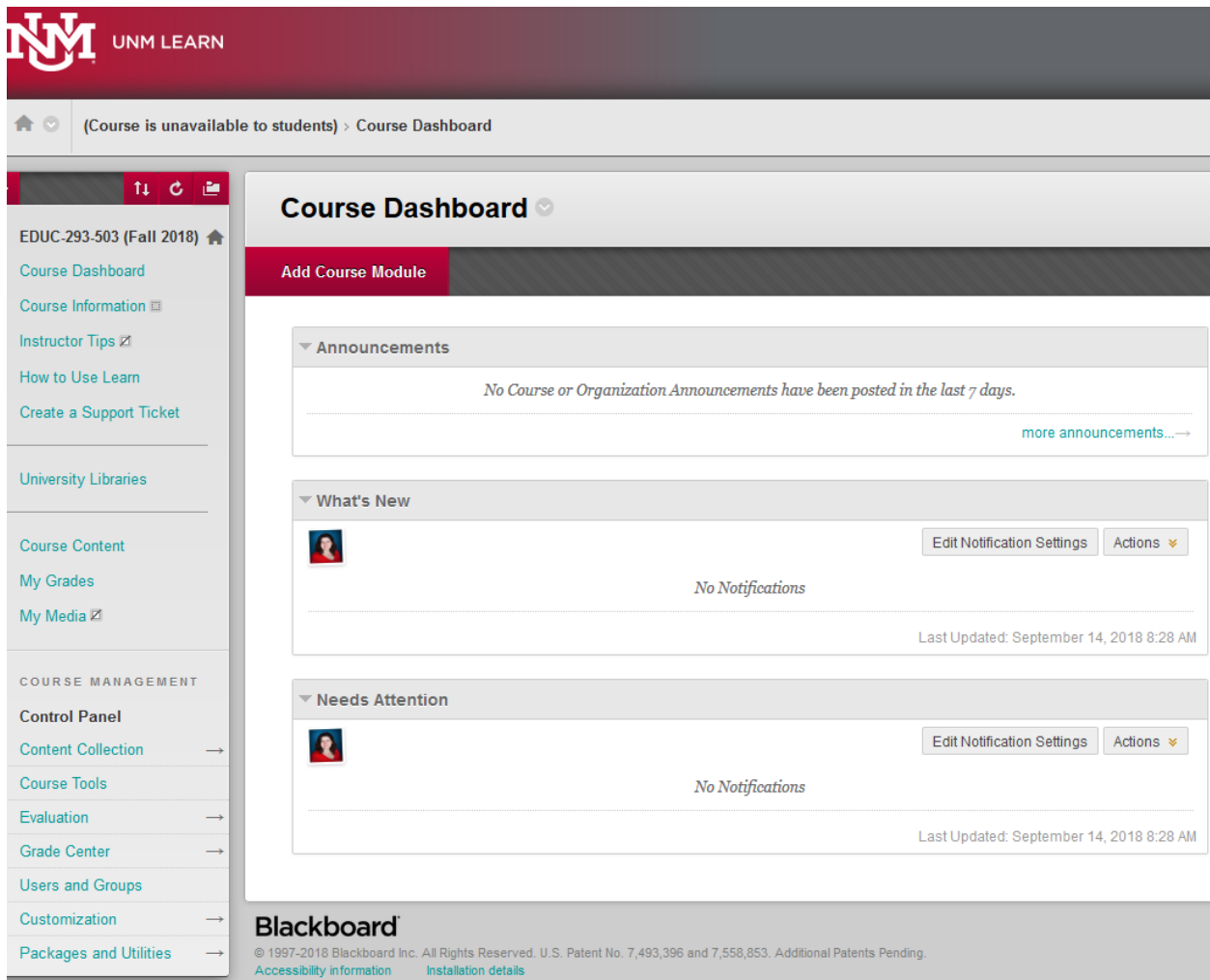
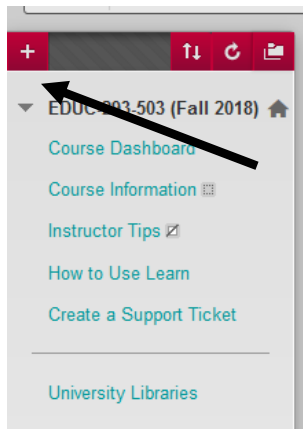


## Blackboard Set Up How To

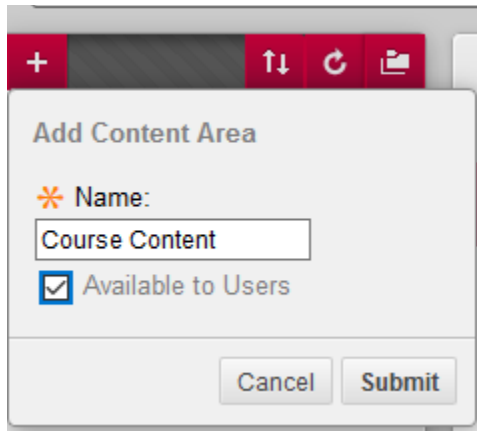
When you first open a new Blackboard shell, it will look similar to this image below.



-To begin adding content to your course, it is important to set up a content area. To do this, click on the plus sign at the top left corner of your Blackboard page.



-Name your content area. We recommend keeping these links consistent so students can locate what they are looking for in any course. For the link where the majority of your course content will be located, we recommend the naming convention to be "Course Content". Be sure to check the box to make the content available to your students.

A dialog box titled "Add Content Area" with a red header bar containing icons for adding, moving, refreshing, and deleting. The main area has a label "Name:" with an asterisk icon, a text input field containing "Course Content", and a checked checkbox labeled "Available to Users". At the bottom are "Cancel" and "Submit" buttons.

+

↑↓ ↻ 📁

Add Content Area

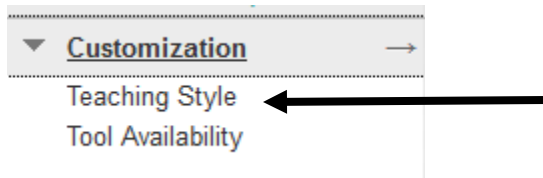
\* Name:

Course Content

☒ Available to Users

Cancel Submit

-In order for students to see the course content as soon as they log into the course, you will have to change the entry point. To change the entry point click on "Customization" at the bottom right of your Blackboard page. Choose "Teaching Style".

A screenshot of a "Customization" menu with a dropdown arrow. The menu is open, showing "Teaching Style" and "Tool Availability". A black arrow points to "Teaching Style".

▼ Customization →

Teaching Style ←

Tool Availability

-This page will take you to the entry point selection and theme selection. Click on the drop down menu and select your entry point. "Course Content" is recommended.

## Teaching Style

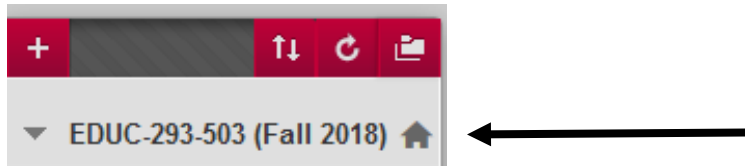
### SELECT COURSE ENTRY POINT

Entry Point

Course Content ▼

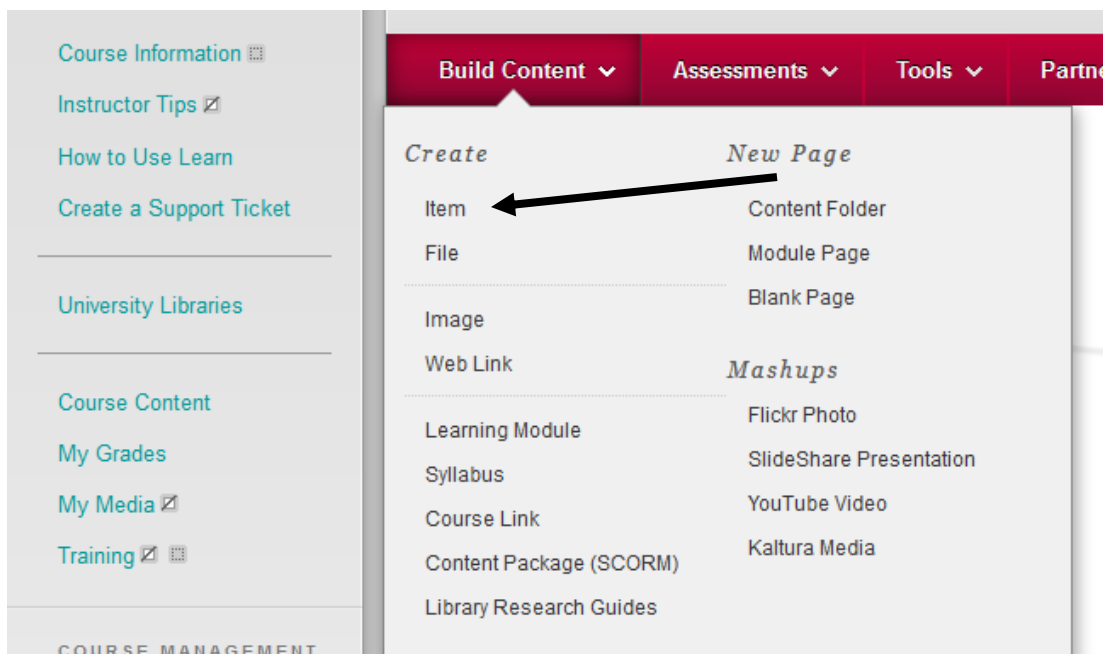


-After you have chosen your entry point, click on the homepage icon up at the top left corner of your page to verify that your entry point has changed to the link you selected.



-When you click on your new content area, you will have a few different options to begin adding content. Here are a few things you can add to your content area.

### To Add Images to a Content Page



**\*\*There are two ways to add images. You can choose image or item. Image will not let you change the size of your image and limits how you can modify the image. Using item is recommended instead\*\***

-Under the “Build Content” tab, you can select “Create Item”. This option allows you to add an image, text, documents, embed videos, math formulas, etc.

-To add an image that is not in attachment form click on the image icon in the tool box that opens up a new page.

## Create Item

*\* Indicates a required field.*

### CONTENT INFORMATION

\* Name

Color of Name

 Black

Text



-When you click the image icon, a new window will pop up. You can now browse your computer or content collection for the image you would like to add to your content page.

-Fill in the image description and title for your image.

\*\*Filling these areas in is very important for accessibility. Adding the alt text allows screen readers to identify the image for students who are visually impaired. \*\*

Insert/Edit Image - Mozilla Firefox

https://learn.unm.edu/webapps/vtbe-tinymce/tiny\_mce/plugins/advimage/image.jsp

General Appearance Advanced

\* Image URL

You can drag a file from your computer to the **Attach File** area or use the browse link to an uploaded file, use the file's permanent URL in the repository.

Image Description

Title



-Click insert and this will take you back to the toolbar. You can now align your image and add text if you wish. You have several other options in this toolbar. You can change the font, font color, and font size. Just be sure to keep accessibility in mind as you do this.

-Before you submit, add a title for your new item.

\* Indicates a required field.

## CONTENT INFORMATION

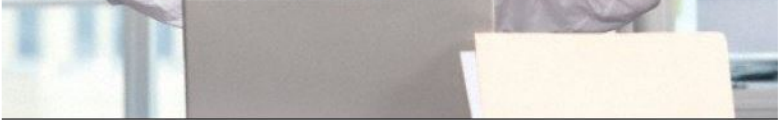
\* Name

Color of Name

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

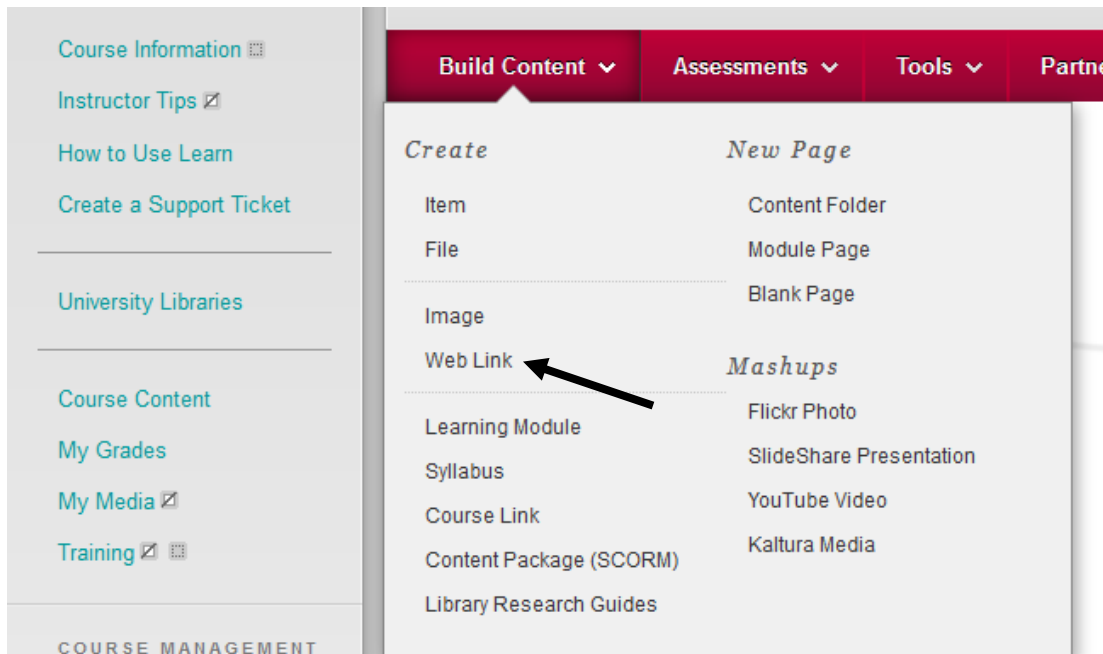
Paragraph Arial 3 (12pt)



Be sure to pace yourself so you do not become overwhelmed

## To Add a Weblink

-To add a weblink, go to the “Build Content” tab as you did to add an item. Select “Web Link”.



-When you click on this link, it will open up a new window. Fill out all the information you want your students to know about this web link. It is helpful to add a description. Click Submit

## Create Web Link

\* Indicates a required field.

### WEB LINK INFORMATION

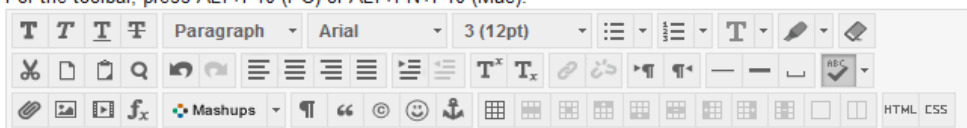
\* Name

\* URL

### DESCRIPTION

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

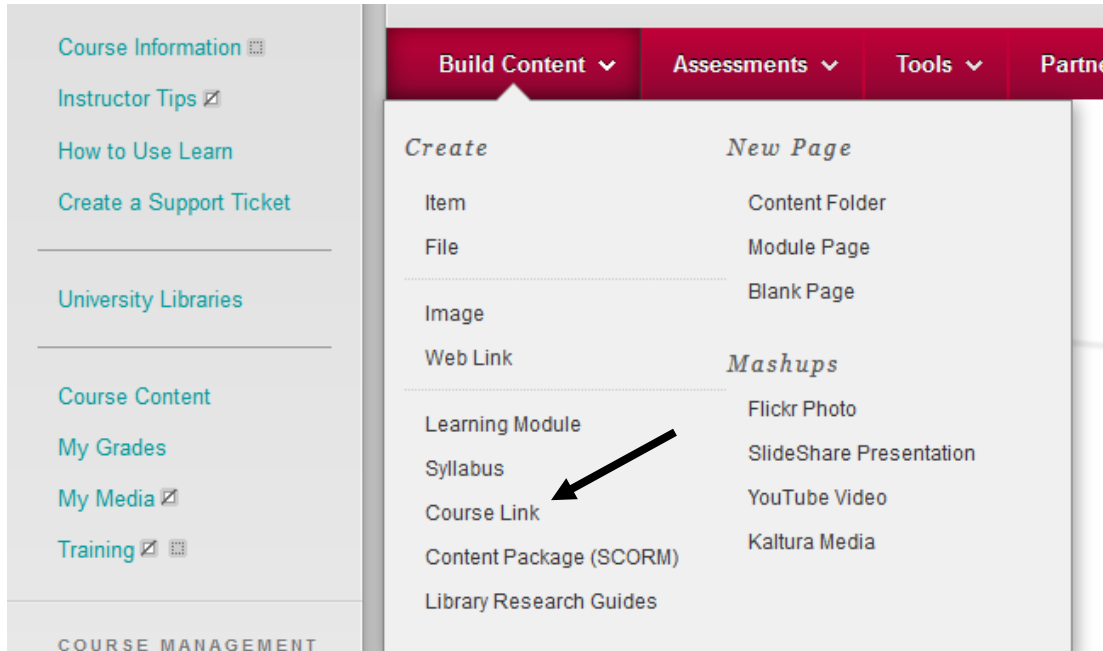


This web link takes you to UNM Valencia's homepage|

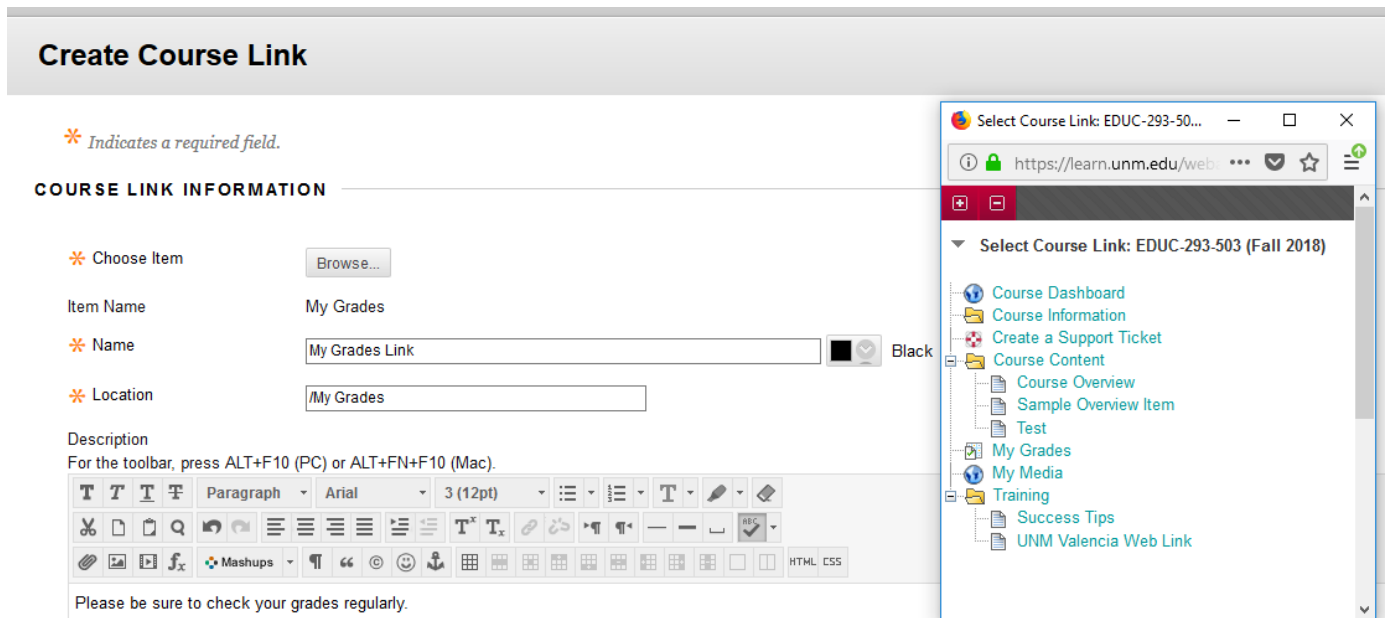
## To Add a Course Link

-You may want to add a link to another part of your course within a content area. For example, if you want to add a quick link for your students to check their grades, you can add a course link in a content area to have them do so.

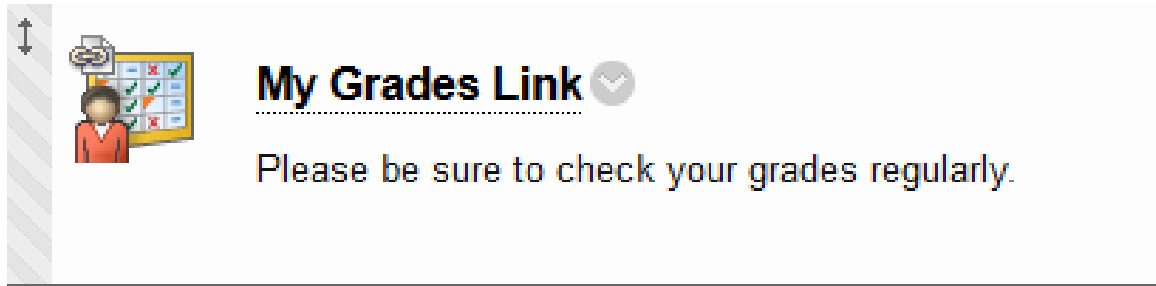
-From the “Build Content” tab, select “Course Link”



-Click on “Choose Item”. Choose the Item you want to link to your content page. Name the item and write instructions or a description so students know what to do with the link you provided.



-Click submit and your new link will now appear on your content page. You will know it is a course link because it will have a chain link icon next to the item. Click on your new link to make sure it is functioning properly.

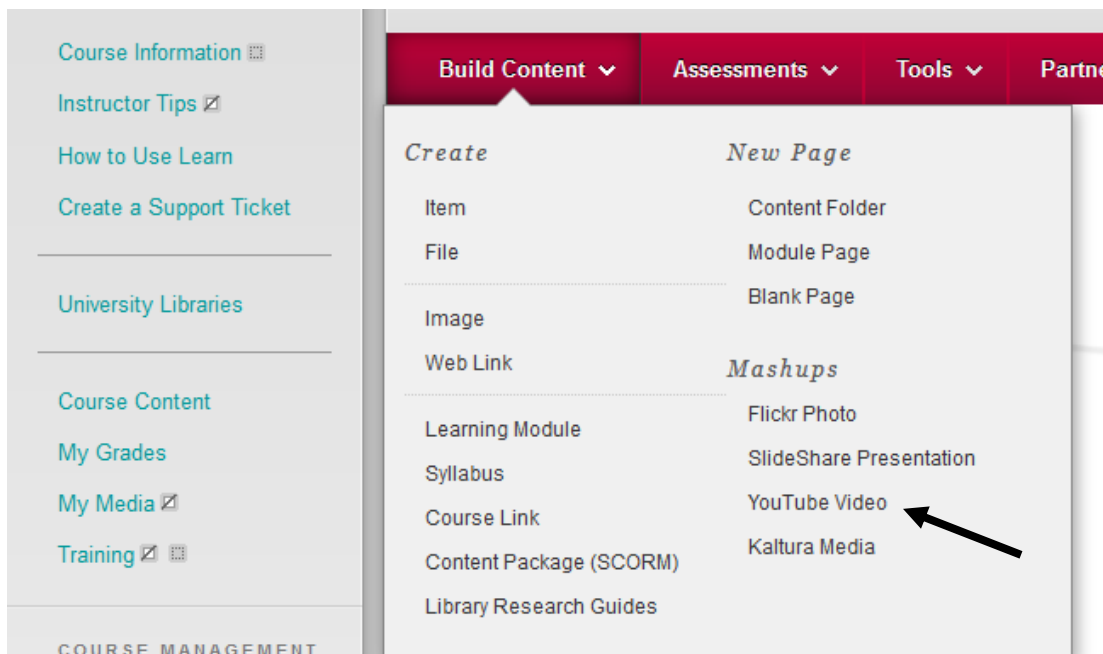


### To Embed Videos

-Instead of creating a web link to a video, you can embed the video so students can access the video without having to click multiple times to get to the material.

-From the “Build Content” tab, select “YouTube Video”.

\*\*\*If the video is not on YouTube, you may need an embed code or you can create a weblink to that video\*\*\*





-When you click on this link you will get a YouTube Video search bar. You can either search using text or if you have the URL to the video you want to use, you can paste it in the search bar to find a specific video. You can also search for videos in other languages.

## Search for a YouTube Video

Search

Language

Go

-Once you find the video you want to use, click select.


## Search Results

Search

Language

Go

Displaying 1 to 1 of 1 items



Select

### The University of New Mexico – #YouAreWelcomeHere

Duration: (1:51) User: n/a Added: 2/16/17  
YouTube URL: <http://www.youtube.com/watch?v=KxBRWcsAuSo>  
The making of the #YouAreWelcomeHere video brought out 120+ students, faculty and staff from across the entire campus. Acting UNM President Chaouki ...

-When you click “Select”. A new window will open with options for your video. You can change the title of the video or leave the default title. You can also add a description or instructions for the video. To embed the video so that it is bigger than a thumbnail, change the view option to “Embed Video”. It is also recommended to include the URL so students can watch the video full screen in a new window if needed. You can also attach a document with your video. If your video does not include captions you can attach a transcript for the video using this option. Click Submit when you have chosen all your options. (See image on next page)

## ADD YOUTUBE CONTENT TO COURSE



★ Name **The University of New Mexico – #YouAreWelcome**

Color of Name  **Black**

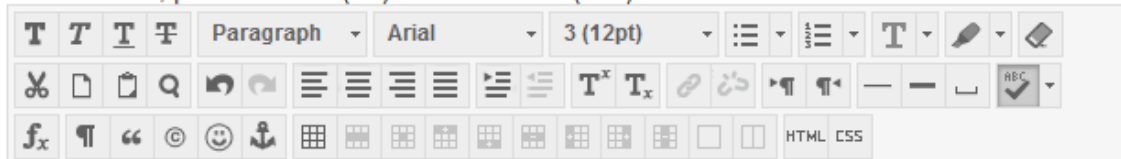
Duration: (1:51)

User: n/a - Added: 2/16/17

YouTube URL: <http://www.youtube.com/watch?v=KxBRWcsAuSo>

### Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).




Please watch this welcome from UNM main campus|

Path: p

## MASHUP OPTIONS

View

Embed Video 

Show YouTube URL

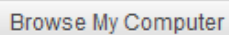
☒ Yes ☐ No

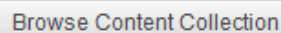
Show YouTube information

☒ Yes ☐ No

## ATTACHMENTS

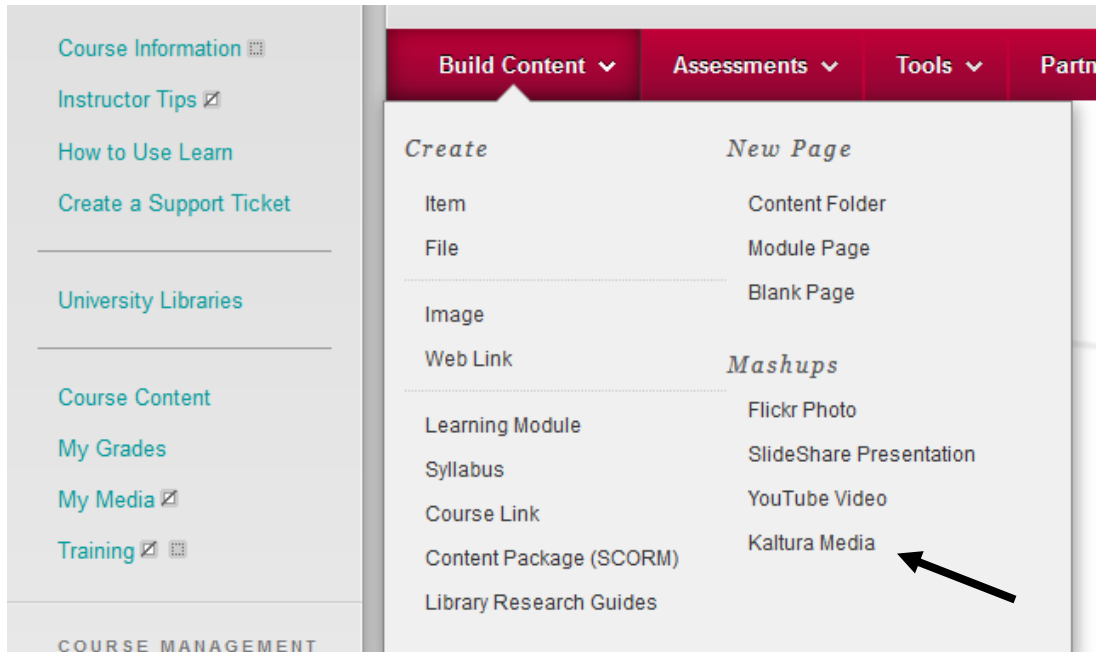
Attach local file





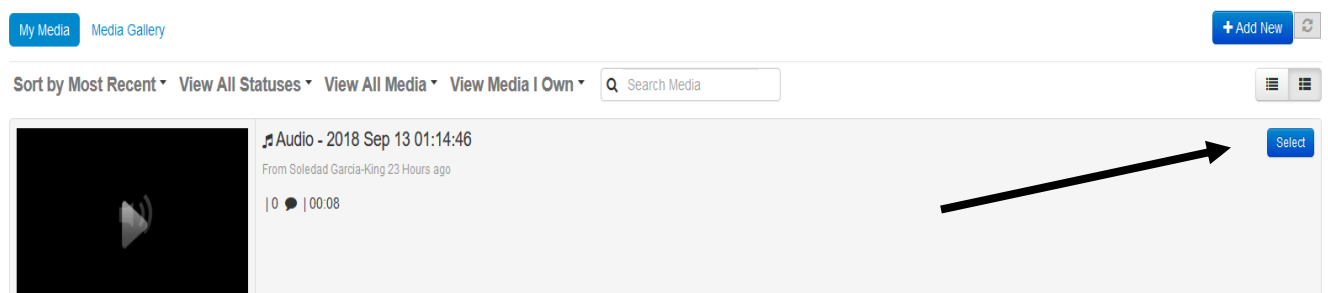
## To Add Kaltura Media

-If you are using Kaltura Capture Space Lite to capture media for your class, you can upload media in any content area. To do this, choose “Kaltura Media” from the “Build Content” menu.



-When you click on this link a new window will open with you pre-recorded Kaltura media. Choose the media file you wish to publish and click “Select”.

\*\*Be sure your media has been published and it is not set to private. Otherwise, your students will not be able to see the content.



-When you click “Select” it will take you to a new page. Fill out the information about your Kaltura Media. Be sure to make it visible to students by changing the option to permit users to view the content from no to yes. See image on next page.

\* Indicates a required field.

## CONTENT INFORMATION

\* Title

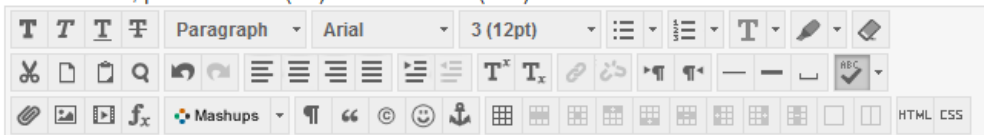
Color of Name  Black

## ADD KALTURA MEDIA CONTENT TO COURSE

Name: Audio - 2018 Sep 13 01:14:46 (00:08)

### Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Listen to this audio about the content I have posted for the class



Path: p



## OPTIONS

Permit Users to View the Content Item ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

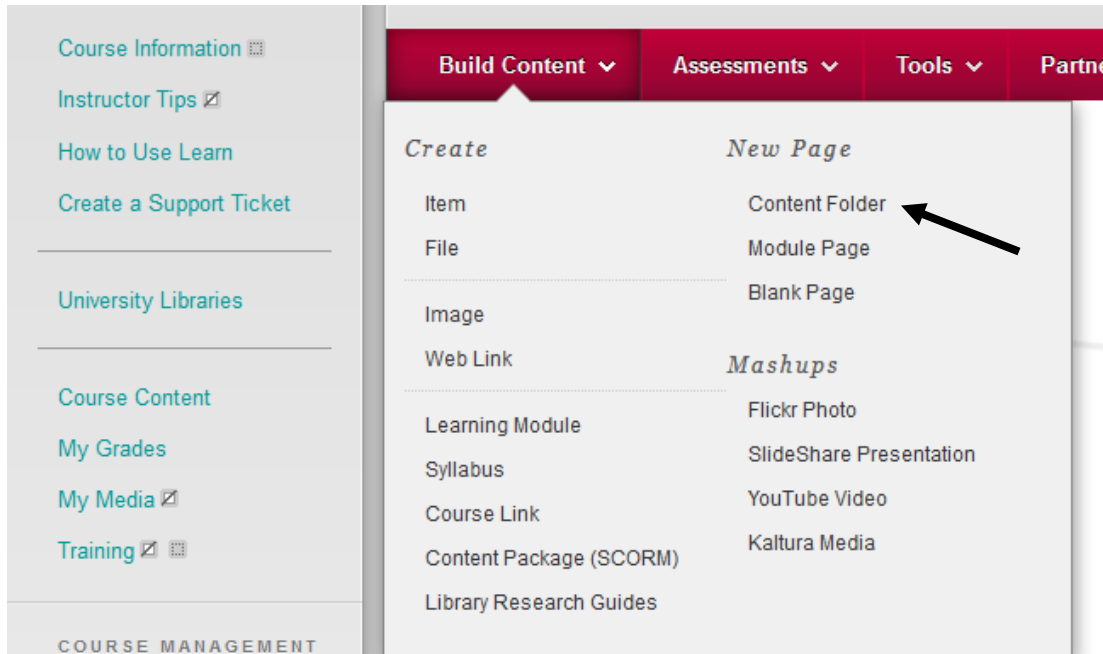
☐ Display After  

☐ Display Before  

-You also have the option to display the video for a period of time if you wish.

## To Add a Content Folder

-Depending on your teaching style, you may want to use content folders or module pages to hold your content. To add a content folder, click on “Content Folder” in the “Build Content” tab.



-A new page will open where you can set your preferences for your content folder.

\*\*If you plan to set a date restriction, pay close attention to the time you set your folder to open and close. Be sure that the folder opens when students need to access their assignment and close when all assignments, quizzes and content are no longer needed\* (See image on next page)

## Create Content Folder

\* Indicates a required field.

### CONTENT FOLDER INFORMATION

\* Name

Week 1 Assignments

Color of Name



Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Due May 5th

Path: p » strong

### STANDARD OPTIONS

Permit Users to View this Content

☒ Yes ☐ No

Track Number of Views

☐ Yes ☒ No

Select Date and Time Restrictions

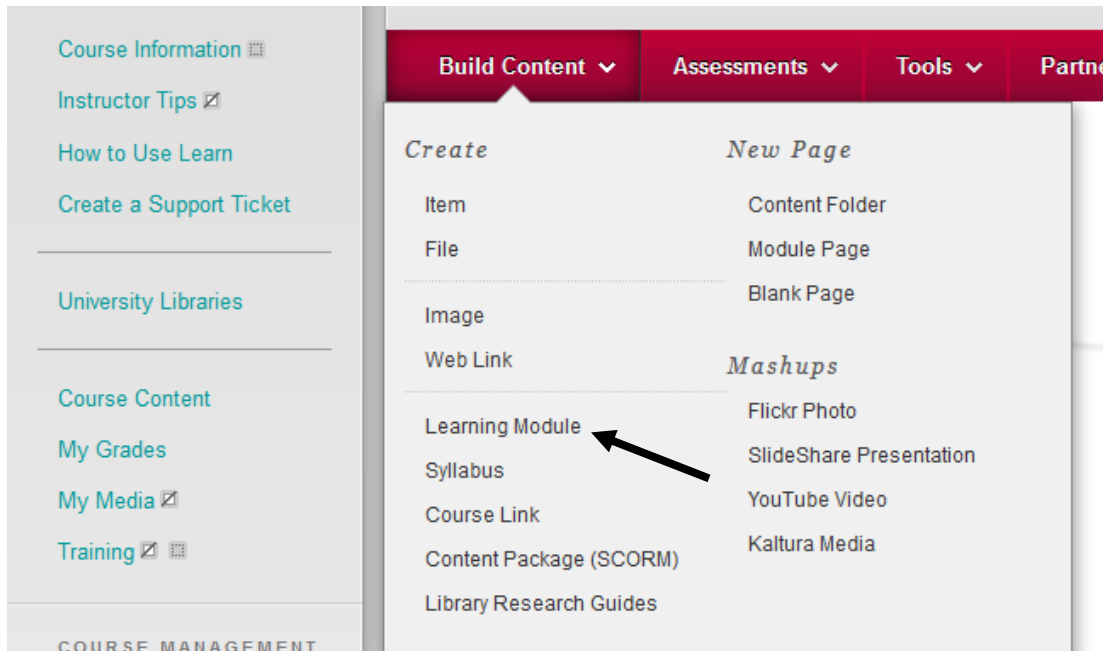
☒ Display After

☒ Display Until

## To Create a Learning Module

-Creating a learning module is similar to creating a content page. Both hold content, but the format in which they hold the content is slightly different.

-To create a module page, click on “Module Page” from the Build content tab.




-Fill in the information for your Learning Module. This step will be similar to the step above for filling in information for content folders except for the learning module options. You can change the module so you only see one page at a time or keep it at the default to see all the content in the module at once. This is a matter of teaching preference.

## LEARNING MODULE OPTIONS

Enforce Sequential  
Viewing of the Learning Module? ☐ Yes ☒ No


Open in New Window ☐ Yes ☒ No

You will notice that content folders and module pages have different icons. If you set a date to open it will appear under the folder/module.



### Week 1 Assignments

Availability: Item is not available. It will be available after Apr 22, 2019 12:30 AM.  
Due May 5th



### Week 1 Module

Availability: Item is not available. It will be available after Apr 22, 2019 12:30 AM.  
Due May 5th

#### To Add Assignments

-To add an assignment go to the “Assessments” tab and click on “Assignment”.

### Week 1 Module

Build Content

Assessments

Tools

Partner Content

Test

Survey

Assignment

Mobile Compatible Test



-Name your assignment and add the instructions for your students. You can also add attachments, web links or images for the assignment in the instructions. Be sure to set the due date and the availability for the assignment. You will also have to indicate how many points the assignment is worth. If you want to use a rubric with the assignment, you can add a rubric or create one within the assignment.


## DUE DATES

Due Date ☐    

## GRADING

\* Points Possible

Associated Rubrics

Add Rubric 

Select Rubric

Create New Rubric

Create From Existing

Date Last Edited

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

## AVAILABILITY

☒ Make the Assignment Available

Limit Availability

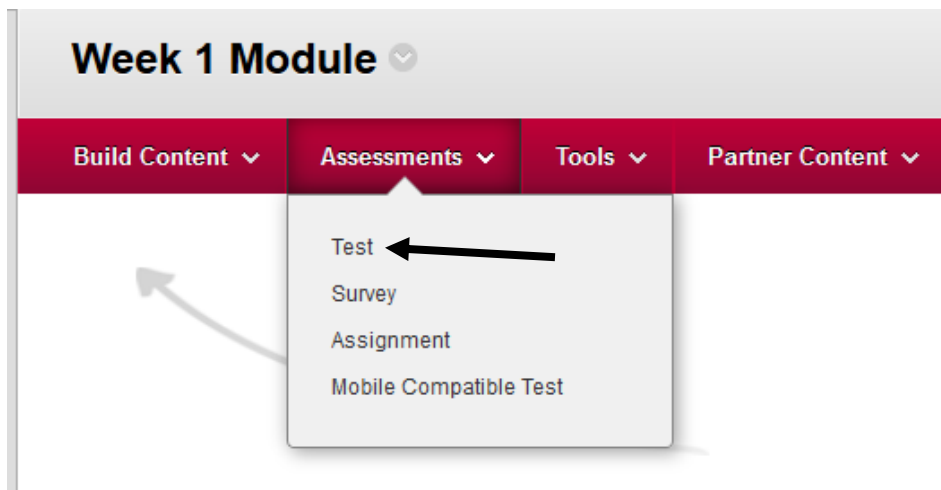
☐ Display After    

☐ Display Until    

☐ Track Number of Views

## To Add Assessments

-To add an assessment go to the “Assessments” tab and click on “Test”.



-If you are creating a test for the first time, click create. Otherwise, choose the assessment you want to use.

## Create Test

### ADD TEST

Create a New Test

Create

Add an Existing Test

– Select Test Below –

-To set up your quiz, you will need to fill out information about the test/quiz. The description allows you to tell the students what type of quiz it is, what material it covers, and how long the quiz will be. The Instructions allow you to give the students specific details they will need while completing the quiz. See image on next page.

## Test Information

\* Indicates a required field.

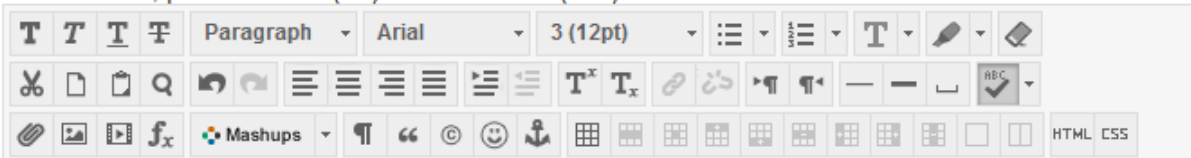
### TEST INFORMATION

\* Name

Quiz 1

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



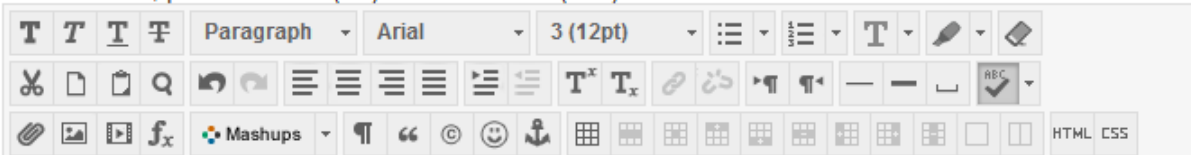
This quiz covers the material from chapters 1 & 2.

You have 30 mins and two attempts. |

Path: p

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Refer to chapters 1 & 2 to complete this quiz.

-The next step will be to add questions to your quiz. You also have the option to reuse a question or upload questions. (This guide will focus on creating a new question.) To create a new question choose the type of question you want add to your quiz in the “Create Question” tab. See the image on next page.

# Test Canvas: Quiz 1

Create Question ▾

Reuse Question ▾

Upload Questions

Calculated Formula

Calculated Numeric

Either/Or

Essay

File Response

Fill in Multiple Blanks

Fill in the Blank

Hot Spot

Jumbled Sentence

Matching

Multiple Answer

Multiple Choice

Opinion Scale/Likert

Ordering

Quiz Bowl

Short Answer

True/False

\_\_\_\_\_ covers the material from chapters 1 & 2.

\_\_\_\_\_ mins and two attempts.

\_\_\_\_\_ covers 1 & 2 to complete this quiz.

\_\_\_\_\_

\_\_\_\_\_

-Follow the instructions for each type of question requires and then click submit. When you have added all your quiz questions be sure to check the total points for your quiz and the points each question is worth.

Description	This quiz covers the material from chapters 1 & 2. You have 30 mins and two attempts.
Instructions	Refer to chapters 1 & 2 to complete this quiz.
Total Questions	1
Total Points	100

-Once you have set up your quiz, click okay to add it to your content area. This time instead of clicking on create, highlight the quiz you want to use and click submit.

## ADD TEST

Create a New Test

Create

Add an Existing Test

-- Select Test Below --

Quiz 1

-When you click submit, the test options will appear. I have highlighted a few important features with the arrows below. **1.** If you want students to see the instructions before they open the test, check the box. **2.** If you want the test to open in a new window, select yes. **3.** If you want students to get an announcement that the test has been posted, select yes. **4.** If you are giving students more than one attempt, indicate how many. It is best to choose score attempts using "Highest Grade". **5.** If you are timing the test, set the time and indicate the time. **6.** Add the release dates and times along with a due date and time.

☒ Show Instructions to students before they begin the test.

Open test in new window ☒ Yes ☐ No

## TEST AVAILABILITY

Make the link available ☒ Yes ☐ No

Add a new announcement for this test ☒ Yes ☐ No

☒ Multiple Attempts

☐ Allow Unlimited Attempts

☒ Number of Attempts

Score attempts using

☐ Force Completion (UNM Learn Support Note: This setting is not recommended)

☒ Set Timer

Minutes

Auto-Submit






☒ OFF ☐ ON

☒ Display After

☒ Display Until

-You can also choose how students receive feedback. You can indicate whether you want them to see the correct answers with feedback or just receive feedback. There is also a way to indicate how the test will be presented to students. You can choose to set it so they only see one question at a time or all questions at once. If you do not want students to back track you can also indicate this on the test options.

#### SHOW TEST RESULTS AND FEEDBACK TO STUDENTS



When 	Score per Question 	Answers 
After Submission 	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted
After Due Date  09/30/2018 11:59 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted

#### TEST PRESENTATION

☒ All at Once
 ☐ One at a Time Prohibit Backtracking

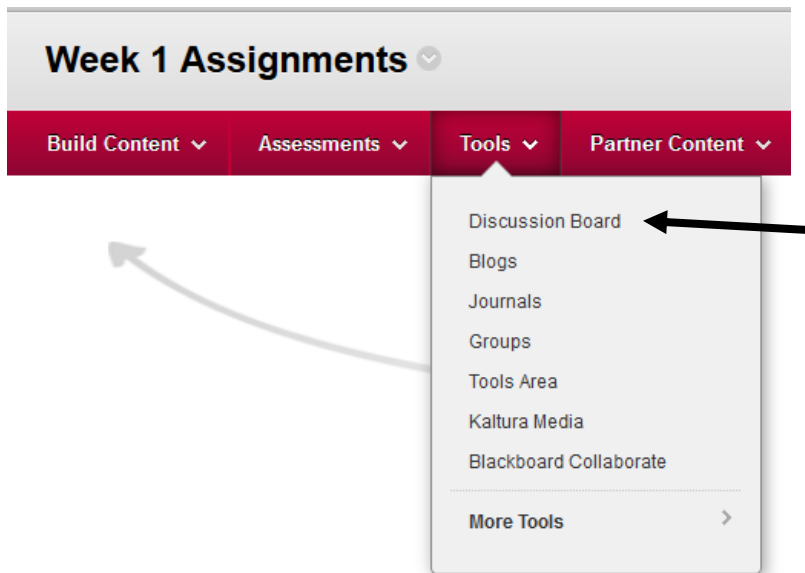
☐ Randomize Questions

-All of these features are optional but it is good to have some type of feedback available to students.

Feedback 	Show Incorrect Questions 
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## To Add Discussions


-To add a discussion topic, use the tools tab and choose "Discussion".



-If you have not created a discussion topic yet, you will have to create a new link.

## Create Link: Discussion Board

### CREATE LINK: DISCUSSION BOARD

 Link to Discussion Board Page

Create New Forum

Create New Forum

-When you click on "Create New Forum", a new page will open. Fill out the instructions for your discussion and the forum settings. .

-If you will be giving students points for their discussions, be sure to indicate that the forum will be graded. When you choose this option the due date and rubric option will also be enabled. Indicated when the discussion is due and add a rubric if needed. Click "OK".

## FORUM SETTINGS

Viewing Threads/Replies

- ☒ Standard View  
☐ Participants must create a thread in order to view other threads in this forum.

Grade

- ☐ No Grading in Forum  
☒ **Grade Discussion Forum:** Points possible:   
☐ Grade Threads



Due Date

- ☒ Show participants in "needs grading" status ⚠ after every  Posts

☒

Associated Rubrics

Name	Type	Date Last Edited
------	------	------------------

Subscribe

- ☐ Do not allow subscriptions  
☐ Allow members to subscribe to threads  
☒ Allow members to subscribe to forum  
☐ Include body of post in the email  
☒ Include link to post

-Once you click ok, this will take you to the create link page again. This time, select the discussion you just created and click next. Fill out the link information. It is a good idea to copy it from the previous set up so the instructions are consistent.

## CREATE LINK: DISCUSSION BOARD

☐ Link to Discussion Board Page

☒ **Select a Discussion Board Forum**



Select a Discussion Board Forum

Select forum below

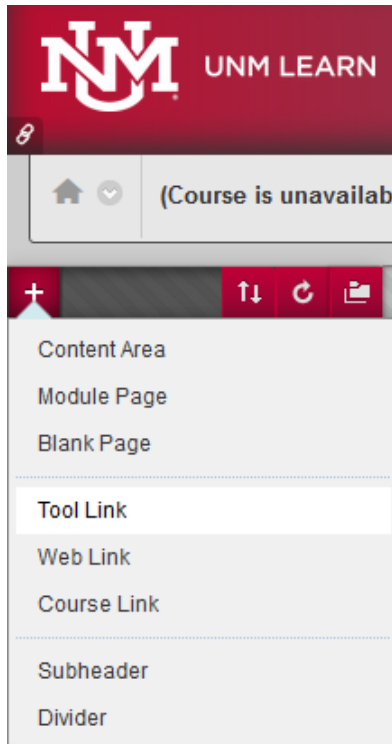
Discussion 1

Create New Forum



\*\*Blackboard Learn course shells do not come with My Grades or Courses Messages by default. These are essential links for students. Be sure to add them to every new Blackboard course shell. \*\*

-To add “My Grades” and “Course Messages”, click on the plus sign at the top left corner of your Blackboard page. Click on tool link to search for the tool you would like to add. Both of these features are in the tool links.



-When you choose the tool you wish to add, name it with the default name to be consistent. Also, be sure to make the tool available to students.

