

# Blackboard Basics

## Part I - Overview of Blackboard

Adding Announcements

Syllabus

Customizing the Menu

### To log onto Blackboard

1. Go to <http://www.elearning.kctcs.edu>
2. Use the same user name and password as for KCTCS email

### To log on as a student

1. Go to <http://www.elearning.kctcs.edu>
2. Username is your PeopleSoft IC plus stu (jdoe0001stu). Your password is changeme.
3. You can change your password; in the menu on the left Tools, select Personal Information. The password doesn't need to be the same as your PeopleSoft password. If you're not enrolled as a

student, contact your Distance Learning Coordinator.

## To Find the Blackboard Manual

1. After you enter your course, you will see a Course Management - Control Panel menu block on the left-hand side; at the bottom is a "help" link. Expand the Control Panel if you don't see the menus under it.
2. Click on "help" and under it you should see a link to the [manual](#). You will need to expand the topics to see details.
3. Each topic is short, one or two printed pages. If you want to print the topic make sure your mouse pointer is in the topic frame instead of the menu, then print the current frame.

## To release your course to students

KCTCS/KYVC will not force release of Blackboard shells to students. To make your class available, you need to:

1. Go to Course Management- Control Panel
2. Expand the Control Panel if necessary

3. Click on Customization
  4. Click on Properties
  5. Go down to #3 and set Availability
  6. Click submit
  7. While you are there make sure that the Course Duration is set to "Continuous." This should be the default, otherwise, students won't even see your course in their elearning portal.
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## Announcements - Adding an announcement to your Blackboard class.

1. In your course, under Course Management - Control Panel, click on Course Tools
2. Click on Announcements
3. Click on Create Announcements
4. Fill in the title and message.
5. You can made the Announcement permanent or set a start date and end date.

6. Note that there is a check box that will allow you to send the announcement via email to all the users in the course. IMO, I would check this.
  7. If you want to attach a file, there's a button on the text-box tool bar for that. BUT, the file will need to have been previously uploaded to your content area.
  8. Click Submit
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## Syllabus - Adding your Syllabus

1. In your course, at the upper menu, click on the [+], then Content Area
2. Fill in the \* box with Syllabus
3. Check Available to user.
4. Click Submit
5. Syllabus should now show up in the menu; at the left notice the up-down arrow. Clicking on that and dragging will let you position "Syllabus" where you want in the Menu list.
6. Click on Syllabus

7. Click on Build
  8. Click on Create Syllabus
  9. Fill in Syllabus Name
  10. If you already have a syllabus, check "Use Existing File."
  11. Where it says "Attach Local File," click on Browse and locate your file on your computer.
  12. Click Submit
  13. Another page will come up with a text box, etc. You should see your attached file listed.
  14. I would check "track # of views;" you can also set dates, but probably will leave alone.
  15. Click Submit
  16. You should now see the Syllabus page. Note the drop-down arrow to the right of the title. This is where you can go back and edit, delete, etc.
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## Course Menu - Customizing

1. Course Management-Control Panel
2. Click on Customization and then Style
3. Text of Buttons (pick your button color)
4. Course Menu Display - Folder or List
5. Default Content View (Icon and text)
6. Select Course Entry Point [Home page]
7. Select Banner
8. Submit
9. Click on Home Page Button to get back to the beginning. (or the "bread crumbs" at top of page.)
10. You should note the icons at the top of the menu; you can switch from list to folder view or back again; you can expand the list; you can have the menu open as a separate window.