

Welcome to BB 101 - Intro to Blackboard ONLINE!

Posted on: Thursday, December 16, 2010

Blackboard (Bb) is a "course management system" (CMS). Specialized instructors put courses—or course materials—online. Bb also provides a way for you to communicate with students: have online class discussions: create

> Edit
> Delete

Create Thread Grade Forum

Message Actions Collect Delete

1 **Check box at top to select all or select individual**

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Setting Availability

Most items have a way to set availability. Enter the edit mode for the item by clicking the chevron arrow next to the item and then select the “Edit” option.



Setting Availability for Announcements

After selecting “Edit” and entering the settings for the Announcement, scroll to the “Web Announcement Options” section.

Scroll down until you see the Web Announcement Options section. Select “Date Restricted”, check the boxes next to “Display After” and “Display Until” (you are not required to use both) and then specify the dates/times.

2. Web Announcement Options

Duration Not Date Restricted
 Date Restricted ← 1

Select Date Restrictions

Display After 12/16/2010 02:41 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 12/17/2010 03:41 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

← 2

Restrict availability for announcements.

Setting Availability for Assignments

After selecting “Edit” and entering the settings for the Assignment, scroll to the Options section.

You can either toggle “on” and “off” or set availability to automatically open and close at specified dates/times. If you use this feature, you must select “Yes” next to “Permit Users to View this Content” and then specify the “Display After” and “Display Until” dates/times (you are not required to use both).

3. Options

Permit Users to View this Content Yes No ← 1

Track Number of Views Yes No

Select Date and Time Restrictions

Display After 03/03/2011 01:04 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 03/04/2011 02:04 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

← 2

Setting Availability for Tests

After selecting “Edit” and entering the settings for the Test, scroll to the “Test Availability” section.

You can either toggle “on” and “off” or set availability to automatically open and close at specified dates/times. If you use this feature, you must select “Yes” next to “Make the Link Available” and then specify the “Display After” and “Display Until” dates/times (you are not required to use both).

2. 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

Force Completion
Test must be completed the first time it is launched.

Set Timer
Set expected completion time. Selecting this option also records comp

Hours Minutes

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Setting Availability for Discussions

After selecting “Edit” and entering the settings for the Discussion, scroll to the “Forum Availability” section.

You can either toggle “on” and “off” or set availability to automatically open and close at specified dates/times. If you use this feature, you must select “Yes” next to “Available” and then specify the “Display After” and “Display Until” dates/times (you are not required to use both).

2. Forum Availability

If links to this forum exist and are hidden, the forum itself may be hidden, even if this setting is set to 'Yes'.

Available Yes No

Enter Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.