



Getting Started with Blackboard Vista

Distance Learning
Chapman 633/632

mxccdistance@mxcc.commnet.edu

www.mxcc.commnet.edu/distance

(860) 343 - 5756

Workshop Web Site – workshop schedule

www.mxcc.commnet.edu/Content/Educational_Technology_Training.asp

Blackboard Basic Features

- An Internet-based course management system used for
 - Online distance learning classes
 - Supplemental tool for on campus classes
- Content Tools
 - Class materials: syllabus, lecture notes, key terms, summary, assignments, homework, etc.
- Communication Tools
 - Internal e-mail, discussion board, announcements, calendar, chat & white board.
- Assessment Tools
 - Online quizzes, exams, and tests
 - Assignment drop boxes
 - Grade book
 - Tracking report

Logon to Blackboard Vista via myCommNet

- Go to my.commnnet.edu and enter your NetID and password.
 - NetID: BannerID@mxcc.commnnet.edu
 - Example of NetID: 09109109@mxcc.commnnet.edu
 - Look up your NetID: <https://www.commnnet.edu/netid/lookupnetid.asp>
 - Password: 8-digit NetID password
 - The same password to access a campus computer and your e-mail at www.mail.commnnet.edu.
- If you have never logged on to a campus computer or accessed your college email at www.mail.commnnet.edu, then use your initial password.
 - **Initial Password:**
 - 1st three letters of birth month with first letter capitalized
 - Ampersand character: &
 - Last 4 digits of SS#
 - Example:
 - John Brown was born April of 1968 and SS# is 045-84-9583.
 - His initial password is Apr&9583
 - **Change password:**
 - When you log on the first time, you will be prompted to change to a new password.
 - At least 8 characters in length
 - At least 3 of the 4 following criteria: 1. Upper case letters, 2. lower case letters, 3. numbers, or 4. special characters.

Having trouble logging on?

Contact IT service in Wheaton Hall or call (860) 343-5711.

Accessing Blackboard Vista

- You must first log on to <http://my.commmnet.edu> using your NetID and password.
- Click the **Blackboard Vista** icon at upper right corner.

myCommNet

Change Password
Content Layout

Welcome Yi Guan-Raczkowski
You are currently logged in.

Banner Self-Service

Blackboard Vista

E-mail

Support

Home Student Faculty Employee Library How to More...

September 2

Personal Announcements
There are no announcements

System Announcements
myCommNet Alert Notification System Enrollment

myCommNet Alert

myCommNet ALERT

Please join our **new notification system that delivers critical information in the event of an emergency, including weather-related class cancelations**. The system delivers emergency messages through **text messaging** over cellular phones. Enrollment in myCommNet Alert is **free, voluntary, quick & easy**.

- To **Create** your account on myCommNet Alert, select **"Create Account"** on the log in page
- To **update** or **change** your myCommNet Alert profile, **log in** to myCommNet Alert **FAQs**

*Text message costs will follow your calling plan's terms for text messages.

College Views

Public Resources

- [Search for Courses](#)

Best Performance in Blackboard

- Before you work in Blackboard, there are a few things you need to do to ensure best performance in Blackboard.
 - Disable all pop-up blockers to ensure the Blackboard window opens.
 - Once you are in myCommNet, click **Blackboard Vista** icon (upper right) to access my Blackboard page.
 - Once you see **My Blackboard** page, close out myCommNet window. This is to avoid a time-out messages in myCommNet when you work in Blackboard.
 - Click **Logout** at the upper right corner of myCommNet window. Close myCommNet window by clicking X sign.
 - Click the maximize icon in Blackboard window to enlarge the Blackboard window.
 - When working in Blackboard, if you are prompted to either stay or logout in MyCommNet, click on Logout to exit MyCommNet.
 - To hide courses in **My Blackboard** page, click **Edit** (pencil) icon at the upper right corner of the Course List column. Check the courses you don't want to display in **My Blackboard** and click **Hide** button (bottom).

My Blackboard

- List of courses:
 - A Blackboard orientation course for training handouts and useful files and plug-ins.
 - Courses you teach at current or upcoming semester at any of 12 CTC.
 - Courses you have taught in the past two semesters at any of 12 CTC.
- Tools: Calendar, Email
- Displays:
 - Calendar Day, To Do List, My Grades (student)
 - Personal bookmarks, Campus bookmarks, Who is online.
- Settings: Content, Color, Layout
- My Blackboard, Check Browser, Help, Log Out.

The screenshot displays the My Blackboard interface for a user named Yi Guan-Raczkowski. The top navigation bar includes links for [My Settings](#), [Check Browser](#), [Help](#), and [Log out](#). Below this, the user is greeted with "Welcome, Yi Guan-Raczkowski. Today is July 7, 2008 12:00 PM EDT." and additional links for [Channels](#), [Color](#), and [Layout](#).

The main content area is divided into several sections:

- Calendar Day:** A dropdown menu showing "You currently have no entries for today."
- To Do List:** A dropdown menu showing "You currently have no items."
- My Grades:** A dropdown menu showing "You currently have no new grades."
- Course List:** A list of courses with a red circle around the edit icon in the top right corner. The first course is "ANT-F101 - 3007.108306-Intro to Anthropology" with the role "Section Instructor: John Ambenge". The second course is "Blackboard Vista Orientation and Faculty Resources - BBVista_Fac1" with the role "Section Instructor: Rhonda DeWitt, Tobi Krutt, Francine Skalicky" and "My Role: Student". The third course is "Teaching and Learning Team - T&L1" with the role "Section Instructor: Tobi Krutt, Bonnie Riedinger, Kem Barfield" and "My Role: Student". The fourth course is "LUMI-F5000 - 2107.108206-TA Access to Vista" with the role "Section Instructor: Judy Mazgulski" and "My Role: Section Designer/Section Instructor".
- Campus Announcements:** A dropdown menu showing "Blackboard Vista downtime in July".
- Personal Bookmarks:** A dropdown menu showing "You currently have no bookmarks."
- Campus Bookmarks:** A dropdown menu showing "Blackboard Vista Resources for Faculty", "Blackboard Vista Resources for Students", "College Library Links", and "Vista Slowness Report".

CRN and Term Code

- **Example of a course:** ACC-F115-3008.111306-Financial Accounting
 - **3008** is the **Course Reference Number (CRN)**. A course is assigned to a unique CRN in a semester.
 - **111306** is the **Term Code for Fall 2011** courses.

Change over semester

1	1	1	3	0	6
Century 21 st century = 1	Last 2-digit of a year Year of 2011 = 11 Year of 2012 = 12 Year of 2013 = 13		Semester Spring = 1 Summer = 2 Fall = 3 Winter = 4	College MXCC="06"	

Examples of Semester Codes

Winter 2011 → 111406

Spring 2012 → 112206

Summer 2012 → 112206

Fall 2012 → 112306

Special Sites in Blackboard

A screenshot of a Blackboard interface showing a list of special sites. The sites are listed in a vertical column, each with a title and a description. The first site is "Bb Vista Faculty Training and Resources - Spring 2011" with a description "Section Instructor: Rhonda DeWitt , Tobi Krutt , Francine Skalicky" and a pencil icon. The second site is "MXCC 111106 - Spring 2011 - Virtual Campus - Campus Activities and Blackboard Orientations" with a pencil, paper, and clock icon. The third site is "MXCC Advising - Advising Information - Spring 2011". The fourth site is "MXCC Library - Research Help - Spring 2011".

[Bb Vista Faculty Training and Resources - Spring 2011](#)
Section Instructor: Rhonda DeWitt , Tobi Krutt , Francine Skalicky


[MXCC 111106 - Spring 2011 - Virtual Campus - Campus Activities and Blackboard Orientations](#)


[MXCC Advising - Advising Information - Spring 2011](#)

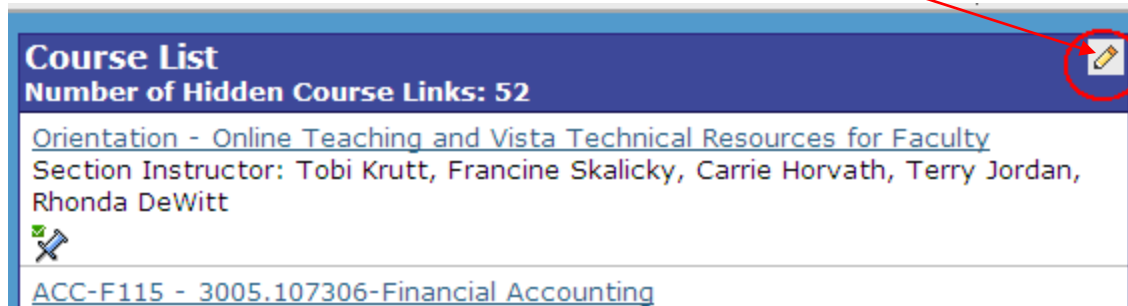
[MXCC Library - Research Help - Spring 2011](#)

- All students and faculty members have access to two special sites in Blackboard at MxCC.
 - **Virtual Campus:** campus activities, Bb Vista Tutorials, Blackboard Sandboxes
 - **Library Research Help:** information for library research

Hide/Show Course Names in My Blackboard

- You may hide previous courses listed in My Blackboard page.

- Click **Show/Hide** icon  .



- Check the courses you would like to hide (or show).
- Click **Hide** (or Show) button at the bottom of the screen.
- Click **My Blackboard** (upper left) to go back to **My Blackboard** page.

Blank Course/Copy a Course

- Once you click a course name from the course list page, you will be prompted with the following options:

Assign Course Content

PSY*-F111 - 3287.110306-General Psychology I

You can assign content to this course from another course or start designing this course without as

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

Continue

Cancel

- If you are first time using Blackboard Vista for your course, check **Set up a blank course**, and click on **Continue**.
- Copy content from another course**: this option allows you copy a course previously used in Blackboard. You will choose this option next time when you teach the same course and you want to roll your past course over to the new course site.
- Do not** choose "Assign a template to this course".
- Without permission, do not copy a course taught by other professors.

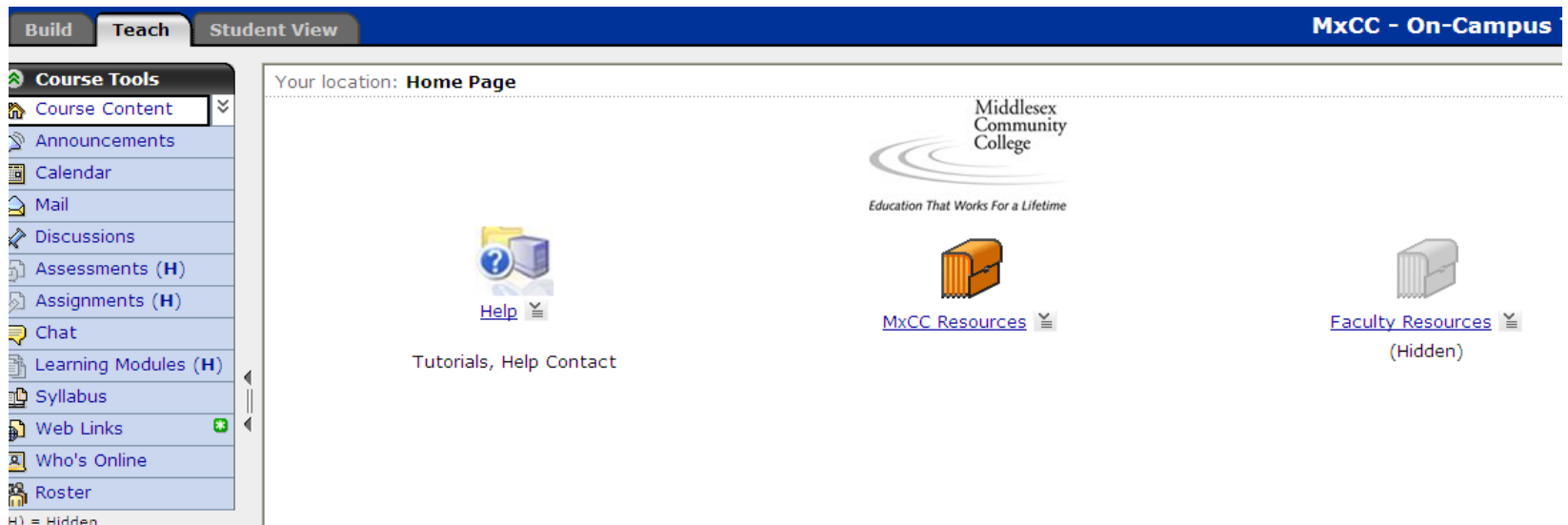
Choose Tools

- You may choose the following commonly used tools to start. This handout has instruction on how to use the tools:
 - Syllabus
 - Calendar
 - Mail
 - Discussions
 - Announcements

MxCC Template for On Campus Classes

Contact Distance Learning at **mxccdistance@mxcc.commnet.edu** to assign the on-campus template to your course. Provide course Title with CRN. For example, ENG101 – Composition - 3029-Fall 2011.

- The template provides communication tools, learning tools, college web sites, tutorials, and help information.



The screenshot displays the MxCC On-Campus interface. At the top, there are three tabs: "Build", "Teach", and "Student View", with "Student View" selected. The top right corner shows "MxCC - On-Campus". On the left, a "Course Tools" sidebar lists various options: Course Content, Announcements, Calendar, Mail, Discussions, Assessments (H), Assignments (H), Chat, Learning Modules (H), Syllabus, Web Links, Who's Online, and Roster. The main content area shows "Your location: Home Page" and the Middlesex Community College logo with the tagline "Education That Works For a Lifetime". Below the logo are three resource links: "Help" (with a question mark icon and the text "Tutorials, Help Contact"), "MxCC Resources" (with a book icon), and "Faculty Resources" (with a book icon and the text "(Hidden)").

Start Page

- After you have chosen the tools, you will see the **Start** page: Course Tools, Design Tools, and Tutorials.
 - You may click on Exploring the Interface Tutorial to learn basic features.
- To turn the Start Page off, check **Do not show this page again** and click on **Done** button
- Click **Course Content** icon to enter the course Home Page.

Build Teach Student View ANT-F101 - 3007.108306-1

Course Tools

- Course Content
- Announcements
- Calendar
- Mail
- Assessments
- Discussions
- Assignments
- Chat (H)
- Learning Modules
- Search (H)
- Syllabus (H)
- Web Links
- Who's Online (H)

(H) = Hidden

Designer Tools

- Manage Course

Course Tools

Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added to the course menu. You use these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities.

Designer Tools

Designer tools allow you to build and customize the course, manage files, and control the availability of content. To read information about getting started in the Learning System, click the **Help** link at the top of the screen.

Tutorials

To become familiar with the major areas of the Blackboard Learning System and how to navigate around them, see the [Exploring the Interface tutorial](#).

To learn the fundamentals of building a course in the Blackboard Learning System, see the [Design Basics tutorial](#).

Done

Do not show me this page again

Blackboard Vista Home Page

- **Three tabs:**
 - **Build tab:** add files, folders, learning modules, assignments, exams, etc.; change settings.
 - **Teach tab:** Announcements, Calendar, Email, Discussions, Gradebook, assignments, tracking, etc.
 - **Student tab:** Preview your course from student perspective.
- **Course Tools:** Course Content, Mail, Discussions, Calendar, Assignments, Assessments, Syllabus, Web Links
- **Designer Tools:** Manage Course, File Manager, Selective Release

Build Teach Student View MXCC--Vis

Your location: Home Page

Add File Create Folder Add Content Link

Middlesex Community College

Education That Works For a Lifetime, Summer 208, Online, PSY 111 General Psychology

Welcome welcome, orientation

Assignments Weekly Breakdowns

Resources

Syllabus

Class Files

Help Help, Tutorials

Course Tools

- Course Content
- Announcements
- Discussions
- Mail
- Syllabus
- Assessments
- Assignments
- Calendar
- Chat
- Goals (H)
- Learning Modules
- Media Library
- Web Links
- Who's Online (H)

(H) = Hidden

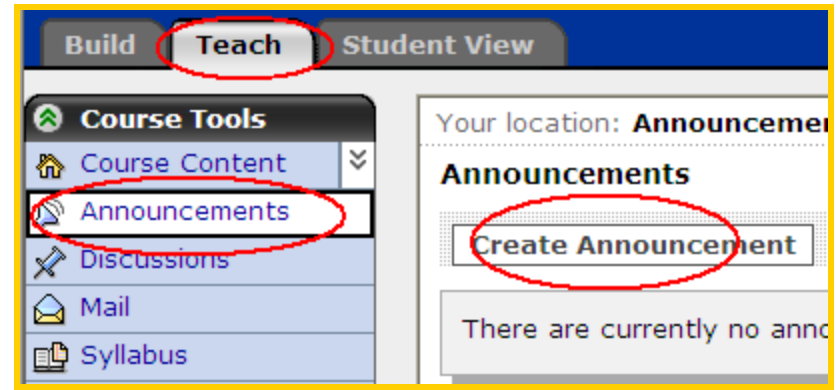
Designer Tools

- Manage Course
- File Manager
- Grading Forms
- Selective Release

Expand or collapse the Course Menu.

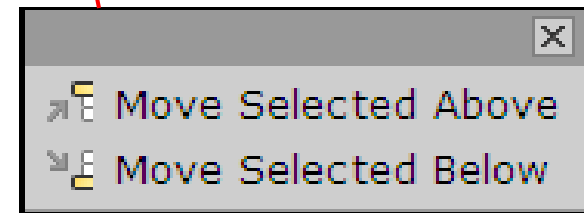
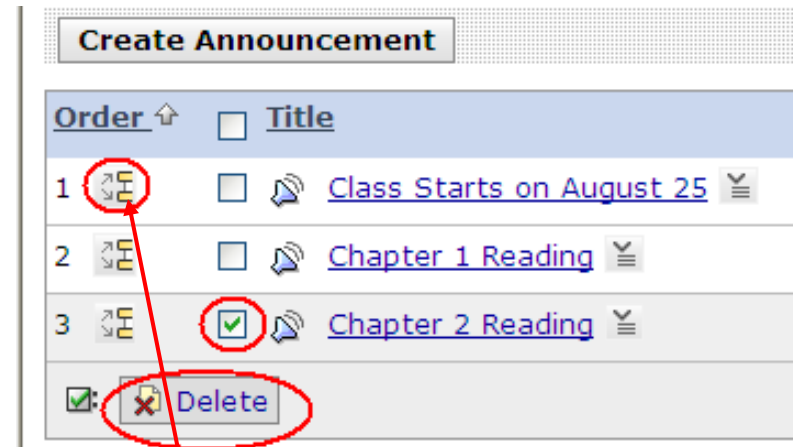
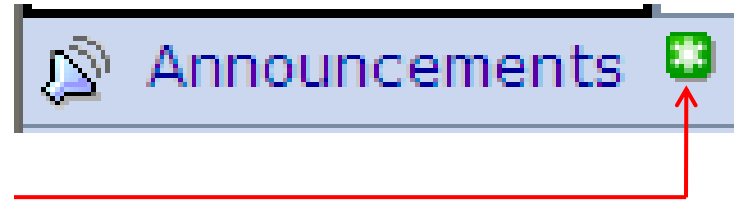
Creating Announcement

- In **Teach** tab, click **Announcements** in **Course Tools**.
- Click on **Create Announcement** button.
- Type the title and the message.
 - **Enable HTML Creator** allows you to format an announcement.
- Select to whom you would like this announcement delivered.
 - Example: Check **Student**.
- Check **Also deliver as a pop-up message**.
- Choose **Display Time**
 - If you choose to display an announcement at a later time, you can **Edit** the announcement before it is posted.
- If you choose a stop displaying time, the announcement will not be visible in Teach/Student view after its ending time.

A screenshot of the 'Create Announcement' form. The 'Title' field contains 'Class Starts on August 25'. The 'Message' field contains 'The first day of fall 2008 is August 25. Please go through the online orientation to get yourself ready. Yi'. The 'Recipients' section has 'Student' checked. The 'Delivery Dates' section has 'Start displaying on' set to 7/9/2008 at 1:43 PM and 'Stop displaying on' set to 7/10/2008 at 1:43 PM. The 'Also deliver as a pop-up message' checkbox is checked. Red circles highlight the title, message, 'Student' recipient, and the start date/time. Red arrows point from the 'Student' checkbox and the start date/time to the corresponding text in the list of instructions on the left. The 'Send' and 'Cancel' buttons are at the bottom.

Announcement

- After the announcement message is sent, in **Student View**, there will be a green mark shown on the **Announcements**.
- The posted announcement cannot be edited but can be deleted.
 - To delete an announcement, click on the **Build** tab. Click on Announcements icon in **Course Tools**. Check the announcement and click **Delete**. Click **OK** to confirm.
- Reorder an announcement
 - In **Build** tab, click on **Announcements** in **Course Tools**.
 - Check the announcement you want to move.
 - Click on the move selection icon next to where you would like to move
 - Select **Move Selected Above** (or **Move Selected Below**).



Calendar

- In **Teach** tab, click on **Calendar** on **Course Tools**.
 - Useful tools in Calendar
 - Navigate to different months.
 - Navigate to three views: Month, Week, Day.
 - Post an item on the calendar.
 - Click on **Add entry**.

Calendar

[Add Entry](#) [Create Printable View](#) [Calendar Settings](#) [Delete All](#) [Delete a Range](#)

[Month](#) [Week](#) [Day](#) View:

July 2008

July 2008

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	29	30	<u>1</u>	<u>2</u>	<u>3</u>	4	<u>5</u>
View Week	<u>6</u>	<u>7</u>	<u>8</u>	9 Today	<u>10</u>	<u>11</u>	<u>12</u>
View Week	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
View Week	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
View Week	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	1	2

Entries in italic are private entries.

Post an Item on the Calendar

- Calendar can be used to post activities, reminders, assignments, announcements, etc.
- Click **Add Entry** button at upper-left corner of the page.
- Type the title and details.
- Click on the **Calendar** icon and select the date.
 - If you only select the start date, the entry will apply for an all day event.
 - If you select the start time, you need to select end date and time to complete the entry.
- You may click More Options: internal link, URL, repeat events.
- Click **Save**.

Add Entry

*Title:

Description:

Use HTML

Dates

* Start Date:

Start Time:

End Date:

End Time:

Entry Type

Personal (Only you can see this entry.)

Course (All course members can see this entry.)

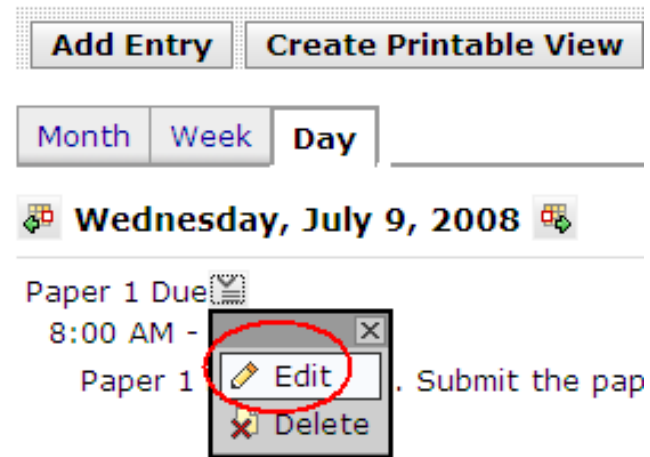
Access:

* Required field

Delete or Revise a Calendar Entry


- To update an entry
 - In **Month** view, click the date on the event you'd like to edit.
 - Click on the "gray" icon next to an entry. Select **Edit**.
 - Make revision and click **Save**.
- To delete an entry
 - In **Month** View, click the date on the event you'd like to delete.
 - Click on the "gray" icon next to an entry. Select **Delete**.
 - Click **OK** to confirm.

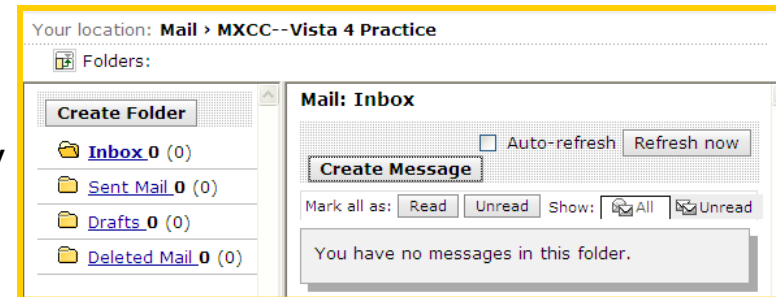
Calendar



The screenshot shows a calendar interface. At the top, there are two buttons: "Add Entry" and "Create Printable View". Below these are three view selection buttons: "Month", "Week", and "Day". The current date is "Wednesday, July 9, 2008". A calendar entry for "Paper 1 Due" is shown, starting at "8:00 AM". A context menu is open over this entry, with two options: "Edit" (with a pencil icon) and "Delete" (with a trash can icon). The "Edit" option is circled in red. To the right of the menu, the text ". Submit the pap" is partially visible.

E-mail- Send a Email

- Email in Blackboard is internal: only enrolled students and the instructor can email to each other. It is mainly used for private communication between a student and an instructor or among students.
- Go to email tool:
 - In **Teach** tab: click the **Mail** icon on **Course Tools**.
 - In **My Blackboard** page: click the e-mail icon on the upper- right corner.
- Click **Create Message** button.
- Click **Browse for Recipients...** Button.
 - To show all students on one page, click Paging Preference icon  in the bottom right corner. Enter max number of students in your course. Click **Save**.
- Next to the name of a student, check the box.
 - To box: to whomever you'd like to e-mail
 - CC box: to whomever you'd like copied
 - BCC box: to whomever you'd like to blind copy
- Click Save (bottom-left corner).
- Type the subject and message.
- Click the Send button at the bottom-left corner.
- Attach a file to an e-mail message.
 - See instruction for the slide of **Discussions-Attach a Document**.



Email to All Students, a Student, or Distance Learning

Create Message

*To:

CC:

BCC:

*Subject:

*Message:

Use HTML In

Attachments:

* Required field

Select Message Recipients - Mozilla Firefox

http://mycommnet.blackboard.com/webct/urw/lc2457201986071.tp25692

Select Message Recipients

Select Roles

<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Role Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Instructors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Designers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Teaching Assistants
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Auditors

Select Individuals and Groups

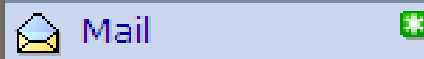
<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MxCC Distance Learning Staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K... ..
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S... ..
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y... ..

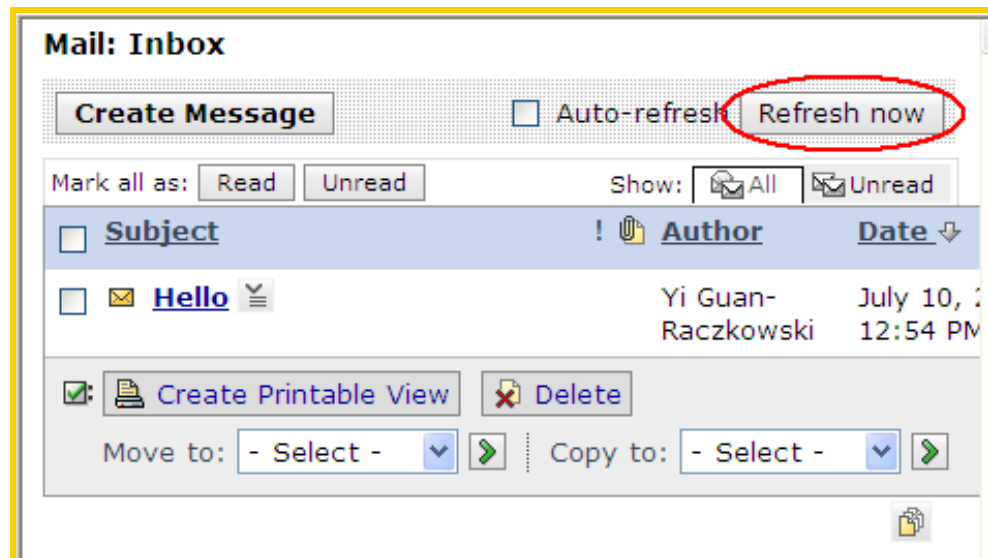
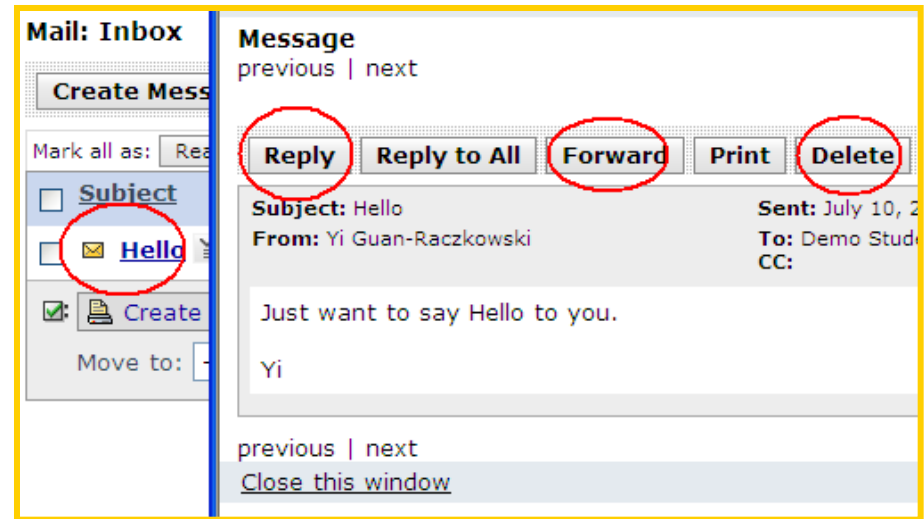
Check
All Students.

Distance Learning
Support staff

A Student

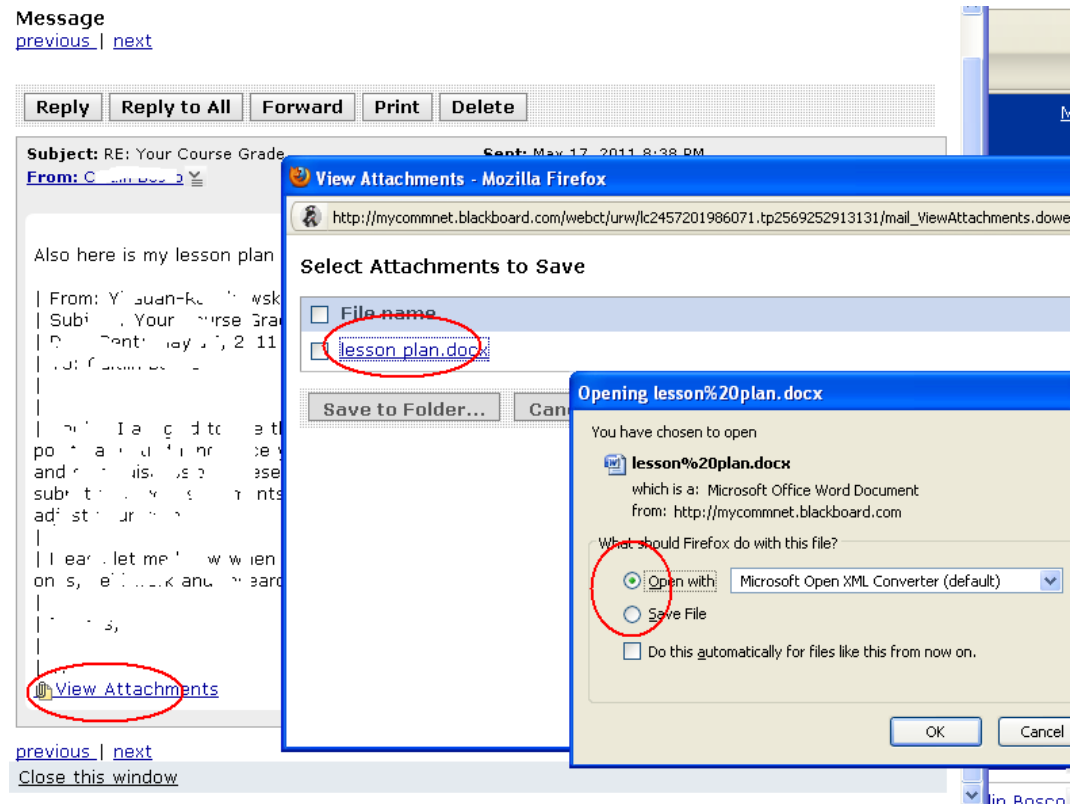
Email- Read and Reply

- When there is a new e-mail message in Inbox, there is a green star sign on the email icon. 
- Click **Mail** icon (**Teach** tab or **My Blackboard**) to go to the e-mail page.
- Click the message subject to open it.
- Reply to a message
 - Click **Reply** button.
 - Type your message.
 - Click **Send** button.
- Reply to All: reply to all the recipients.
 - Click **Reply to All** button.
 - Type your message.
 - Click **Send** button.
- Delete the message.
 - Click the **Delete** button.
- While you are reading messages, you may click **Refresh Now** button to refresh the email screen in order to receive new messages.




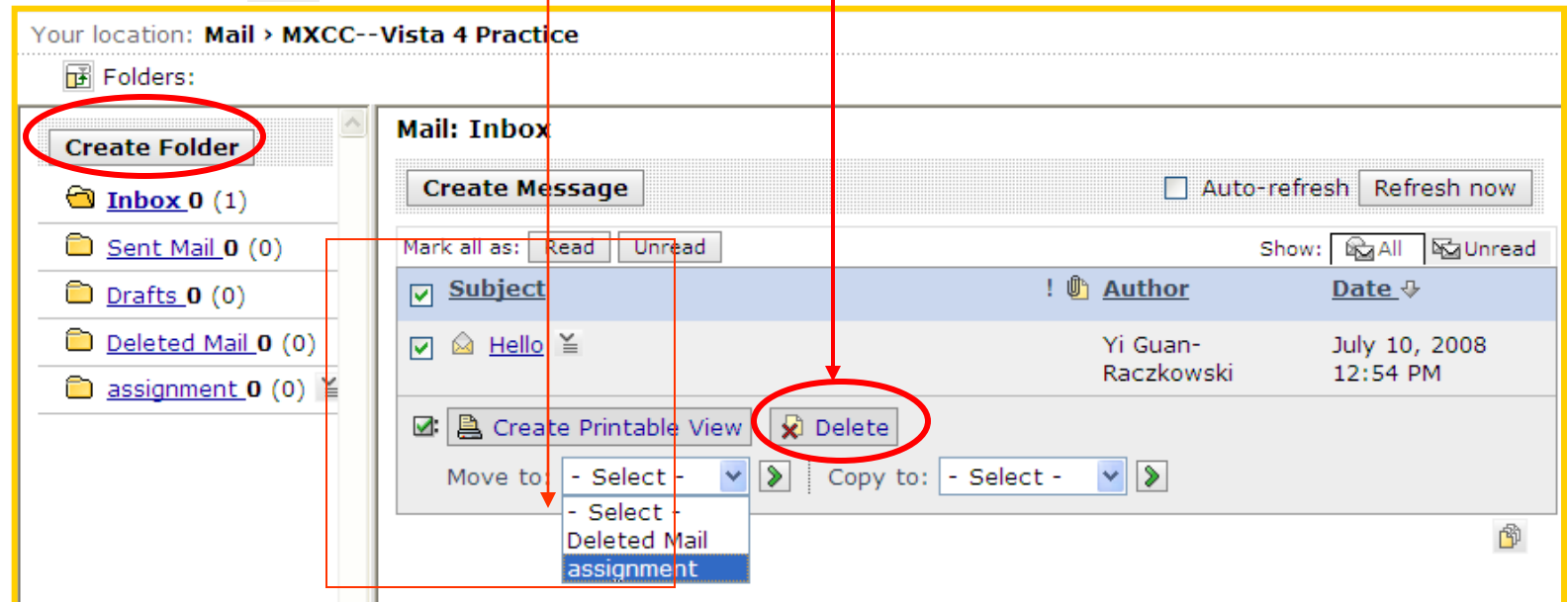
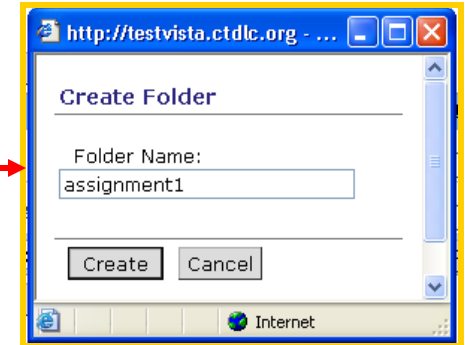
Email – Open/Save an Attachment

- You may ask students to submit their work in email attachment, but you are highly recommend to use Assignments feature to collect student files.
- To review an attached file in Mail, open the message and click on **View Attachment** link at the bottom of the email message.
- Click on the file name, choose:
 - Open, you will open the file.
 - Save File, you will save the file.
- Click on **OK** to confirm.



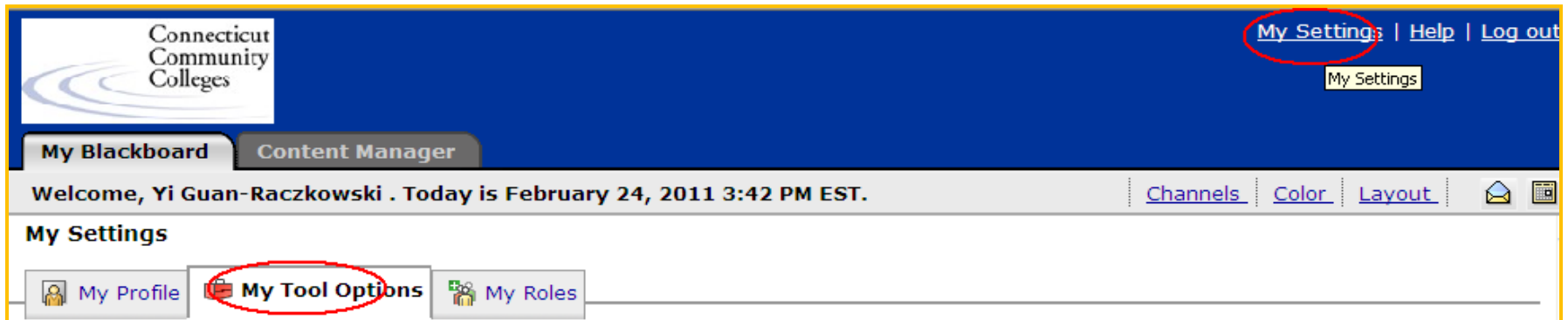
E-mail- Delete, Create a Subfolder, Move

- In **Inbox** page, check a message:
- Delete a message: Click the **Delete** icon.
- Create a subfolder: Click **Create Folder**. Type the folder name and click **Create**.
- Move a message to a subfolder.
 - Select the message. Select the subfolder. Click 



Forward Blackboard Email

- If you entered an email in Faculty Self-Service, you can have the mails received in Blackboard Vista forwarded to the email. However, you need to log on Blackboard to respond to emails.
- In **My Blackboard**, click on **My Settings**.
- Click on **My Tool Options**.



The screenshot shows the Blackboard user interface. At the top left is the Connecticut Community Colleges logo. At the top right, the text "My Settings | Help | Log out" is visible, with "My Settings" circled in red. Below this is a navigation bar with "My Blackboard" and "Content Manager" tabs. A welcome message reads "Welcome, Yi Guan-Raczkowski . Today is February 24, 2011 3:42 PM EST." To the right of the welcome message are links for "Channels", "Color", and "Layout", along with icons for mail and a calendar. Below the navigation bar is the "My Settings" section, which contains three tabs: "My Profile", "My Tool Options" (circled in red), and "My Roles".

Mail

Mail forwarding

Forward all mail messages to the e-mail address in my p

Show messages:

- All
- Unread only

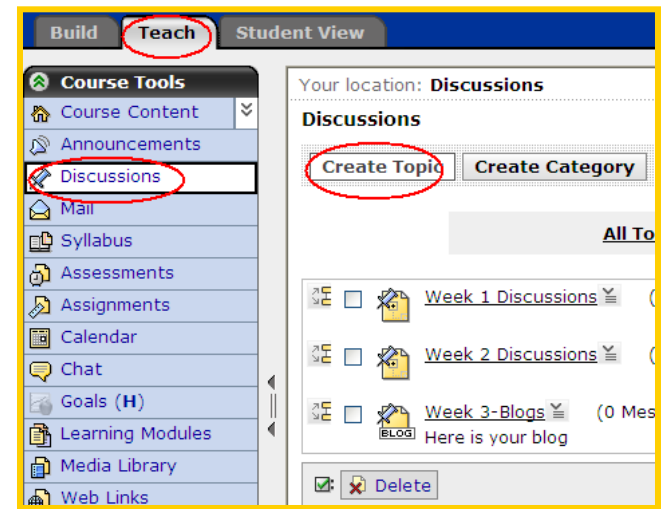
■ Check **Forward all mail messages to the email address in my personal account.**

Discussions and Examples

- Learning can be enhanced through engaging interactions among learners.
- All online courses at MxCC use discussion boards as one of learning activities for students.
- Discussions in Blackboard allow students to post messages at different time at various locations.
 - Examples for on-ground courses:
 - Sociology and Education
 - Continuation of group discussions after classes
 - Medical Terminology
 - Jeopardy game to learn medical terms.
 - Psychology
 - Respond to the instructor's questions.
 - Respond to at least 2 student answers.
 - Human Service
 - Assign discussion buddies: pair up students and they respond to each other's questions.

Discussions - Create Topics

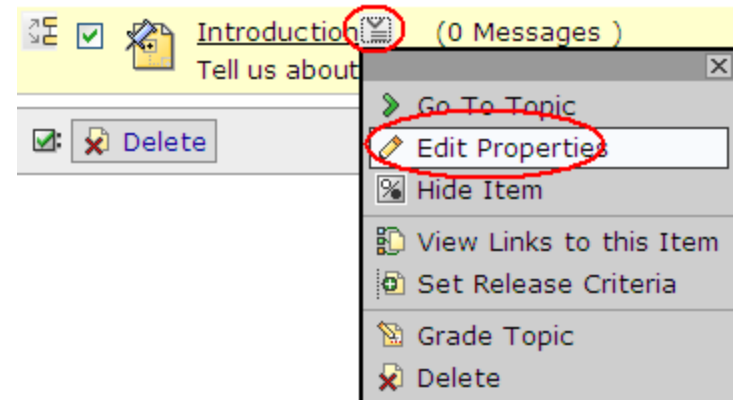
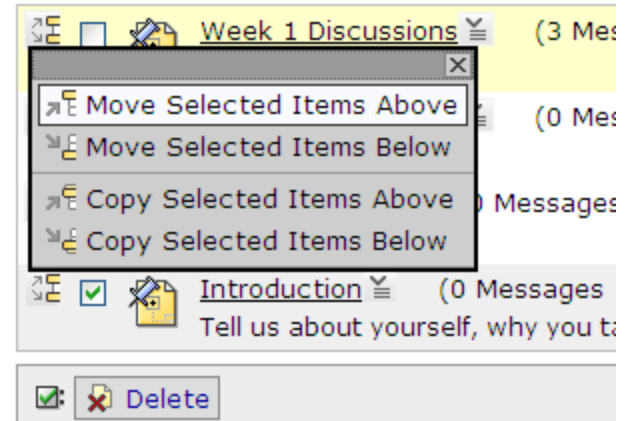
- In **Teach** tab, click **Discussions** on **Course Tools**.
- Create a new topic.
 - Click **Create Topic** button.
 - Keep **Threaded** checked and click on **Next**.
 - Type the name of the discussion topic in the Title box.
 - You may enter discussion questions or requirements in **Description** box.
 - If the topic is gradable with a numeric grade, check **Numeric grade** and enter the max point.
 - Check **Release grade to Students on My Grades**. There will be a grade column for the topic in the Grade Book.
 - Click **Save**.



The screenshot shows the 'Create Threaded Topic' form. The 'Title' field contains 'Introduction'. The 'Description' field contains the text 'Tell us about yourself, why you take this class, what your expectations are.' The 'Item Visibility' section has 'Show Item' selected. The 'Category' section shows a dropdown menu set to '- Select -'. The 'Grading' section has 'Numeric grade: Out of 10' selected. The 'Release grade to Students in My Grades' checkbox is checked. The 'Save' button is circled in red. A red asterisk and the text '* Required field' are visible at the bottom left of the form.

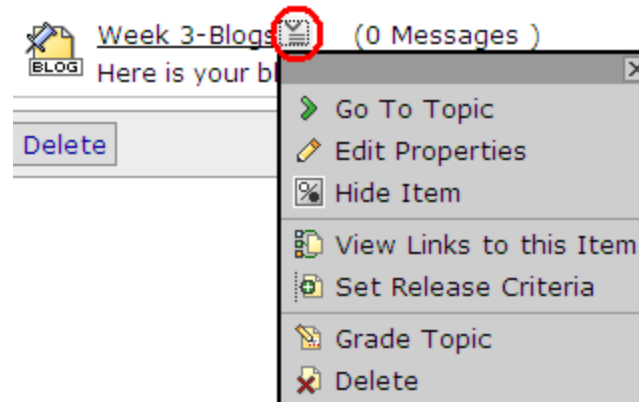
Reorder or Edit Discussion Topics

- Reorder a topic
 - Check the topic you would like to reorder.
 - Click the move icon next to the topic to which you would like to move. Click on **Move Selected Above** (**Move Selected Below**).
- Edit Discussion Topic
 - Click on the gray box next to the topic and select **Edit Properties**.
 - Make revision and click on **Save**.



Discussion Topic Setting

- Set the following criteria for each discussion topic:
- In **Teach** or **Build**, click on **Discussions** on Course Tools.
 - Click on the gray box next to a topic. A menu of choices is shown:
 - **Go to Topic**: enter the topic board.
 - **Edit Properties**: edit title, descriptions, set up gradable topic with points, lock the topic, etc.
 - **Hide Item**: turn off the topic board from student view.
 - **Set Release Criteria**: selectively release the board.
 - **Grade Topic**: go to the grading page of the topic.
 - **Delete**: delete the topic.



Discussion Messages Views

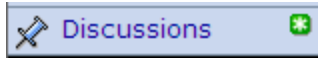
- Threaded vs. Unthreaded
 - Threaded (Default): messages are listed in groups with the initial message and the responses. You use threaded view to see logical connections (conversations) among messages.
 - Unthreaded: messages are listed in chronological order. You use this view to see the newly posted messages easily.
 - Click the + sign next to a thread to view all messages in the thread.
- All vs. Unread.
 - All (default): all messages are displayed.
 - Unread: only the new messages are displayed.

The screenshot shows a discussion board interface for "Week 7 Resp & Uro". At the top, there are buttons for "Expand All" and "Collapse All". To the right, a "Display:" dropdown menu is set to "Threaded", with "Unthreaded" also visible. Further right, there are buttons for "All" and "Unread". Below this is a table of messages with columns for "Subject", "Messages", "Author", and "Date". The first message, "Chapter 9 TE 2", has a red circle around its subject and a red arrow pointing to the "Threaded" view button. The table lists several threads, each with a count of messages and a number of unread messages in parentheses. At the bottom, there are buttons for "Mark as Read", "Mark as Unread", and "Create Printable View".

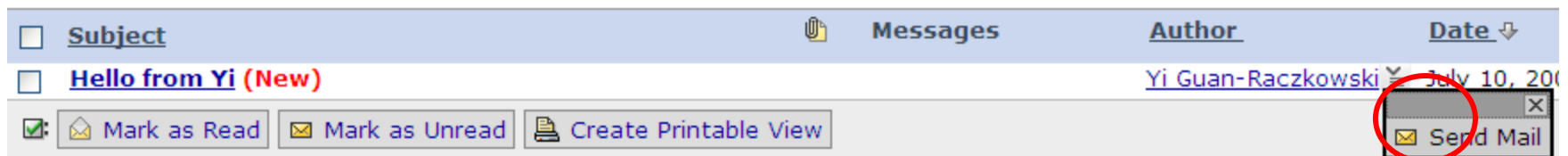
Subject	Messages	Author	Date
<input type="checkbox"/> Chapter 9 TE 2	4 (1 Unread)	Niemi, Cheryl	February 26, 2005 7:38 PM
<input type="checkbox"/> Chapter 9 TE 3	8 (4 Unread)	Niemi, Cheryl	February 26, 2005 8:11 PM
<input type="checkbox"/> Chapter 9 TE4	14 (14 Unread)	Niemi, Cheryl	February 27, 2005 10:36 AM
<input type="checkbox"/> CH 9 TE 2	7 (7 Unread)	Linkkila, Eleanor	February 27, 2005 11:47 AM
<input type="checkbox"/> Ch 9 TE 3	13 (13 Unread)	Bond, Luanne	February 27, 2005 12:41 PM
<input type="checkbox"/> CH 9 TE 2	11 (11 Unread)	Marquis, Victor	February 27, 2005 3:47 PM
<input type="checkbox"/> Navigation of new site	5 (5 Unread)	Linkkila, Eleanor	February 28, 2005 1:22 PM

Discussions-Read/Reply to a Message

- When there is a new message posted on the discussion board, a green mark will be shown on **Discussions** icon.

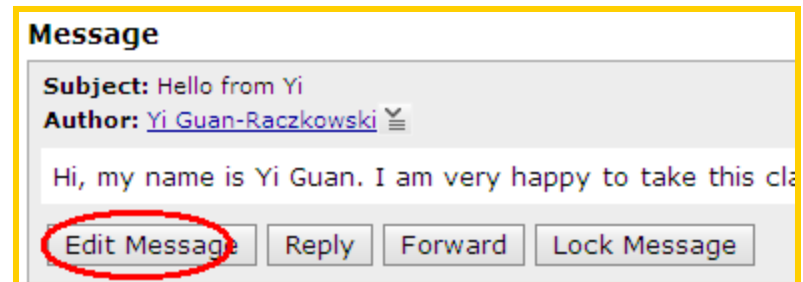


- In **Teach** tab, click on **Discussions**.
- You may click on **New** next to a topic to read the new messages on the topic board.
- Click the topic with the new messages that you want to read.
- Read: Click the subject of the new message to open it.
- Reply: Click the **Reply** button. Type your reply and click Post. A replied message is "public", viewable by all students.
- Send email (**Reply Privately**): Click the gray box next to the Author's name. Select **Send Mail**.




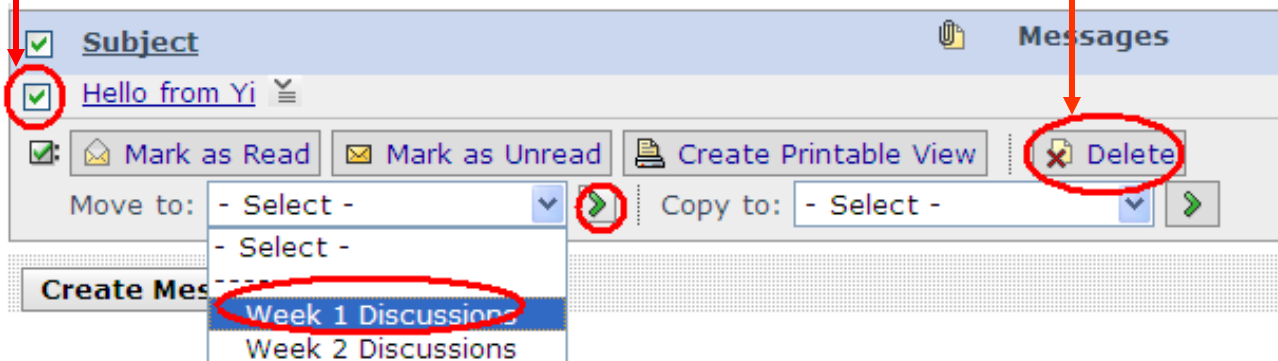
Discussions-Edit, Move, Delete a Message

- In the Discussion topic page (Discussions>click a topic)
- You can edit a message you posted.
 - Click the message subject to open the message.
 - Click **Edit Message** button.
 - Make revision
 - Click **Post**.



- Delete a message

- Check the message and click the Delete button.
- Check the message. Select the topic to which you want to move. Click on the Go icon  .



Discussions- Post a Message

- In **Tech** tab, click on **Discussions**.
- Click the discussion topic title to enter the topic board.
- Click **Create Message** button.
- Type the subject.
- Type the message.
- To format the message and use Spell Checker
 - Check on **Enable HTML Creator**.
 - Click **Spell Checking** icon.
 - Make corrections if necessary.
- Click **Preview** to review the message.
- Click **Post** to post the message.

Create Message

*Subject: Hello from Yi

Message:

Hi, my name is Yi Guan. I am very happy to take this class.

Enable HTML Creator

WYSIWYG Source View edit-on® Pro by RealObjects Insert

Insert equation: New >

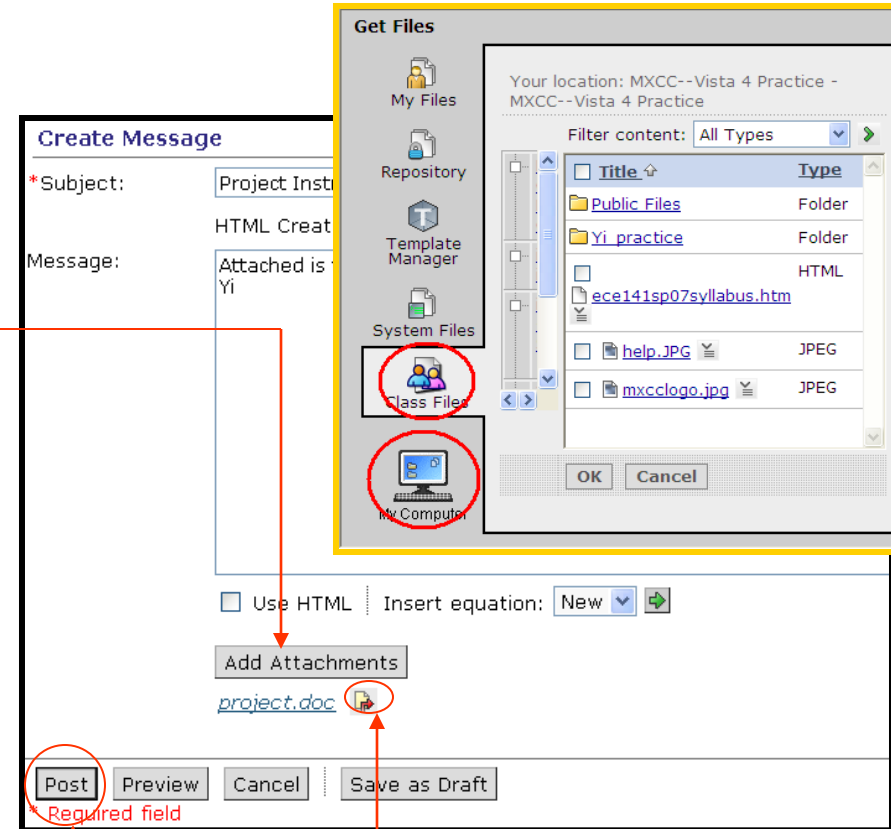
Attachments: Add Attachments

Post Preview Cancel Save as Draft

* Required field

Discussions-Attach a Document

- In the **Create Message** window:
- Click **Add Attachments**.
 - Click on **Class Files**.
 - The file will be stored at the class site that can be found in **File Manager** in **Build** tab.
 - Click on **My Computer**.
 - Locate the file from your computer.
 - Double-click on the file.
 - You will see the file attached underneath the **Add Attachments** button.
- Click on **Post**.



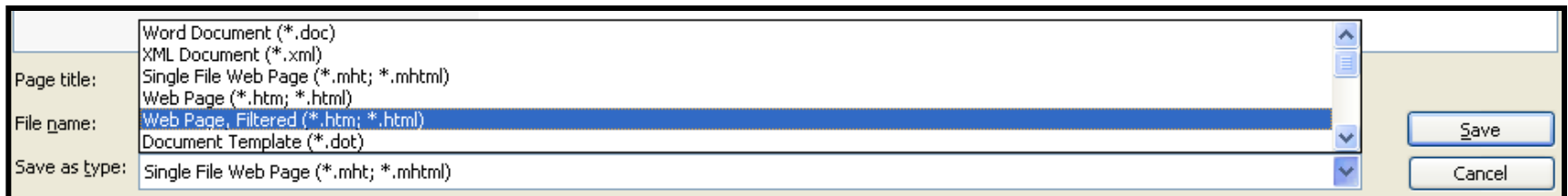
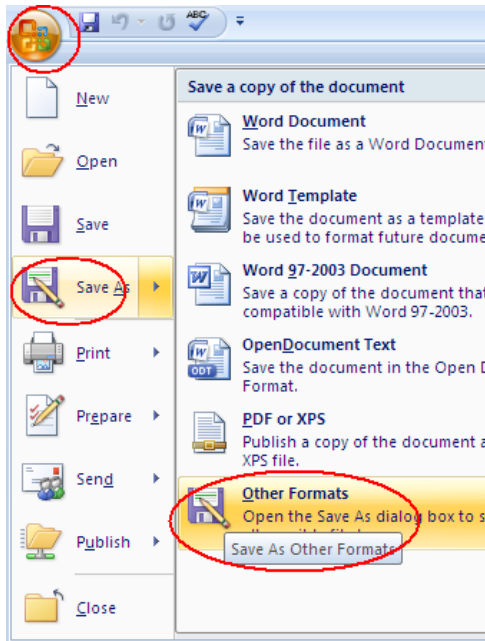
Remove the file

Steps of Adding Syllabus

- Step 1, Convert MS Word syllabus to a web page (.htm or .html).
 - It is strongly suggested that all MS Word files used in Blackboard are converted to web pages (.htm files) for the convenience of students accessing the files.
- Step 2. Add the syllabus
 - Upload the syllabus.
- Step 3. Update the syllabus.
 - This site has video instruction on how to upload a syllabus
 - <http://www.mxcc.commnet.edu/Content/FTechResources.asp>
 - Click on **Instruction – Upload a Syllabus to Blackboard**

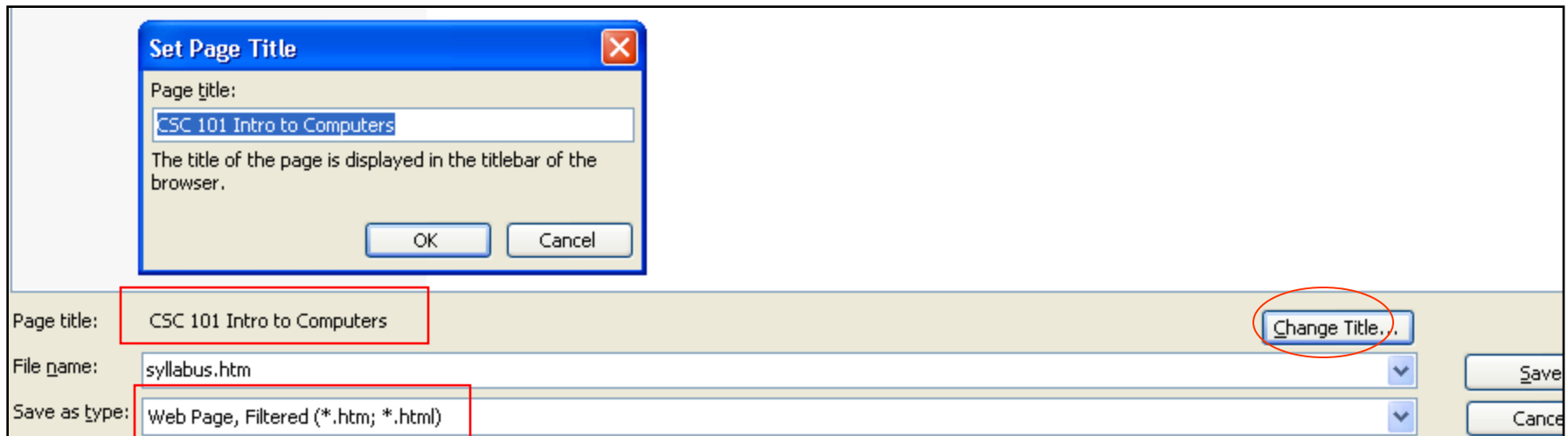
Step 1, Convert a MS Word File to a Web Page (.htm/.html file)

- You may use MS Word 2007 to convert a word document to a web page “.htm” file.
 - Open the Word document in MS Word. (educ101syllabus.doc).
 - Go to **Office Button**, select **Save as**, and choose **Other Formats**.
 - Before you click Save button, you must:
 - Use a title for the page.
 - Give a file name to comply Blackboard naming convention.
 - No “space” or special characters.
 - Select **Web Page, Filtered** in **Save as Type** pull down menu. This filters out the MS Word unique codes. In Blackboard Vista, a clean .html file can be edited on the fly with the HTML Creator.
 - Web Page, Filtered may result in “strange characters” in your file. If this occurs, use “web page” format instead.
 - Click **Save**. Click **Yes** to confirm.



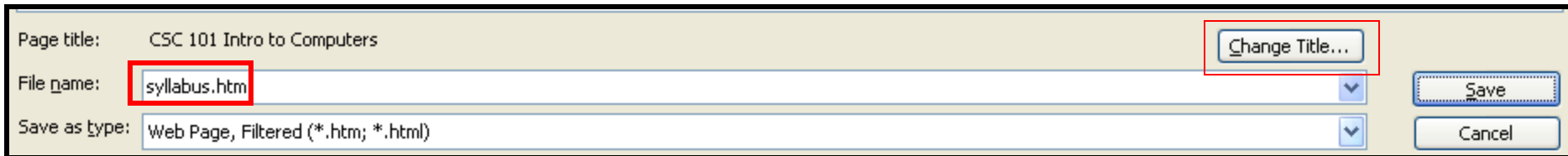
Web Page Title

- The title of the syllabus file is shown on the “top blue” bar on the Blackboard window.
 - When you save a Word file as a web page, the page title is automatically taken from the first paragraph of your file.
 - If the first paragraph of text does not reflect the content of your word file, you need to change the title.
 - Click **Change Title...** button, type a title and click **OK**.



Name the Web Page File

- You need to give a name for the file to comply with Blackboard naming convention.
 - No space or other special characters for a file name.
 - Starting with a letter. Use letters, numbers, and “_” only (as few letters as possible).
- Example: Type “syllabus” for web page name, click on **Save** button.
- Use the same steps above to convert all other MS Word files to “.htm” files.



Page title: CSC 101 Intro to Computers

File name: syllabus.htm

Save as type: Web Page, Filtered (*.htm; *.html)

Change Title...

Save

Cancel

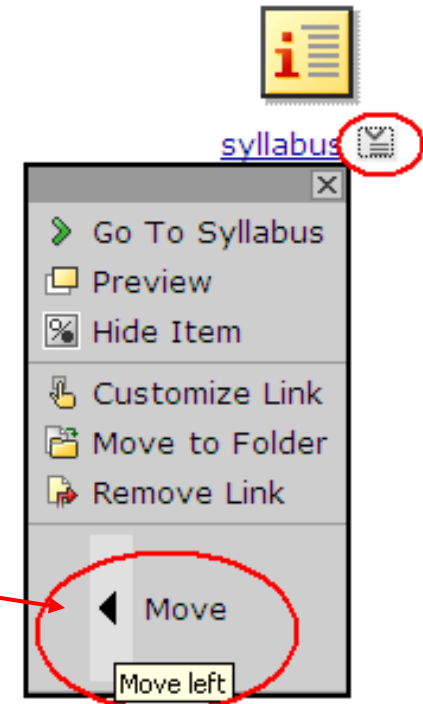
Step 2. Add the Syllabus

- In the **Build** tab, click on the **Add Content Link**, click on **Syllabus**, and click on **Select File**.
- Click on **Class Files**. This is to ensure you upload the file to the course you currently working on.
- Click the **My Computer** icon.
- Locate the syllabus ".htm" file from your computer, and double-click on it.
- Wait until the syllabus file is loaded.

The screenshot displays the LMS interface in the **Build** tab. The **Add Content Link** button is circled in red, and its dropdown menu is open, showing the **Syllabus** option also circled in red. Below **Syllabus**, the **Select File** button is circled in red. An inset window titled **Get Files** is shown, with the **Class Files** and **My Computer** icons circled in red. The **My Computer** window shows a list of files, including **help.htm** and **mxcclogo.jpg**.

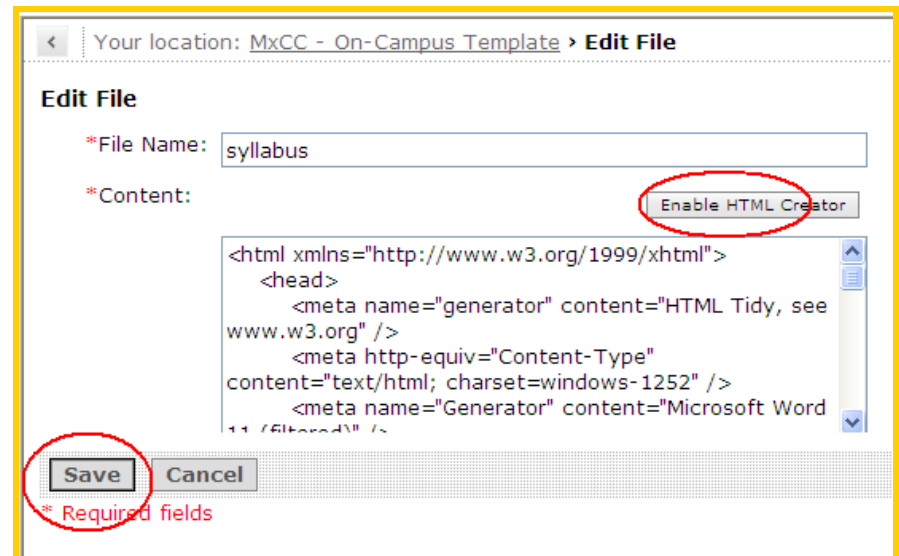
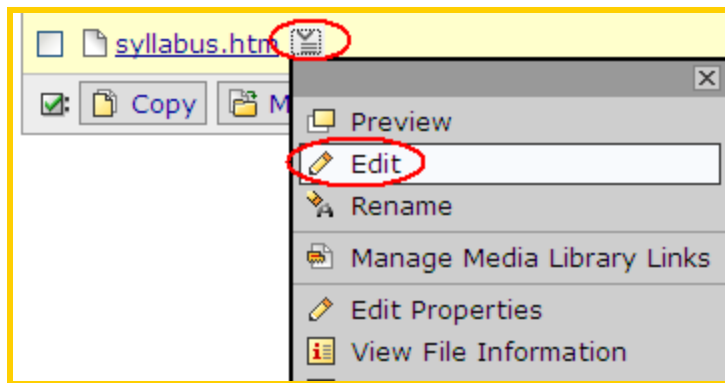
Move Syllabus Icon in Home Page

- You may move the Syllabus icon to the first icon in the Home Page.
- Click on the gray box next to the Syllabus icon and click on the left arrow in **Move**.
- Repeat the above step to move the syllabus icon in the order you wish.



Update the Syllabus File in File Manager

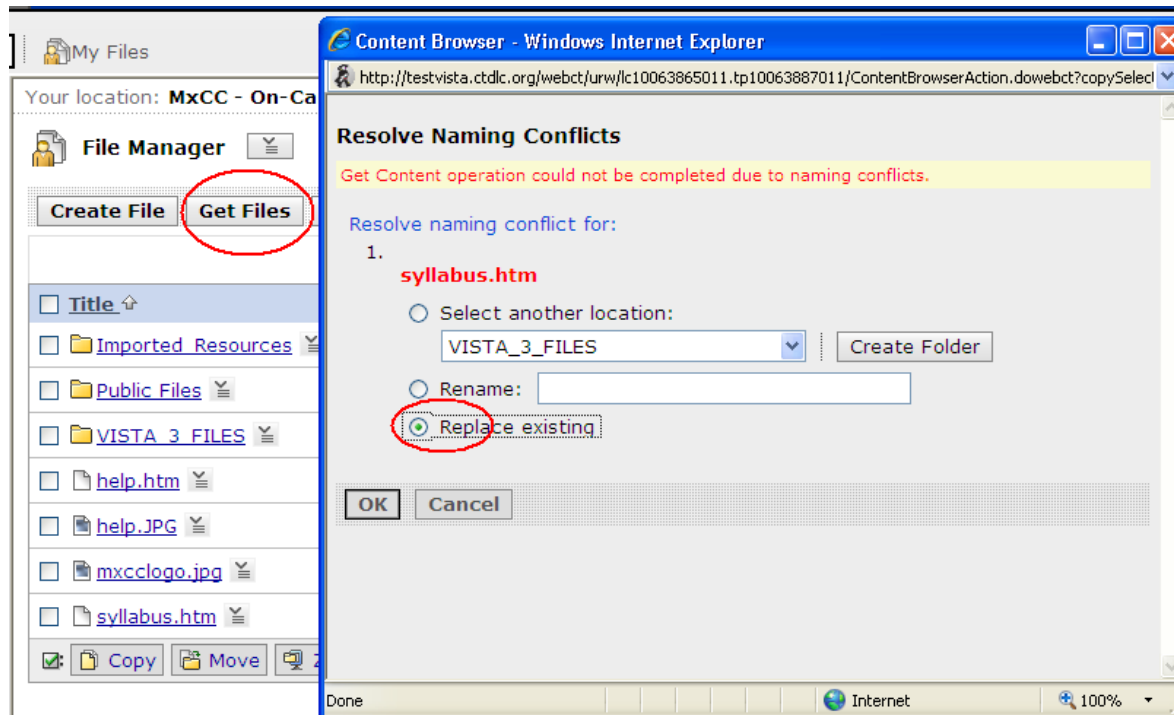
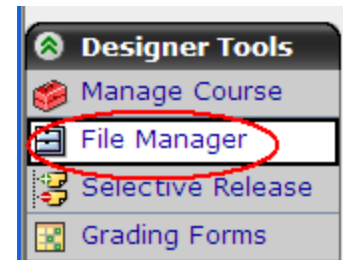
- If the MS Word syllabus is converted to a web page (.htm) file in "Web Page, Filtered" format, you may edit your syllabus file in Blackboard "on the fly".
- In **Build tab**, click **File Manager** in **Designer Tools**.
- Click on the gray arrow next to the syllabus file. Select **Edit**.
- Check on **Enable HTML Creator**.
- Revise the syllabus using the formatting tools in HTML Creator window.
- Click **Save**.



- **All "clean" HTML files in Vista can be edited in exactly the same way.**

Update the Syllabus

- You may update the syllabus in MS Word first and then upload it to Blackboard.
 - **Open MS Word first** and open the syllabus file in .htm format. Make revision and click **Save** to save the file with exactly the same name.
- After your syllabus has been updated in Word, you need to upload it to Blackboard.
- In **Build** tab, click on **File Manager** (lower-left) under **Designer Tools**.
- Click on **Get Files** (upper-middle). Click on **Class File**. Click on **My Computer**.
- Locate the syllabus file and double-click on it.
- Check **Replace Existing** and click **OK**.
- To review the syllabus, click **Teach** or **Student** tab and click **Syllabus** icon.



Class Files in Blackboard Vista

- You can upload files in Blackboard Vista.
 - Classify the files by function.
 - Study Guides
 - Notes
 - **Create a Folder or a Learning Module.**
 - Folder - cannot be exported to another course
 - Learning Module - can be exported to another course
 - Add the files to a Folder or a Learning Module.

Create a Folder

- In **Build** tab
- Course Content is the course Home Page.
- Click on **Create Folder**.
 - Type the folder name in the Title box.
 - Click on **Save**.

The screenshot shows the 'Build' tab selected in the top navigation bar. The 'Course Tools' menu is open, with 'Course Content' highlighted. The 'Create Folder' button is circled in red. The 'Create Folder' dialog box is open, showing the 'Title' field with 'Lecture Notes' entered, also circled in red. The 'Description' field is empty. The 'Item Visibility' section has 'Show Item' selected. The 'Save' button is circled in red. A red asterisk indicates a required field.

Build Teach Student View

Course Tools

Course Content

Announcements

Discussions

Mail

Assignments

Your location: Home Page

Add File

Create Folder

Create Folder

* Title: Lecture Notes

Description:

Item Visibility: Show Item Hide Item

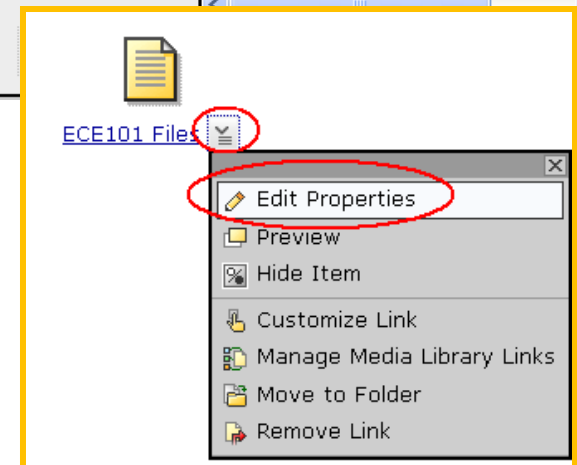
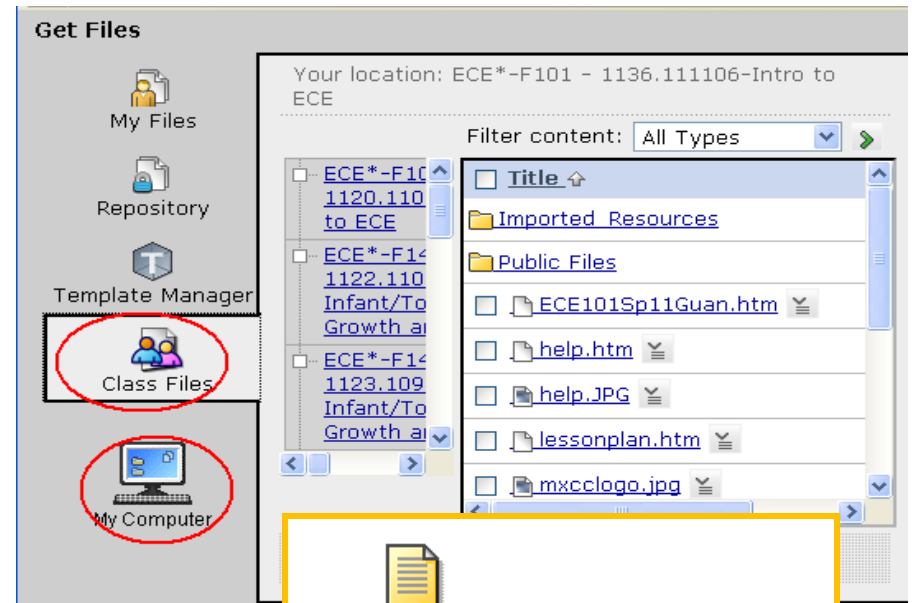
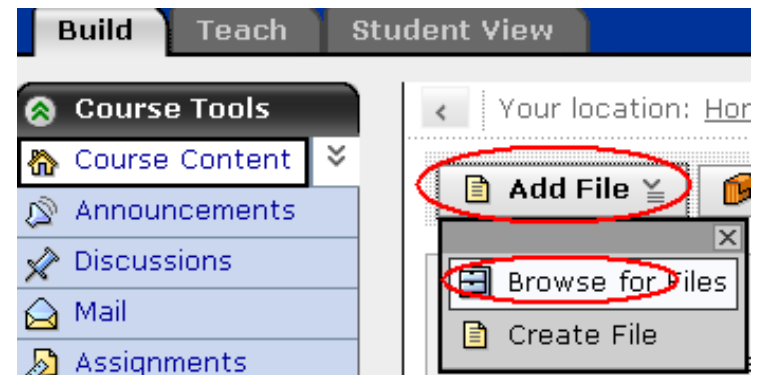
+ Add Another Folder

Save Cancel

* Required field

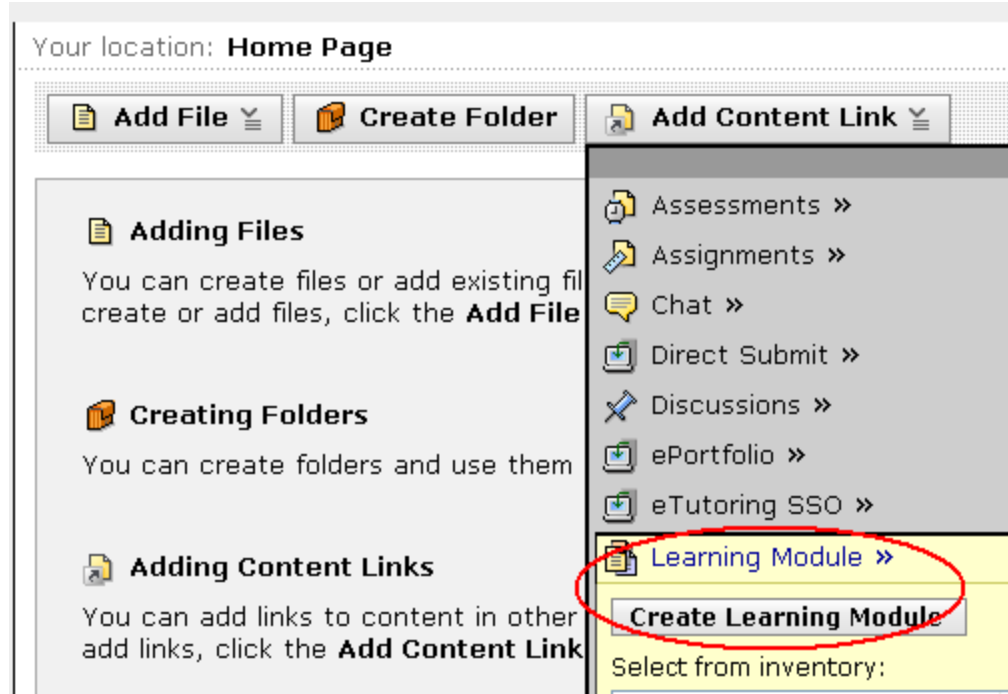
Add Files in a Folder

- In **Build** tab, click on the folder you just created it.
- Click on **Add File** and select **Browse for Files**.
- Click on **Class Files**.
- Click on **My Computer**.
 - Locate the file on your computer and double-click on the file.
- You may change the file title.
 - Click on the action icon on the file Title and select Edit Properties.
 - Type the title for the file.
 - Click on **Save**.



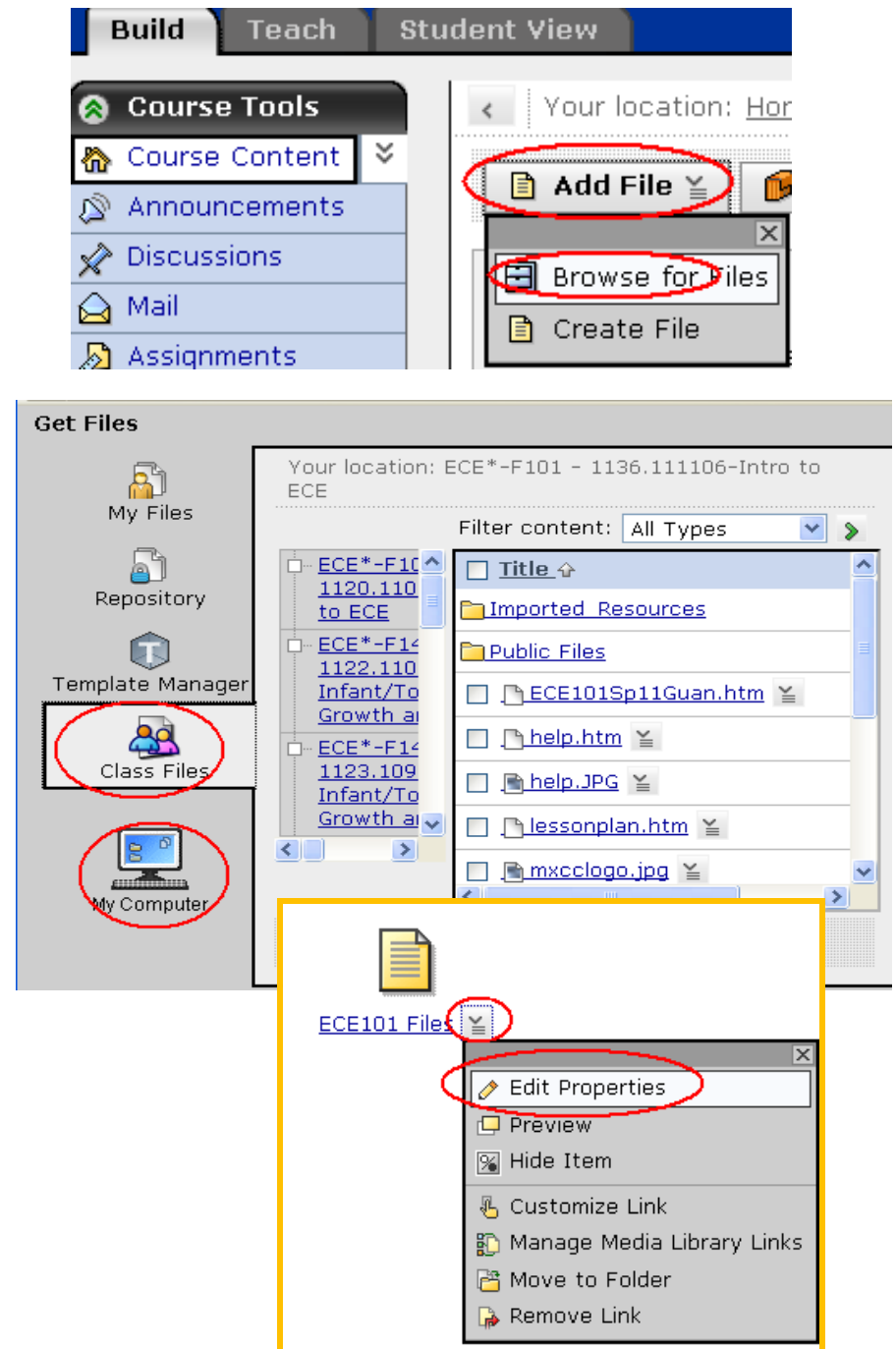
Create a Learning Module

- In **Build** tab
- Course Content is the course **Home Page**.
- Go to **Add Content Link**, select **Learning Module**.
- Click on **Create Learning Module**.
- Type a name for the Learning Module in the Title box.
- Click on **Save**.



Add Files in a Learning Module

- In **Build** tab, click on the **Learning Module** you just created it.
- Click on **Add File** and select **Browse for Files**.
- Click on **Class Files**.
- Click on **My Computer**.
 - Locate the file on your computer and double-click on the file.
- You may change the file title.
 - Click on the action icon on the file Title and select Edit Properties.
 - Type the title for the file.
 - Click on **Save**.



Tracking Report

- During a semester, you may run a tracking report to see who have logged on and what tools students have used.
 - **Teach** tab.
 - Click on **Tracking** in Instructor Tools.
 - Check **Student Tracking**.
 - Select a starting date and time.
 - Click on **Run Report**.
- To see a student's report, click on the student's name in the report.
- Running a tracking report is useful when your student initiate a grade challenge.

The screenshot shows the Blackboard LMS interface for course ECE*-F101. The 'Teach' tab is active in the top navigation bar. The left sidebar contains two main sections: 'Course Tools' and 'Instructor Tools'. In the 'Instructor Tools' section, the 'Tracking' option is highlighted with a red circle. The main content area displays 'Your location: Tracking' and 'Tracking' options. Under 'Select a Report Type', the 'Student Tracking' option is selected and circled in red. Below this, 'Select a Date Range for the Report' shows two date and time selection boxes. The first date '1/21/2011' is circled in red. A 'Run Report' button is located at the bottom of the page.

Faculty - Learning Blackboard Vista

- Group training
 - Training schedules are posted at www.mxcc.commnet.edu/Content/Educational_Technology_Training.asp
- Online Training - learn on your own
 - In **My Blackboard** page, click on the training class titled as

[Blackboard Vista Orientation and Faculty Resources - BBVista_Fac1](#)

Section Instructor: Rhonda DeWitt, Tobi Krutt, Francine Skalicky

My Role: Student



- One-on-one assistance
 - Distance Learning staff: starting the third week of a semester, you may schedule an appointment with a distance learning staff to assist you with the use of Blackboard Vista. Email to mxccdistance@mxcc.commnet.edu or call **860-343-5756** to schedule an appointment.
 - Faculty Technology Mentors: You may meet with a faculty technology mentor in your department.

Faculty Technology Mentors

- You may contact a faculty technology mentor in your department for one-on-one assistance with learning basics of technology resources and Blackboard Vista.

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Donna Hylton

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John Shafer - Multimedia

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Matt Weber – Art

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Inform Your Students

- You **MUST** inform your students when you use Blackboard Vista for your on-ground course.
- Students will log on to Blackboard Vista via MyCommNet just like Faculty. For Students, NetID is BannerID@student.commnet.edu. Initial password and change of password apply the same rule as Faculty.
- At various computer labs, there are “bookmarks” and instructions to direct students on how to log on to MyCommNet.
- With students’ home computer, they may refer to the instruction at
 - www.mxcc.commnet.edu/distance.

Students – Learn Blackboard Vista

- Multimedia Tutorials
 - www.mxcc.commnet.edu/distance/orientation
- Blackboard FAQs
 - www.mxcc.commnet.edu/distance/orientation/faq.shtml
 - The above two sites are linked under Help icon in the MxCC_onCampus_Template.
- Stop by the Distance Learning office
 - Chapman 633/632
 - 9:00 am – 5:00 pm, Mon-Fri.

Technical Help in Blackboard Vista

- Distance Learning – (M - F, 9:00 am – 5:00 pm)
 - Chapman 633/632, Middletown Campus
 - (860) 343-5756
 - mxccdistance@mxcc.commnet.edu
 - Any technical difficulties with Blackboard Vista
- System Support Center -anytime
 - <http://www.commnet.edu/portal/help>
 - Help Desk (24x7, 365 days a year)
 - At the above site, click on **24/7 Online Support Center link.**
 - (866) 940-1928, live chat, knowledge base, and help ticket submission.