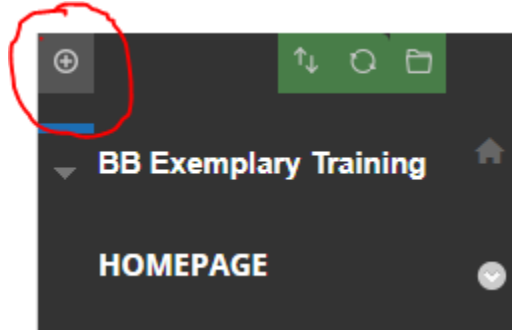
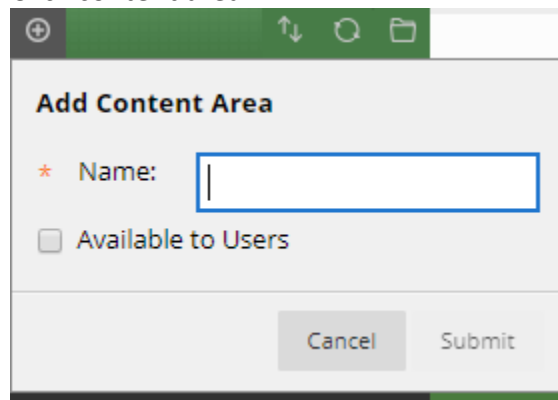


How to create a content area folder

1. Content links are folders like exams & assignments.
 - a. Click on the + sign



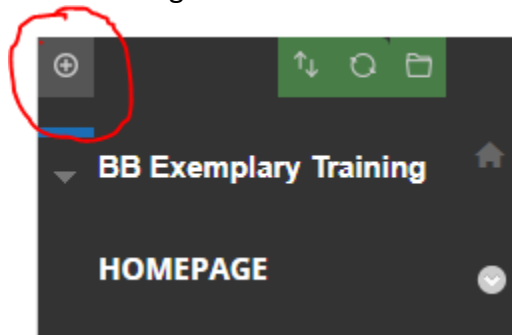
- b. Click content area

A screenshot of a dialog box titled 'Add Content Area'. The dialog has a white background and a grey border. At the top left, there is a grey square button with a white plus sign. To its right is a green bar containing three icons: a double-headed arrow, a circular arrow, and a folder icon. Below this bar, the text 'Add Content Area' is displayed in bold black. Underneath, there is a label '* Name:' followed by a white text input field with a blue border. Below the input field, there is a checkbox labeled 'Available to Users'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'.

- c. Name the folder
 - d. Click submit

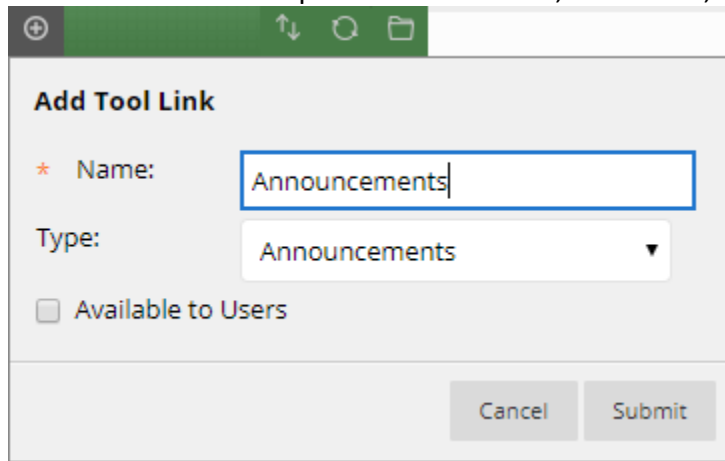
How to create a Tool link folder

2. Tool links are folders like announcement, Discussion, Course Messages, & Email.
 - a. Click the + sign



- b. Click Tool link

- c. Name the folder example: Announcement, discussion, course messages or email



Add Tool Link

* Name:

Type:

Available to Users

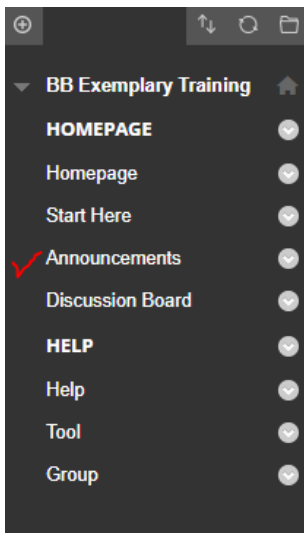
Cancel Submit

- d. Make sure you select the type: Announcement, discussion, course messages or email. (The name and type must be the same)
- e. Click submit

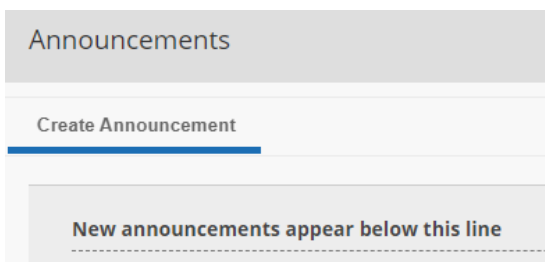
How to create an Announcements

<https://help.blackboard.com/Learn/Instructor/Interact/Announcements>

1. Click on the Announcement folder



2. Click Create Announcement



3. Type your Subject and message

ANNOUNCEMENT INFORMATION

* Subject Black

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and other formatting tools. Includes a 'Mashups' dropdown and 'HTML CSS' buttons.

Path: p

4. Click Submit

How to create an Assignment

https://help.blackboard.com/Learn/Instructor/Assignments/Create_and_Edit_Assignments

Create an assignment

You can create assignments in content areas, learning modules, lesson plans, and folders.

1. From the Assessments menu, select Assignment and provide the name, instructions, and the files students need. You can **use the functions in the editor** to format text and add files. You can also add files in the Assignment Files section.
2. Select Browse My Computer to upload a file from your computer. The file is saved in the top-level folder in your course's file repository: Course Files or the Content Collection. You can also attach a file from the repository.

Create Assignment

* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color Black

Instructions

Please write a 1500 word essay about a planet of your choice. Use an introspective approach on what we have learned about the planet and how we have used that knowledge to grow our understanding of the science of astronomy.

Path: p Words:40

ASSIGNMENT FILES

Attach Files

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

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

3. Optionally, select a Due Date. Assignments with due dates automatically show in the course calendar and in the To Do module. Submissions are accepted after this date but are marked late. If you don't want students to access an assignment after the due date, choose the appropriate display dates.

4. In the Grading section, type the Points Possible.

If you set the points possible to less than 1, letter grades may not be assigned correctly.

5. Optionally, **add a rubric**. Expand the sections to make selections such as anonymous grading, how the grade is displayed, and the number of attempts. You can **allow more than one attempt** on an assignment.

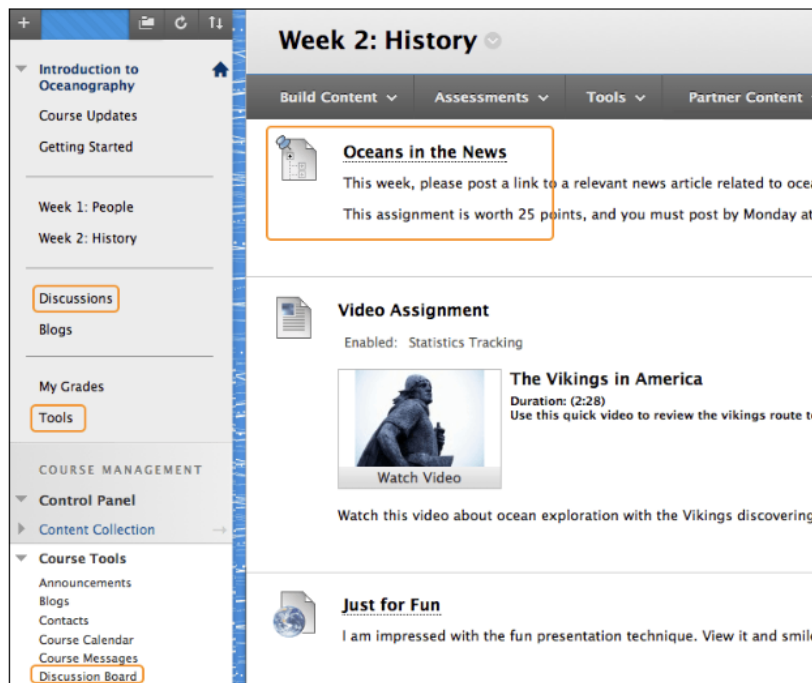
6. Make the assignment available when you're ready for students to access it. Select the appropriate options for availability, tracking, and display dates. Display dates don't affect an assignment's availability, only when it appears.
7. Select Submit.

How to create a discussion question

https://help.blackboard.com/Learn/Instructor/Interact/Discussions/Create_Discussions

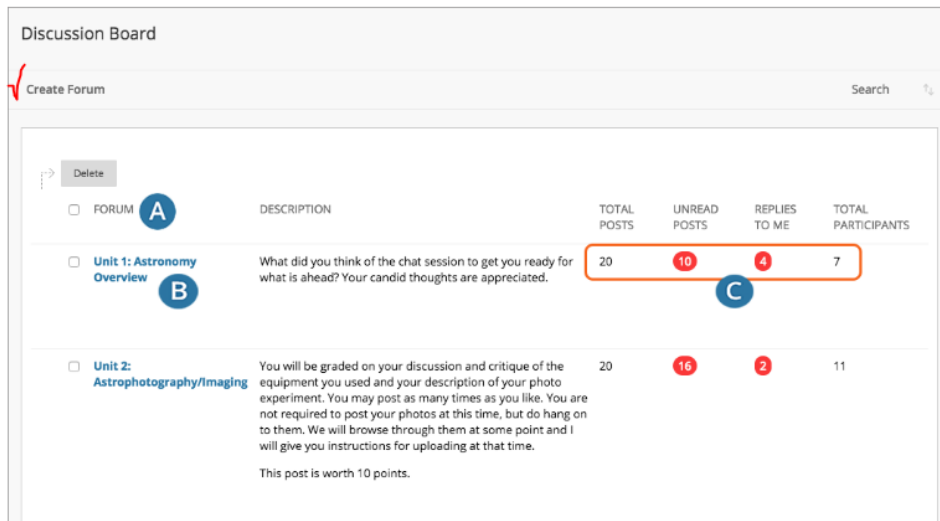
1. Click on Discussion in the Content Area

As an instructor, on the *Control Panel*, expand the *Course Tools* section and select *Discussion Board*. From this link, access the course discussion board and the group discussion boards for the groups in your course.



2. Click Create Forum

The *Discussion Board* page contains a list of all the forums you've created. You must first create one or more forums before users can start message threads. You can also search for discussion content. By default, the search field appears collapsed to save screen space.



3. Name your discussion question and create a description telling the students what you want them to write about.

The screenshot shows the 'FORUM INFORMATION' form. The 'Name' field is empty and has a red checkmark next to it. The 'Description' field is empty and has a red checkmark next to it. Below the description field is a rich text editor with various formatting options. At the bottom of the form, there is a 'Path' field with the value 'p' and a 'Words:0' indicator.

FORUM INFORMATION

* Name

Description

Path: p Words:0

FORUM AVAILABILITY

4. Make your discussion available to the students. Then enter your display after (start date) and your display until (due date).

FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions

Display After 03/13/2020 11:59 PM

Display Until 03/15/2020 11:59 PM

5. Select the following:
- Participants must create a thread in order to view other threads in this forum.
 - Points Possible
 - Make sure your display until and due date are the same.

FORUM SETTINGS

Viewing Threads/Replies Standard View Participants must create a thread in order to view other threads in this forum.

Grade No Grading in Forum **Grade Discussion Forum:** Points possible: 10 Grade Threads

Show participants in "needs grading" status after every 1 Posts

Due Date 03/15/2020 11:59 PM

Associated Rubrics [Add Rubric](#)

Name	Type	Date Last Edited
------	------	------------------

Subscribe Do not allow subscriptions Allow members to subscribe to threads Allow members to subscribe to forum

Include body of post in the email Include link to post

Create and Edit Allow Anonymous Posts Allow Author to Delete Own Posts Allow Author to Edit Own Published Posts Allow Members to Create New Threads Allow File Attachments Allow Users to Reply with Quote Force Moderation of Posts

Additional Options Allow Post Tagging Allow Members to Rate Posts

- d. Click Submit

Additional links that will help you with Blackboard:

1. Test
[https://help.blackboard.com/Learn/Instructor/Tests Pools Surveys/Create Tests and Surveys](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys)
2. Email
<https://help.blackboard.com/Learn/Instructor/Interact/Email>
3. Messages
<https://help.blackboard.com/Learn/Instructor/Interact/Messages>
4. Grade Center
[https://help.blackboard.com/Learn/Instructor/Grade/Navigate Grading](https://help.blackboard.com/Learn/Instructor/Grade/Navigate_Grading)
5. Respondus
[https://help.blackboard.com/Learn/Instructor/Tests Pools Surveys/Respondus](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Respondus)