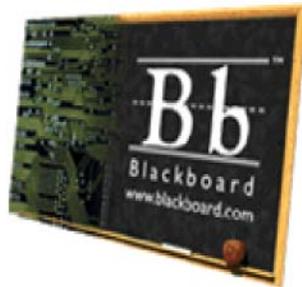


Managing Organizations in Blackboard

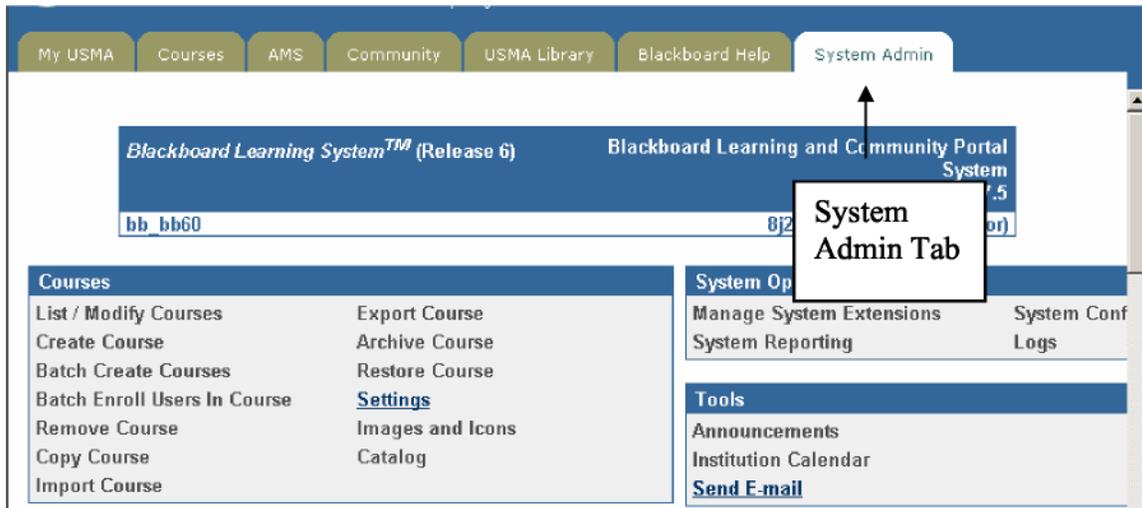
Fall 2004



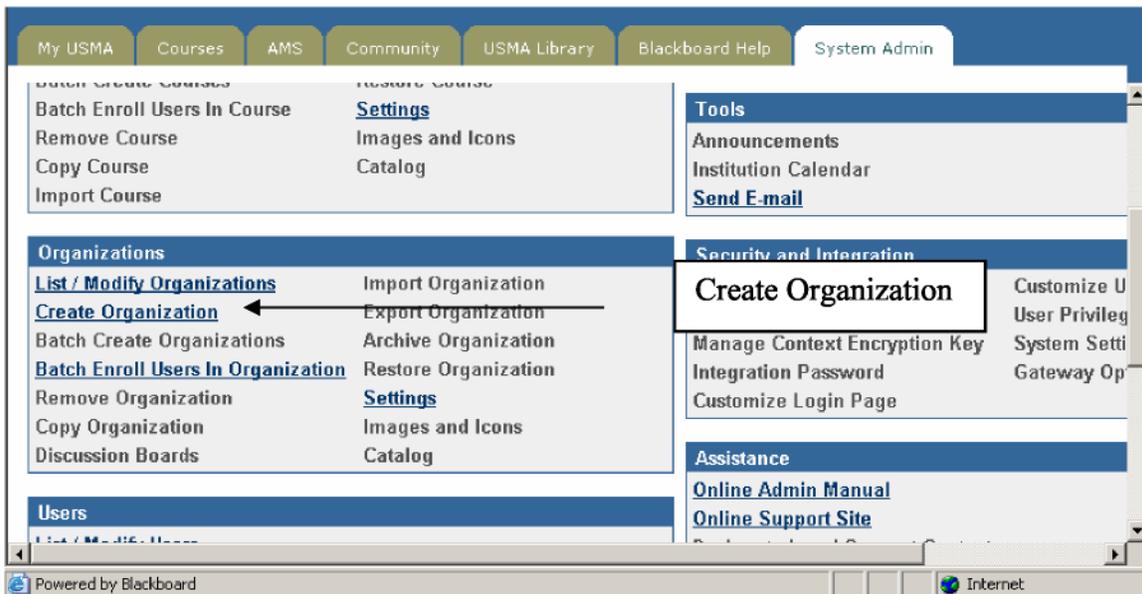
Creating an Organization

Contact Jeffrey Rohrlick, Instructional Technologist (ext. 4670) to request an administrative account for Organizations. Once this is set-up follow the instructions below.

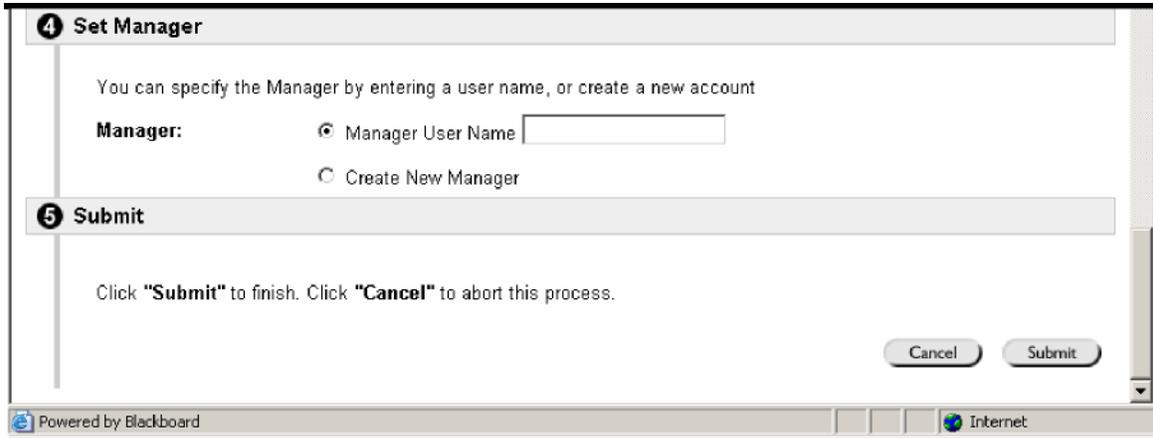
1. Click on the System Administration Tab



2. Click on the Create Organization Link.

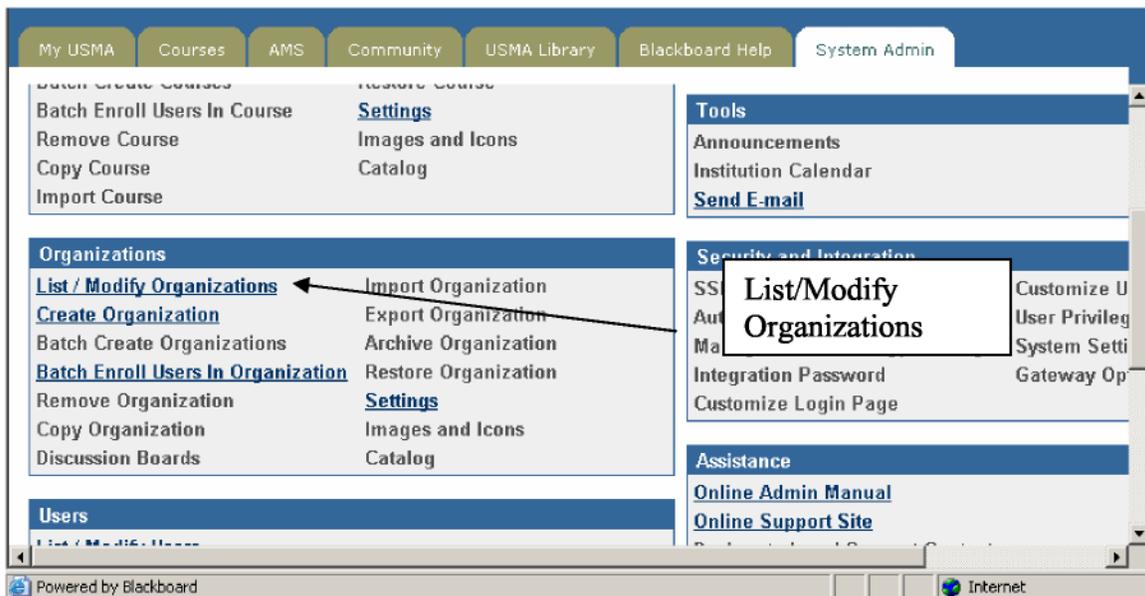


3. Enter your Organization Name, Organization ID, and then in step four, enter your User ID in the Manage User Name field



Adding and deleting Users in your Organization

1. Click on the List Modify Organizations Link on the System Administrator tab.



2. Search for your organization.
3. Then Click on your Organization Properties Button.

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AIAD--DFL	AIAD--DFL	2003-05-12 8:41:57 AM	gl5198	LAURA, DR VIDLER	Properties
AIAMiami	AIAD-Miami	2003-04-29	gl5198	LAURA, DR VIDLER	Properties
Argentina_AIAD_2003	Argentina AIAD 2003			CHARLES, CP NOLAN	Properties
BBUsersGroup	Blackboard Users Group	2003-06-24 1:47:51 PM	8j2814 2r4338	JEFFREY, MR ROHRLICK RICKY, MR ALWINE	Properties
CAS	Contemporary Affairs Seminar (CAS)	2003-06-02 3:08:12 PM	yj2598	Lisa, DR DADAMO- WEINSTEIN	Properties
CEPCPPR	CEP - Cadet Peak Performance Resources	2003-06-12 11:29:54 AM	yj2598	Lisa, DR DADAMO- WEINSTEIN	Properties
CEPTutor	CEP Company Tutor Program	2003-06-02 4:21:19 PM	yj2598	Lisa, DR DADAMO- WEINSTEIN	Properties

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4. At this point you can add users, delete users, or modify users. Modify users is used to change organization participants to organization managers if you want to give them increased privileges in the organization.

ADMINISTRATION PANEL > LIST / MODIFY ORGANIZATIONS > ORGANIZATION PROPERTIES

Organization Properties

- ▶ [Add Users To This Organization](#)
Enroll users in this organization.
- ▶ [List / Modify Users In This Organization](#)
List all the users in this Organization, or modify their information / role.
- ▶ [Remove Users From This Organization](#)
Un-enroll users from this organization.

5. Whatever you pick, you will be asked to search for the users. For Cadets, use their last name when the last name option is checked. Currently, when you search for Faculty, use their first name when the last name option is checked. If all else fails, try using their user ID.

My USMA Courses AMS Community USMA Library Blackboard Help System Admin

ADMINISTRATION PANEL > LIST / MODIFY ORGANIZATIONS > ORGANIZATION PROPERTIES > ADD USERS TO ORGANIZATION

Add Users To Organization

SEARCH A-Z, 0-9 ADVANCED LIST ALL

Search

Search By: Last Name User Name

OK

6. Once you find your participant, put a check in the box and then click submit. They will then be added, deleted, or modified in your organization.

ADMINISTRATION PANEL > LIST / MODIFY ORGANIZATIONS > ORGANIZATION PROPERTIES > ADD USERS TO ORGANIZATION

Add Users To Organization

SEARCH A-Z, 0-9 ADVANCED LIST ALL

smith Search

Search By: Last Name User Name

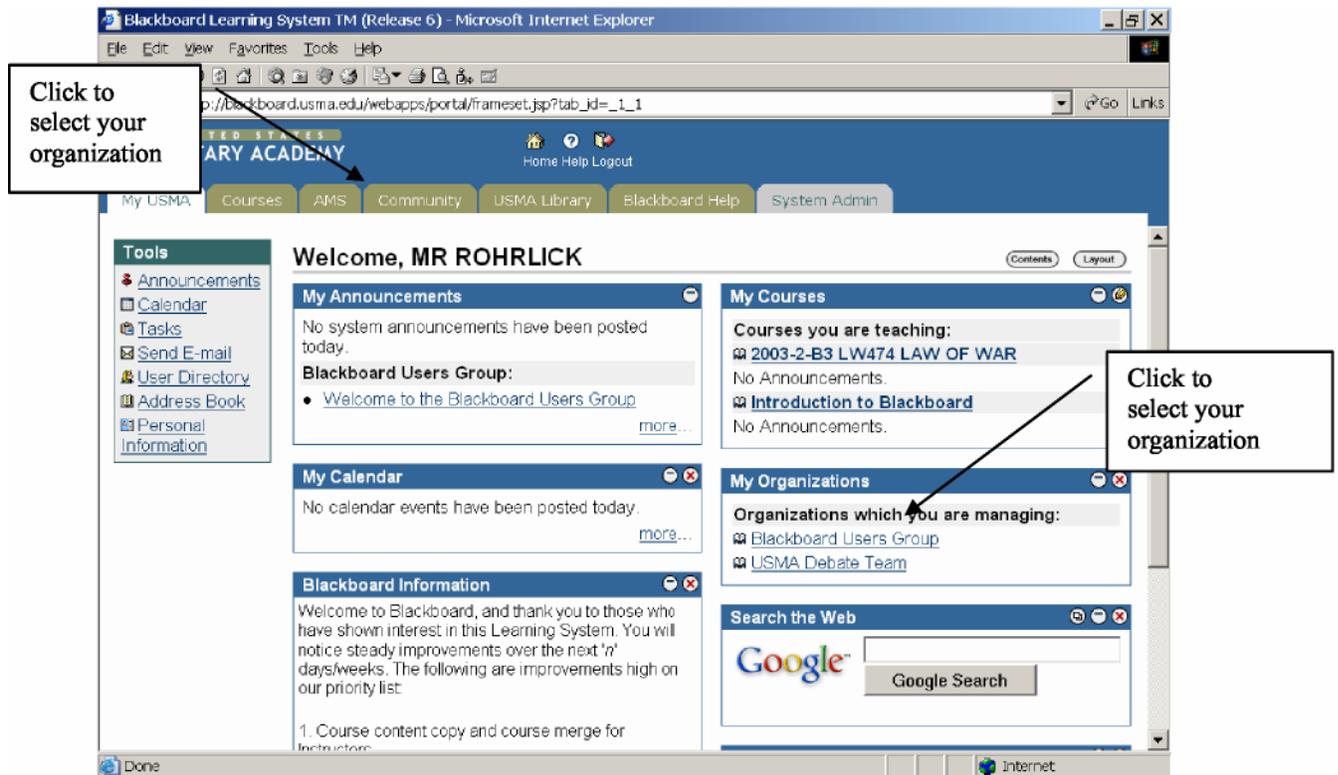
26 user(s) located
Displaying records 1-25

ADD	NAME	USER NAME	E-MAIL	ROLE
<input checked="" type="checkbox"/>	KLINGENSMITH, KURT	x60183	x60183@usma.edu	None

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Steps to Build Your Organization

- 1) Click on the *Community Tab* or click on your organization in the *My USMA* Section to add content to your organization.



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2) This is your organization! This is how it will look to Faculty, Staff, and Cadets that view it. There is a global navigation bar to the left of the screen. This information is specific to your Organization.

To add information or modify your organization, select the *Control Panel Button* (only the organization manager will see this button).

Global Navigation - organization specific

Note- Notice the breadcrumb navigation structure - it will indicate which organization you are in

Click on control panel to modify or add content to your organization

Blackboard Learning System TM (Release 6) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://blackboard.usma.edu/webapps/portal/frameset.jsp?tab=community&url=%2Fbin%2Fcommon%2Fcourse.pl%3F>

UNITED STATES MILITARY ACADEMY Home Help Logout

My USMA Courses AMS Community USMA Library Blackboard Help System Admin

COMMUNITY > BLACKBOARD USERS GROUP > ANNOUNCEMENTS

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

June 19 - 26, 2003

Tue, Jun Please fee

The Powe meeting a

Blackboard Users Group

es in the Discussion Board area.

g Notes from the June 24, 2003 Users Group

s area.

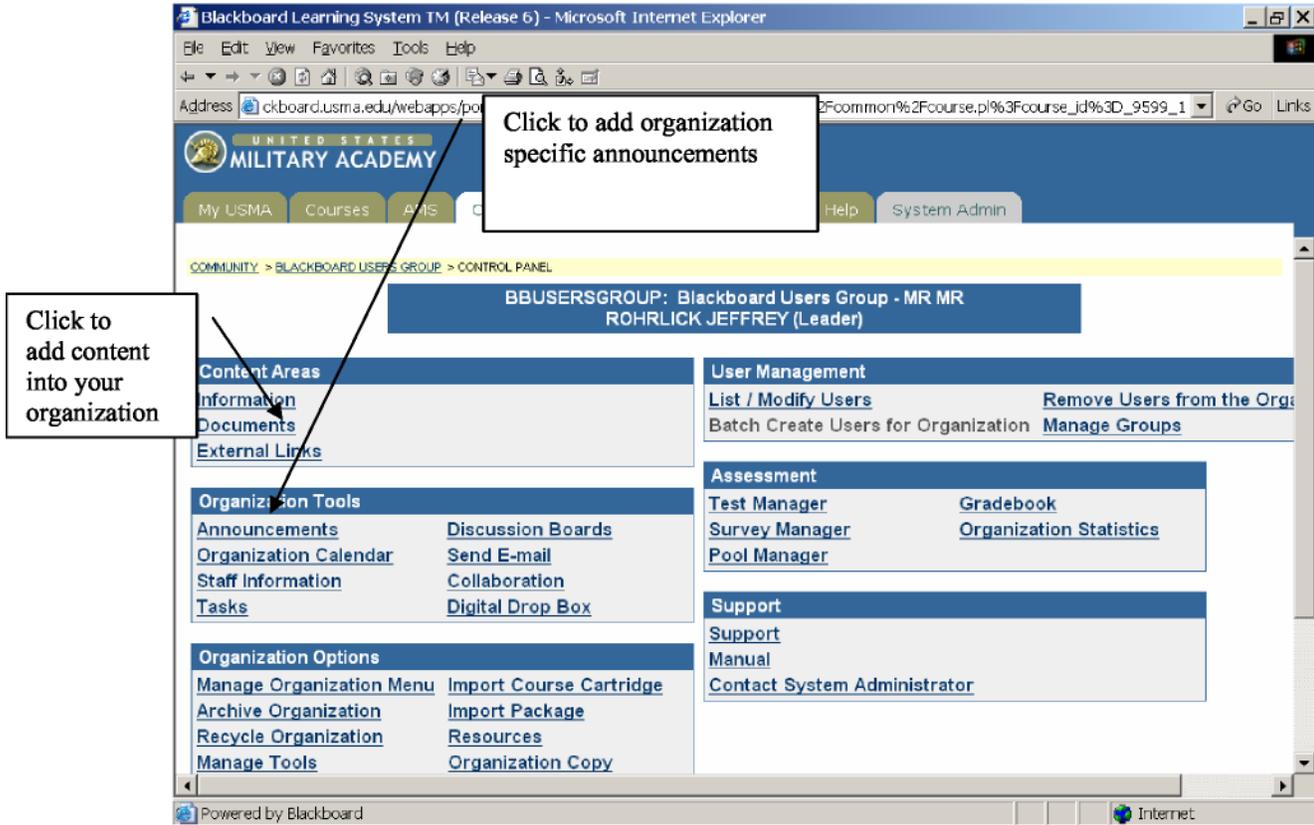
Powered by Blackboard

Blackboard Learning System TM (Release 6) Blackboard Learning and Community Portal System - 6.0.7.5
Copyright © 1997-2003 Blackboard inc. All Rights Reserved.
Accessibility information can be found at <http://access.blackboard.com>

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- 3) The *Control Panel* is where you will add content and manage your organization. The image below indicates the main areas where content is added.

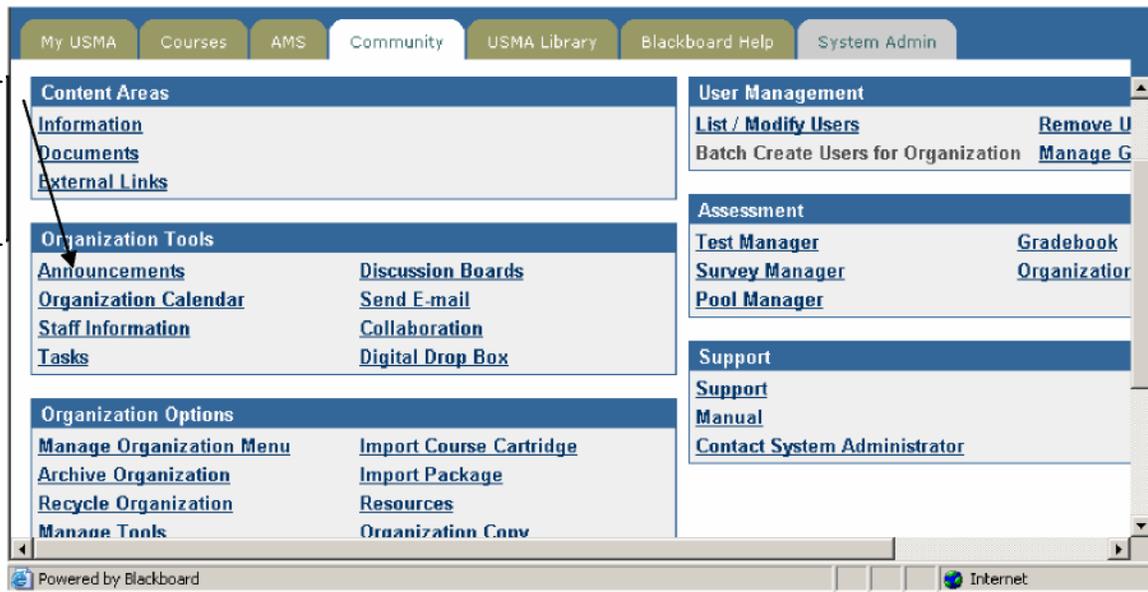


Add an Announcement

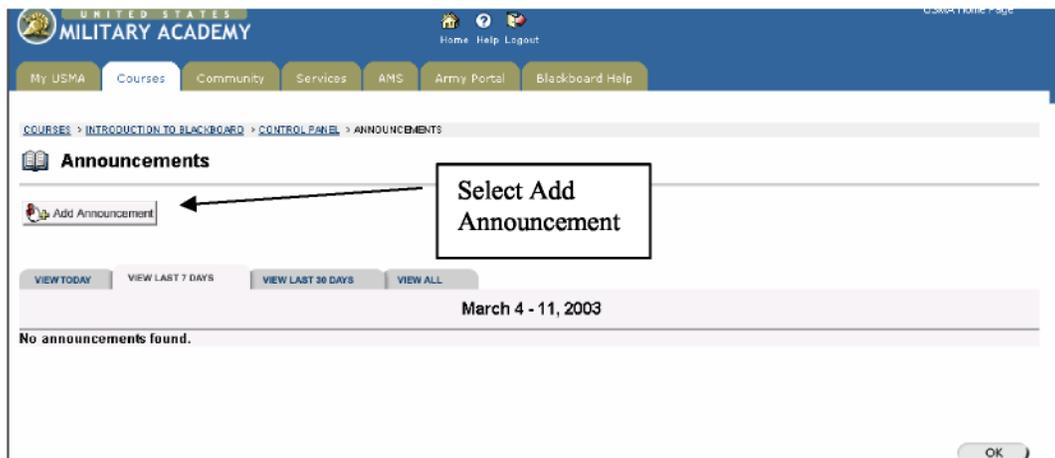
You must start at the Control Panel. The *Announcement page* is the first page students see in your organization.

- 1) From the Control Panel, select the *Announcements* hyperlink from the Organization Tools Section.

Click the Announcements hyperlink to select it

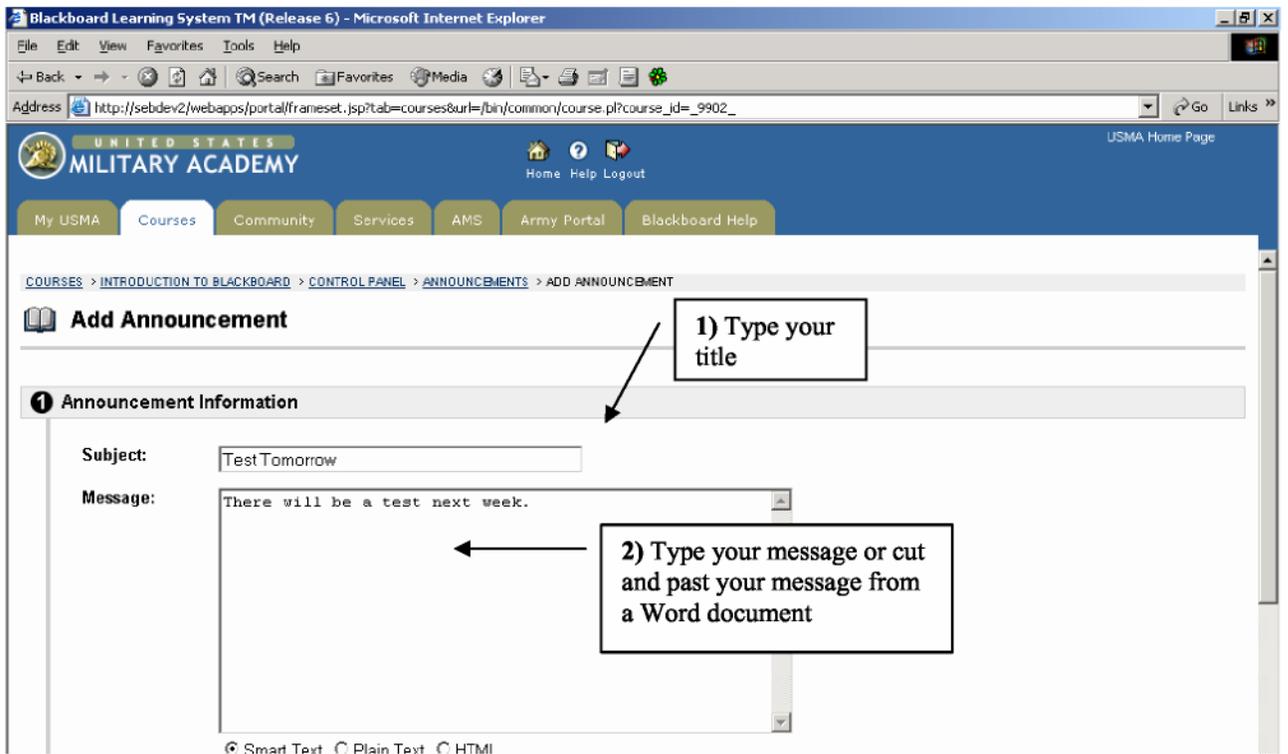


- 2) Next, select the *Add Announcement* button.

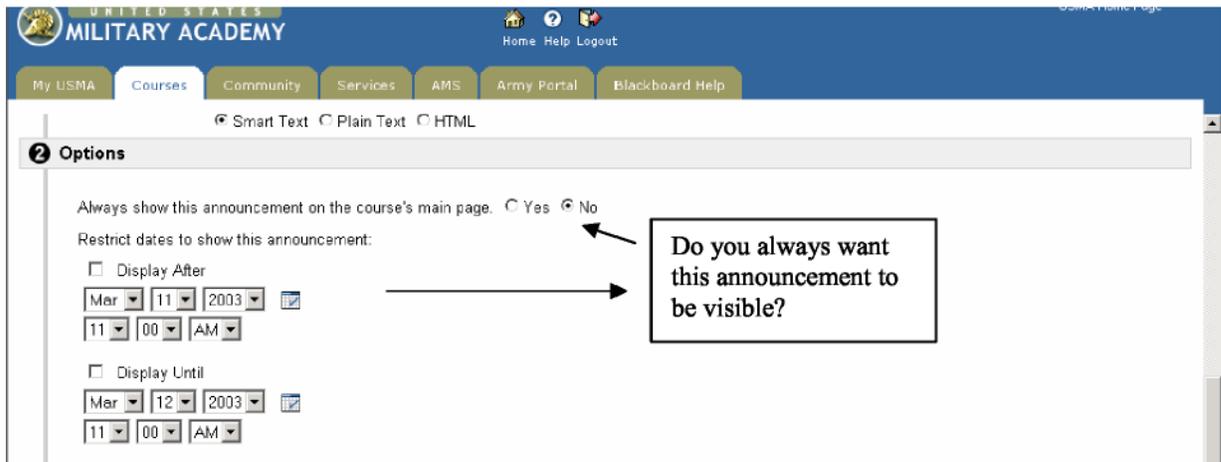


- 3) Type a title for your announcement under the Subject field and your message in the Message field.

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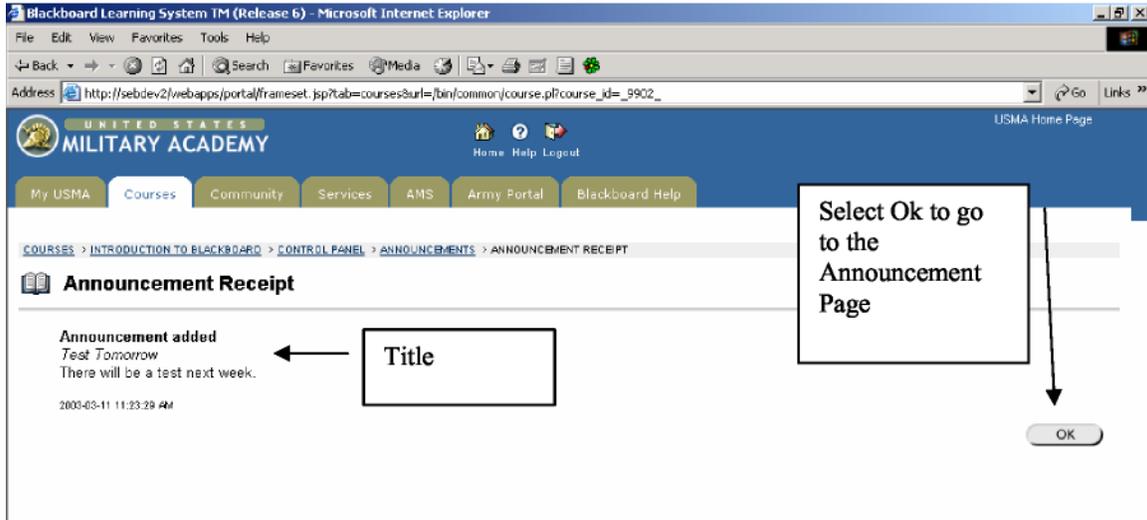


4) Next, select your options. You may choose to always show the announcement or to restrict the announcement to certain dates.

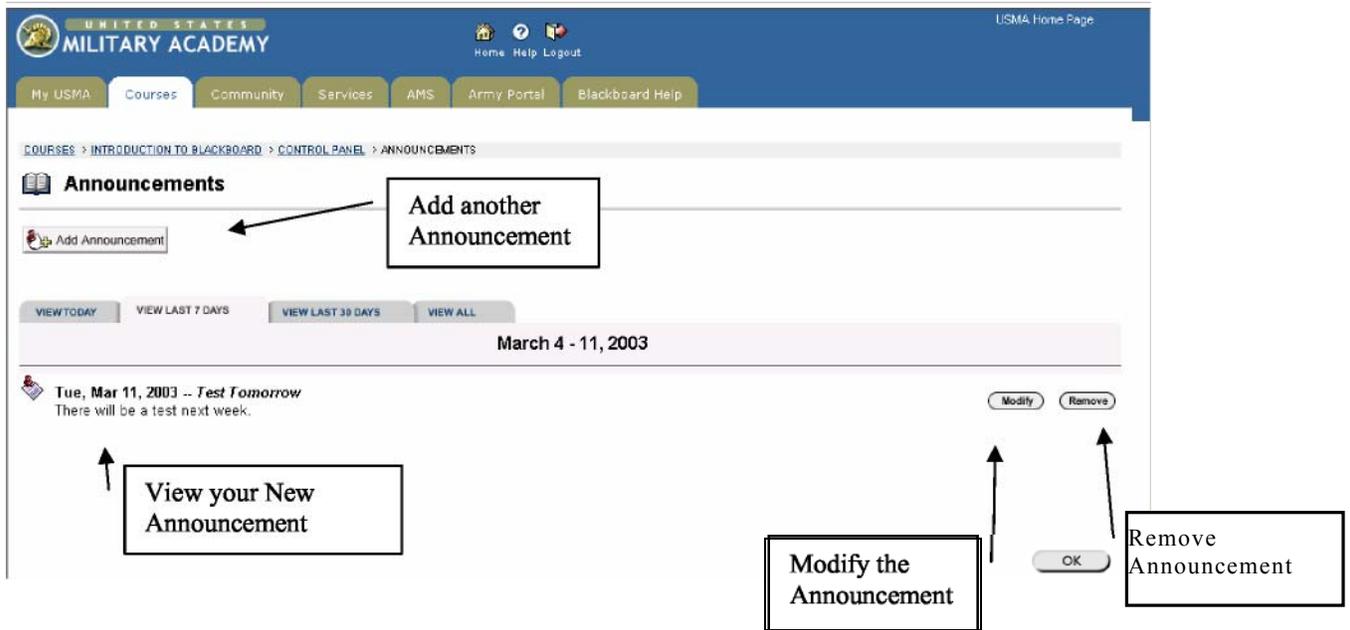


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- 5) Select *Submit* to add your Announcement to your Announcement page.
- 6) A *Content Receipt Screen* will appear to verify your announcement has been added.



- 7) On the Announcement page, you can see the Announcement that you just added. You have the option to Modify or Remove it from your organization. You also have the option of adding another Announcement to your



organization.



Adding Content to your Organization

The process to add a content to your organization is one you will use over and over again in Blackboard. This process is used for adding files in Information and Documents. For this exercise we will select *Documents* to add a piece of content, and to serve as an example for adding materials in other parts of your organization.

Click on the Documents Hyperlink to add your content



Notice that you can add a number of different file types. Each is explained below:

Add Item: Allows organization managers to upload content as text or as a file attachment

Add Folder: Allows organization managers to create folders to organize materials

Add URL: Allows organization managers to point to external web resources

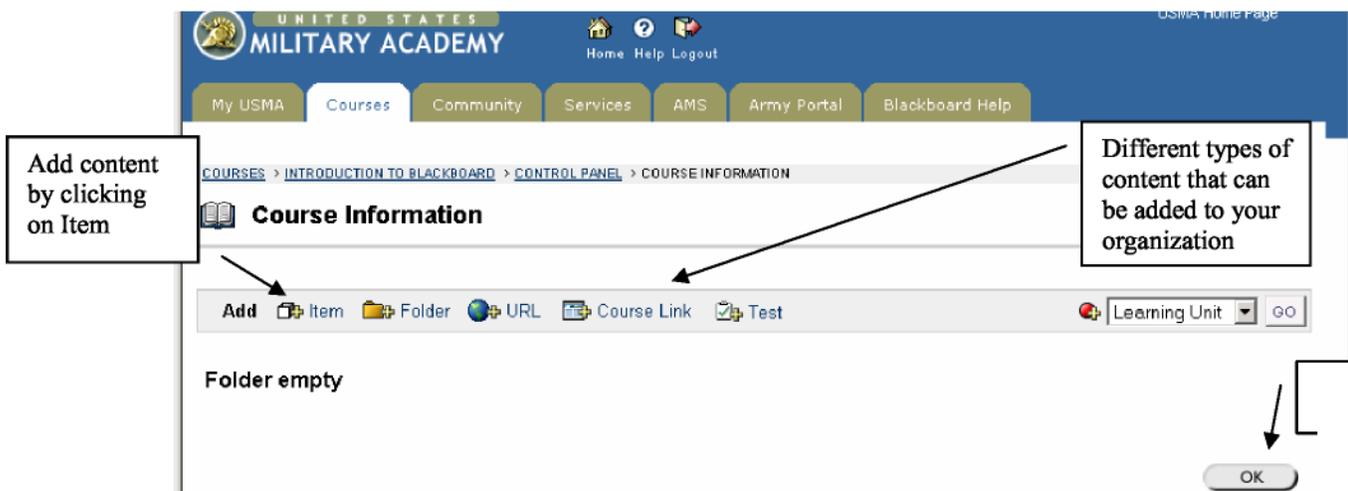
Add Course Link: Allows organization managers to link to other items in their courses. All items that appear in the Course Map can be linked to from this area.

Add Test: Allows organization managers to create links to Blackboard online tests.

Add Learning Unit: Learning Units enable the organization manager to set a structured path for progressing through a set of content within a course.

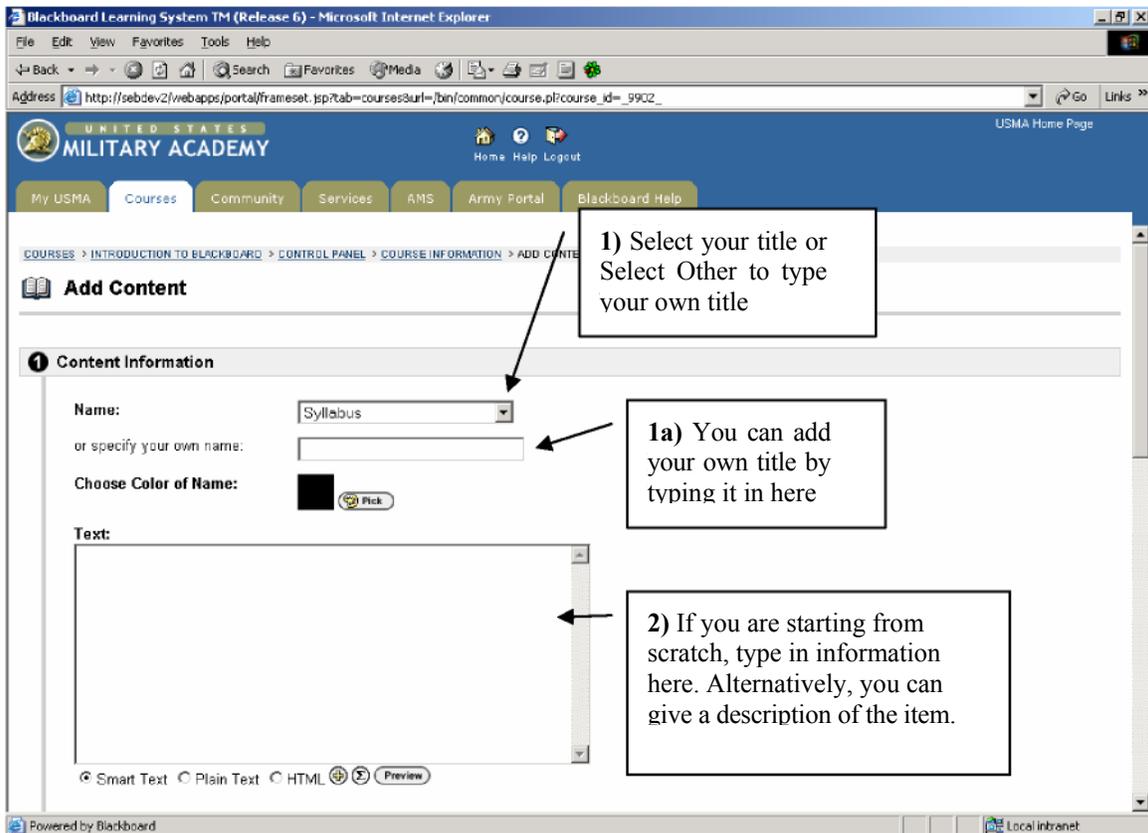
In order to add a file, we will choose *Add Item*

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Add Item Option

- 1) The *Add Item* Option begins by having you select what this item will be. For our purposes we will add a Syllabus. If you would like to attach a document, select or type in your title and then go to step 2.



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1a) You can attach a Microsoft Word document instead of typing or cutting and pasting your document.

The screenshot shows the 'Content Attachments' section of a Blackboard course page. The page title is 'UNITED STATES MILITARY ACADEMY'. Below the title are navigation tabs: 'My USMA', 'Courses', 'Community', 'Services', 'AMS', 'Army Portal', and 'Blackboard Help'. The 'Content Attachments' section contains the following fields:

- File to Attach:** A text box containing 'C:\Blackboard\syllabus' and a 'Browse...' button. A callout box points to the 'Browse...' button with the text: "Select Browse to upload your document".
- Name of Link to File:** A text box containing 'Link to file'. A callout box points to this text box with the text: "Name your Hyperlink to this document. Link to file is a good default choice."
- Special Action:** A dropdown menu with 'Create a link to this file' selected.

1b) Select *Browse* to find your document. Note - Your window may look different. Select open.

The screenshot shows a Windows 'File Upload' dialog box. The 'Look in:' field is set to 'Desktop'. The file list contains various folders and files, including 'My Documents', 'Microsoft Word', 'Netscape Communicator', 'blackboard', and 'syllabus'. The 'File name:' field contains 'syllabus' and the 'Files of type:' field is set to 'All Files (*.*)'. The 'Open' and 'Cancel' buttons are visible at the bottom right. Three callout boxes provide instructions:

- Box 1: "1) Select the folder that you saved your document in" (points to the Desktop folder in the left sidebar).
- Box 2: "2) Select your document" (points to the 'syllabus' file in the list).
- Box 3: "3) Your file name should appear here once it has been selected" (points to the 'syllabus' text in the 'File name:' field).

If you cannot find it in the folder you saved it in - Select All File Types and look for it again

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2) Select any *options* that you would like or leave the *default options*. Click *Submit* when you are finished.

Track views – how many times are people coming to your site – If you want to know this select YES

3 Options

Yes No Do you want to make the content visible?

Yes No Do you want to add offline content?

Yes No Do you want to track number of views?

Yes No Do you want to add metadata?

Choose date restrictions

Display After

Mar 11 2003 10 15 AM

Display Until

Mar 11 2003 10 15 AM

4 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

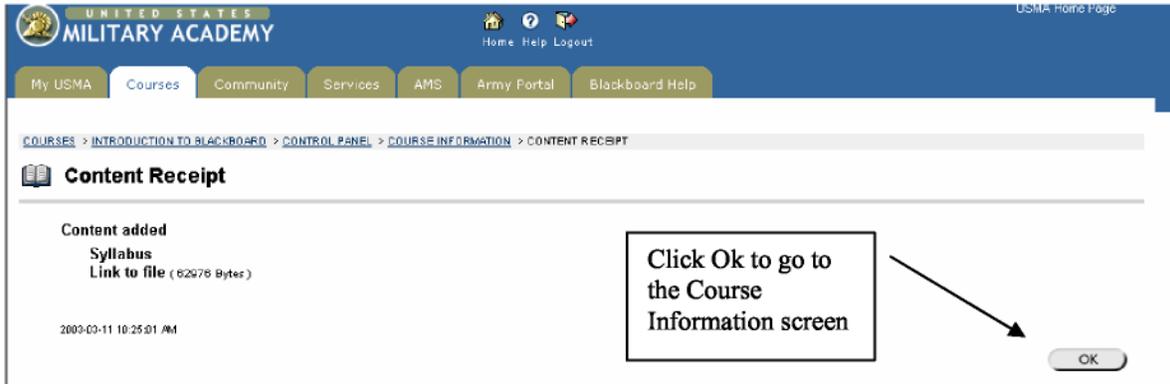
Cancel Submit

Decide if you want to make the content visible to your organization participants

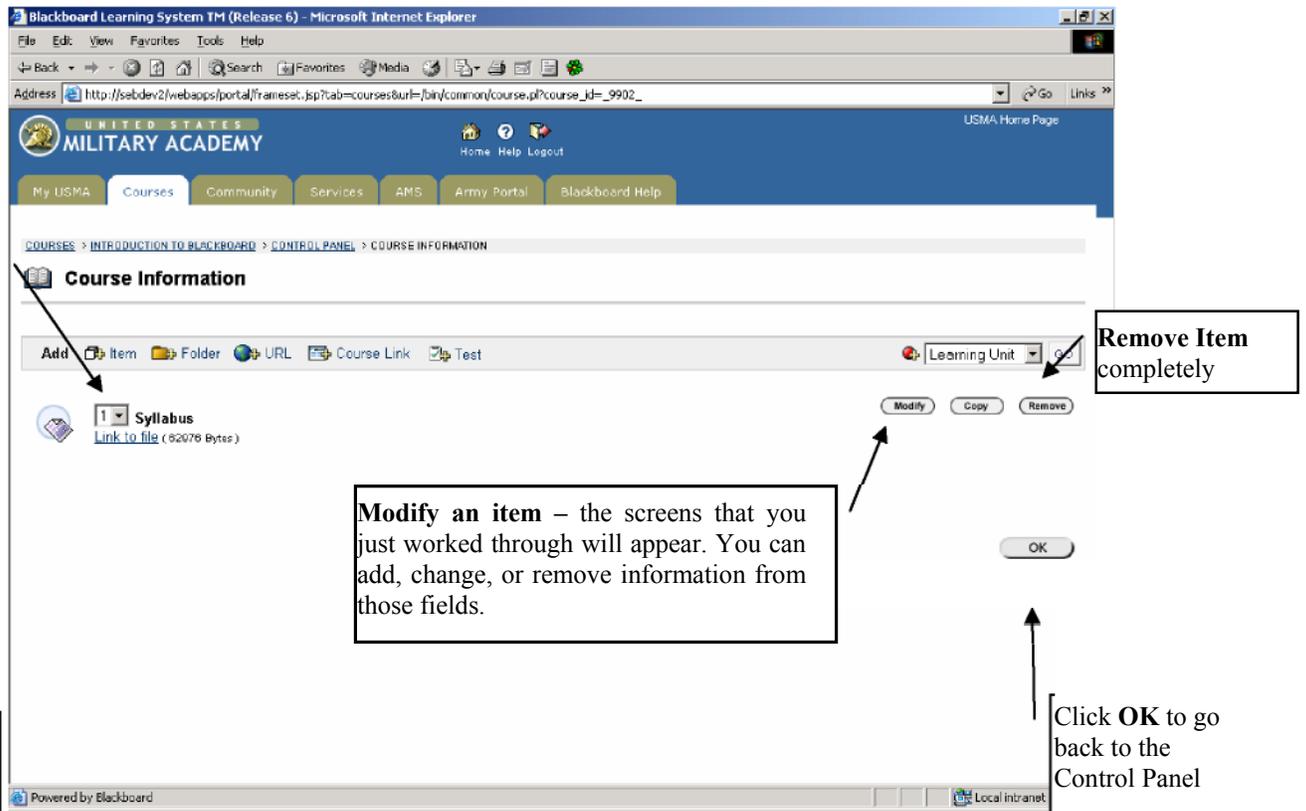
By choosing date restrictions, you can make content available for specific periods of time

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- 3) A *Content Receipt Screen* will appear to verify your content has been added. Click the OK button to go back to the Course Information screen.



- 4) To *Modify or Remove* the information that you just added, click on t



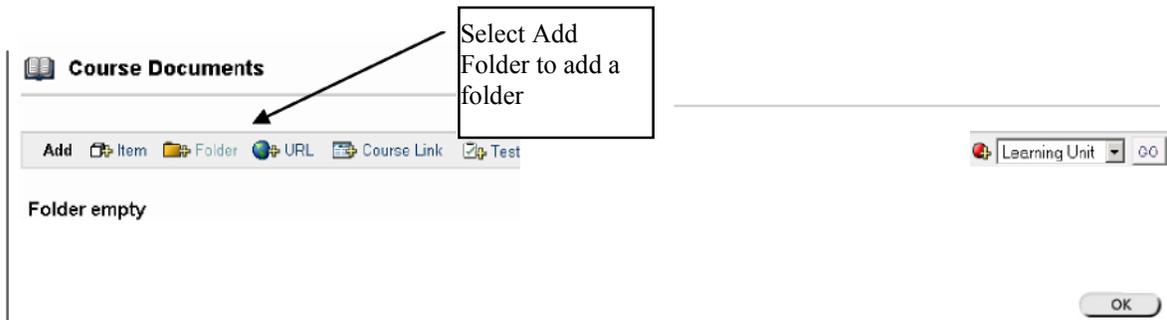
This is the order in which your information is listed on this page. You can change this number by pulling this arrow down and selecting another number – You must have more

than one item on this page for this to work.

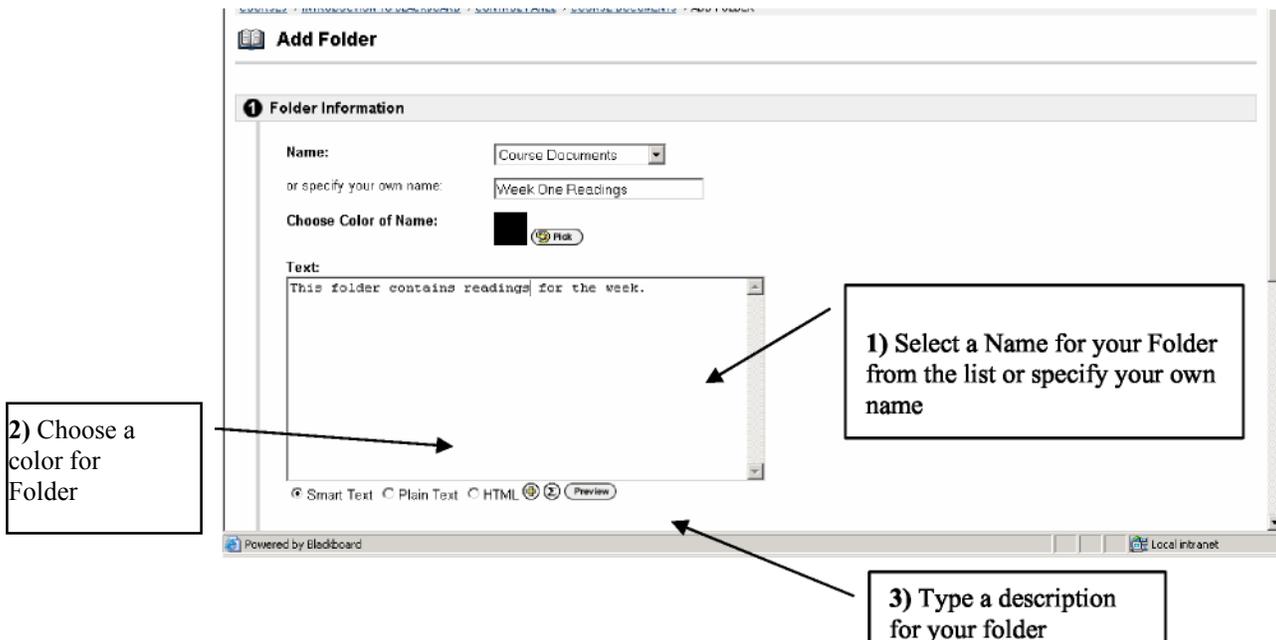
Congratulations! You have just added a piece of content to your organization. Next, we will add a folder and PowerPoint lecture to your organization.

Add A Folder

- 1) To add a folder, select the *Add Folder* button under Course Documents.

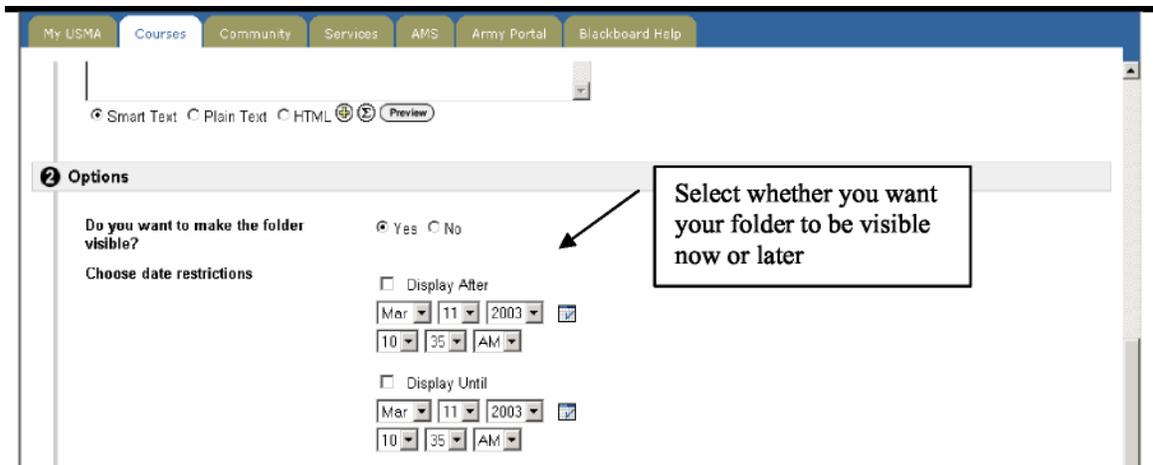


- 2) Select a Name for your Folder or type your own Name for your folder. Select the color of your Title and brief information that you may want to add about your folder contents.



- 3) Select your *Options* for your Folder. You have one option – Do you want to make your folder visible now or do you want to wait until later to make it visible?

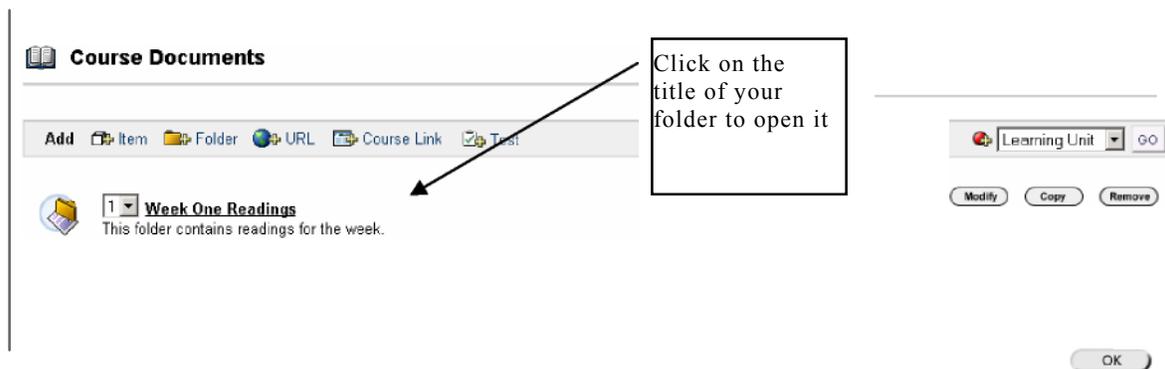
United States Military Academy Introduction to Blackboard Workshop



- 4) Select *Submit* to add your Folder to your Documents page.
- 5) A *Content Receipt Screen* will appear to verify your content has been added.
- 6) Congratulations! You have added a folder to your Documents Screen. Next, you will want to add content to your folder.

Add Content to your New Folder

- 1) Add content to your Documents Folder.



- 2) Next, Select *Add Item* to add content to your folder.

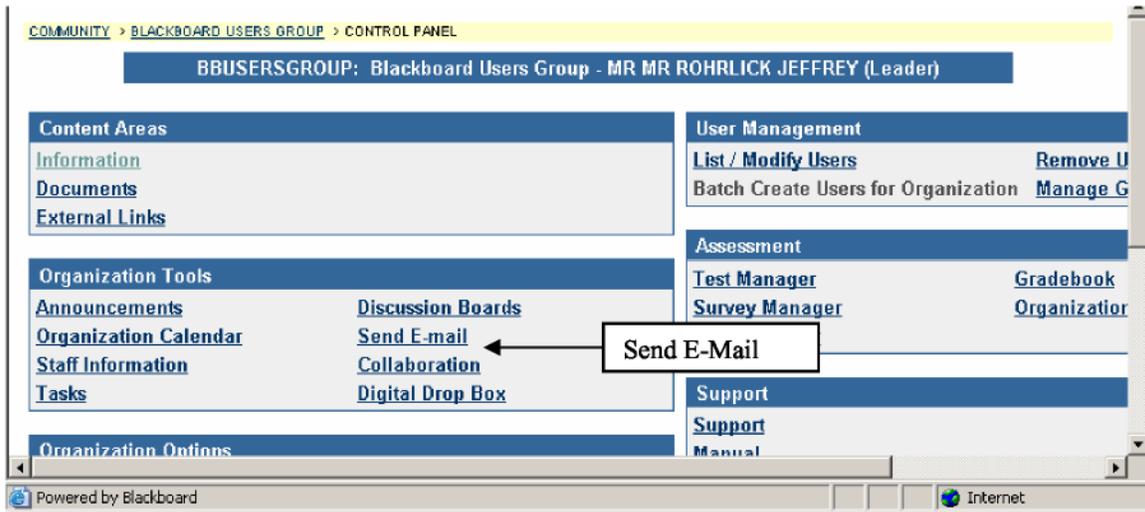
United States Military Academy Introduction to Blackboard Workshop

The screenshot shows the Blackboard interface for the United States Military Academy. The top navigation bar includes 'My USMA', 'Courses', 'Community', 'Services', 'AMS', 'Army Portal', and 'Blackboard Help'. The breadcrumb trail is 'COURSES > INTRODUCTION TO BLACKBOARD > CONTROL PANEL > COURSE DOCUMENTS > WEEK ONE READINGS'. The main content area is titled 'Week One Readings' and shows a 'Folder empty' message. A toolbar at the top of the folder contains options: 'Add', 'Item', 'Folder', 'URL', 'Course Link', and 'Test'. The 'Add Item' option is highlighted with a black arrow pointing to a callout box that reads 'Select Add Item to add content to your folder'. There is also a 'Learning Unit' dropdown menu and a 'GO' button on the right side of the toolbar.

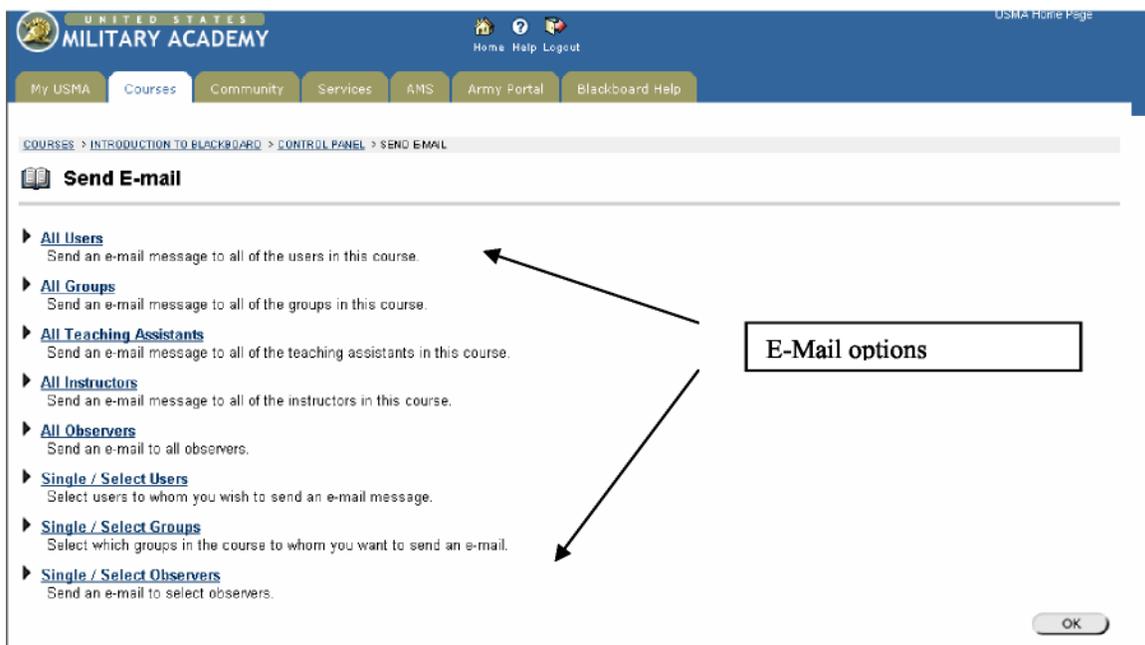
3) Follow steps for *Add Item* as show previously.

Sending Email

- 1) Blackboard can be used to send email to other email systems. To do this, from the Course Control Panel, select Send *E-mail* hyperlink from the Course Tools Section.

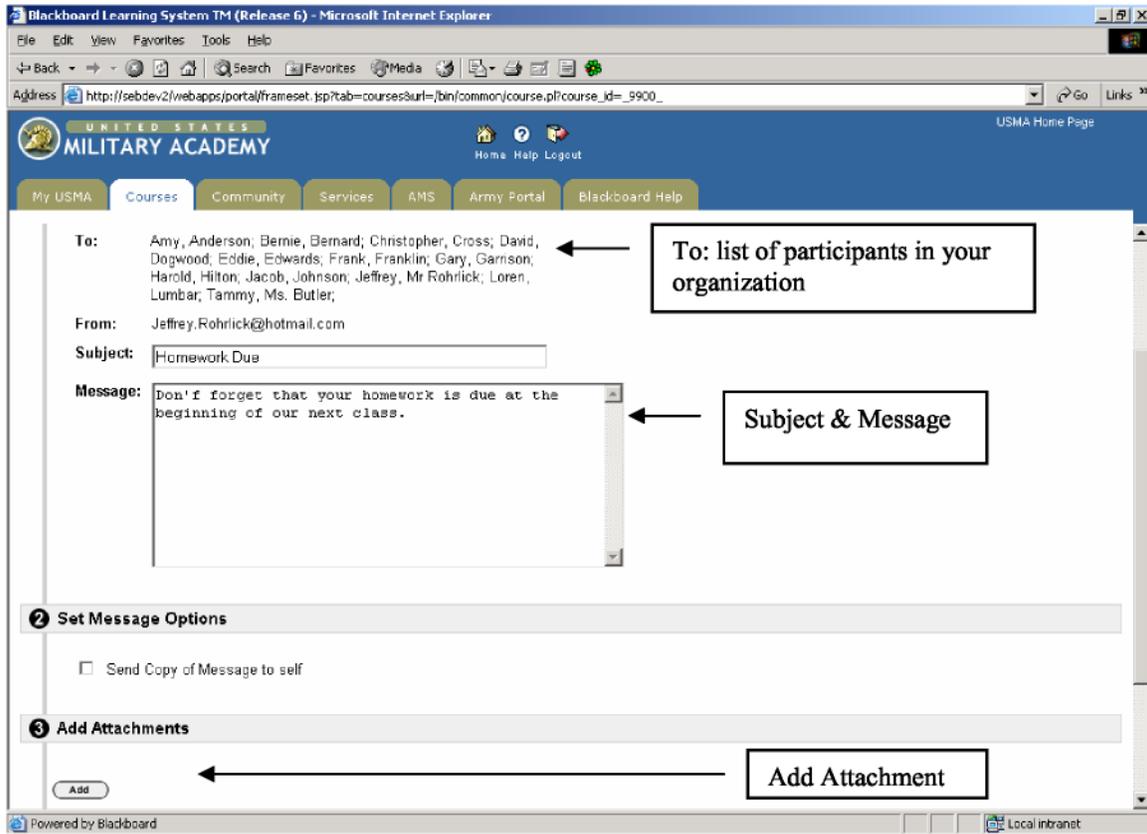


- 2) Select whom you wish to E-mail. For this exercise, choose All Users.



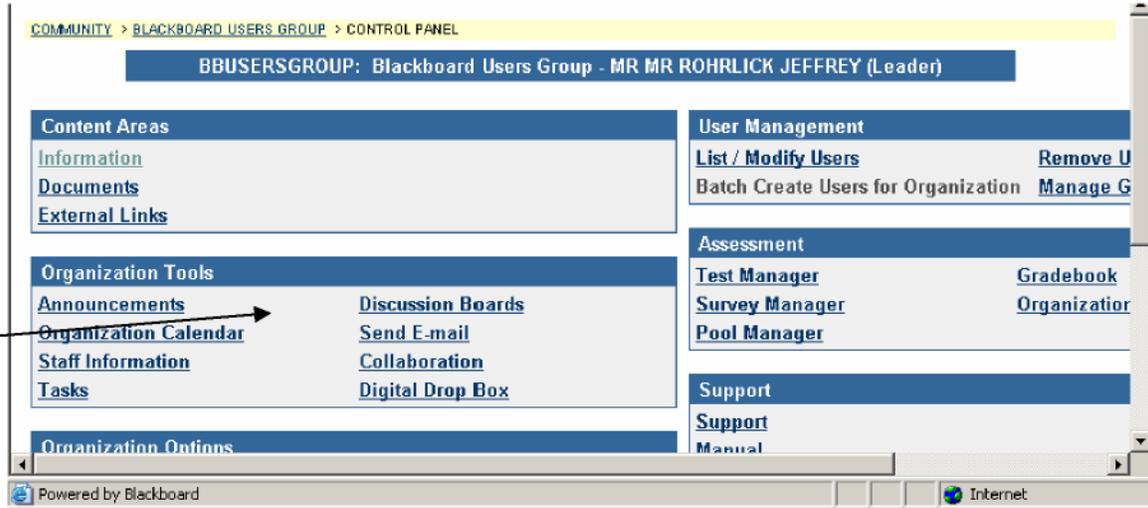
United States Military Academy
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- 3) Type in Subject, Message, and add attachment if appropriate. Then click the Submit button to send the message.

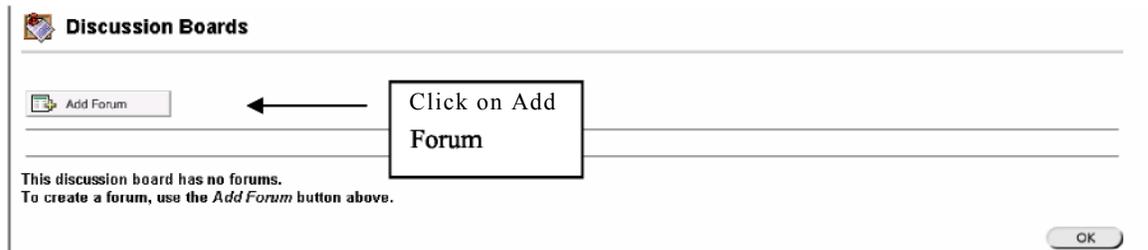


Creating a Discussion Board Forum

1) From the Control Panel, select the *Discussion Boards* hyperlink from the Organization Tools Section.



2) From the Course Control Panel, select *Add Forum*.



5) Enter Forum Title, Description, and Forum Settings (optional) and then click the Submit button.

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Add Forum

Title:

Description:

Smart Text Plain Text HTML

Forum Settings:

- Allow anonymous posts
- Allow author to edit message after posting
- Allow author to remove own posted messages
- Allow file attachments
- Allow new threads

Forum Title and Description

Select preferred Forum Settings

4) Your forum has now been created. To begin posting to the Discussion Board click on the Forum Name.

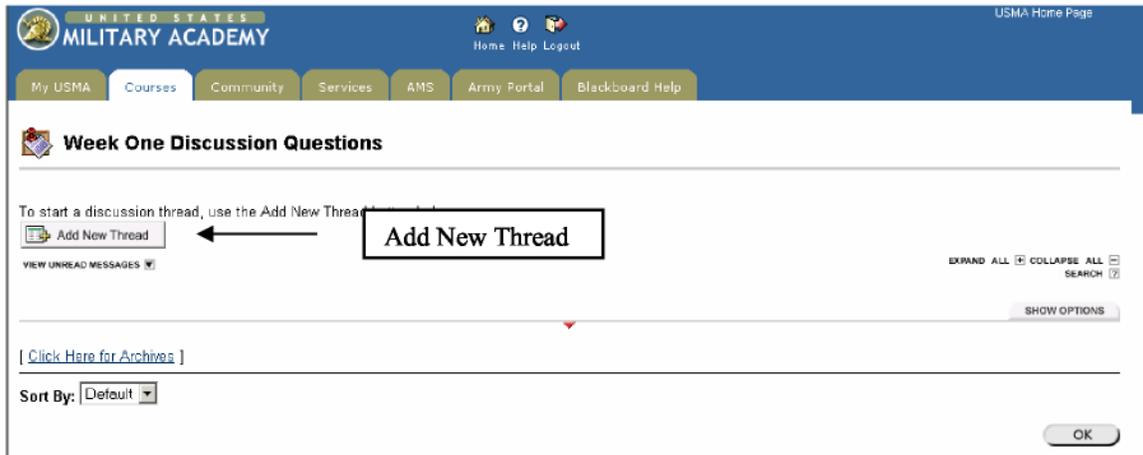
Discussion Boards

1	Week One Discussion Questions	<input type="button" value="Remove"/>
	Please post questions about the first weeks reading assignment.	Messages

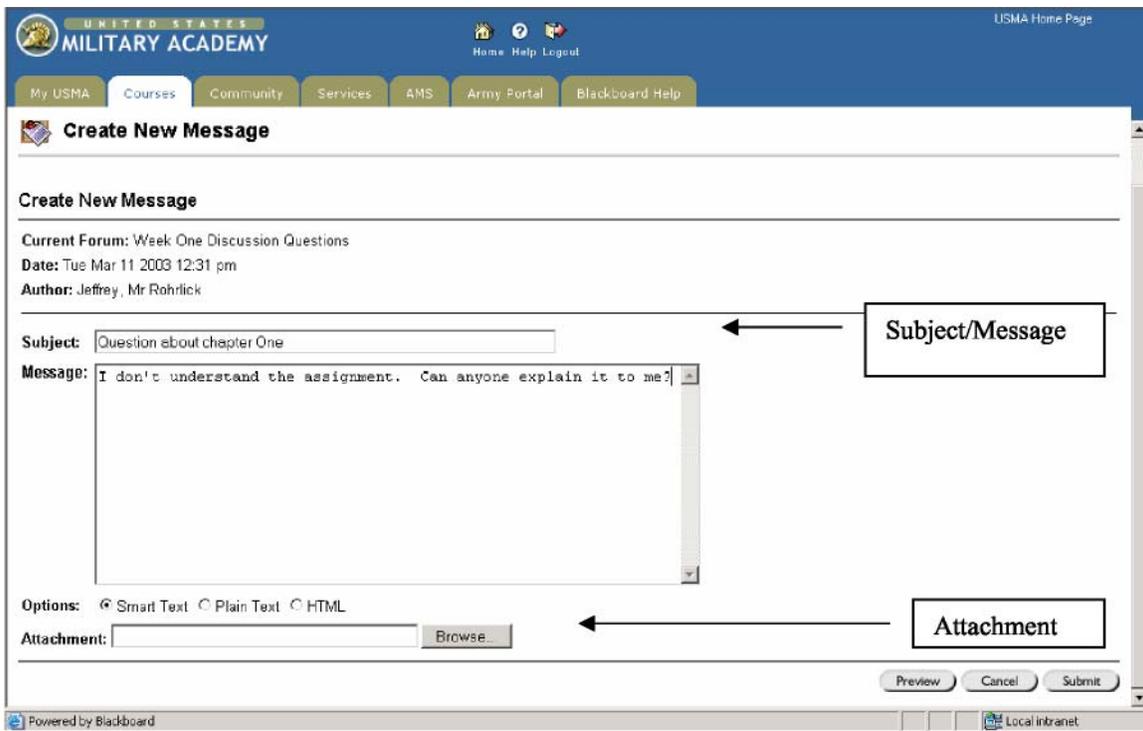
Click on the Forum name to begin posting the Discussion Board

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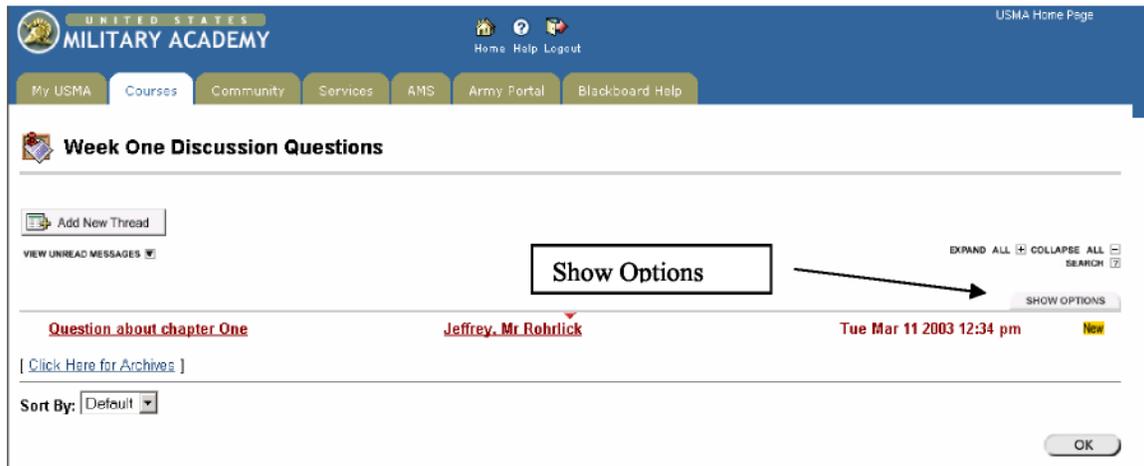
5) Click on Add Thread to create a discussion thread.



6) To post a message, enter subject and message text. There is also an option to attach a file to the posting.

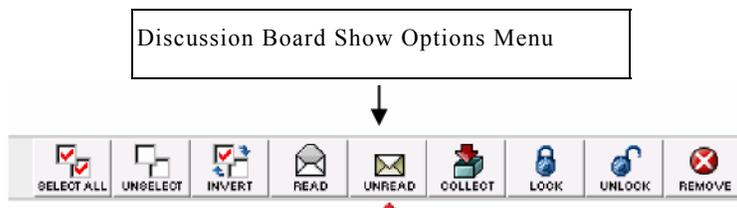


7) To manage message, click on the show options



7 a) The show options screen will appear. Options details are listed below:

- Select All - select all threads and messages in the forum
- Unselect - unselect the messages selected
- Invert - unselect the threads and messages that have been selected and select the threads and messages that have not been selected
- Read - mark messages as read
- Unread - mark messages as unread
- Collect - view multiple threads or messages
- Lock - lock a thread or message
- Unlock - unlock a thread or message
- Remove - remove a thread or message



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8) To view the message, click on the subject listing.

The screenshot shows the Blackboard interface for the United States Military Academy. At the top, there is a navigation bar with the USMA logo and menu items: My USMA, Courses, Community, Services, AMS, Army Portal, and Blackboard Help. Below this is a section titled "Week One Discussion Questions". On the left, there is an "Add New Thread" button and a "VIEW UNREAD MESSAGES" link. The main area displays a message listing with the following details: "Question about chapter One" (subject), "Jeffrey, Mr Rohrllick" (author), and "Tue Mar 11 2003 12:34 pm" (date). A yellow "New" icon is visible on the right. Below the listing, there is a "Sort By: Default" dropdown menu and an "OK" button. A callout box with the text "Click on question subject to view message" has an arrow pointing to the subject text.

9) The message content is displayed. To reply, click on the reply button on the right side.

The screenshot shows the "Message View" page in Blackboard. At the top, there is a breadcrumb trail: COURSES > INTRODUCTION TO BLACKBOARD > CONTROL PANEL > DISCUSSION BOARDS > MESSAGE VIEW. The main content area displays the message details: "Current Forum: Week One Discussion Questions", "Date: Tue Mar 11 2003 12:34 pm", "Author: Jeffrey, Mr Rohrllick <Jeffrey.Rohrllick@hotmail.com>", and "Subject: Question about chapter One". Below the details is the message content: "I don't understand the assignment. Can anyone explain it to me?". On the right side, there is a "Read 2 times" indicator, a "Remove" button, and a "Reply" button. A callout box with the text "Message" has an arrow pointing to the subject line, and another callout box with the text "Reply to message" has an arrow pointing to the "Reply" button. At the bottom, there is a "Current Thread Detail" section with the same subject, author, and date information, and an "OK" button.