

Blackboard at CSD: General Information

Logging on to the 509J Blackboard site

- Go directly to the website at “http://webschool.csd509j.net”.
- Click on Login button on left. Type in Username (6 last, 1 first) & Password (email & website). Click on Login.
- Click on Preview to view as guest.
- Click on the Logout when you are finished.

The Beginning View

Once you are logged in, the screen will show a layout with two main tabs, Home & Courses.

The Home tab has quick link Tools, announcements, calendar events, tasks, and courses in which you are enrolled & building.

The screenshot shows the Blackboard 509J Home page for user Davienne. The page has a dark blue header with the 509J logo and navigation links for Home, Help, and Logout. Below the header, there are two tabs: Home (selected) and Courses. The main content area is titled "Welcome, Davienne" and includes a "Modify Content" and "Modify Layout" button. The page is organized into several sections:

- Tools:** A vertical list of links including Announcements, Calendar, Tasks, View Grades, Address Book, and Send Email.
- My Announcements:** A section stating "No system announcements have been posted today." with a "more....." link.
- My Calendar:** A section stating "No calendar events have been posted today." with a "more..." link.
- My Courses:** A section divided into two parts:
 - Courses in which you are enrolled:** Lists "LPMS 8th Humanities - Olson" and "Sample Class 1_13_05", both with "No Announcements."
 - Courses you are building:** Lists "Jacobson Sample" with "No Announcements."
- My Tasks:** A section stating "No tasks due." with a "more....." link.
- Courses: Quick View:** A section that mirrors the "My Courses" section, listing enrolled and building courses.

The Courses tab has a Course Search area, your enrolled and building course list, and the course catalog. If you click on the Request button, you will create an email to Laurie Corliss which requests the creation of an additional class.

The screenshot shows the Blackboard interface for the 'Courses' tab. At the top left is the 'KENTVILLE SCHOOL DISTRICT 509J' logo. Navigation links for 'Home', 'Help', and 'Logout' are in the top right. Below the navigation bar are tabs for 'Home' and 'Courses'. The main content area is divided into three sections:

- Course Search:** A search box with a 'GO!' button and a link to 'Advanced Search'.
- Course List:** A section with a 'Request' button. It contains two course entries:
 - Courses you are building:**
 - Jacobson Sample** [Course Builder]
 - Course ID: Sam101
 - Instructors:
 - Courses in which you are enrolled:**
 - LPMS 8th Humanities - Olson**
 - Course ID: LPHum8-OL
 - Instructors: Carla Olson
 - Sample Class 1_13_05**
 - Course ID: Sample101
 - Instructors: Duane teacher
- Course Catalog:** A list of course categories with blue links: Applied Science, Applied Technology, Business Education, Career Education, Computer Science, Elementary, Engineering, Extended Learning, Fine Arts, Food Science, Foreign Language, Health, History, Language Arts, and Library Science.

If you click on a course that you are building, you will see something similar to this. There will be a left column with category buttons and Tools.

The screenshot shows the Blackboard interface for a specific course page. At the top left is the 'KENTVILLE SCHOOL DISTRICT 509J' logo. Navigation links for 'Home', 'Help', and 'Logout' are in the top right. Below the navigation bar are tabs for 'Home' and 'Courses'. The main content area is divided into two columns:

- Left Column (Navigation Menu):** A vertical list of blue buttons: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communications, Discussion Board, External Links, and Tools. Below these are 'Tools' sub-sections: Communication, Course Tools, Course Map, Control Panel, Refresh, and Detail View.
- Main Content Area:**
 - Breadcrumb: COURSES > JACOBSON SAMPLE > ANNOUNCEMENTS
 - Filter buttons: VIEW TODAY, VIEW LAST 7 DAYS, VIEW LAST 30 DAYS, VIEW ALL
 - Date range: February 09, 2006 - February 16, 2006
 - Message: No announcements found.
 - Blackboard logo and footer text:
 - Blackboard Learning System™ - Basic Edition (6.3.1.606)
 - Blackboard Learning System™ - Basic Edition
 - Copyright © 1997-2003 Blackboard Inc. Patents Pending. All rights reserved.
 - Accessibility information can be found at <http://access.blackboard.com>.

The Control Panel

To add an item to your online course, you must go through the Control Panel link. It is located in the left column below the category buttons & Tools box.

Click on the Control Panel link & you will see that the Control Panel is divided into six areas.

Content Areas Course Information Assignments Course Documents External Links	User Management List / Modify Users Enroll User Create User Remove Users from Course Batch Create Users Manage Groups
Course Tools Announcements Discussion Board Course Calendar Collaboration Staff Information Digital Dropbox Tasks Glossary Manager Send Email Messages	Assessment Test Manager Course Statistics Survey Manager Gradebook Pool Manager Gradebook Views
Course Options Manage Course Menu Course Copy Course Design Import Course Cartridge Manage Tools Import Package Settings Export Course Recycle Course Archive Course	Help Support Manual Contact System Administrator

- The Content Areas section is for organizing course materials. You can type information, upload copies of files, and type internet addresses as locations to go to.
- The Course Tools section is for communicating and collaboration among those who are building and enrolled in the class. You can add announcements, calendar events, or tasks. You can communicate through email, discussion boards, digital dropbox, online class time chat, or online office hours. (At this time, the Messages tool is not active.)
- The Course Options section is for managing the course itself. The order of items, tools, settings, and design can be changed. The course can be recycled, copied, exported, & archived. Courses can also be imported.
- The User Management section is for creating new Blackboard users, enrolling users into a class, and listing, modifying, and removing enrollees (known as users).
- The Assessment section is for organizing text materials. You can type tests or upload them. You can do the same with surveys. The Pool Manager allows you to save or import pools of questions for test creation.
- The Help section has links to support at the Blackboard website, the online manual, and an email link to the system administrator at 509J.