

# CTL Bulletin

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A bi-weekly information sheet by the Center for Teaching and Learning



Blackboard

## Blackboard Faculty Resource Page and Spring '08 Info for Faculty

The screenshot shows the Blackboard Faculty Resources website. At the top, there is a navigation bar with links: 'About Us | Resources | Assessment | Blackboard | CTL Bulletin | Curriculum & Teaching | Internal Resources | Learning Technologies | New Faculty | First Time Faculty | First Resources | RSS | About | NEIU Home'. Below this is the Blackboard logo and the title 'Blackboard Faculty Resources @ NEIU'. A message states: 'STUDENTS: The links below are for faculty only. [Click here for student information.](#) For Student Technology help, contact Student Computing Services (SCS) at (973) 432-4388 or SCS has created a [student tutorial for Blackboard](#)'. Another message says: 'Students and faculty can now log into NEUport (<http://neuport.neiu.edu/>) with their NetID and password and access Blackboard directly (without an additional login) by clicking the "Log into Bb" icon on the upper right corner (next to the e-mail icon). This is the preferred way to access Blackboard.' The main content is divided into four sections: 'Bb News and Updates' with a list of dates and titles; 'Narrated "How To" Tutorials' with icons and titles like 'Course Availability (Flash)', 'Copy your Bb Course Content (Flash)', 'Assignments Feature (Flash)', 'Manage Your Course Menu (Flash)', and 'Download your Bb Gradebook (Flash)'; 'Bb Faculty FAQ' with a question 'Why can't I log into Bb?'; and 'Other Bb Resources' with a link 'Log into Blackboard'.

The Center for Teaching and Learning has completed a revision of the Blackboard Faculty Resource website at

[www.neiu.edu/~ctl.blackboard.html](http://www.neiu.edu/~ctl.blackboard.html)

The revised site now includes a growing section of Flash-based online narrated tutorials on how to perform various functions in Bb. Current tutorials include:

- How to make your Bb course available to students
- How to copy content from one Bb course to another
- How to use the new Assignments feature to assign, collect, grade and provide feedback for assignments (replaces the buggy Digital Dropbox)
- Modify your course menu
- Download Bb Gradebook as an Excel file

The site also includes a frequently asked questions section for faculty, current and archived news and updates and instructions, an instructors' manual, copyright information and other resources for faculty.

The integration of Bb with CARS and NEUport has greatly increased the efficiency of the system for students and faculty. Bb courses are now created automatically for all sections in the catalogue and students and faculty are enrolled directly from CARS. Bb problems and complaints have been reduced significantly. The integration with Banner (NEUworks) will provide students and faculty with even more online capabilities. Attention to the items listed below will help avoid the most common Bb problems.

### All faculty and students need to have a NetID and Password to access Bb

*The same system that controls login to NEUport also controls login to Bb. The Center for Teaching and Learning no longer controls Bb login. Anyone who has not yet established a password in NEUport should go to <http://neuport.neiu.edu> and click the link titled "First Time Users Getting Started with NEUport". If you cannot log into Bb, try logging into NEUport. Problems logging into Bb or NEUport should be directed to NEUport Help at ext. 4230.*

## Make sure that you are assigned to teach the course in CARS

*Enrollment of instructors into Bb courses is managed by CARS.* If a course that you are teaching is not showing up in your Blackboard list of courses that you are teaching, it is because the course is listed in CARS as taught by "TBA" or by another instructor. Contact your department to make sure that you are assigned as the course instructor in CARS. After you are assigned as the instructor in CARS, you should be able to see your course in Bb within 24 hours.

## Make your course available for students

You will notice that the links to your Bb courses are followed by (*Unavailable*). This means that your course is invisible to students--although you can see it. This allows you to work on your course and then make it available to students when you are ready for them to see it. To make the course available go to the course Control Panel and select: **Settings > Course Availability > Yes**. A narrated tutorial walking you through the process is available at the Blackboard Faculty Resource Site (see above). **Until you make your course available, your students will not be able to see it.**

## Students are automatically enrolled in Bb courses from CARS

*Enrollment of students in Bb courses is managed by CARS.* Students who are registered for a course in CARS will be registered automatically into the corresponding Bb course. There is no student self-enrollment into Bb courses, nor do faculty have to enroll their students manually into courses.

Students who withdraw from a course or who are dropped due to non-payment of fees or other reasons are "disabled" from the Bb course. This means that their information remains in the course's database; however, they will disappear from your Bb course roster and grade book and will be unable to see your course in Bb until they are reinstated. Student work and grades completed prior to being dropped will reappear when they are reinstated in the course.

## Accessing Bb from within NEUport



When you are in NEUport, you can access Bb directly by clicking on the Blackboard icon (next to the e-mail icon) without an additional log in.

## Copying course content from a previous semester to a current semester course

Content (including tests) from previous semesters' Bb courses can be copied into your current semester courses. This is done by going into the previous course's Control Panel and using the Course Copy feature in the previous course to copy the desired content into your current course. A narrated tutorial walking you through the process is available at the Blackboard Faculty Resource Site (see above).

## If you have questions about Bb-related items

If you have questions regarding these or other Blackboard-related items, please send an e-mail message to [eltt@neiu.edu](mailto:eltt@neiu.edu) or contact the Center for Teaching and Learning at ext. 4467.

## If your students have questions or issues

If your students have questions or issues regarding Blackboard or other NEIU technology that you are not able to answer, have them contact Student Computing Services at (773) 442-4390 or at [scs@neiu.edu](mailto:scs@neiu.edu)