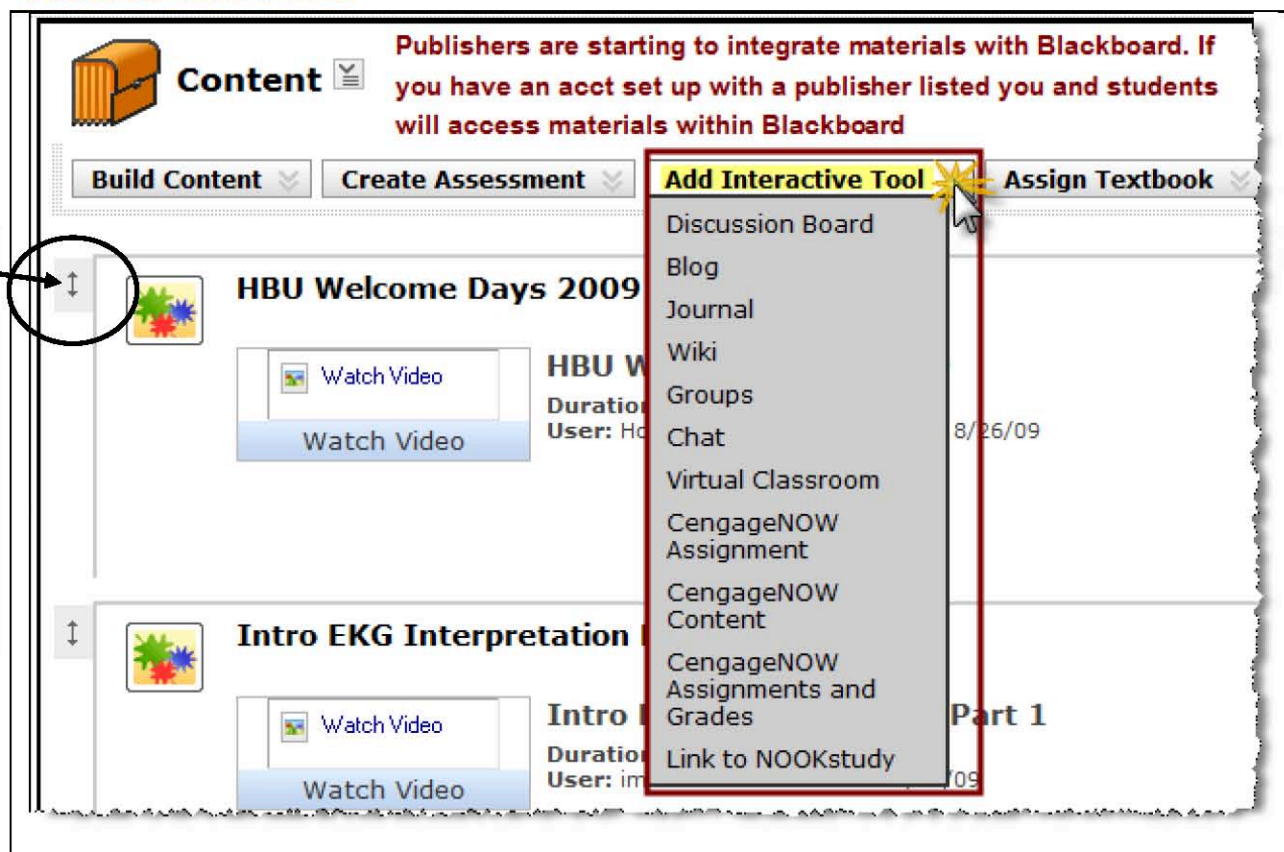Course Link

External Links

Module Page

Subheader

Divider

NOTES:

The WebCT BUILD ,TEACH, STUDENT TAB is not in this version of Learn 9

You have ability to add testing student under Course Tools under the Control Panel

Create Assessment to Create Assignment

Content

Build Content | Create Assessment | Add Interactive Tool | Assign Textbook

- Test
- Survey
- Assignment
- Self and Peer Assessment
- Turnitin Assignment
- McGraw-Hill Assignment

HBU ... 9

Welcome Days 2009
on: (10:37)
HoustonBaptistUniv - Added: 8/26/09

Add Interactive Tool

Content

Publishers are starting to integrate materials with Blackboard. If you have an acct set up with a publisher listed you and students will access materials within Blackboard

Build Content | Create Assessment | Add Interactive Tool | Assign Textbook

- Discussion Board
- Blog
- Journal
- Wiki
- Groups
- Chat
- Virtual Classroom
- CengageNOW Assignment
- CengageNOW Content
- CengageNOW Assignments and Grades
- Link to NOOKstudy

Drag items to proper location by clicking on the arrow with edit mode on

HBU Welcome Days 2009

Watch Video
Duratio...
User: Ho...   8/26/09
Watch Video

HBU W...

Intro EKG Interpretation ...

Watch Video
Duratio...
User: im...   ...09
Watch Video

Intro ... Part 1

Assign Textbook –

Ability to search for your Class Textbook
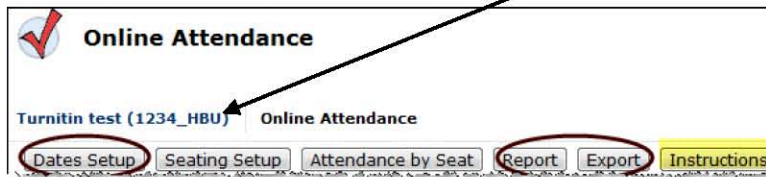
Managing users to your class

Under the control panel on the lower left hand side, click on Users and Groups

Click on the Enroll User button and choose find users to enroll. If you are team teaching with another instructor you may add them here. Place their hbu username and submit to add to your class and choose the role they will have. You will also have the option to remove a user from your class if someone drops. *We are integrated and students will be added and removed.*

Setting up the Attendance Tool for Class
Click on the Attendance button

- Set up dates
- Remove specific days for holidays
- Generate reports for deans – view instructions button in tool
- Take attendance on your Ipad with the BB Mobile App withWifi access (optional)
- To navigate back to your class page click on the Course name next to online Attendance

Video, Image and Weblink options

To view how to insert an image, add a weblink or add text view the following short video provided by blackboard

http://ondemand.blackboard.com/r91/movies/bb91_tools_using_text_editor.htm

To get further information, please visit:

http://help.blackboard.com/ and view short videos at
http://ondemand.blackboard.com/understand.htm

Instructional Technology Support
Contact Joan Talbert at 281-649-3139 or email her at jtalbert@hbu.edu to schedule an appt