Blackboard

Blackboard Transaction Suite™

Leader Manual

Blackboard Community System™

Release 7, Application Pack 2

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WELCOME TO THE BLACKBOARD COMMUNITY SYSTEM

Introduction

The following are some things to keep in mind when using the *Blackboard Community System*:

Certain tools may not be documented.

System Administrators have the ability to disable certain tools within the application. If you encounter tools that you are unable to access contact your System Administrator.

The openness of the Blackboard Community System allows Leaders and Administrators to be very creative. The names for items in the Blackboard Academic Suite may differ from those in the documentation.

Building Blocks allows institutions to integrate external applications, tools, content, and services into the *Blackboard Community System*.

The Blackboard environment

The Blackboard environment includes a header frame with images and buttons customized by the System Administrator and tabs that navigate to different areas. Clicking on a tab will open that area in the content frame.

Header frame

The header frame contains navigation buttons that allow the user to access the institution home page, access the help, and logout.

Tabs

My Institution: The My Institution tab contains tools and information specific to each user's preferences. Tools and information are contained in modules. Users can add and remove modules from their My Institution tab. The System Administrator may restrict access to or require specific modules.

Community: The Community tab lists Organizations specific to each user, the Organization Catalog for the institution, and institution Discussion Boards. Users click on a link from the Community tab to access an Organization.

Services: The Services tab contains links to other institutional offerings outside of the Blackboard Community System. The links are set by the System Administrator.

In addition, the *Blackboard Community System* enables the institution to create custom tabs and present different tabs to users based on Institution Roles.

ORGANIZATIONS

Overview

Organizations contain content and tools for teaching and learning. The Leader assigned to an Organization oversees the Organization through the Control Panel. While the Leader has control over the Organization, the Administrator can set overrides that restrict or require Organization areas and tools.

an Organization consists of the Organization Menu and a content frame. The Organization Menu links users to content and tools. The content frame displays content and tools.

Organization Web Sites

Organization Web sites function in the same way as Organizations. The Organization Manager uses the same Control Panel that appears in Organizations to provide an online environment for the organization. Organizations are only available with the *Blackboard Community System*.

Functions

The table below includes information on the components of an Organization. The names of the areas can be changed by the Leader or the System Administrator.

AREA	DESCRIPTION
Announcements	Announcements post timely information critical to Organization success. Click **Announcements** from the Organization Menu to view Announcements.
Staff Information	Staff Information provides background and contact information on Leaders and Teaching Assistants.
Organization areas	Organization areas can contain a wide-range of content items including: Assessments, Assignments, Learning Units, and multimedia files.
Communication	The Communication area allows users to: • send and receive messages • open Discussion Boards • enter the Virtual Classroom • view roster • view Group pages
External Links	External Links connect users to learning materials outside of the Blackboard Community System.
Tools	Tools that can be used in the Organization. These include: Digital Drop Box, Edit Home Page, Personal Information, Calendar, View Grades, Member Manual, Tasks, The Electric Blackboard®, and Address Book.

AREA	DESCRIPTION
Organization Map	Navigate through a collapsible tree directory.

Organization Menu

About the Organization Menu

The Organization Menu appears on the left side of an Organization and contains links to materials and tools within the Organization. The Leader can customize the appearance of the Organization Menu and the content and tools available to users.

Two views may be made available to users; if both views are available users may toggle between them:

- Quick View – Displays top-level of Organization materials. Links may be displayed as buttons or text.
- Detail View – Displays Organization materials as seen in the Organization Map. This view expands to show the hierarchy of Organization navigation.

A Tools Panel appears as part of the Organization Menu. This box may contain links to the Organization Map, Communication tools and/or Organization Tools. Links to tools may also be added to the main part of the Organization Menu so they appear in the Detail View or the Organization Map.

The size of the Organization Menu frame may be adjusted. Hold the mouse over the border that marks the right side of the Organization Menu, an arrow pointer appears. Use the mouse to drag this border and expand or contract the frame.

Information about when the Organization Menu was last refreshed is also available in the Organization Menu. Hold the mouse over the Refresh icon to view the date and time the menu was last refreshed. In the Detail View the date and time information appears at the bottom.

View new Content

When content is added to the Organization Menu or the Organization Map it takes 20 minutes for it to cache; this means that new content in the Organization Menu and Organization Map does not appear for 20 minutes. To view content within the first 20 minutes it has been added click **Refresh**.

Set up Menu display options

The Leader can make the Quick View and/or the Detail View available within an Organization. Follow the steps below to change the view:

1. Select **Organization Design** on the Control Panel.
2. Select **Manage** on the Organization Design page.
3. Select a default view for the Organization Menu.

> **NOTE**: Administrators control the default of the Organization Menu for the entire system. This does not limit the Leaders ability to make changes within their Organizations; it only dictates the appearance of the default Organization Menu.

	NOTE: The Organization Map may appear with a different color scheme when accessed from Quick View. When Quick View uses text links (not buttons) the color of the links may be modified. If the color is modified, the color of items in the Organization Map will appear the same as the text links.

Set up Tool box display

The Tools Panel may be set to display links to Organization Tools, Communication tools, and/or the Organization Map. The display of the Tools Panel is managed separately for the Detail View and the Quick View. This allows Leaders to set up the Tools Panel differently in the two separate views.

Follow the steps below to set up the Tools Panel display for the Quick View:

1. Select **Organization Design on** the Control Panel
2. Select **Manage Tool Panel** on the Organization Design page.
3. Select **Quick View Tool Panel Options** or **Detail View Tool Panel Options** on the Manage Tool Panel page.
4. Select which links to display in the box and enter a name to appear in the header. If no options are selected, the Tools Panel does not appear in the Organization Menu. If **Header Name** is left blank, no header appears in the Tools panel. The background and text color for the header may also be selected.

Organization Map

About the Organization Map

The Organization Map is a collapsible tree directory that is used for navigation within an Organization. The Organization Map may be viewed from the Organization menu, Collaboration Sessions, the Performance Dashboard and as a selection window.

Information about when the Organization Map was last refreshed is also available at the bottom of the map.

View the Organization Map from the Organization Menu

The Organization Map may be opened from the Display View and the Quick View of the Organization Menu.

Select **Organization Map** in the Tools Panel on the Organization Menu to open the Organization Map. All available content and tools appear within the Organization Map.

When the Organization Map is viewed from the Organization Menu, the Leader views the Organization content as a user. For example, if an item is made available to a group through an Adaptive Release rule, and the Leader is not part of the Group, the item will not be visible to the Leader through the Organization Map.

View the Organization Map from the Performance Dashboard

When the Organization Map is viewed from the Performance Dashboard, the availability of items, tools, and Review Status for the specific user is displayed.

Select the icon in the Adaptive Release column to view the Organization Map for a specific user. The availability of each item and the Review Status for the user selected is indicated.

This following table includes a description of the icons used in the Performance Dashboard:

Adaptive Release and Review Status icons:	
	Visible – this item is visible to that Organization user.
	Invisible – this item is not visible to that Organization user.
	Reviewed – this item has been marked as Reviewed by the Organization user.
	Not Reviewed – this item is displayed as Mark Reviewed to the Organization user.

View the Content Map from a Virtual Classroom

The Content Map is similar to the Organization Map, except the tree directory only displays available Content Areas; it does not allow users to navigate to other Organization areas, such as tools. To open the Content Map, select Content Map in the Classroom Tool box of a Virtual Classroom.

Use the Organization Map as a selection window

Organization areas and items may be linked to from different pages within an Organization, such as the Add Announcement page and Add Organization Link page. This selection process uses the Organization Map, accessed by selecting the **Browse** button. The Organization Map, accessed from these pages, displays all content items within an Organization. Click a link in the Organization Map to select an item or tool.

Control Panel

Overview

All Organization administration is done through the Control Panel. This area is only available to users with one of the following defined Organization roles:

- Leader
- Teaching Assistant
- Grader
- System Administrator

Find the Control Panel

1. Open an Organization.
2. Click **Control Panel** on the Organization Menu.

Functions

The Control Panel is comprised of six areas:

Part	Function
Content Areas	Provides the tools necessary to add text, files, and information into an Organization.
Organization Tools	Contains the communication tools to send email, create tasks, and work with groups.
Organization Options	Contains security and customization options.
User Management	Provides tools to manage users and enrollments.
Assessment	Provides tools for building Assessments, recording grades, and tracking user activity.
Support	Offers support contacts and online documentation.

ORGANIZATION ROLES

Overview

Organization Roles control access to the content and tools within an Organization. Each user is assigned a role for each Organization in which they participate. For example, a User with a role of Teaching Assistant in one Organization can have a role of Member in another Organization.

The Organization Role is set when a User is enrolled. It can also be modified after enrollment from the Control Panel.

- Organization Roles include:
- Organization Builder
- Grader
- Guest
- Leader
- Member
- Teacher's Assistant

> **NOTE:** Administrators may modify the privileges associated with different Organization Roles. Therefore, all of the privileges listed may not apply. Administrators also have the option to change the names of Organization Roles.

Organization Builder

The Organization Builder role has access to most areas of the Control Panel. This role is appropriate for a user to manage the Organization without having access to Member grades.

> **NOTE:** an Organization Builder can still access the Organization if the Organization is unavailable to Members. an Organization Builder cannot remove a Leader from an Organization.

Organization Builders have access to the following areas of the Control Panel:

- *Organization Information
- *Organization Documents
- *Assignments
- *External Links
- *Announcements
- *Organization Calendar
- Settings
- Import Organization Cartridge
- Import Package
- *Resources
- Organization Copy
- Export Organization

- *Staff Information
- *Tasks
- *Discussion Boards
- *Send Email
- *Collaboration
- *Digital Drop Box
- Manage Organization Menu
- Archive Organization
- Recycle Organization
- *Manage Tools
- List / Modify Users
- Create User
- Batch Create Users for Organization
- Enroll User
- Remove Users from the Organization
- *Manage Groups
- *Test Manager
- *Survey Manager
- *Pool Manager

* Settings marked with an asterisk (*) cannot be modified by the Administrator. These privileges will always be available for this Organization Role.

Grader

A Grader assists the Leader in the creation, management, delivery, and grading of Assessments. A Grader also assists the Leader with managing the Gradebook.

> **NOTE:** A Grader cannot access an Organization if it is unavailable to Members.

Graders have access to the following areas of the Control Panel:

- *Announcements
- *Organization Calendar
- *Digital Drop Box
- List/Modify Users – may not modify content
- *Test Manager
- *Survey Manager
- *Pool Manager
- *Gradebook
- *Gradebook Views
- *Organization Statistics

* Settings marked with an asterisk (*) cannot be modified by the Administrator. These privileges will always be available for this Organization Role.

Guest

Users with the role of Guest have no access to the Control Panel. Areas within the Organization can be made available to Guests.

Visitors such as prospective Members, alumni or parents may be given the role of Guest.

Leader

Leaders have access to all areas in the Control Panel. This role is generally given to those developing, teaching or facilitating the class. Leaders may still access an Organization that is unavailable to Members.

Administrators may limit access to the following features:

- List / Modify Users
- Create User
- Batch Create Users for Organization
- Remove Users from the Organization
- Enroll User
- Settings
- Organization Copy
- Recycle Organization
- Import Organization Cartridge
- Export Organization
- Archive Organization
- Manage Organization Menu

Member

Member is the default Organization Role. Members have no access to any areas on the Control Panel.

Teaching Assistant

Teaching Assistants have access to most features. If the Organization is unavailable to Members, Teaching Assistants may still access the Organization. Teaching Assistants are not listed in the Organization Catalog listing for the Organization.

NOTE: A Teaching Assistant cannot remove a Leader from an Organization.

CHAPTER 2—WORKING IN THE BLACKBOARD ACADEMIC SUITE

Overview

This chapter discusses how to navigate and enter text in the *Blackboard Academic Suite*.

In this chapter

This chapter includes the following topics.

Topic	Description
Navigation	Describes how to move throughout the *Blackboard Academic Suite*.
Language Packs	Explains how Language Packs are used to present information using different languages and cultural norms.
Quick Edit	Explains how to edit an Organization from within the view.
Searching for Users and Organizations	Explains how to locate records in the system.
Entering Text	Describes how to input information.
Text Box Editors	Describes how to Input information using the Text Box Editor.
Link to File	Explains how to add a link to a file.
Insert Multimedia File	Explains how to add a multimedia file.
About Spell Check	Describes the Spell Check feature.
Using Spell Check	Explains how to use the Spell Check feature.
Math and Science Notation Tool	Describes the Math and Science Notation Tool – WebEQ Editor.
Adding and Editing Equations	Explains how to add and modify equations on the Math and Science Notation Tool.

NAVIGATION

Overview

Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features.

NAVIGATION TOOL	DESCRIPTION
Tab	Click a tab to open it.
Button	Click a button to navigate to a page within the *Blackboard Community System*. Some buttons also lead to areas outside of the *Blackboard Academic Suite*. Buttons also execute functions.
Link	Click a hypertext link to access another Web page within the *Blackboard Community System*. Links can also open Web sites outside of the *Blackboard Academic Suite*.
Path	Click one of the hypertext links that appear in the navigation path to access that page. The navigation path appears at the top of pages to return to the previous page that led to the current page.

Linking to an Organization

To link to an Organization, copy the URL from the address bar in the Web. Links to Organizations can be posted inside or outside the *Blackboard Academic Suite*. Users will be prompted for authorization before accessing the Organization.

Language Packs

About Language Packs

Language Packs present the Blackboard Community System using language and cultural norms matched to different audiences. Language Pack preferences are defined at the system level, the Organization level, and finally at the user level.

At the system level, the Administrator defines one language pack as the system default. This is the language pack that appears when no other language pack are specified at the Organization level or at the user level.

At the Organization level, the Leader can set a language pack and enforce it. Enforcing a language pack means that all users will see that language pack. If the language pack is not enforced, and a user has a preferred language pack associated with their account, the user's language pack will override the Organization language pack.

At the user level, individuals may select their preferred language pack .

	Note: Customized names, such as changing the name of a Content Area, are not changed with the language pack . These values stay the same through all language packs. The default names in the system are translated and appear differently in each language pack.

Set a Locale for an Organization

Follow these steps to set a locale for an Organization.

1. Click **Settings** from the Control Panel.
2. Click **Set Language Pack**.
3. Select a language pack from the drop-down list.
4. Click **Enforce Language Pack** to always display this Organization in the selected language pack .
5. Click **Submit**.

If a language pack is not chosen for an Organization the Organization will display in the user's preferred language pack or, if the user has not set a preferred language pack , the system default language pack .

Organization Areas not Impacted by Language Pack Selections

For the most part, the Control Panel appears in the selected language pack of an Organization; it does not appear in the language pack selected for the user. In a few spots within an Organization, the page will display using the system default or the user's preferred language pack rather than the Organization language pack . The following pages will not display in the selected Organization language pack:

- Control Panel > Organization Information > Modify Item, Copy Item, Add Item, Remove Item
- Control Panel > Copy Files to CS
- Control Panel > Discussion Board > Add Forum

- Control Panel > Announcements > Confirmation receipt.

Spell Check and Language Packs

The Spell Check tool supports American English, Great Britain English, French, and Spanish. The Spell Check tool will not work with other language packs. If Spell Check does not recognize the language pack it will use a supported dictionary.

Quick Edit

Overview

Quick Edit allows Leaders to make changes to content from within the Organization view instead of navigating through the Control Panel to edit content. When a Leader is viewing the Organization through the Member view, they may use this shortcut to edit Organization content, without going through the Control Panel. Quick Edit controls appear in the navigation bar in each Organization area and any subfolders. System Administrators may disable this feature.

NOTE: The Edit View link is displayed to users with a role of Leader, TA, Organization Builder, or System Administrator. Due to the size of the content editing pages, this method of editing is not recommended with an 800x600 screen resolution.

Functions

Select **Edit View** to open and edit the Organization area or Content Item. A **Display View** link appears in the top right corner of the Control Panel view of the content page. Select **Display View** to go back to the Organization display view of the same content page. Leaders may use **Edit View** and **Display View** to toggle back and forth between the edit view and display view of Organization content.

Searching for Users and Organizations

Overview

There are several areas in the *Blackboard Academic Suite* where users can search for other users.

User search options

The table below details the available user search options. All options are not available in all search boxes.

To . . .	Then . . .
search for a user using last name or Username	1. Select the Search tab. 2. Enter either a last name or a Username. 3. Select either the Last Name or Username option. All matching entries will be displayed.
search for a group of last names or Usernames that start with a particular letter or number	1. Select the A-Z, 0-9 tab. 2. Click on the first letter of the last name or on the first number of the Username. All matching entries will be displayed.
search using a value found in the user's name	1. Select the Advanced tab. 2. Enter a value in the Containing field. 3. The search will return all users with that value in their Username. 4. Click the check boxes and select values from the drop-down list to narrow the search.
list all users	1. Select the tab. 2. Click List All to list all the names enrolled. All entries will be displayed.

Organization search options

The following options are available when searching for an Organization:

- Search: The search parameters on this tab can be used separately or in tandem to further narrow the list generated. To use this tab: Click the **Organization ID**, **Leader**, or **Title/Description** option. Enter a value in the field. Then click the **All Organizations**, **Month**, or **Day** option to define the list based on when the Organizations where created. The search function will create a list of Organizations with that value created in the time selected.
- A-Z, 0-9: Click the letter or number that represents the first character of an Organization ID. A list of all Organizations with an ID that begins with that character will appear.
- List All: Click **List All** to view all the Organizations on the system.

ENTERING TEXT

Overview

By default, *Blackboard Community System* will format text to 12-point, left-justified Arial. Any other formatting must be done with HTML tags or using the Text Box Editor.

Text boxes may appear using the Visual Text Box Editor or with the options shown below. For more information about the Visual Text Box Editor, please see the next topic.

Text box options

The following options are available in most text entry boxes in the *Blackboard Community System*:

FORMAT OPTION	BEHAVIOR
Smart Text	Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source tag appears. Web addresses entered as URLs are converted to links. The URL must begin with "http://" and there must be a space before the "http://" to distinguish it from the previous word. If an image tag, <IMG>, is entered in Smart Text, the Blackboard Community System will automatically prompt you to upload the image.
Plain Text	Displays text as it is written in the text area. Plain text does not render HTML code. HTML code will appear as text.
HTML	Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags.

NOTE: The Smart Text and Plain Text options are only available if the Administrator has turned off the Text Box Editor or if the user does not have a Windows Operating System and Internet Explorer Version 5.x or a later.

It is not possible to display a file in a content item and add a Smart Text or Plain Text description. Add the description as a separate content item and then add display the file in the next content item.

Smart text, Plain text, or HTML may be used in the Text Box Editor. Options at the bottom of the box allow the user to switch format at anytime.

Smart text should be used if the intent is to display the text in the exact way that it is typed in. Line breaks, tabbing, and other keyboard formatting will be retained with Smart text.

Plain text strips any formatting from the text, except for line breaks. The result is completely unformatted text. This may be useful if the user needs to do a lot of copy and pasting of the content, or if the intent is to display code information. For example, if the user wants to show how to write something in HTML, Plain text should be used to retain the HTML tags in the content. Plain text does not work with MathML or the equation editor. Changing a text box that includes a mathematical formula to Plain text will make the formula unreadable.

The HTML option should be used if the user knows HTML and opts to type HTML tags into the Text Box Editor. The result will be content formatted by the HTML tags used.

File names

Blackboard allows the use of all characters in file names. However, the user's operating system and browser may limit the types characters accepted. For example, some browsers do not accept multi byte characters.

Missing image detection in the Text Box Editors

Missing Image Detection functionality is available when a user:

- pastes HTML with a broken image into the Text Box Editor and selects the HTML option
- pastes HTML with a broken image into the Text Box Editor selects the Smart Text option

Missing image detection functionality does not apply when a user:

- pastes HTML with a broken image into the Text Box Editor and selects the Plain text option
- links to an HTML file in the Content Collection with a broken image (either via the third row of the Visual Text Box Editor or as a URL in the Text Box Editor).

> **NOTE:** Images are stored in HTML using the following syntax: <img scr="http://image_path">. The source location should be inside double of single quotations.

VISUAL TEXT BOX EDITOR

About the Visual Text Box Editor

The Visual Text Box Editor presents controls for entering and formatting text, equations, and multimedia files. When it is enabled, it appears throughout the system as the default editor when adding text through a text box.

If the Visual Text Box Editor does not appear, first check the list of browsers below to ensure that the current browser is compatible. If it is, check that the Visual Text Box Editor is enabled through Personal Settings. If the Visual Text Box Editor still does not appear, it has most likely been disabled by the System Administrator.

Users who access the system through assistive technologies should use standard text entry options instead of the Visual Text Box Editor. Please see the previous topic, Entering Text, for more information.

Compatible Browsers

The Visual Text Box Editor is compatible with the following browsers on Windows Operating Systems:

- Microsoft Internet Explorer 6.0
- Mozilla Firefox 1.0
- Netscape 8.0

The Visual Text Box Editor will not work with older versions of these browsers. Instead, the standard options for entering text will appear.

The Visual Text Box Editor is compatible with the following browsers on Macintosh Operating Systems:

- Safari 2.0
- Mozilla Firefox 1.0

When run on Safari, the Visual Text Box Editor Lite Version appears. The Lite Version does not include the button controls for several features because Safari does not yet support those rich-text editing features. Some features that are not accessible from a button in the Lite Version may still be activated using keyboard shortcuts. For example, the cut, copy, and paste functions may still be used through the keyboard shortcuts. Macintosh users may also download and use the free Mozilla Firefox 1.0 (or higher)Web Browser to use all the features of the Text Box Editor.

Firefox users must perform an extra step to enable the cut, copy, and paste functions. The first time an attempt is made to cut, copy, or paste text in the Visual Text Box Editor, a message from Firefox will appear explaining that the action is not allowed. A link is provided for information on how to enable the cut, copy, and paste functions by editing a Firefox configuration file. The link currently points to http://www.mozilla.org/editor/midasdemo/securityprefs.html. Please check with Firefox for the most up-to-date information on using rich-text tools for cut, copy, and paste. Macintosh users may find that this does not fully resolve the problem, particularly because Fireflox does not permit pasting text from Microsoft Office files on Mac. To accomplish this task, paste the text into a basic text editor, such as TextEdit or Notepad and then paste the text into the Visual Text Box Editor.

Visual Text Box Editor Features

The Visual Text Box Editor has three collapsible rows of buttons. The tables below define the functions of each button and identifies if the button is available in the Lite Version that runs on the Safari browser.

First row basic actions

Button	Description	Lite Version?
Font Style	Select a style for the text. The options correspond to standard HTML Style types.	
Font size	Select the size of the text.	
Font	Select the font.	Y
Bold	Make selected text bold.	Y
Italics	Make selected text italics.	Y
Underline	Underline the selected text.	Y
Strikethrough	Display text with a horizontal line through the characters. For example, ~~strikethrough~~.	
Subscript	Display text on the same line but slightly above the current text. For example, 7^{th}.	
Superscript	Display text on the same line but slightly below the current text. For example, H_20.	
Align left	Align text to the left.	Y
Align Center	Align text in the center.	Y
Align Right	Align text to the right.	Y
Ordered list	Create a numbered list or add a numbered list item.	
Unordered list	Create a bulleted list or add a bullet list item.	
Decrease Indent	Move text left.	
Increase Indent	Move text right.	

Second Row Additional Basic Actions

Button	Description	Lite Version?
Spell Check	Select the ABC checkmark to open Spell Check.	Y
Cut	Cut the selected items.	
Copy	Copy the selected items.	

SECOND ROW ADDITIONAL BASIC ACTIONS		
Paste	Paste copied or cut content.	
Clear Formatting	Removes formatting tags that are shown in the Pathfinder at the bottom of the text box. Highlight the formatting tag to delete in the Pathfinder and then click Clear Formatting to remove. This is useful when copying and pasting text from another application yields discrepancies in formatting.	
Undo	Select the circular arrow pointing to the left to undo the previous action.	Y
Redo	Select the circular arrow pointing to the right to redo the previous action.	Y
Hyperlink	Add a hyperlink. Types include: file, ftp, gopher, http, https, mailto, news, telnet, and wais. Please keep in mind that when creating a hyperlink, the text that appears on the page is separate from the information about the link. Information on where the link points is stored in a tag that surrounds the text. Therefore, it is possible to change the link without changing the text that is displayed to users. Please be careful when constructing links to ensure that the text is consistent with where users will be taken when they click the link.	
Create Table	Add a table.	
Horizontal Line	Add a line.	
Background Color	Add a highlight color to the selected text.	Y
Text Color	Specify the color of the text.	Y
WebEQ Editor	Open the WebEQ Equation Editor icon (√x) to add an equation. Equations cannot be added to a cell in a table. Instead, create the equation outside the table and then cut and paste the equation into the cell.	
MathML Editor	Open the MathML Equation Editor icon to add an equation.	
Preview	Preview the content as it will be seen by end users.	Y
HTML View	Toggle to view the HTML code that is generated by the Visual Text Box Editor. Users may also edit the HTML in this view. Click HTML view again to toggle back to the standard view.	

The following table includes a description of some options specific to each type of file attachment. This row will only appear where it is possible to attach a file or link to a file in the Blackboard Content System.

Third row file attachment actions and special options		
Button	**Description**	**Lite Version?**
Attach file	Add a file to the text area. The Insert Link to File page will appear. • **Browse**: select a file from the local machine • **Link to Content Collection**: select an item or folder from the Content Collection, if Content System integration is allowed. • **Specify Source URL**: provide a URL where the item is located. • **Name of link to file**: provide a descriptive name of the content is helpful for the user. This allows the user to read the link in context, rather than simply read the name of the file being linked to. • **Launch in New Window**: Select whether to open the file in the current window or open a new browser window to display the file.	
Attach image	Add an image to the text area. The Insert Image page appears.	
Attach MPEG/AVI	Add MPEG/AVI media content to the text area. The Insert MPEG file page appears.	
Add Quick Time	Add Apple QuickTime media to the text area. The Insert QuickTime File page appears.	
Add audio	Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page appears.	
Add Flash/Shockwave	Add Macromedia Flash or Shockwave media to the text area. The Insert SWF File page appears.	

Attaching files in the Visual Text Box Editor

Users have the option of attaching different types of files to the Visual Text Box Editor. Do not copy and paste a file from one text box to another; this will cause errors. More information about the available options when adding a multimedia file can be found in the topic, Insert Multimedia File.

The table below explains which button in the Third Row of the Visual Text Box Editor is used to add different file types.

File attachment types	
Attach file	.doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip
Attach image	.gif, .jif, .jpg, .jpeg, .tiff, .wmf

File attachment types	
Attach MPEG/AVI	.avi, .mpg, .mpeg
Add Quick Time	.qt
Add audio	.aiff, .asf, .moov, .mov, .mp, .wav, .wma, .wmv
Add Flash/Shockwave	.swa, .swf

Keyboard shortcuts for the Visual Text Box Editor

The Visual Text Box Editor supports the keyboard shortcuts listed in the table below. Please note that Macintosh users should use the CMD key instead of the CTRL key.

Note: If the shortcut keys that move selected items one character left, right, up, or down are used, the object being moved will be absolutely positioned. An absolutely positioned element is determined by pixels, so moving it up once will move it up one pixel.

Keyboard Shortcuts	
Movement	
RIGHT ARROW	Move one character to the right.
LEFT ARROW	Move one character to the left.
DOWN ARROW	Move down one line.
UP ARROW	Move up one line.
CTRL+RIGHT ARROW MAC: CMD+RGT ARROW	Move right one word.
CTRL+LEFT ARROW MAC: CMD+LFT ARROW	Move left one word.
END	Move to the end of the line.
HOME	Move to the start of the line.
CTRL+DOWN ARROW MAC: CMD+DWN ARROW	Move down one paragraph.
CTRL+UP ARROW MAC: CMD+UP ARROW	Move up one paragraph.
PAGE DOWN	Move down one page.
PAGE UP	Move up one page.
CTRL+HOME MAC: CMD+HOME	Move to the beginning of the text.
CTRL+END MAC: CMD+END	Move to the end of the text.

Keyboard Shortcuts

Selection

SHIFT+RIGHT ARROW	Extend the selection one character to the right.
SHIFT+LEFT ARROW	Extend the selection one character to the left.
CTRL+SHIFT+RIGHT ARROW MAC: CMD+SHIFT+RIGHT ARROW	Extend the selection right one word.
CTRL+SHIFT+LEFT ARROW MAC: CMD+SHIFT+LEFT ARROW	Extend the selection left one word.
SHIFT+UP ARROW	Extend the selection up one line.
SHIFT+DOWN ARROW	Extend the selection down one line.
SHIFT+END	Extend the selection to the end of the current line.
SHIFT+HOME	Extend the selection to the start of the current line.
SHIFT+PAGE DOWN	Extend the selection down one page.
SHIFT+PAGE UP	Extend the selection up one page.
CTRL+SHIFT+END	Extend the selection to the end of the document.
CTRL+SHIFT+HOME MAC: CMD+SHIFT+HOME	Extend the selection to the beginning of the document.
CTRL+A MAC: CMD+A	Select all elements in the document.

Editing

BACKSPACE	Delete the selection. Or, if there is no selection, delete the character to the left of the cursor.
CTRL+BACKSPACE MAC: CMD+BACKSPACE	Delete all of a word to the left of the cursor.
CTRL+C MAC: CMD+C	Copy the selection.
CTRL+V MAC: CMD+V	Paste cut contents or copied contents.
CTRL+X MAC: CMD+X	Cut the selection.
DELETE	Delete the selection.
INSERT	Toggle between inserting and overwriting text.
CTRL+Z MAC: CMD+Z	Undo the most recent formatting command.
CTRL+Y MAC: CMD+Y	Re-do the most recent undone command.

Keyboard Shortcuts	
CTRL+F MAC: CMD+F	Find text.
SHIFT+F10	Display the context menu. This is the same as a right-click.
Formatting	
CTRL+B MAC: CMD+B	Toggle bold formatting.
CTRL+I MAC: CMD+I	Toggle italic formatting.
CTRL+U MAC: CMD+U	Toggle underlining.

Missing image detection in the Text Box Editors

Missing Image Detection functionality is available when a user:

- pastes HTML with a broken image into the HTML view of the Visual Text Box Editor

Missing image detection functionality does not apply when a user:

- pastes HTML with a broken image into the Visual Text Box Editor
- uploads an HTML file with a broken image from the third row of the Visual Text Box Editor
- links to an HTML file in the Content Collection with a broken image (either via the third row of the Visual Text Box Editor or as a URL in the Text Box Editor).

> **Note:** Images are stored in HTML using the following syntax: <img scr="http://image_path">. The source location should be inside double of single quotations.

Differences between Text Box Editor and Visual Text Box Editor

The Text Box Editor and Visual Text Box Editor both allow the entry of formatted text in the *Blackboard Community System*.

The Text Box Editor allows Plain Text, Smart Text and HTML formatting. The Visual Text Box Editor allows users to modify content in an interface resembling a word processor, and perform basic HTML functions without knowledge of any HTML. These features include creating tables, bulleted lists, hyperlinks, horizontal lines, and more. Users may also format text and paragraphs, and upload multimedia files in the Visual Text Box Editor. Both editors may include WebEQ, MathML and SpellCheck features.

SELECTING DATES

Overview

Availability of the Organization and individual content items, including Assessments and Learning Units, can be controlled by date. Content may only be available within a certain range, available from a certain date until the end of the Organization, or available from the date created until a specified end date.

Setting availability by date

Dates are set using drop-down lists to select the day, month, year, and in some cases, time. There is also a calendar interface that can be used to select the date.

- To set availability to a set range, select both a start date and an end date.
- To set availability from the current time until a certain date, only set an end date.
- To set availability from a date until the end of the Organization, only set a start date.

HTML TIPS

Overview

This section provides some basic HTML codes and tips for adding simple formatting to an Organization. Additional resources for learning more about HTML may be found at the end of this section.

What is HTML?

HTML is the set of codes used to format (or "mark up") Web pages. A single piece of HTML code is called a "tag." HTML tags are surrounded by pointed brackets ("<" and ">"). Tags usually come in pairs.

For example the pair of HTML tags to create bold text looks like this:

This text will be bold.

The tag means "start bold here." The end tag, , means "end bold here." End tags always include the forward slash ("/").

Paragraph formatting

In HTML, a paragraph break is used to put a single blank line between paragraphs. A hard return inserts no blank line.

The tag can be used alone at the end of a paragraph, or as a pair. If used as a pair, the "align=left|center|right" modifier may be included in the beginning tag to control placement.

For example, the following tag would create a right-aligned paragraph:

<P align=right>Fourscore and seven years ago, our founding father set forth upon this continent a new nation.</P>

Text formatting

The following tags are used for basic text formatting:

Bold text tag: <B> text </B>

Italic text tag: <I> text </I>

Underlined text tag: <U> text </U>

Font format tags: <FONT> text </FONT>
(Font formats include FACE=fontstyle COLOR=fontcolor SIZE=fontsize)

The FONT tag requires at least one of the modifiers (FACE, COLOR, or SIZE).

The FACE modifier can be set to any font, but the person viewing the page must also have that font installed on their computer. For that reason, it is best to stick to common fonts like Times New Roman, Arial, or Courier New.

The COLOR modifier will recognize basic colors, including black, white, gray, red, blue, yellow, green, purple, orange, cyan, magenta, and so forth.

The SIZE modifier does not refer to typical font point sizes. In HTML fonts can be sizes 1 through 7. The default font size is 3.

NOTE: Since each user may set the default font point at which their browser will display text, these font sizes can be relative. For example, one user might have their browser's default font set to 10-point Times while another has their browser's default font set to 12-point Times. The HTML tag would create 10-point Times text on the first computer, and 12-point on the latter, since 3 is the default size.

Users may use plus or minus signs to indicate sizes relative to the default. For example, the following HTML would create text that is two steps larger than the default font size:

<FONT size=+2>Bigger, Better, Faster!</FONT>

Creating Links with HTML

Links are created using the 'anchor' tag.

<A href="URL">Clickable text</A>

In the following example, the words 'Blackboard Inc.' will turn into a link that directs the user to the Blackboard home page.

<A href="http://www.blackboard.com/">Blackboard Inc.</A>

Creating HTML with other tools

Organization developers do not have to learn everything about HTML. They may also use Web authoring tools to generate HTML. There are many applications that may be used for this. Some examples are:

- **Word processors**- Microsoft© Word™, Corel© WordPerfect™, Apple© AppleWorks™, Sun© StarOffice™, and almost every other contemporary word processor contains the ability to convert word processing documents to a Web page coded in HTML. However, the conversion from a word processing document to an HTML Web page is often not perfect, especially for documents with complex formatting.
- **WYSIWYG (What You See Is What You Get) Web-authoring tools**- These tools provide an environment similar to a word processor for developing Web pages and entire Web sites. There are many products to choose from, including, Macromedia© Dreamweaver™, Adobe© GoLive™, NetObjects© Fusion, and Microsoft© FrontPage™.
- **HTML Editors-** Applications like BareBones© Software's BBEdit™ and Macromedia© Allaire HomeSite™ provide an editing environment for HTML documents. While they are not WYSIWYG, HTML editors usually have a "preview" mode that allows users to switch between viewing the raw HTML codes and previewing how those codes will look in the browser. These products help write HTML faster and easier, but they presume the user is already knowledgeable about HTML.

Incorporating HTML generated with other applications

Leaders may decide to incorporate HTML generated content with other applications into their Organization. There are two options for including this content:

Save the content as an HTML file and upload the HTML file itself into Blackboard Community System. In the Organization area, next to the **Special Action** field, select **Create a link to this file**. The *Blackboard Community System* will automatically detect images in an HTML file and prompt the user to upload the images as well.

Copy and paste the HTML code into a text box.

To copy and paste HTML code, follow the steps below:

1. View the HTML code. Most of the tools discussed above will have a mechanism (usually part of a View menu) to allow the user to see the 'HTML source'.
2. Copy all of the HTML tags between but not including the <BODY> and </BODY> tags. The *Blackboard Community System* dynamically generates the HTML above and below the BODY tags, so this portion of the HTML source must not be copied.
3. Paste the copied HTML into the text box.
4. Choose the HTML text-formatting option.
5. Submit the form.
6. If there are <IMG> tags in the HTML, the *Blackboard Community System* will automatically detect them when the page is submitted. Users will receive a second page prompting them to upload the appropriate images.

Troubleshooting

Blackboard recommends that users **do not use** the following in an Organization:

- Do not use multiple frames.
- Do not add Web pages that contain additional navigational items, for example, buttons. Only include links that directly point to a URL.
- Do not add <body> tags, <html> tags, <head> tags, <form> tags, or <form element> tags. Entering these tags will cause issues when the page is viewed.
- Do not use inline style sheets. Inline style sheets are not supported by all browsers.
- Do not use <applet> tags inside the text box. These tags may cause errors in the content.

Other HTML resources

There are many online resources for additional information about HTML. One that users may want to visit is The World Wide Web Consortium located at www.w3.org.

LINK TO FILE

Overview

Users may include a link to a file from the Text Box editor.

Fields

The table below details the fields on the Insert Link to File page:

FIELD	DESCRIPTION
Insert Link to File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Link to File Options	
Name of Link to File	Enter the name of the link that users click to access the attached file.
Launch in new window	Select **Yes** to have the file open in a new separate window. Select **No** to have the file open in the content frame.

Insert Multimedia File

Overview

Users may add the following multimedia files when authoring content in the Text Box Editor.

- **Image**.
- **MPEG or AVI**. MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data.
- **Quicktime**. QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users with a PC will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver.
- **Audio**.
- **Flash or Shockwave**. Macromedia Flash and Shockwave files support audio, animation and video; they are also browser independent. Browsers require specific plug-ins to run Flash and Shockwave files.

The options to control how a multimedia file displays, such as should it loop, should the controls display, will not be available after the file has been inserted. To edit these options, use the HTML view and edit the options directly.

Image Fields

The table below details the fields on the Insert Image page:

Field	Description
Insert Image	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Image Options	
Set the Width	Enter the width of the image in pixels.
Set the Height	Enter the height of the image in pixels.
Border	Choose a border for the image. If '0' is chosen there will be no border around the image.
Alt Text	Enter text that will be used display if the image fails to load. Alternate text is important for visually impaired users who access the Web.

MPEG or AVI Fields

The table below details the fields on the Insert MPEG File page:

FIELD	DESCRIPTION
Insert MPEG File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
MPEG File Options	
Set the Width	Enter the width of the video in pixels.
Set the Height	Enter the height of the video in pixels.
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Controls	Select the size of controls to appear to users. Controls must be available if users are to start the video manually.

Quicktime Fields

The table below details the fields on the Insert QuickTime File page:

FIELD	DESCRIPTION
Insert QuickTime File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
QuickTime File Options	
Set the Width	Enter the width of the video.
Set the Height	Enter the height of the video.
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Controls	Select to display controls.

Audio Fields

The table below details the fields on the Insert Audio File page:

FIELD	DESCRIPTION
Insert Audio File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Audio File Options	
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Controls	Select to display controls.

Flash or Shockwave Fields

The table below details the fields on the Insert SWF File page:

FIELD	DESCRIPTION
Insert SWF File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
SWF File Options	
Set the Width	Enter the width of the video.
Set the Height	Enter the height of the video.
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Set Quality	Select the quality of the images that will appear to users. Please note that the better the quality of an image the larger the file. Larger files take longer to open.

About Spell Check

Overview

The Spell Check feature supports a full English dictionary, a supplemental word list configured by the System Administrator, and custom word lists that are stored as a cookie on a user's local machine. The spell check feature is available wherever users can enter blocks of text. It is also available as a module with the *Blackboard Community System*.

Word lists

Misspelled words are determined by the following three sources:

- **Spell Check Dictionary**: A full English dictionary that includes words that will not be flagged for correction. The dictionary is also the only source for suggestions. This dictionary cannot be modified.
- **Supplemental Word List**: A list of additional terms added by the System Administrator that do not appear in the default dictionary.
- **Personal Word List**: This word list is stored as a cookie on each user's local machine. Words are added to this list using the **Learn** function. The words in the personal word list are not flagged for correction. These words are not included as suggestions for misspelled words.

Extensive personal word lists may slow performance of the Spell Check tool.

Personal word list and cookies

The personal word list is stored as a cookie on the user's local machine. The cookie is not user or installation specific. Therefore, a user's word list will be available to them whenever they are using Spell Check as long as they are on the same local machine. Also, if another user logs onto the same machine, that user will have the personal word list stored on that machine applied to Spell Check. For example, if a user creates a personal word list on a computer in the computer lab, this word list will be available to all users who use this computer in the lab. The user may not take this word list with them to a different computer.

USING SPELL CHECK

Overview

When Spell Check is launched it will review the text block and sequentially bring up any words it does not recognize for review.

Functions

The table below details the functions available with Spell Check.

TO . . .	THEN . . .
replace the occurrence of a word with a correction or suggestion	enter a correction in the **Replace With** field or select a suggestion from the list. Click **Replace** to change the word in the text to the word in the **Replace With** field. If the misspelled word appears later in the text block it will be flagged again for correction.
replace every occurrence of a word in the text with a correction or suggestion	enter a correction in the **Replace With** field or select a suggestion from the list. Click **Replace All** to change every occurrence of the word in the text with the word in the **Replace With** field.
ignore the word and not make a correction	click **Ignore**. The word will not be changed. If the word appears again in the text block it will be flagged for correction.
ignore every occurrence of the word in the text block	click **Ignore All**. The word will not be changed and Spell Check will not flag it for correction again in the text.
teach Spell Check to recognize the word as correct	click **Learn**. The word will be added to the personal word list. Whenever Spell Check is run on the local machine the word will be recognized and not flagged.
close the spell check without finishing	click **Finish**.

Recognized errors

Note how Spell Check handles the following circumstances:

- Double words are recognized as errors.
- Irregular capitalization is not recognized as an error.
- Initial capitalization at the beginning of sentences is not checked.

- Words in ALL CAPS are checked for spelling errors.
- Words that contain numbers are recognized as errors.
- A word that appears in the supplemental or personal word list must be entered as a correction during a spell check (these words do not appear as suggestions). The Spell Check tool must be run again to verify that the word is spelled correctly.

MATH AND SCIENCE NOTATION TOOL – WEBEQ EQUATION EDITOR

Overview

The Math and Science Notation Tool (WebEQ Equation Editor) is a general purpose equation editor. The Math and Science Notation Tool enables users to use mathematical and scientific notation. Users can add equations, edit existing equations, and move equations within the Equation Editor. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web. MathML is a subset of XML.

Users may receive a pop-up box when launching WebEQ that asks the user to trust an applet provided by Design Science, the maker of WebEQ. If users click Always, the pop-up will no longer appear on that computer when launching WebEQ.

For best performance on a Windows® operating system use Internet Explorer 6.0.

For best performance on a Macintosh®:

Mac OS X v10.2 or later

Install the MRJPlug-in. http://homepage.mac.com/pcbeard/MRJPlugin/

MathML Equation Editor

The MathML Equation Editor functions in the same way at the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.

Functions

The table below details how to access the Equation Editors.

TO . . .	CLICK . . .
access the WebEQ Equation Editor	the Math and Science Notation Tool icon.
insert XML	the MathML Equation Editor icon.

Adding and Editing Equations

Overview

Once an equation has been created it can be copied and used again or copied and modified using the Notation Tool features.

Functions

The table below describes the functions available in the Math and Science Notation Tool.

To . . .	Then . . .
create a name for the equation	enter a name in the **Equation Name:** field. To accept the default name do not make any changes.
create an equation	use the equation symbols available on the keyboard or in the toolbar to create equations.
modify an existing equation	select the equation from the **Edit Equation:** drop-down list. The equation will appear in the Editor. Click **Modify** to save the changes.
submit the equation and its name	click **Add**.

Tip

If an equation is more then one line or uses a large font size, the equation may be cut off when it appears in an Organization. Add an empty line after the final line in the equation to prevent this error.

Content

Introduction

Leaders use the tools available through the Organization areas section of the Control Panel to manage information, materials, Assignments, and Assessments used in the Organization.

Note: Leaders can set the name of Organization areas and add additional Organization areas from Manage Organization Menu.

In this chapter

This chapter includes information on the following functions:

SECTION	DESCRIPTION
Content Areas	Reviews Content Areas. Content Areas are the top-level containers that organize and store content.
Organization Content	Describes how content is used in Organizations.
Items	Introduces individual content Items.
File Attachments	Describes how to upload files.
Add SCORM, IMS and NLN Content	Explains how to add SCORM, NLN, and IMS content to a Content Area.
Folders	Reviews the organization of Content Areas into folders.
Content Metadata	Presents the attributes that can be used to describe content.
External Links	Describes how to link to an outside Web site.
Organization Link	Describes how to link to content in another Organization.
Learning Units	Presents information on Learning Units. Learning Units organize content sequentially.
Tests	Describes how to deploy a test in a Content Area.
Test Options	Reviews the options available when deploying a test.
Assignments	Describes Assignments.
Tool Linking	Describes how to create a link to a tool within a Content Area.
Copy and Move Content	Reviews how to copy and move Items.
The Open Standards Content Player	Provides detailed information on using the Open Standards Content Player to present SCORM, NLN, and IMS content.
Syllabus	Describes how to build a syllabus for the Organization.
Adaptive Release	Introduces the concept of adaptive release of content.
Adaptive Release Functions	Describes the functions used to manage adaptive release.
Adaptive Release Criteria	Explains the rules that govern adaptive release.
Review Status	Describes how Leaders can check that Members have viewed content.
User Progress	Explains how adaptive release can be used to track Member progress through the content a Member views.
Performance Dashboard	Describes the Performance Dashboard view into Member progress.

Content Areas

About Content Areas

Organization Content Areas are used to organize all Organization content materials. A link to each Content Area creates the first level of the Organization Menu tree directory. Organization developers organize and manage Content Areas from the Control Panel.

While the Leader has almost complete control over the Content Areas through the Control Panel, the Administrator is able to set defaults and overrides that define the names and default availability of Organization areas in each Organization.

Adding a Content Area

By default, a specific number of Content Areas appear in an Organization. Leaders may decide to add additional Content Areas or modify existing Content Areas. For example, a Content Area for Assessments may be added and the name of the Assignments area may be changed to Homework.

Follow the steps below to add a Content Area:

1. Select **Manage Organization Menu** under Organization Options on the Control Panel.
2. Select **Add Content Area**.
3. Complete the Add New Area page. The availability of this area is also set on this page. The new Content Area may be made available to Guests, Observers, and/ or Members in the Organization.
4. Existing Content Areas may be changed by selecting **Modify** next to a Content Area on the Manage Organization Menu page and updating the information.

Manage Content Areas

Once Content Areas for the Organization have been created, content creation may begin. All content is added and modified within the Content Areas. Select a Content Area on the Control Panel to open the main Content Area page. All actions related to managing content are available from this page. This includes:

- Add, remove and edit items
- Organize the order of items
- Add and manage Adaptive Release rules
- Create and modify content metadata
- Manage Statistics Tracking
- Enable / Disable Review Status
- View User progress

ORGANIZATION CONTENT

About Content Types

Leaders may add a number of different kinds of content to Organization Content Areas; these are referred to as Content Types. Content Types generally fall into two different categories:

- Content – Content that adds information to an Organization, for example, a file or a Learning Unit.
- Reference – Content that references something that lies outside the Content Area, such as an External Link or an Organization Link.

All content shares a few similarities; each piece of content includes a name and description. Many Content Types also allow the Leader to set options such as availability and date restrictions.

Content Type descriptions

Content Types may be selected from the Action Bar and drop-down list of a Content Area page.

CONTENT TYPE	DESCRIPTION
Item	A general piece of content to which items may be attached.
Learning Unit	A set of content that includes a structured path for progressing through the items.
Folder	A folder within a Content Area to which other content types may be added. Folders allow Leaders to organize a Content Area into a structured area with a hierarchy or categories.
External Link	Link to an outside Web site.
Organization Link	Link to another item in an Organization.
Survey	Similar to Tests, Surveys are useful to polling purposes and evaluations. Questions in Surveys cannot be assigned points and Surveys may not be graded.
Tool	Link to a tool in the Organization, such as a Discussion Board or Virtual Classroom session.
Offline Content	A direct path to a specified file on a drive, usually a CD-ROM. To access this file, users must have the correct CD-ROM in their computer.

CONTENT TYPE	DESCRIPTION
Syllabus Builder	Content item that enables a Leader to build an Organization syllabus by walking through a series of steps.
SCORM Content	Content that adheres to Sharable Content Object Reference Model (SCORM) standards.
IMS Content	Content that matches IMS specifications. Additional information may be found at http://www.imsproject.org.
NLN Content	A package of content developed by the National Learning Network. (NLN) Additional information may be found at http://www.nln.ac.uk.

Content Availability

When a content item is added to an Organization it is not automatically available. An availability option on the Add and Modify pages allows the user to set the content to available or unavailable. This allows the Leader to create content and save it in a draft format before it is made available within an Organization. This availability setting is separate from Adaptive Release. If an item is not available users may not access it regardless of the Adaptive Release rules.

Content Options

When an item is added to a Content Area a number of options are available on the Add page. The options available depend on the Content Type; not all options are always available. These options are used to set availability, date restrictions, and tracking. The following is a description of all of the options that may be available:

CONTENT TYPE	DESCRIPTION
Make the content available	Select **Yes** to make the content available to users. If **No** is selected this content is unavailable, regardless of Adaptive Release rules.
Open in new window	Select **Yes** to open the item in a separate browser window. This is helpful as users may continue viewing the Content Area along with the item.
Choose date restrictions	Select the range of dates that this item will appear. Select the Display After checkbox for the item to appear after a specific date. If this option is checked, select the corresponding date and time below. Select the Display Until checkbox for the item to appear until a specific date. If this option is checked,

CONTENT TYPE	DESCRIPTION
	select the corresponding date and time below.
Track number of views	Select **Yes** to track the Organization Statistics and generate reports on usage and activity for the item.

ITEMS

About Items

Items are general pieces of content added to an Organization to which items may be attached.

Add an Item

Follow the steps below to add an item to a Content Area:

1. Open a Content Area, such as Organization Documents, from the Control Panel.
2. Select **Add Item** from the Action Bar.
3. Complete the Add Item page and click **Submit**.

Attach a file to an item

Files from a local system may be attached to an item in a Content Area. See File Attachments for additional information about file types and file names. Follow the steps below to attach a file to an item:

1. Open a Content Area, such as Organization Documents, from the Control Panel.
2. Select **Add Item** from the Action Bar.
3. Complete Section 1 – Content Information of the Add Item page.
4. Select **Browse** next to **Attach Local file**. Select the file on the local system and add it to the field.
5. Complete the **Name of Link to File** field. This name appears to users; they will select this link to open the attached file.
6. Select an option in the drop-down list in the **Special Action** field. See Special Actions for more information about these options.
7. Complete Section 3 – Options and click **Submit**.

Files may also be attached to an item from the Content Collection. In Step 4, select **Browse** next to **Link to Content Collection**. Select the file on the Content Collection window that appears.

NOTE: The Blackboard Community System can recognize additional file types and associated applications if a MIME extension is added. Contact your System Administrator for more information about adding MIME extensions.

NOTE: Users who have the third row of the Visual Text Box Editor available may use the options in the third row to add items.

Special Actions

Section two of the Add Item page contains a Special Action field which allows users to select the behavior of files attached to an item. The following Special Actions are available:

- **Create a link to this file:** Attach the file to the item. A link is automatically inserted below the document title to access the file.
- **Display media file within the page:** Display media file within the page: Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) If this option is selected, the attached file must be a format recognizable by the Blackboard Community System. If it is not, a link to the file is automatically created.
- **Unpackage this file:** Indicates to the system that the file must be unpackaged before displaying.

NOTE: If the file format is not one of the supported digital media formats, the Display media file within the page feature will default to the Create a link to this file feature.

Imbed image files

Image files may be embedded in Items. The following steps explain how to embed an image file (for example, a .jpg file) in a Content Area.

1. In the Control Panel, open a Content Area such as Organization Documents.
2. Select **Add Item** on the Content Area page. The Add Item page appears.
3. Enter a title for the content item and add a description or introduction to the image in the text box.
4. Click **Browse** next to **Attach local file** and locate the image to add.
5. The **Name of Link to File** field may be left blank. The image is being displayed on the page.
6. Select **Display media file within the page** in the **Special Action** drop-down list.
7. Select the appropriate options for the item.
8. Click **Submit** and then **OK**. The Content Actions page appears.
9. Select the position of the image in the **Alignment** and **Placement** fields.
10. In the **Set Width** and **Set Height** field enter the width and height of the image in pixels.
11. To create a link to a file outside of the local system, enter the URL in **Image Target URL**. For example, if the image exists in a central repository, the URL may be http://blackboard/images/picture1.jpeg.
12. Use the drop-down list in **Border** to choose a border for the image. This option determines the thickness of the border around the image. If ‘0’ is chosen there will be no border around the image.
13. Enter a description for the image in **Alt Text**. Alternate text is important for visually impaired users. Alternate text tells users what should appear if the image does not display.

14. Select **Yes** in **Launch in New Window** so the image will appear in a separate browser window. This is especially important if a URL has been entered in **Image Target URL**.

15. Click **Submit**.

NOTE: The file will not appear in the Currently Attached Files field after the page is submitted. An image tag for the file will appear in the Text box.

FILE ATTACHMENTS

About file attachments

File attachments may be added to different places in an Organization, for example, to an Item, an Assignment, or a File in a Learning Unit. There are two options for adding file attachments:

- **Files on local network**: Select **Browse** next to **Browse Local Files** to navigate to a file on the network.
- **Files in the Blackboard Content System**: Select **Browse** next to **Link to Content Collection item** to navigate to a file in the *Blackboard Content System*.

Users will open the file by clicking a link to the file that appears in the Organization. After selecting a file to attach, users may enter a name for the link to the file. This name will appear to users, instead of the name of the document. For example, users would see “Biology Syllabus” instead of syllabus_bio_101.doc.

Accepted characters in file names

Blackboard allows the use of all characters in file names. However, the user's operating system and browser may limit the types characters accepted. For example, some browsers do not accept multi byte characters.

Recognized content attachments

The following file types are recognized by the Blackboard Community System. These files can be displayed within a content item.

NOTE: The Blackboard Community System can recognize additional file types and associated applications if a MIME extension is added. Contact your System Administrator for more information about adding MIME extensions.

EXTENSION	FILE TYPE	PROGRAMS ASSOCIATED WITH THE FILE TYPE
.aam	Multimedia	Macromedia® Authorware® plug-in Note that the .aam file is the starting point for a series of files that must be enclosed in a .ZIP file.
.aiff	Audio	Audio program
.asf	Multimedia	Microsoft® .NET™ Show
.au	Audio	Real Audio Player™
.avi	Video	Video player (not Macintosh®

Extension	File Type	Programs associated with the File Type
		compatible)
.doc	Text	Microsoft® Word® or other word processor
.exe	Executable	Executable file
.gif	Image	Graphics program or Web browser
.html, .htm	Web page	HTML editor or Web browser
.jpg, .jpeg	Image	Graphics program or Web browser
.jif	Image	Graphics program or Web browser
.mp3	Audio	Audio program
.mpe	Audio/Video	Audio program
.mpg, .mpeg	Image	Graphics program or Web browser
.moov,movie	Movie	QuickTime® movie
.mov	Video	Movie or media player
.pdf	Text	Adobe® Acrobat® Reader®
.png	Image	Portable Network Graphics
.ppt, .pps	Slide show	Microsoft® PowerPoint® and PowerPoint Player®
.qt	Movie	QuickTime®
.ra	Audio	Real Audio Player™
.ram	Video	Real Audio Movie™
.rm	Audio	Audio program
.rtf	Text	Rich Text Format
.swf	Multimedia	Macromedia® Shockwave® plug-in
.tiff, .tif	Image	Graphics program or Web browser
.txt	Text	Text or HTML editor, word processor
.wav	Audio	Audio program
.wma	Audio	Audio program
.wmf	Graphic	Microsoft® Windows®

EXTENSION	FILE TYPE	PROGRAMS ASSOCIATED WITH THE FILE TYPE
.wmv	Media/Audio	Microsoft® Windows®
.wpd	Text	WordPerfect® or other word processor
.xls	Spreadsheet	Microsoft® Excel®
.zip	Text	WinZip®

FOLDERS

About Folders

Folders are useful for organizing and structuring content in a Content Area. For example, Leaders may add folders for each week of the Organization to a Content Area, or organize the Content Area by topic, such as separate folder for Assignments, Assessments, and Group Projects.

Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

Add a Folder

Follow the steps below to add a folder to a Content Area:

1. Open a Content Area, such as Organization Documents, from the Control Panel.
2. Select **Add Folder** from the Action Bar.
3. Complete the Add Folder page and click **Submit**.

Folder content availability

Availability of items in a Content Area can be established on an item-by-item basis, but the actual display of items to users is contingent upon the availability of any parent folder on up to the root of the content area. If any parent folder is unavailable, the items within it are unavailable. For example, if a folder is set to Unavailable, but items within the folder are set to Available, users would be unable to view the items within the folder.

This is also true for items with Adaptive Release rules. If a folder has a rule that makes it unavailable to a Member, all content wihin that folder is also unavailable to the user.

Content Metadata

About Content Metadata

Content Metadata stores information about a piece of content. Metadata allows for IMS compatibility when content is imported and exported. Click **Manage** next to the item in the Content Area to open the Manage item page which includes a link to Metadata.

Note: The information entered in Content Metadata cannot be tracked or reported on. It can only be viewed on the Content Metadata page as reference information for the Content Item.

Metadata options

The table below describes the fields on the Content Metadata page. Select Edit to display the fields in each section.

Field	Description
Item Information	
Title	Displays the title of the content item.
Catalog Entry	The catalog and version information in the Source and Entry Fields. Once a Catalog Entry is made a check box appears next to the item. Select the check box and click Submit to remove an entry.
Source	The name of the catalog or source of the content.
Entry	The number or version of the catalog.
Language	The language of the content item.
Description	A description of the content item.
Life Cycle Information	
Creation Date	Displays the date and time the content item was created.
Contributors	The names of others who contributed to this content item. Once a Contributor is entered a check box appears next to the item. Select the check box and click Submit to remove a Contributor.
Person	The name of the author or editor.
Role	The role of the person, such as author, contributor, or editor.
Organization	The name of the organization associated with the person.
Date	The date the person made these changes or updates.
Technical Information	

FIELD	DESCRIPTION
Resource Format	The type of application this content item uses.
Resource Location	The location of the item displays in this field.
Rights Management Information	
Free Resource:	Establish if the Content was free or if it was purchased.
Copyright/Restriction	Establish if this Content is copyrighted or if it has any restrictions.
Description	Comment on any conditions of use for this item.

EXTERNAL LINKS

About External Links

Links to outside Web sites may be added to Content Areas as External Links. When entering a URL, always enter the full Web address to the link. For example, enter http://www.blackboard.com, not www.blackboard.com or blackboard.com.

Add an External Link

Follow the steps below to add an External Link to a Content Area:

1. Open a Content Area, such as Organization Documents, from the Control Panel.
2. Select **Add External Link** from the Action Bar.
3. Complete the Add External Link page with a **Name**, **Description**, and **URL** for the link. Note that the URL is required.
4. Click **Submit**.

Organization Link

About Organization Links

Organization Links are used to link to other items within an Organization. All items that appear in the Organization Map may be linked to using an Organization Link. For example, a Leader may create a Discussion Board where users discuss the class readings. A link to this Discussion Board may be placed in the Content Area where the articles are posted, such as Organization Documents.

Note: an Organization Link may be viewed as long as it is available to users in the Organization. The Organization link may be opened if the user has access to the item based on the item's availability and adaptive release rules. For example, if a user does not have access to the item, a message appears when the link is selected.

Add an Organization Link

Follow the steps below to add an Organization Link to a Content Area:

1. Open a Content Area, such as Organization Documents, from the Control Panel.
2. Select **Add Organization Link** from the Action Bar. The Add Organization Link page appears.
3. In Section 1 of the page enter a name and description. In Section 2, click **Browse** to open the Organization Map. Click the link for an item in the Organization Map to select it as the Organization Link. In Section 3, set the options for the Organization Link. Click **Submit**.

LEARNING UNITS

About Learning Units

Learning Units enable Leaders to set a structured path for progressing through content within an Organization. This allows Members to view content in an intuitive, self-paced style. All types of content, such as items, Assignment, and Assessments may be included in a Learning Unit. The Leader may allow Members to access content in a Learning Unit nonlinearly or force them to view it sequentially. For example, a Learning Unit on Shakespeare is created, including files, Assignments and an Assessment. The Leader may require Members to proceed through the Learning Unit in a specific order or they may allow Members to view the contents in any order.

Content within a Learning Unit is added and managed just like content in a folder. The Learning Unit is a shell to which other content, such as files, is added. Learning Units can be modified like any other item within a Content Area.

Add a Learning Unit

Follow the steps below to add a Learning Unit to an Organization Content area.

1. Select a Content Area, such as Organization Documents, on the Control Panel.
2. Select **Learning Unit** in the drop-down list on the Action Bar and click **Go**.
3. Complete the Add Learning Unit page and click **Submit**.

Create a Learning Unit slide show

After a Learning Unit is added to a Content Area, a slide show within it may be created. The slide show will allow users to view the content of the Learning Unit, sequentially.

1. Open the Content Area that contains the Learning Unit.
2. Click the name of the Learning Unit to open it.
3. Select **Add File** in the Action Bar. The Add File page is used to add files to a Learning Unit and create a slideshow. This includes Organization Links, links to local files and links to files in the *Blackboard Content System* to the Learning Unit. This option may be used multiple times to add multiple files to a Learning Unit.
4. Use the numbers to the left of each item to order the content. If the Learning Unit is viewed sequentially, this is the order in which the content appears.

Sequential and non-sequential Learning Units

Learning Units may be viewed sequentially or non-sequentially. If sequential viewing is enforced, Members will view the Learning Unit in the order items within it are listed. Members will not be able to advance to a page within the unit without having viewed the previous page. If sequential viewing is not enforced, items in the Learning Unit may be viewed in any order from the Contents page.

TOOL LINKING

About Tool Linking

Links to Tools can be placed anywhere in an Organization that content can. Tools such as Discussion Board forums and Virtual Classroom sessions can exist in the same Content Area as content such as Learning Unit slideshows, files, and Assessments. Adding tools to folders creates a seamless experience for users because all materials related to a certain subject can be accessed from the same location.

Leaders may also explain the context of the Tool when it is added to the Content Area, including a description of what it is used for and attached files. For example, the Leader may add a link to a Discussion Board, explain that users should participate in the forum during a specific week, and attach an article they should discuss.

Add a tool to a Content Area

Follow the steps below to add a tool to a Content Area:

1. Select a Content Area, such as Organization Documents, in the Control Panel.
2. From the main Content Area page, or from any nested folder, select a tool from the drop-down list and click **Go**. The Add Tool page will appear.
3. Link to the tool, an instance of the tool, or create a new instance. For example, link to the Discussion Board page where users can select a forum, link to an existing forum directly, or create a new forum and link to it. Click **Submit** to add the tool to the folder.

Copy and Move Content

About Copy and Move

Leaders are able to copy or move content and place it in another area within the same Organization or in another Organization. Entire folders and Learning Units can also be copied. Leaders must have a Leader role in the destination Organization when content is moved or copied to another Organization. Leaders can choose whether to delete an item after it is copied (in a move operation) or to also keep it in its original place (in a copy operation).

	Copy and Move are not available with *Bb Community System – Basic*.

Note: Folders may not be copied from other parts of an Organization into a Learning Unit.

Copy or Move content

Follow the steps below to copy or move a piece of content:

1. Open the Content Area that holds the piece of content from the Control Panel.
2. Select **Copy** next to the content. (If **Copy** does not appear, this option in not available). The Copy or Move Item page appears.
3. Complete the Copy or Move Item page with the following information:

- **Destination Organization:** Select a destination from the drop-down list for the item. Only those Organizations in which the Leader has a Leader role appear in the list.
- **Destination Folder:** Select Browse to view the Organization Map. Select a folder on the Organization Map and click **Submit**.
- **Remove item after copy:** If the item is being copied (it will exist in multiple places) select **No**. If the item is being moved to a different location elect **Yes**. If **Yes** is selected the item is removed from the current Content Area.

SYLLABUS

About the Syllabus

A Syllabus is a type of content that may be added to any Content Area. Simply link to an existing document that will serve as a Syllabus, or create a new Syllabus using the template provided. The Leader may attach a file from their local computer, or link to a file in their Content Collection if the Content Collection has been enabled by the Administrator. Creating a new Syllabus allows the user to pre-build as many lessons as needed, or build lessons one at a time. Additionally, the user can apply custom designs to the Syllabus.

> **TIP:** When using the Syllabus tool to create a new Syllabus, the user may first create a custom Content Area just for the Syllabus. Adding the Syllabus to it's own Content Area allows easy access and will not compete for attention with anything else in the Content Area.

Add a Syllabus

Follow the steps below to add a Syllabus to an Organization Content Area.

1. Select a Content Area, such as Organization Documents, on the Control Panel or in the Edit View of the page.
2. Select Syllabus in the drop-down list on the Action Bar and click Go.
3. Complete the Add Syllabus page and click **Submit**.
4. If the option to Create a new Syllabus was selected, see more information in Creating a new Syllabus.
5. If the option to Use an Existing File was selected, the file will be attached to the Add Item page. For more information, see the documentation for Add Item.

Use an existing file or use the Syllabus Builder

Two options are available for adding a Syllabus; attach an existing file or create a Syllabus using the Syllabus Builder.

Attaching a file prompts the Leader to select a file from their local computer. Linking to an item in the Content Collection allows the Leader to select an item in the Content Collection. Either of these options will create a Syllabus that simply opens the attached or linked document. No design options are available for this selection.

Selecting to use the Syllabus Builder takes to the user to the Syllabus creation page. The Syllabus Builder allows the user to batch create lesson shells, and apply custom designs to the Syllabus. The lessons may be added, modified, reordered or removed at anytime. The design options may be changed even after the Syllabus has been created.

Create a new Syllabus

The first section of the Syllabus creation page provides three text boxes with suggested names for the content: Description, Topics and Required Materials. The titles are editable and any content may be included or not included in the text boxes.

The user can select a design option and customize the colors and patterns of the design. For more information, see Designing a Syllabus.

Lesson shells, which are placeholders for a set number of lessons the user wishes to add to the Syllabus, may be created by selecting Build Lessons and entering the number of lessons to be created.

> **NOTE:** Build Lessons is only available upon creation. Once a Syllabus has been created, the user should create lessons by clicking Add Lesson on the Action bar of the Lessons page. See Syllabus Lessons for more information.

Clicking **Submit** takes the user to the next page for creating, modifying, ordering and removing Lessons. See Syllabus Lessons for more information.

Designing a Syllabus

The Syllabus provides six style options: Document image, Notepad, Modern, Classic, Contemporary, or None. Each style is unique, with a dramatic header font and thin or thick borders around the content. Some styles allow the user to select from a list of patterns for the background.

The table below describes the design and optional settings for each style.

SYLLABUS STYLES

Style	Description	Color options
Document image	Mainly white with an image of a document faintly visible in the background.	Headers, borders, text
Notepad	Similar to the appearance of a piece of notebook paper, the background contains faint blue horizontal lines.	Headers, borders, text
Modern	A thin border surrounds the entire Syllabus.	Headers, borders, text, background (color or pattern)
Classic	A wider frame around the entire Syllabus.	Headers, borders, text, frame, background (color or pattern)
Contemporary	A wider frame surrounds the content, but is separated into two boxes by the Lessons header.	Headers, borders, text, frame, background (color or pattern)
None	The item is styled like other content items with no borders or frames.	Headers, text

Syllabus Lessons

Submitting the Create Syllabus page takes the user to the next part of the Syllabus Builder, the Lessons page. This is also the page that appears when Modify is selected on the Content Area page once the Syllabus has been created.

The content on the Lessons page is displayed with the design chosen on the Create Syllabus page. The **Modify** button at the top of the header information directs the user to the Create Syllabus page. Clicking **Modify** allows the user to change the description and other text at the top of the Syllabus, as well as the style and content options such as date of availability.

Lessons are listed below the header information. Lessons may be added, removed, modified or reordered from this list. To add a lesson, click **Add Lesson** on the Action bar. Lessons may include a date and time, or use the checkboxes to not display a date or time.

Organization Tools

Overview

Organization Tools are communication and collaboration tools that enhance interaction between users.

In this chapter

This chapter includes information on the following sections:

Section	Description
Announcements	Provides details for posting important information about the Organization, such as assignment due dates, content changes or guest speakers.
Organization Calendar	Provides all the details for posting Organization-related events on a Calendar.
Staff Information	Describes how to post information about Leaders, Teaching Assistants, and guest speakers for the Organization.
Tasks	Explains how to organize Organization projects, priorities, and details.
Send Email	Provides information on how to send email to other participants or groups of participants within an Organization.
Digital Drop Box	Provides information for exchanging files between the Leader and Organization participants.
Messages	Explains how messages are sent to users within an Organization.
Glossary	Explains how to create and modify the Organization Glossary. The Glossary may also be uploaded and downloaded.

Organization Announcements

Overview

Announcements post timely information critical to Organization success. The Leader can add, modify, and remove announcements from the Announcements page. This is an ideal place to post time-sensitive material such as:

- when assignments are due
- changes in the syllabus
- corrections/clarifications of materials
- exam schedules

Find this page

Click **Announcements** in Organization areas on the Control Panel to open the Announcements page.

Functions

The functions available on this page are described in the table below.

To . . .	Click . . .
add an announcement	Add Announcement. The Add Announcement page will appear.
view announcements for a different time period	a tab to view events for the current day, last 30 days, the last seven days, or all announcements. View Last 7 days is the default.
modify an announcement	Modify. The Modify Announcement page will appear.
remove an announcement	**Remove**. A confirmation box will appear. Removing an Announcement is irreversible.

Add or Modify Announcement

Overview

The Add Announcement page is used to add Announcements to the Organization. The Announcements will appear in the order posted with the most recent Announcements appearing first.

Find this page

Follow the steps below to open the Add Announcement page.

1. Click **Announcements** in Organization areas of the Control Panel.
2. Click **Add Announcement** or **Modify**.

Fields

The table below details the fields on the Add Announcement Page and Modify Announcement page.

Field	Description
Announcement Information	
Subject	Enter a subject for the announcement. This will appear as the title of the announcement.
Message	Enter the announcement by either typing directly into the field or copy and paste text from another word processing document.
Options	
Permanent Announcement	Select **Yes** to create a permanent Announcement. This Announcement is automatically displayed after the time and date it is created. There is no end date for this Announcement, unless the **Display Until** option is selected.
Choose date restrictions	Use these options to display an Announcement for a specific period of time. Select the date the Announcement begins in **Display After** and the date the Announcement ends in **Display Unti**l.
Organization Link	
Link Location	Click **Browse** to locate content in the Organization to link to the Announcement. If the link points to a content item that is not available the link will not appear in the Announcement until the content is available. Note that removing the content will remove the link to the content in the Announcement but The Announcement itself will remain.

STAFF INFORMATION

Overview

The Staff Information page allows Leaders to post information about themselves, Teaching Assistants, guest speakers, and other Organization leaders. The page gives users a resource to look up names, email addresses, office hours, and photographs.

Find this page

To open the Staff Information page, click **Staff Information** in Organization areas on the Control Panel.

Functions

The functions available on this page are described in the table below.

TO . . .	CLICK . . .
add a staff profile	**Add Profile**. The Add Profile page will appear.
add a new folder	**Add Folder**. The Add Folder page will appear.
modify a profile	**Modify**. The Modify Profile page will appear.
modify a folder	**Modify**. The Modify Folder page will appear.
remove an item or folder	**Remove**. A warning will appear. Removing a staff profile or folder is irreversible.
order profiles	the drop-down arrow and select a number. The items will appear on the Staff Information page in the order selected.

Add or Modify Profile

Overview

Staff profiles may be added or modified through the Add Profile or Modify Profile page. The fields on the Add Profile page and Modify Profile page are the same. The Add Profile page opens with empty fields while the Modify Profile page opens with a profile already populated.

Find this page

Follow the steps below to open the Add Profile page.

1. Click **Staff Information** in Organization areas of the Control Panel.
2. Click **Add Profile**. To modify a profile, click **Modify**.

Fields

The table below details the fields on the Add Profile or Modify Profile page.

Field	Description
Profile Information	
Title	Enter the staff member's title. This title will appear before the first name.
First Name	Enter a first name.
Last Name	Enter a last name.
Email	Enter an e-mail address.
Work Phone	Enter a work phone.
Office Location	Enter an office location.
Office Hours	Enter office hours.
Notes	Enter any additional information about the staff member.
Options	
Do you want to make the Profile visible	Select **Yes** or **No** to make the profile available to Members. If **No** is selected, none of the information entered on this page will appear to Members.
Current Image	The image that currently appears with the Staff Profile.
Profile image	Enter the path to a graphic file with a picture of the staff member or click Browse to search for a file. This image will be included next to the staff profile on the Staff Information page.
Personal link	Enter the URL for the staff member's home page. When adding a URL, do so as http://www.blackboard.com, not

Field	Description
	www.blackboard.com or blackboard.com. This link appears with the staff profile on the Staff Information page.

CALENDAR

Overview

Leaders can use the Calendar to indicate important Organization related events. The dates and events that appear on the Calendar are for all users in the Organization.

Some typical items Leaders may include in the calendar are:

- section meetings
- assignment due dates
- exams
- guest speakers

Find this page

Click **Organization Calendar** in Organization Tools to open the Calendar page.

Functions

To use the functions available on the Calendar page, follow the table below.

TO . . .	CLICK . . .
create an event and add it to the Calendar	**Add Event**. The Add Calendar Event page will appear.
view events for a specific date and time	Quick Jump. The Quick Jump page will appear. Select a date and time and the calendar will immediately display events for that time.
view events by day, week, or month	the corresponding tab to view events for the current day, current week, current month, or current year.
view previous or future events	the right arrow to view future events or left arrow to view previous events.
view event details	the calendar event to view details, such as date, time, and event category.
modify an event	**Modify** corresponding to an event to make changes.
Remove an event	Remove corresponding to an event to remove it from the calendar. This action is irreversible.

Add or Modify Calendar Event

Overview

Events may be added or modified by accessing the Add Calendar Event page or Modify Calendar Event page. The fields on the Add Calendar Event page and Modify Calendar Event page are the same. The Add Calendar Event page opens with empty fields where as the Modify Calendar Event page opens with an event already populated.

Find this page

Follow the steps below to open the Add Calendar Event page.

1. Click **Organization Calendar** in the Organization Tools area of the Control Panel**.**
2. Click **Add Event** from the Calendar page. To modify an event, click **Modify** next to an event and the Modify Event page will appear.

Fields

The table below details the fields on the Add Event page and Modify Event page.

Field	Description
Event Information	
Event Title	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.
Event Description (4,000 characters maximum)	Enter a description of the event. The maximum number of characters is 4000.
Event Time	
Event Date	Select the date of the event from the drop-down list or click the icon to select a date from the calendar interface.
Event Start Time	Select the time the event will begin from the drop-down list.
Event End Time	Select the time the event will end from the drop-down list.

Calendar Quick Jump

Overview

The Calendar Quick Jump page allows users to quickly access a month, week, or day in the Calendar. Calendar Quick Jump is useful when looking for events planned for months in advance of the current date.

Find this page

Follow the steps below to open the Quick Jump page.

1. Click **Organization Calendar** in the Organization Tools area of the Control Panel.
2. Click **Quick Jump** from the Calendar page.

Fields

The table below details the fields on the Calendar Quick Jump page.

Field	Description
Calendar Quick Jump	
Please select the date you wish to access.	Use the drop-down arrow to select a calendar date or click the icon to select a date from the Calendar interface. The Calendar page will appear with the selected date.
Please choose the type of view you wish to access the specified date.	Select an option to indicate the type of Calendar view: • **Month**. Display the month in which the date falls. • **Week**. Display the week in which the date falls. • **Day**. Display that date only.

TASKS

Overview

The Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status. A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their page, Leaders can post tasks to users participating in their Organizations, and System Administrators can post tasks to all users' Tasks pages. Task information is arranged in columns that display the priority, task name, status, and due date.

Find this page

Click **Tasks** in Organization Tool on the Control Panel to open the Tasks page.

Functions

To use the functions available on the Tasks page, follow the table below.

To . . .	Click . . .
view a task and the details of the task	the task link.
create and post a task	Add Task to access the Create Task page. The Add Task page will appear.
modify a task	**Modify** to access the Modify Task page for a particular task. The Modify Task page will appear.
remove a task	Remove to remove a task. This action is irreversible.
sort	the link at the top of the Priority, Subject, or Due Date column.

Add or Modify Task

Overview

Tasks may be added or modified by accessing the Add Task page or Modify Task page. The fields on the Add Task page and Modify Task page are the same. The Add Task page opens with empty fields where as the Modify Task page opens with a task already populated.

Find this page

Follow the steps below to open the Add Task page or the Modify Task page.

1. Click **Tasks** in the Organization Tools area of the Control Panel.
2. Click **Add Task** from the Tasks page. To modify a task, click **Modify** and the Modify Task page will appear.

Fields

The table below details the fields on the Add Task or Modify Task page.

Field	Description
Task Information	
Task Title	Enter the title of the task.
Description	Enter a description of the task.
Due Date	Select the date the task is due from the drop-down list or click the icon to select a date from the calendar interface.
Task Options	
Priority	Select a priority. The options are: • Low (task appears with a blue arrow pointed down) • Normal • High (task appears with a red arrow pointed up)

SEND EMAIL

Overview

Leaders can send email to individuals who participate in the Organization from the Send Email page. Emails can be sent to individual users or to groups of users within the Organization, such as all Teaching Assistants.

Leaders cannot send email to others via the Internet with the Send Email function.

Find this page

Click **Send Email** in Organization Tools on the Control Panel to open the Send E-mail page.

Functions

The following functions are available from the Send email page:

FUNCTION	DESCRIPTION
All Users	Sends email to all users in a specified Organization.
All Groups	Sends email to all of the groups in a specified Organization.
All Teaching Assistants	Sends email to all of the Teaching Assistants in the Organization.
All Leaders	Sends email to all of the Leaders in the Organization.
Single / Select Users	Sends email to a single user or select users in the Organization.
Single / Select Groups	Send email to a single group or select groups in the Organization.

Digital Drop Box

Overview

The Digital Drop Box enables Members to exchange files with the Leader.

	Note: A file added to the Drop Box will not appear to the Leader until it has been sent. Once a file has been sent to the Leader, it cannot be removed from the Drop Box.

Find this page

Follow the steps below to open the Digital Drop Box page.

1. Open an Organization.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.

Functions

The following functions are available from the Digital Drop box page.

Function	Description
Add File	Upload files to the Drop Box.
Send File	Send a file to the Leader.
Remove	Remove a file from the Drop Box.

Time stamps

The following date and time information is included in files:

- Files sent to the Leader will show the date and time submitted.
- Files that are added to the Drop Box but not sent will show the date and time posted.
- Files sent from the Leader will show the date and time received.

	Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the Blackboard Community System server.

Add File to the Digital Drop Box

Overview

Files are added to the Digital Drop Box from the Add File page. A file is not automatically sent if it is placed in the Drop Box through the **Add File** option. Files must be sent through the **Send File** option.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent it will show the date and time sent.

Find this page

Follow the steps below to open the Add File page.

1. Open an Organization.
2. Click **Control Panel.**
3. Select **Digital Drop Box**.
4. Click **Add File**.

Fields

The table below details the fields on the Add File page.

Field	Description
File Information	
Title	Enter the title of the file.
File	Click **Browse** to locate a file or enter the exact path.
Comments	Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

Send File from the Digital Drop Box

Overview

Users can select a file already in the Digital Drop Box to send. Users may also select a file not in the Digital Drop Box on the **Send File** page. A file sent that is not already in the user's Drop Box is added to the user's Drop Box when it is sent.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to it will show the date and time sent.

Find this page

Follow the steps below to open the Send File page.

1. Open an Organization.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.
4. Click **Send File**.

Fields

The table below details the fields on this page.

Field	Description
File Information	
Select File	Click the drop-down arrow and select a file to send.
Title	Enter the title of the file.
File	Click **Browse** to upload a file and send it to the Leader.
Comments	Enter any comments about the file. These comments will appear beneath the title.

GLOSSARY MANAGER

-Overview

Each Organization has its own Glossary of terms. Each entry consists of the term and an accompanying definition. The Glossary must be enabled by the Leader before Members can view it. To turn on the Glossary, simply enable it as an Organization Tool and then add it to the Organization Menu.

The Glossary Manager controls all of the entries in the Organization Glossary.

Find this page

Click **Glossary Manager** from the Control Panel.

Fields

The table below details the functions on the Glossary Manager page.

TO . . .	CLICK . . .
Add a term	Add Term in the action bar. A page will appear with entry fields to create a term.
Delete a term	**Remove**. Each term in the Glossary has its own remove link.
Change a term	**Modify**. Each term in the Glossary has its own modify link.
Upload a file of terms	Upload Glossary in the action bar.
Download the Glossary	Download Glossary in the action bar.

Add Glossary Term

Overview

Glossary terms may be added one-by-one using the Add Glossary Term page. On this page, a Leader may add a single term and its associated definition. To load a number of terms at once into the Glossary, use the Upload Glossary feature.

Find this page

Follow these steps to find the Add Glossary Term page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Add Term** from the action bar on the Glossary Manager page.

Fields

The table below details the entry fields on the Add Glossary Term page.

Field	Description
Term	Enter a term to add to the Glossary.
Definition	Enter a definition for the term. Definitions may include simple HTML to modify text, but more sophisticated HTML formatting should be avoided. Also, carriage returns are not recognized when entered in a definition, but HTML code to denote breaks in text will work.

Download Glossary

Overview

Downloading a Glossary creates a comma delimited data file (.CSV) of the Glossary. Each entry is separated by a hard return and within each entry the term and the definition are separated by a comma.

Downloading a Glossary is useful for adding terms to another Organization. The Glossary can be modified offline and then uploaded to another Organization.

Find this page

Follow these steps to find the Download Glossary page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Download Glossary** from the action bar on the Glossary Manager page.

Download a Glossary

To download a Glossary, simply click **Download**. The Glossary may be edited in a spreadsheet program such as Excel or in a text editor like Notepad. Please see the next topic, Upload a Glossary,for details on the formatting of a Glossary file.

Upload Glossary

Overview

Uploading a Glossary is a quick method of adding many terms to the Glossary. Uploading a Glossary can either replace the existing Glossary or supplement it by adding the terms in the file to the existing Glossary.

Find this page

Follow these steps to find the Upload Glossary page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Download Glossary** from the action bar on the Glossary Manager page.

Fields

The table below details the entry fields on the Upload Glossary page.

Field	Description
Specify Upload File	
CSV File	Enter the full path to the Glossary file. The Glossary file must be a comma delimited data file (.CSV). Alternatively, click **Browse** to search your computer's files for a Glossary file.
Upload File Options	
Add the items in the list to the existing Glossary	Select this option to supplement the existing Glossary with a list of new terms. If a term appears in both the existing Glossary and the file, the definition in the file will replace the definition in the existing Glossary. If the same term appears two or more times in the file, the last definition for the term will appear in the Glossary.
Delete all existing Glossary terms and replace with the terms in this list	Select this option to remove the existing Glossary and replace it with the terms in the upload file.

Glossary file format

Within the CSV file, each entry is separated by a hard return and the term and the definition are separated by a comma. For example:

"Apple","A red fruit."

"Onion", "A vegetable."

Although it is not always necessary to enclose the term and the definition in quotes, Blackboard strongly recommends this practice to avoid processing errors.

Example:

```
"Apple","A delicious fruit, usually <b>red</b> in color. Apples
are grown all over the world and are an important religious and
mythical symbol to several cultures. The Pacific Northwest region
of the United States, particularly Washington state, is famous
for its apples.<br><br> However, most refined apple lovers agree
that the best apples come from the Hudson River valley area of
New York. Perhaps this is why New York City is nicknamed, ""The
Big Apple."""

"Onion","Onions are a tasty vegetable with green stalks and a
white, yellow, or red bulb. For the best-tasting Onions, visit
the \"Onion Capital of the World\" Pine Island, New York."
```

Quotation marks that appear in a definition or a term must be escaped. This means that the quotation mark must be identified as part of the definition or the mark will be read as the end of the definition. Quotation marks may be escaped using a backslash (\") or another set of quotation marks ("").

MESSAGES

Overview

The Messages feature gives each Organization a private and secure system for communication that functions similar to email. Keep in mind that Messages cannot be sent or received outside of the users in the Organization.

Messages are usually accessed through the Communications area of an Organization. Although, as with most features, the Leader can restrict access or change the layout of the Organization Menu so that Messages are accessible directly.

Find this page

Messages may be accessed through the Communications area of the Organization Menu or Leaders may access Messages from the Control Panel.

COLLABORATION TOOLS

Overview

Collaboration Tools allow users and Leaders to engage in synchronous communication.

In this chapter

This chapter includes information on the following topics:

TOPIC	DESCRIPTION
Collaboration Tools	Provides an overview of the Virtual Classroom and Chat features.
Collaboration Sessions	Explains how instances of each collaboration tool are organized.
Create/Modify Collaboration Session	Gives instructions for building a session.
Virtual Classroom	Provides an overview of the Virtual Classroom.
Menu Bar	Describes the functions available in the Menu Bar of the Virtual Classroom.
Classroom Tool Box	Describes the functions available in the Virtual Classroom tool box.
Whiteboard	Explains the Whiteboard function in the Virtual Classroom.
Group Browser	Describes how to view Web sites as a group during a session.
Content Map	Explains how to access Organization content from within the Virtual Classroom.
Ask Question	Describes how users pose a question to the session moderator.
Question Inbox	Describes how the moderator organizes and answers questions.
Chat	Explains the Chat tool.
Private Messages	Provides instructions for communicating with one other user in the chat without sharing the messages with the rest of the class.
User Information	Describes how to view details about another user in the chat.
Record Menu	Reviews the functions for recording a session.
Session Archives	Explains how users access the archive of an earlier session.
Archive Properties	Describes the attributes of a session archive.

COLLABORATION TOOLS

Overview

The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question and answer forums. Archives of previous sessions are also available for review. Guest speakers can also lead sessions using the Collaboration Tools. Users can search for and join Collaboration Sessions and view session archives.

Collaboration Tools

The following Collaboration Tools are available.

TOOL	DESCRIPTION
Virtual Classroom	Users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.
Chat	Chat is part of the Virtual Classroom. It can also be accessed separately. Chat allows users to open just the chat function.

Java Plug-in

The Java 2 Run Time Environment is required to use the Collaboration Tools. The plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at http://java.sun.com/products/plugin/index.html. Blackboard recommends using version 1.5 of the Java 2 Runtime Environment, however, the Collaboration Tools will also work with version 1.4.

Take care to uninstall any existing Java plug-ins before installing a new version.

Find this page

Follow the steps below to open the Collaboration Sessions page.

1. Click **Communication** on the Organization Menu in an Organization.
2. Select **Collaboration**.

Functions

The following table describes the functions available from this page.

TO . . .	CLICK . . .
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click **Filter**. The filters include: • **Show All** – The default filter that displays all of the Collaboration Sessions. • **Open Rooms** – Displays all of the sessions that are in

To . . .	Click . . .
	use. • **Rooms with Archives** – Displays completed sessions that have an archive. • **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date**, or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session.
access the archives for a session	**Archives** next to the session.

User Roles

There are two roles available for users in Collaboration Sessions: Passive and Active. The Session Admin controls user access and functionality during a Collaboration session by assigning Passive or Active roles. For example, Session Admins determine which users can chat, send private messages, or ask questions during a session by assigning specific Access Rights to the different roles. The Member icon will appear in the Role column next to those Members who are Active.

Member roles can change throughout the Collaboration Session. Users who are Passive, but would like Active rights, can signal the Session Admin by clicking the hand icon. The Session Admin then makes the user Active.

Macintosh and the Collaboration Tool

Macintosh users running OS X and Netscape should run Netscape 7. When opening the Collaboration Tool, Netscape may put the tool in the background. If this happens, check under the **Window** menu for the Collaboration Tool. Netscape 6.2 does not work well with the Collaboration Tool and should be replaced with Netscape 7. For those users that wish to use Safari, be aware that Pop-Up Window Blocking must disabled.

Macintosh users running OS 8 or OS 9 must use the Accessible version of the Collaboration Tool. See below for more information on running the Accessible Collaboration Tool.

Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available. Users running Macintosh Operating System 8 or 9 should also use this version.

A link to this version appears when **Join** is selected on the Collaboration Sessions page. This link will open the Accessible version of the Collaboration Tool. Links to items that appear in the Virtual Classroom, such as items in the Organization Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Session Admin takes a snapshot. A link will be created to the snapshot for users to view.

The sound of a door opening or closing will be audible to all participants when a user enters or leaves a session through the accessible version.

Collaboration Sessions

Overview

The Collaboration Session page is used to manage the Collaboration Tools available in the *Blackboard Community System*. From this page the Leader can access all of the Collaboration Sessions for the Organization, including those that have already taken place and are archived and those that are scheduled for the future. Leaders can also schedule new Collaboration Sessions and make changes to those already scheduled from this page.

Find this page

Click **Collaboration** in the Organization Tools area of the Control Panel.

Default Collaboration Sessions

Each Organization begins with two default Collaboration Sessions. The Lecture Hall is the default Virtual Classroom, and Office Hours is the default Lightweight Chat. These default sessions can be removed. Removing a session is irreversible.

Functions

The following functions are available from the Collaboration Sessions page:

To . . .	Click . . .
create a new Collaboration Session	Create Collaboration Session. The Create Collaboration Session page will open.
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click Filter. The filters include: • **Show All** – The default filter that displays all of the Collaboration Sessions. • **Open Rooms** – Displays all of the sessions that are currently being used. • **Rooms with Archives** – Displays completed sessions that have an archive. • **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date** or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session. The Virtual Classroom or Chat for that session will open.
access the archives for a session	**Archives** next to the session. The Session Archives page will appear.
change the name, availability, or tools	Manage next to the session. The Modify Collaboration Session page will appear.

To . . .	Click . . .
used during the session	
delete a session	**Remove** next to the session. This action is irreversible.

Create/Modify Collaboration Session

Overview

Leaders create new Collaboration Sessions using the Virtual Classroom or the Chat from the Create Collaboration Session page. Leaders can schedule sessions for specific dates and times. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens with a session already populated.

Find this page

Follow the steps below to open the Create Collaboration Session page or the Modify Collaboration Session page.

1. Click **Collaboration** in Organization Tools of the Control Panel.
2. Click **Create Collaboration Session** on the Collaboration Sessions page or click **Manage** next to a Collaboration Session.

Fields

The table below details the fields on the Create Collaboration Session page.

Field	Description
Name Your Session	
Session Name	Enter the name of the new session.
Schedule Availability	
Select Dates of Availability	A Start and End date and time for the Collaboration Session can be set but is not required. If these are not selected then the session is always open and available for users.
Available	Select **Yes** to make the session available.
Collaboration Tools	
Choose a collaboration tool for this session	Select **Virtual Classroom** or **Chat**.

Virtual Classroom

Overview

Users can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom. The Session Admin establishes which tools in the Virtual Classroom users can access.

Find this page

Follow the steps below to open the Virtual Classroom.

1. Click **Communication** on the Organization Menu.
2. Select **Collaboration Tools**.
3. Click **Join** next to a Virtual Classroom session.

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

Part	Function
Menu Bar	Allows the Session Admin to control the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.
Classroom Tool box	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Organization Map.
Chat	Allows users to compose messages, raise their hands to ask questions, and activate private messages.

MENU BAR

Overview

All users have access to the options on the Menu Bar. The functions available in the Menu Bar include:

- **View** - Choose an option for viewing Personal Messages in the Virtual Classroom.
- **Clear** - Clear the session display.
- **Breakouts** - Create a breakout room for a group of users.

View

Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

Clear

Clear erases the users chat display.

Breakouts

Select the checkboxes for the users who will participate in the Breakout session. Users may only join a Breakout session if they are selected by the creator of the Breakout session.

Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

Classroom Tool box

Overview

If granted access to these tools by the Session Admin, users can use the Whiteboard, access Web sites, and view the Organization map.

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool.

Tools

The following tools are available in the Classroom Tool box.

Tool	Description
Whiteboard	Enables users to present different types of information as they would on a blackboard in a classroom.
Group Browser	Enables users to collaboratively browse the Web.
Organization Map	Enables users to browse the Organization Contents while they are in a Virtual Classroom.
Ask Question	Enables users to ask questions during the session.
Question Inbox	Enables users to answer questions submitted by other users during a session.

WHITEBOARD

Overview

The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a blackboard in a classroom. Using the tools in the Whiteboard Tools palette, users can draw images, type text, and present equations. The Session Admin determines whether or not this function is made available to users.

Functions

The table below details the tools available for use on the Whiteboard.

To . . .	click . . .
select an item	the **Arrow** tool. Then click on an item for selection. The following may be performed on selected items: • Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size. • Move: Click the item and move it to the desired location. • Cut: Click the Whiteboard item. Then click the Cut icon. • Copy: Click the Whiteboard item. Then click the Copy icon. • Paste: Click the Whiteboard item. Then click the Paste icon. • Delete: Click the Whiteboard item. Click on the selected object. Then click the Delete icon. • Group items: Click the Whiteboard items. Then click the Group icon. • Ungroup: Click a Whiteboard item in a group. Then click the Ungroup icon. • Bring front: Click the Whiteboard item. Click on selected object. Then click the Bring to front icon. • Bring back: Click the Whiteboard item. Click on selected object. Then click the Send to back icon. • Select all figures on the Whiteboard: Click the Selects all Figures icon.
draw free hand	the **Pen** tool. Choose the color of the pen in the **Fill Color** drop-down list.
enter text using the keyboard	the text tool (**T**) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click **Insert**. Use the options in the Tools palette to select color,

To . . .	click . . .
	font, and size.
draw a straight line	the **Slanted Line** tool.
highlight something with an arrow	the **Pointer**.
draw a square	the **Square** tool. Choose the color of the square from the **Fill Color** drop-down list.
draw a circle	the **Oval** tool. Choose the color of the circle from the **Fill Color** drop-down list.
input an equation	The Math and Science Equation Editor icon (∑). The Equation Editor will appear. Input the equation and click **Insert Equation**.

GROUP BROWSER

Overview

The Group Browser enables users to collaboratively browse the Web. This tool opens a URL that is viewable by all users. URLs used in the session will be recorded in the archive if one is created. The Session Admin will determine whether or not this function is made available to users.

Functions

The table below details the available functions in the Group Browser.

TO . . .	CLICK . . .
open a Web site	type the URL in the **Enter Address** field.
choose where to display the Web site	**Display To Class** to display the window in the Whiteboard or click **Preview in New Window** to open the Web site in a new browser window. The preview window will only be displayed to the user that opened it.

Content Map

Overview

The Content Map enables users to browse the Organization while in a Virtual Classroom. By default, the Session Admin has access to operate the Content Map. Users must have Active privileges to use the Content Map in a Virtual Classroom.

Functions

The table below details the available functions in the Content Map.

To . . .	Click . . .
display an element on the map to all users	the Organization area in the Content Map and select **Display To Class** in the drop-down list.
display an element on the map in a separate window	the Organization area in the Content Map and select **Preview in New Window** in the drop-down list. The new window is only visible to the User who opens it.
refresh the Content Map during a Collaboration Session	**Refresh Tree** in the drop-down list. This will update the Content Map to match the Organization Menu.

Ask Question

Overview

Users are able to ask questions during the session. As users submit questions during the session the Session Admin can view and respond to them.

	Note: Only users who have an Active role can ask questions.

Ask a Question

To ask a question, select **Compose** in the Ask Question area. Enter the question in the text box and click **Send**.

QUESTION INBOX

Overview

Questions from users are sent to the Question Inbox during the Virtual Classroom session. The Question Inbox is used to manage and respond to questions during a Collaboration Session.

Function

The table below details the functions available in the Question Inbox Tool.

To . . .	CLICK . . .
respond to a question	the Username in the **From** list and click the **Respond to Question** icon. The Respond to Question pop-up window will appear.
delete a question	the Username in the **From** list and click the **Delete** icon.
view only questions that have not been answered	the checkbox next to **Show unanswered only**.

Respond to Question fields

The table below details the fields on the Respond to Question pop-up window.

FIELD	DESCRIPTION
Question	Question that was submitted.
Response	Enter the response to the question.
Private	Select this check box to make the response to the question private. If marked private, the response will only be sent to the person who submitted the message.

CHAT

Overview

The Chat allows the users to interact with each other via a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately.

Find this page

Follow the steps below to open a Chat:

1. Click **Communication** on the Organization Menu.
2. Select **Collaboration Tools**.
3. Click **Join** to next to a Chat session.

Functions

The table below details the functions available in the Chat.

TO . . .	THEN . . .
enter a message for the class to read	type the message in the **Compose** field. Click **Send**. The message will appear in the chat area. There 1000 character limit for chat messages.
become an Active user	click the hand symbol. A hand appears next to the Username. The Session Admin clicks on the hand to make the user Active.
view user information	Select a Username in the Participant list and then click **User Info**.
send a private message to a user	Select a Username in the Participant list and then click **Private Message**.

PRIVATE MESSAGES

Overview

Users can send private messages to each other if the Session Admin enables this tool in the Session Controls. Private messages are not recorded or archived.

USER INFORMATION

Overview

The User Information pop-up window displays personal information about a user such as name, email address, and any other information the user has chosen to add to their profile.

Click **User Info** in the Chat area and the User Information pop-up window will appear.

Send a Private Message

Click **Private Message** to send a message to the user. The <u>Compose Private Message</u> pop-up window will appear.

Record Menu

Overview

Virtual Classroom and Chat sessions can be recorded and archived. Archive recording can be started and stopped, as well as paused and un-paused by the Leader during the session. A session can have more then one archive. If the Leader selects **End** to stop a session then the recorder will automatically stop recording the session.

Record menu

The table below details the buttons that appear on the Record menu.

Button	Description
Start	Click **Start** to begin recording a session. The user will be prompted to name the archive.
Pause	Click **Pause** to pause a recording once it has started. Click this button again to u-pause the recording and begin recording again. Pause and un-pause will be marked and timestamped in the archive.
Stop	Click **Stop** to end recording the session. When **Stop** is selected the archive is completed and a stop marker and time/date stamp will be included at the end of the archive.
Bookmark	Click **Bookmark** to insert a bookmark anywhere in the archive of the session.

Recording the Whiteboard

The **Snapshoot** button in the Whiteboard Tool bar is used to record the Whiteboard in the archive. The Leader clicks the **Snapshot** button to record an image of the Whiteboard. The image of the Whiteboard in the archive corresponds with when it was recorded. The **Snapshot** button cannot be activated unless the session is being recorded.

Session Archives

The Leader must make an archive available before Members can view it. For more information see Archive Properties.

Session Archives

Introduction

Session Archives allow users to review Collaboration Sessions. Sessions are archived by date. Sessions will not appear until the leader of the session has stopped recording.

> **Note:** If a Leader does not stop the archive and exit the Collaboration Session, the archive will not end and no information will be recorded in the Archive Duration column. Only when the leader stops recording or ends the session will the archive stop and the duration display.

Find this page

Follow the steps below to access the Session Archives page.

1. Open **Collaboration** in Organization Tools on the Control Panel
2. Click **Archives** for a session.

Functions

The table below describes the functions available on this page.

To . . .	Click . . .
search for an Archive in the Collaboration Session	the **Archive Name** or Creation Date option in the **Search by** field. Enter the name of the archive or the date it was created in the field and click Search.
open an archive	the archive under the Archive name column.
change the name or availability of an archive	Manage. The Archive Properties page will appear.
remove an archive	**Remove**. This action is irreversible.

ARCHIVE PROPERTIES

Introduction

The Archive Properties page allows the Leader to change the name and availability of an archive session.

NOTE: Archives are available to Members by default

Find this page

Follow the steps below to open the Archive Properties page.

1. Click **Collaboration** in the Organization Tools section of the Control Panel.
2. Click **Archives** for a session.
3. Click **Manage** for an archive.

Fields

The table below describes the fields available on this page.

FIELD	DESCRIPTION
Edit Archive Name	
Archive Name	Enter or modify the name of the archive.
Availability to Members	
Available	Select **Yes** and Members will be able to view this archive. Select **No** and this archive will be unavailable to Members.

DISCUSSION BOARD

Overview

This chapter reviews the Discussion Board feature.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
About the Discussion Board	Provides a general overview of the Discussion Board.
View and Organize Discussion Board	Content Explains how to open a forum and view the posts.
Initiate a Thread	Describes how to start a conversation in a forum.
Respond to a Discussion Board Post	Explains the different methods for posting a reaction to a message.
Grading Discussion Board Participation	Provides steps for assigning a grade to a Member for Discussion Board participation.
Peer Review Through the Discussion Board	Provides an example of how to use the Discussion Board for users to respond to the work of other users.
Keeping the Discussion Board Content Safe	Gives details on the security options for ensuring safe content.
Delegating Discussion Board Administration	Explains how to assign administrative roles within the Discussion Board to other users.
Incorporating Discussion Board Forums into the Learning Process	Describes how Discussion Boards work within an Organization.
Discussion Board Statistics	Explains how to access statistics on usage.

About the Discussion Board

Overview

The Discussion Board is an outcomes based learning tool that can be applied in a number of ways to enhance learning and measure performance.

Discussion Board Terms

The table below outlines the terms used to describe Discussion Board features.

Term	Definition
Thread	The initial post and the entire series of replies to that post within a Disucssion Board forum.
Thread Detail	The page that displays the threaded view of all posts in a thread along with the selected post.
Post	A Discussion Board entry posted to a thread or used to start a thread. Also used as a verb to refer to the act of submitting a post.
Forum Role	A role type that is assigned to all members of the Discussion Board for each forum and enables specific privileges within the forum. A user may have one role per forum, however, a user's role in each forum may differ.
Blocked	A forum role that blocks the user from accessing the forum.
Reader	A forum role that grants the user the rights to read the contents of a forum. Users with this role may only view content and cannot add or respond to posts.
Participant	A forum role that grants the user read and write privileges in the forum.
Grader	A forum role that grants the user Participant privileges as well as the Grading privileges for the forum.
Moderator	A forum role that grants Participant privileges as well as the ability to modify, delete, and lock posts. If a Moderation Queue is used, the Moderator may also approve or reject posts in the queue.
Manager	A forum role that grants all privileges.
Grade Forum	The process of assigning a grade to a user for their performance in a forum.
Grade Thread	The process of assigning a grade to a user for their performance in a thread.
Rate Post	The process of evaluating a post based on a fixed, 5 point scale.
Collect Posts	The process of selecting one or more posts or threads

TERM	DEFINITION
	for inclusion in on a page that can be sorted, filtered, printed, and saved as a document. The collection is gathered into a format that can be sorted, filtered, printed, and saved as a document that can be viewed in a browser.
Flag	A mark used to call attention to the post.
Copy Forum	The process of creating a clone of a forum or the forum settings in the same discussion board or in another discussion board in the same Organization.
Save Posts	The act of saving a post as a draft.
Published Post	A post that has been submitted and, if necessary, approved by a moderator.
Post Position	The position of a post in a thread relative to the other posts.
Draft	A post that has been saved for future editing.
Locked Thread	A thread that is visible for reading but cannot be modified. Users may not post to a locked thread.
Unavailable Thread	A thread that is hidden and inaccessible to all users except forum Managers.
Hidden Thread	A Thread that is locked and not visible by default. Users may view hidden threads by enabling the Display Hidden Threads feature.
Moderation Queue	A list of posts that must be approved before they will appear in the Discussion Board.

View and Organize Discussion Board Content

Overview

Forums can appear throughout an Organization, in any area where a Leader chooses. Each group may also have a private Discussion Board with forums available only to those users that are a part of the group. All forums that are not a part of a group are accessible from various points in the Organization or by going to the Discussion Board tool. The Discussion Board tool centralizes all of the forums in the Organization.

Please keep in mind that when users open the Discussion Board tool they will only see those forums they can access.

Search

A search function appears at the top of the page throughout the Discussion Board. The search includes a keyword field, date restrictions, and options for where to search. The search function starts at the current level and options exist to work up. For example, in a thread, the default search option only searches that thread but options exist to search the entire forum or all forums From the search function, users can search all forums in the Organization, including any forums that appear in the user's groups.

Thread Status

The Forum Manager can change the status of a thread to one of the following:

- **Published**: A published thread is available to users.
- **Locked**: Users may read the thread but not make any additions or modifications. Locking a thread allows Grades to be assigned without users updating or changing posts.
- **Unlocked**: Unlocking a thread allows users to modify and add to the thread.
- **Hidden**: Hidden threads do not display unless the user chooses. Hidden threads may not be modified. Hidden threads may not be modified. Hiding threads removes outdated threads and makes relevant content easier to find.
- **Unavailable**: Unavailable threads are only visible to forum managers. Even then, forum managers must choose to view these threads. Making threads unavailable means that users can no longer view the thread.

Follow these steps to change the status of a thread:

1. Open a forum in the Discussion Board.
2. Select threads.
3. Choose a new status for the selected threads using the **Change Status to:** drop-down list.
4. Click **Go**.

Forum View

The forum view lists the threads in the forum and includes several options for displaying and managing threads. The list of threads can be sorted by clicking the carat at the top of each column. Posts within the thread are viewed by clicking on the hyperlinked name of the thread in the Thread column.

The functions at the top of the page include a Display option to show threads of different status and a search function. There is also an action bar that includes the following functions:

Function	Purpose
Add Thread	Initiate a new thread.
Remove Thread	Remove the selected threads from the forum. Deleted threads cannot be restored. Use the unavailable function to completely hide threads from users without actually deleting the threads.
Collect	Gather selected threads onto one page where posts can be sorted, filtered, or printed.
Grade Forum	This option only appears if grading is turned on for the forum.
Change Status to:	Update the availability status of the selected threads.

Thread View

Clicking on a thread in a forum brings up the Thread Detail The thread view is divided into three parts. Post viewing and management functions appear at the top of the page. The middle of the page displays a list of posts, with replies nested underneath the original post. The bottom of the page displays the current post.

The following options are available when viewing a thread:

Feature	Description
Action Bar	
Collect	Group posts into an organized filterable and sortable set.
Flag	Mark a post for later attention.
Unflag	Remove a flag applied to a post.
Grade Thread	Enter a Grade for a user based on their performance in the Thread. This option only appears if the thread is graded.
Message List	
Select Threads	Select each thread using the checkboxes or the select all unselect all options. Selected Threads are included in Action Bar operations.

FEATURE	DESCRIPTION
Current Post	
Subscribe	Receive an email alert when a post is updated or a user posts a reply.
Reply	Generate a response to a post.
Modify	Change the content of the post.
Remove	Remove the post. Removing a post also removes all the replies to that post.
Rate this Post	Select a score for the post on a 1 to 5 scale.
Previous Post/Next Post	Click these options to navigate through the posts in the thread.

Collections

Collections gather posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. Leaders can create displays of good posts by gathering them as a collection, printing to PDF or saving as HTML, and then loading the file into the Organization.

Initiate a Thread

Overview

Threads are a series of posts related to a similar topic. When creating a forum, the Leader has the option of allowing or not allowing users to start threads. If threads are graded, users cannot start threads. Generally, the purpose of the forum will dictate whether or not users can start threads. A moderated, graded forum used to evaluate Member performance will usually be tightly controlled. In this case, it would not be appropriate to allow users to create threads. Other forums are designed for users to share opinions and thoughts on tangential or unrelated topics. In this case, it is safe to allow users to create threads and spark discussions.

Start a Thread

Follow these steps to start a thread.

1. Open a Discussion Board Forum.
2. Click **Add Thread** in the action bar. The Add Thread page will appear.
3. Enter a **Subject** and a **Message**. It is also possible to attach files to the post.
4. Click **Save** to store a draft of the post or click **Submit** to create the thread.

RESPOND TO A DISCUSSION BOARD POST

Overview

Threads grow as users respond to the initial, and subsequent, posts. Replies build on one another to construct a conversation.

Reply to a Post

Follow these steps to reply to a post.

1. Open a thread in a forum.
2. Find a post.
3. Click **Reply** for that post.
4. Enter a **Subject** and a **Message**. It is also possible to attach files to the post. Only one file can be added using the Attachment function below the text box. When using the Visual Text Box Editor, multiple files may be added.
5. Click **Save** to store a draft of the post or click **Submit** to create the thread.
6. The post will appear in the thread underneath the original post.

PEER REVIEW THROUGH THE DISCUSSION BOARD

Overview

A common learning tool in classrooms is providing feedback to other Members on their work. Members prepare an essay, lab report, or presentation and share it with the class. Other Members are asked to comment on the work and offer criticisms for improvement. This process helps the Member improve their assignment, but is even more valuable to the Members that review the work. Reviewing the work of another Member enforces classroom learning and helps the reviewer practice important communication skills.

The Discussion Board is the perfect place in an Organization for peer review. Each Member may start a thread and include their work in the initial post. Other Members then review the work, assign a rating to the initial post, and include comments in a response. As users respond, the feedback expands as users reinforce and build on points made by other Members.

Users can respond to a post using a 5-star rating system. To enable this feature, select **Allow members to rate posts** when creating the forum.

Rating a Discussion Board Post

Open a thread and view the posts. Each post has an **Overall Rating** field with five stars. The stars show the overall rating that the post has received from users. Click on the **Rate this Post** drop down list and select a rating from 0 to 5 stars. Your rating is now included in the **Overall Rating** and your individual rating appears in the **Rate this Post** field. A user may not rate the same post more than once..

Keeping the Discussion Board Content Safe

Overview

Discussion Boards give Members the freedom to share their thoughts and opinions on class topics with other users. Occasionally, Members may introduce material to the Discussion Board that is inappropriate for the class discussion. Depending on the maturity and the sensitivity of the Members in the Organization, it may be important to review Member posts for inappropriate content before sharing posts with the rest of the class.

Leaders can assign Discussion Board users to act as moderators. Moderators review posts before they are added to a thread and displayed to the class. The Moderator may be the Leader or other responsible participants.

It is also possible to prevent an individual user from posting at all. Assigning a user the role of Blocked will prevent the user from accessing the forum. Assigning an individual user the role of Reader will allow the user to view content in the Discussion Board but prevent the user from posting content.

Security Settings

The following settings are available when creating a Discussion Board to ensure that content is appropriate.

Setting	Description
Allow anonymous posts	If this feature is turned off users are identified by their username whenever they post a reply. Making members accountable for the content that they post is a deterrent for users that wish to post inappropriate content. Be careful when disabling this feature as there are instances where learning can benefit from anonymous posts, particularly when discussing sensitive topics If this feature is enabled, the forum cannot be graded.
Allow authors to remove own posts and **Allow author to modify own published posts**	Members are deterred from posting inappropriate content if they do not have control of the content once it is posted.
Allow members to create new threads	Preventing members from starting threads helps focus their posts on the topic.
Force moderation of posts	Moderating posts requires that all posts are reviewed by a responsible party before the content is shared with the class.

Moderate a Forum

Set up a moderator on the Manage Forum Users page. Otherwise, the forum manager must take responsibility for approving posts.

Follow these steps to moderate forum posts.

Open the forum.

1. Click **Moderate Forum**. The **Moderate Forum** button will only appear in the action bar if you have a forum role of Manager or Moderator.
2. The Moderation Queue will appear with a list of posts that are awaiting approval. The posts appear in chronological order. Those at the top have been in the queue for longer than those at the bottom.
3. Click **Moderate** for a post. The Moderate Post page will appear displaying the message.
4. Select **Publish** or **Return**. If returning the post, add a message to the author explaining why the post is being returned and some suggestions for modifying the post so it is appropriate for the discussion.
5. Click **Submit**. If the post is approved it will now be shown in the forum. If the post is not approved, it will only appear to the author and the Moderator in the forum. The post will be marked returned and the Moderator comments when returning the post will appear as a reply.

Prevent a User from Posting

There may be an instance where a user should not be allowed to post at all because of past history of inappropriate posts or if the user has not been participating in discussions throughout the term. Assign a user the forum role of Reader if the user is allowed to view the forum but not add content. Assign a user the forum role of Blocked to prevent the user from accessing the forum.

DELEGATING DISCUSSION BOARD ADMINISTRATION

Overview

Discussion Boards can serve several different purposes in an Organization. In many cases, the Leader does not wish to be actively involved in the Discussion Board and would like to pass off some or all of the administration of the Discussion Board to another responsible user. Discussion Board forums include roles for each user involved in the forum. These roles define privileges within the forum. The forum roles with administrative roles that can be assigned to users in a forum are:

- Manager
- Moderator
- Grader

Manager

Managers have full control over the forum. Managers can change the forum settings, moderate posts, and assign grades. The role of Manager should only be assigned to the Organization Leader or someone with similar responsibilities. Users with an Organization role of Leader or Teaching Assistant are granted this forum role by default.

Moderator

Moderators review posts before they are made available to all users in the Organization. Moderators may also delete and modify all posts in any forum, even if the forum does not use the Moderation Queue. Make sure that Moderators are responsible and understand the criteria for appropriate posts. Users with an Organization role of Organization Builder are granted this forum role by default.

Grader

Graders review Discussion Board posts and enter grades in the Gradebook. The Grader role has some access to the Gradebook and should only be assigned to users responsible for guiding and evaluating learning such as Leaders and Teaching Assistants. Graders do not have access to the Control Panel as part of their forum privileges. Users with an Organization role of Grader are granted this forum role by default.

Define a User's Role in a Forum

Follow these steps to assign a user a role in a forum.

1. Open the Discussion Board.
2. Click **Manage** for a forum.
3. The Manage Forum Users page will appear.
4. Select a role for users from the drop-down list. The default value is Participant. Participants can read and post but have no administrative privileges.
5. Click **OK**. The forum roles are now assigned.

Incorporating Discussion Board Forums into the Learning Process

Overview

Discussion Board forums can be accessed from the Discussion Board tool that lists all the forums in the Organization. This centralized view is an easy access point, but there are other ways to access Discussion Board forums that immerse the user in the learning experience. For example, Discussion Board forums can be placed in any content area. Thus, a Discussion Board forum may appear following lecture notes on the same topic. Further, using adaptive release or date availability restrictions, the forum may only appear after users complete the lesson or after the Leader has delivered the lecture in class.

Add a Discussion Board forum to a Content Area

Follow these steps to add a forum within a content area.

1. Open the Control Panel and navigate to the Content Area and folder where the forum will appear.
2. On the right side of the action bar, select **Discussion Board** from the **Select** drop-down list. Click **Go**.
3. Choose **Select a Discussion Board Forum** and select a forum from the list. Click **Next**.

   Note that the **Discussion Board page** option will link to the Discussion Board Page and show all the forums in the Organization. Click **create new forum** to build a new forum. The forum will not appear in the desired content area after creation. Navigate back to the content area and use the **Select a Discussion Board Forum** option to place the new forum in the correct location.
4. Add information about the link on the next page. This determines how the link to the forum will appear in the content area. Click **Submit**.

Define Requirements for Viewing the Discussion Board forum

Discussion Board links are subject to date restrictions and adaptive release restrictions. When restrictions are in place users cannot access the forum from within the content area or from within the Discussion Board tool. The Leader always has access to every forum through the Control Panel.

Discussion Board Statistics

Overview

The Performance Dashboard keeps track of user activity throughout the Organization, including the Discussion Board. This information can help Leaders quickly identify Members that are outside the normal range of participation. Leader can use this information to reward achievement and assist Members that are struggling with the material.

View Discussion Board Statistics

Follow these steps to view Discussion Board statistics for a user.

1. Click Performance Dashboard on the Control Panel.
2. The number of forums where a user has posted appears as a link in the Discussion Board column. Click the link to view details.
3. A page appears that lists the following information:

- Total Posts
- Date of Last Post
- Average Post Length (number of characters)
- Minimum Post Length (number of characters)
- Maximum Post Length (number of characters)
- Average Post Position
- Grade (if the post is not yet graded, the Leader may click a link to the Gradebook to add a grade)

Organization Options

Overview

Use the Organization Options area to manage the availability and accessibility of an Organization as well as manage the appearance of Organization features. Organization Options also includes tools to archive or recycle the Organization, and import content.

In this chapter

This chapter contains information on the following sections:

Section	Description
Manage Organization Menu	Select which Organization areas will appear in the Organization Menu.
Manage Organization Design	Create a design for the Organization Menu and Organization Banner.
Manage Tools	Enable *Blackboard Community System*, Building Block, and Content tools.

MANAGE ORGANIZATION MENU

Overview

Add and modify Organization areas from the Manage Organization Menu page. For example, choose areas for Staff Information, specific content, and Organization Links.

Organization areas may include:

- folders that hold content such as files, Learning Units, Assessments, and Assignments.
- specific items such as an Organization syllabus.
- External Links, which link to URLs outside of the Organization.
- Organization Links, which link to other areas within the Organization.
- Leaders have the option to include up to 10 different areas for each Organization.

> **NOTE:** Administrators may restrict options to maintain a consistent appearance for all Organizations. This may include making some areas unavailable or setting permanent area names.

Find this page

Click **Manage Organization Menu** from the Control Panel to open the Manage Organization Menu page.

Functions

The table below details the functions available on this page.

TO . . .	CLICK . . .
add an Organization area	Add Organization area. The Add New Area: Organization area page will appear.
add a Tool area	Add Tool Area. The Add New Area: Tool Area will appear.
add an External Link	Add External Link. The Add New Area: External Link page will appear.
add an Organization Link	Add Organization Link. The Add New Area: Organization Link page will appear.
modify an area	**Modify**.
remove an area	**Remove**. This action is irreversible.
order Organization areas	the drop-down arrow and select a number. Organization areas will appear in the Organization Menu in the order selected.

Add New Content Area

Overview

The Add New Content Area page enables the Leader to add a new Organization area to the Organization and choose which Organization Roles will have access to the content.

Find this page

Follow the steps below to open the Add New Content Area page.

1. Click **Manage Organization Menu** from the Organization Options on the Control Panel.
2. Click **Add Content Area**.

Fields

The table below details the fields available on this page.

Field	Description
Set Area Properties	
Area Type	Indicates that this is an Organization area.
Area name [r]	Select a name for the area from the drop-down list or create a new name in the space below.
Allow guest access	Select the check box to make this area available to Guests in the Organization.
Allow observer access	Select the check box to make this area available to Observers in the Organization.
Make available for Member/ Participant users	Select the check box to make this area available to users enrolled in the Organization.

Add New Tool Area

Overview

The Add New Tool Area page enables the Leader to add Tools to the Organization Menu and choose which users will have access.

Find this page

Follow the steps below to open the Add New Tool Area page.

1. Click **Manage Organization Menu** under Organization Options in the Control Panel
2. Click **Add Tool Area**.

Fields

The table below details the fields available on this page.

Field	Description
Set Area Properties	
Area Type	Select a Tool to add to the Organization Menu.
Area name [r]	Enter a name for the Tool. The name entered will appear on the Organization Menu.
Make available for Member/ Participant users	Select the check box to make this area available to users enrolled in the Organization.

Add New Organization Link

Overview

Add a link to another part of the Organization to the Organization Menu.

Leaders may add a link to an Assignment or an Assessment that is due. The item would then be listed in an Organization area and also on the Organization Menu.

A link to the Discussion Board could be added to the Organization Menu.

Find this page

Follow the steps below to open the Add Organization Link page.

1. Click **Manage Organization Menu** under Organization Options in the Control Panel.
2. Click **Add Organization Link**.

Fields

The table below details the fields available on this page.

Field	Description
Set Area Properties	
Area Type	Indicates that this is an Organization Link area.
Area name [r]	Enter a name for the area.
Link location	Click **Browse**. The Organization Map will appear. Select a folder or item within the Organization Map to link to and click **Submit**.
Allow quest access	Select the check box to make this area available to guests who view the Organization.
Allow observer access	Select the check box to make this area available to observers who view the Organization.
Make available for Member/ Participant users	Select the check box to make this area available to users enrolled in the Organization.

ADD EXTERNAL LINK

Overview

Add an External Link to the Organization Menu. When users select this area in the Organization Menu they will automatically be taken to the URL linked to this area.

Find this page

Follow the steps below to open the Add External Link page.

1. Click **Manage Organization Menu** under Organization Options in the Control Panel.
2. Click **Add External Link**.

Fields

The table below details the fields available on this page.

FIELD	DESCRIPTION
Set Area Properties	
Area Type	Indicates that this is an External Link area.
Area name [r]	Enter a name for the area.
Target [r]	Enter a Web site address for the link to access. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Launch in a new window	Select the check box to open the URL in a new window when it is accessed by a user.
Allow quest access	Select the check box to make this area available to guests who view the Organization.
Allow observer access	Select the check box to make this area available to observers who view the Organization.
Make available for Member/ Participant users	Select the check box to make this area available to users enrolled in the Organization.

Organization Design

Overview

Leaders manage the appearance of the Organization Menu from the Organization Design page. They can choose to use buttons or text links and select colors and design features.

Find this page

Follow the steps below to open the Organization Design page.

1. Click **Organization Design** under Organization Options.
2. Click **Organization Design**.

Select new style

Select **Buttons** to make the items in the Organization Menu appear as buttons. Select **Text Navigation** to make the items in the Organization Menu appear as text links.

Button Style Options

Define the following options after choosing the Button Navigation Style.

Field	Description
Select Style Properties	
Button Type	Choose the Button Type from the drop-down list.
Button Shape	Click an option to choose the button shape.
Button Style	Use the drop-down list to select the color of the buttons.

Select Text Style Options

Define the following options after choosing the Text Navigation Style.

Field	Description
Select Style Properties	
Select background color for navigation	Click **Pick** and select a background color for the Organization Menu.
Select a highlight color for the navigation	Click **Pick** and select a color for the text in the Organization Menu.

Organization Banner

Overview

Leaders can add a banner to the top of the Announcements area on the Organization from the Organization Banner page.

Find this page

Follow the steps below to open the Organization Banner page.

1. Click **Organization Design** in Organization Options on the Control Panel.
2. Click **Organization Banner**.

Fields

The table below details the fields on this page.

Field	Description
Select Organization Banner	
Current Banner	Displays the banner that currently appears at the top of the Announcements area.
New Banner	Enter the path to the new banner file or click Browse to upload a new Organization banner.
Remove this banner	Select this check box to remove the banner image from the Organization.

Manage Tools

Overview

Leaders can control the availability of Tools through Manage Tools Leaders can enable tools for use during an Organization and also decide which tools Guests and Observers may access.

Find this page

Click **Manage Tools** in the Organization Options area on the Control Panel to open the Manage Tools page.

Functions

The table below details the functions available on this page.

Function	Description
Enable Blackboard Tools	Select the Blackboard Tools that will be available in the Organization.
Enable Extension Tools	Select Building Blocks that will be available in the Organization.
Enable Content Tools	Select Content Tools that will be available in the Organization.

Enable Blackboard Tools

Overview

Organization Tools appear directly on the Organization Menu of the Organizations tab or within areas of the Organization Menu (such as under Tools). Leaders can manage the availability of all of these Tools, such as Collaboration Tools, the Drop Box, and Email through the Enable Blackboard Tools page. Leaders can also choose which tools will be available for Guests and Observers to view.

Note: Leaders may add Tools to the Organization Menu from the Manage Organization Menu page. The Enable Blackboard Tools page makes Tools available for use within an Organization.

Find this page

Follow the steps below to access the Enable Blackboard Tools page.

1. Click **Manage Tools** in the Organization Options area of the Control Panel.
2. Click **Enable Blackboard Tools**.

Fields

The table below details the fields available on this page.

Field	Description
Available	Check this box next to those tools that will be used in the Organization.
Allow Guest	Check this box next to those tools that Guests are allowed to view. If a tool is marked with **N/A** then Guests cannot view it.
Allow Observer	Check this box next to those tools that Observers are allowed to view. If a tool is marked with **N/A** then Observers cannot view it.

Disabling Announcements

If the Leader disables the Announcements Tool and resets the Organization Entry Point to an area other than Announcements, Organization Announcements will still be available to Members from the My Institution tab. Remove each announcement or make them unavailable to prevent users from viewing them.

Enable Building Blocks Tools

Overview

Building Blocks are tools added to the *Blackboard Community System*. **Enable Extension Tools** allows the Leader to manage all the outside tools that the System Administrator has made available.

Find this page

Follow the steps below to access the Enable Extension Tools page.

1. Click **Manage Tools** in the Organization Options area of the Control Panel.
2. Click **Enable Extension Tools**.

Note: Blocks are not available with *Blackboard Community System* - Basic Edition.

Fields

The table below details the fields available on this page.

Field	Description
Enabled	Select the check box next to those tools that will be used in the Organization.
Allow Guest	Select the check box next to those tools that Guests are allowed to view. If a tool is marked with N/A then Guests cannot view it.

ENABLE CONTENT TYPES

Overview

A Content Type is a new format for content that can be added to an Organization.. On this page, the Leader may choose which types of content may be included in the Organization. Content Types that are enabled can be added throughout the Organization.

Find this page

Follow the steps below to open the Enable Content Tools page.

1. Click **Manage Tools** in the Organization Options area of the Control Panel.
2. Click **Enable Content Tools**.

Enable Content Tools

Check the **Enabled** box next to those tools that will be used in the Organization. If the tool is not checked then it will not be available.

Organization Settings

Overview

Organization Settings, such as availability, access and enrollment are also managed on the Organization Options area of the Control Panel.

In this chapter

This chapter contains information on the following sections:

Section	Description
Organization Name and Description	Modify the name and description of the Organization.
Organization Availability	Select the availability of an Organization.
Organization Duration	Determine the length of the Organization.
Enrollment	Determine how users will enroll in the Organization.
Guest and Observer Access	Chooses whether or not this Organization is available to guests and observers.
Categorize Organization	Add the Organization to a category in the Organization Catalog.
Organization Entry Point	Select an entry point for the Organization.

Organization Name and Description

Overview

Leaders change the name, description, and subject type of an Organization.

Find this page

Follow the steps below to open the Organization Name and Description page.

1. Select **Settings** in Organization Options on the Control Panel.
2. Click **Organization Name** and **Description**.

Fields

The table below details the fields on the Organization Name and Description page.

Field	Description
Organization Title/Description	
Organization Name	Enter the name of the Organization. This name will appear as the Organization name throughout the Blackboard Community System.
Description	Enter a description of the Organization.
Organization Categorization	
Subject Area	Select the subject area that best describes the Organization.
Discipline	The subject area can be further defined by discipline.

Organization Availability

Overview

The Organization Availability page controlls access to the Organization.

Find this page

Follow the steps below to open the Organization Availability page.

1. Select **Settings** in Organization Options on the Control Panel.
2. Click **Organization Availability**.

Organization role availability

Select either **Yes** or **No** to make the Organization available to users. If the Organization is set to available, all users participating in the Organization will have access. If the Organization is set to unavailable, access is determined by Organization role.

Note: Organizations that are unavailable will not appear in the Organization Catalog.

Fields

The following table describes what type of access different user roles have to an Organization that is unavailable:

Organization Role	Access when Organization is unavailable
Members	The Organization is not available to Members.
Leaders, Organization Builders, Teaching Assistants, and Graders	Organizations set to **Unavailable** will appear to the user. The Organization will be indicated as unavailable, but will still be accessible.

Guest Access

Overview

The Guest Access page is used to control whether or not Guests, those users not participating in the Organization, have access to the Organization.

Find this page

Follow the steps below to open the Guest Access page.

1. Select **Settings** in Organization Options on the Control Panel.
2. Click **Guest Access**.

Guest Access

Select either **Yes** or **No** to make the Organization available for Guests to view.

ORGANIZATION DURATION

Overview

Leaders set the length of the Organization from the Organization Duration page.

Find this page

Follow the steps below to open the Organization Duration page.

1. Select **Settings** in Organization Options on the Control Panel.
2. Click **Organization Duration**.

Fields

The table below details the fields on the Organization Duration page.

FIELD	DESCRIPTION
Set Organization Duration	
Continuous	Select this option to make the Organization always available.
Select Dates	Select this option to set the Organization availability for specific dates. The Organization may also begin on a specific date and not have a specific end date. After the end date, the Organization is no longer available for Members but is otherwise unchanged.
Days (from the date of enrollment)	Select this option to place a time limit on a self-paced Organization. The Organization will be available for that number of days from the time a Member enrolls.

Enrollment Options

Overview

Leaders can lead enrollment by processing enrollment requests from Members through the Control Panel. Enrollment can also be limited to a set time and to require an access code.

Find this page

Follow the steps below to open the Enrollment Options page.

1. Select **Settings** in Organization Options on the Control Panel.
2. Click **Enrollment Options**.

Fields

The table below details the fields on the Enrollment Options page.

Field	Description
Select Enrollment Options	
Leader/Admin	Select this option to make Organization enrollment Leader led. Select the check box to create a link for Members to email an enrollment request to the Leader. The link appears in the Organization catalog.
Self Enrollment	Select this option to allow Members to enroll in a Organization.
Start Date	Select this option to set an enrollment start date. If Self Enrollment is selected this date is required.
End Date	Select this option to set an enrollment end date. If Self Enrollment is selected this date is required.
Require Access Code to Enroll	Select this option to require an access code to enroll. Enter an access code that must then be distributed to approved Members. This access code will be required for Members to enroll in the Organization.

Categorize Organization

Overview

Leaders indicate where in the Organization Catalog the Organization will appear from the Categorize Organization page. The Leader may select multiple categories.

Find this page

Follow the steps below to open the Categorize Organization page.

1. Select **Settings** in Organization Options on the Control Panel.
2. Click **Categorize Organization**.

Fields

The table below details the fields on the Categorize Organization page.

Field	Description
Categorize Organization	
Add Category	Select a catalog category. Click **Add**. More than one category may be selected. Repeat the process to add another category. The Organization will appear under the selected categories.
Currently Categorized In	Displays the catalog categories that have been selected. To remove a category, click **Remove** next to the category that is to be removed.

Set Organization Entry Point

Overview

The default Organization entry point is the Announcements page. In some Organizations, it may be advantageous to change the entry point to another area. This can be done on the Set Organization Entry Point page.

	Note: Setting a new Organization entry point takes effect immediately. However, the user that sets the new Organization entry point will not see the effect of the change until the user logs out of the *Blackboard Learning System* and logs back in.

Find this page

Follow the steps below to open the Set Organization Entry Point page.

1. Select **Settings** in Organization Options on the Control Panel.
2. Click **Set Organization Entry Point**.

Field

Click the drop-down arrow in the **Entry Point** field and choose the Organization area that will appear when a user enters the Organization.

If the Organization Entry Point is changed, the Leader must clear the cache or refresh the system to view the change. To refresh on Internet Explorer go to **View** and click Shift + **Refresh**. On Macintosh select Shift + Refresh.

Copy, Import, Archive and Recycle

Overview

Organization Options also includes tools to copy an Organization, archive or recycle the Organization, and import content.

In this chapter

This chapter contains information on the following sections:

Section	Description
Recycle	Recycle an Organization by selecting areas to keep and areas

Organization	to remove.
Organization Copy	Copy Organizations taught by the same Leader.
Import Package	Add a package containing an exported Organization the current Organization.
Export/Archive Manager	Create Organization packages through Export and Archive features.

RECYCLE ORGANIZATION

Overview

The Recycle Organization page is a useful tool for Leaders to use at the end of an Organization. It allows Leaders to select information to be deleted from an Organization and keeps the rest of the Organization areas for use in the future. For example, remove Members and grades but keep content.

The Organization Recycler will remove all users with a role of Member from the Organization. Teaching Assistants, Graders, and Organization Builders will not be removed.

NOTE: Use Archive Organization to create a permanent record of the Organization before recycling.

Find this page

Click **Recycle Organization** in Organization Options on the Control Panel to open the Recycle Organization page.

Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
Select Content Materials to Remove	Select the check boxes for areas within the Organization that will be deleted. For example, if Staff Information is selected all of the data within Staff Information will be deleted.
Select Other Organization Materials to Remove	Select the check boxes for areas within the Organization that will be deleted. For example, if Discussion Board is selected all of the Discussion Boards in the Organization will be deleted.

COPY ORGANIZATION

Overview

Copy Organization can be used in several different ways:

- Copy selected Organization materials into a new Organization to create a new section of the same Organization.
- Copy selected Organization materials into an existing Organization to share content across several Organizations without having to recreate the content in each Organization.
- Copy just enrollments (or enrollments and selected content and tools) to easily move users from one sequential Organization to the next Organization.
- Create an exact copy of an Organization, including enrollments and user data.

NOTE: A user can only copy materials into an Organization where the user has a role of Leader, Teaching Assistant, or Organization Builder.

Find this page

Select **Copy Organization** on the Control Panel to open the Copy Organization page.

Available functions

The following functions are accessible from the Copy Organization page.

TO . . .	CLICK . . .
Copy some or all of the Organization materials into a new Organization	Copy Organization Materials into a New Organization
Copy some or all of the Organization materials into an existing Organization	Copy Organization Materials into an Existing Organization
Make an exact copy of the Organization including enrollments	Copy Organization with Users (Exact Copy)

Content System items

When an Organization is copied, links to Content Collection items within the Organization are included. The permissions to these items must be updated so users in the new Organization can successfully access these links. See the topic Organization Copy and Content System Items for additional information.

Copy Organization Materials into a New Organization

Overview

Copying Organization materials into a new Organization creates an Organization in the system and populates it with content from an Organization already on the system. The Organization Menu specified in the source Organization will replace the default Organization Menu in the new Organization.

Find this page

Follow these steps to locate the Copy Organization Materials into a New Organization page.

1. Click **Organization Copy** from the Control Panel.
2. Click **Copy Organization Materials** into a New Organization from the Copy Organization page.

Destination Organization ID

Enter an Organization ID for the new Organization that will be created and populated with content from the current Organization. Please make sure that the new Organization ID matches the naming convention used at the institution. Also, he Organization ID should not have any spaces or characters other than numbers and letters (A-Z), dash (-), underscore (_), and period (.). The Organization ID must be unique and remain static. It cannot be modified.

Select Organization materials

Select the check boxes for each Organization area and tool in the Organization that should be copied into the new Organization. The table below details what happens to each selectable option when the copy is performed.

Note: an Organization Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.

Organization Material	Behavior when copied
Content	Copies Organization materials, including uploaded files, Learning Units, links. Users may also select to include Organization Information, Organization documents, Assignments, and External Links.
Announcements	All Announcements are copied to the new Organization. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new Organization.
Calendar	All Calendar events are copied to the new

ORGANIZATION MATERIAL	BEHAVIOR WHEN COPIED
	Organization.
Collaboration Sessions	Copies Collaboration Sessions.
Organization Settings	Some Organization Settings will be copied. See Organization Settings below for more information.
Discussion Board	Discussion Board forums, including the initial posts in each forum, are copied to the new Organization.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new Organization.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is copied to the new Organization.

Organization Cartridge content

Copy Protected Cartridge content is only copied if the **Organization Cartridge Materials** option is selected. This option only appears if there is Copy Protected Cartridge content in the Organization.

Organization Settings

When Organization Settings is selected, certain settings are copied to the new Organization. These include the following:

- Organization Name
- Organization Description
- Organization Entry Point
- Organization Design
- Organization Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Organization ID
- Organization Availability
- Guest Access
- Observer Access
- Organization Duration
- Enrollment Options

Select Enrollments

If **Enrollment** is selected, the list of users in the Organization will be copied.

User records in the Organization will not be copied. This includes the following:

- Gradebook Records
- Discussion Board posts (including Groups Discussion Board posts)
- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions
- Organization Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard® entries

User records are only copied if the **Copy Organization with Users (Exact Copy)** option is selected.

Copy Organization Materials into an Existing Organization

Overview

The Copy Organization Materials into an Existing Organization page enables Leaders to copy content from one Organization into another they are teaching. Leaders can select areas, such as Announcements, Staff Information or Organization areas to copy. Copy Organization will add content to an Organization, but it will not remove existing content.

Find this page

Follow these steps to locate the Copy Organization Materials into a New Organization page.

1. Click **Organization Copy** from the Control Panel.
2. Click **Copy Organization Materials into an Existing Organization** from the Copy Organization page.

Destination Organization ID

Enter an Organization ID for the destination Organization or click **Browse** to open a Search function in a separate window.

Select Organization materials

Select the check boxes for each Organization area and tool in the Organization that should be copied into the existing Organization. The table below details what happens to each selectable option when the copy is performed.

Note: an Organization Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.

Organization Material	Behavior when copied
Content	Copies Organization materials, including uploaded files, Learning Units, and links. Users may also select to include Organization Information, Organization documents, Assignments, and External Links.
Announcements	All Announcements are copied to the new Organization. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new Organization.

ORGANIZATION MATERIAL	BEHAVIOR WHEN COPIED
Calendar	All Calendar events are copied to the new Organization.
Collaboration Sessions	Collaboration Sessions.
Organization Settings	Some Organization Settings will be copied. See Organization Settings below for more information.
Discussion Board	Discussion Board forums, including the initial posts in each forum, are copied to the new Organization.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new Organization.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is copied to the new Organization.

Organization Settings

When **Organization Settings** is selected, certain settings are copied to the existing Organization. These include the following:

- Organization Entry Point
- Organization Design
- Organization Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Organization ID
- Organization Name
- Organization Description
- Organization Availability
- Guest Access
- Observer Access
- Organization Duration
- Enrollment Options

Resolving Organization Menu items

When copying content and tools from one Organization to an existing Organization, the Organization Menu must resolve itself in the destination Organization. The table below describes the how Organization Menu items are resolved.

IF . . .	THEN . . .

an Organization area in the source Organization does not exist in the destination Organization	the area will be added to the Organization Menu in the destination Organization.
the Organization area in the source Organization and the Organization area in the destination Organization have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the source Organization will be added, but will not replace, the content in the area within the destination Organization.
the Organization area in the source Organization and the Organization area in the destination Organization have the same name but are of different types	the Organization area from the source Organization will be added to the destination Organization under a different name. The new name will append an incremental numeral to the name (for example, Organization Materials will become Organization Materials1).

Links

Links to parts of an Organization that are not included in the copy will break when the links appear in the destination Organization. For example, if there is a link to a Test in an Organization area and Assessments are not copied, the link to the test will break.

Organization Cartridge content

The **Organization Cartridge Materials** option is only successful if the source Organization includes Copy Protected cartridge content and the destination Organization does not have a Cartridge ID. If this option is selected, the Copy Protected cartridge content will be copied to the destination Organization with the Cartridge ID assigned. This option only appears if there is Copy Protected Cartridge content in the source Organization.

If the destination Organization already has a Cartridge ID (meaning it already includes Copy Protected cartridge content), neither the cartridge content nor the Cartridge ID may be copied from the source Organization to the destination Organization. If the **Organization Cartridge Materials** option is selected, the copy operation will be successful, but a note in the receipt states that the Organization Cartridge Materials will not be copied.

If the source Organization and the destination Organization have the same Cartridge ID, the content may be copied successfully.

Select Enrollments

If **Enrollment** is selected, the list of users in the Organization will be copied.

User records in the Organization will not be copied. This includes the following:

- Gradebook Records
- Discussion Board posts (including Groups Discussion Board posts)
- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions

- Organization Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard® entries

User records are only copied if the **Copy Organization with Users (Exact Copy)** option is selected.

Copy Organization with Users (Exact Copy)

Overview

Copy Organization with Users performs a complete copy of the Organization. This is the only Copy option that copies user records, such as grades and Discussion Board posts, to the new Organization. This option is useful if an Organization is split into multiple sections. The Leader may do an exact copy and then un-enroll specific Members to create two sections of the same Organization.

	Note: All Organization Cartridge content is copied during a Copied Organization with Users operation.

Find this page

Follow these steps to locate the Copy Organization with Users (Exact Copy).

1. Click **Organization Copy** from the Control Panel.
2. Click **Copy Organization with Users (Exact Copy)** from the Copy Organization page.

Copy the Organization

Enter the Organization ID for the Destination Organization and select **Submit**. The new Organization will contain all of the same content and all of the same user enrollments and staff assignments as the current Organization.

Please make sure that the new Organization ID matches the naming convention used at the institution. Also, the Organization ID should not have any spaces or characters other than numbers and letters, dash (-), underscore (_), and period (.). The Organization ID must be unique and remain static. It cannot be modified.

Import Package

Overview

Leaders may use the Import Package page to upload Organization materials from another Organization. For example, if they have exported an Organization they may import the whole Organization package, or selected parts of the Organization through Import Package.

Never upload an Exported Organization package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Organization package will result in unstable and unpredictable behavior when the Organization is imported.

Find this Page

Click **Import Package** under Organization Options on the Control Panel to open the Import Organization Cartridge page.

Fields

The table below details the fields on the Import Package page.

Field	Description
Select an Organization	
Destination Organization ID	Displays the Organization ID for the Organization.
Select a Package	
Please Browse for the location of the packaged Organization	Either enter the path to the Organization package or click Browse to search for the Organization package.
Organization areas	
Select the option for each Organization area and tool in the Organization that should be imported. The Select Organization materials section below details these options.	

Select Organization materials

The table below details what happens to each selectable option when the import is performed.

Organization Material	Behavior when copied
Content	Imports Organization materials, including the following, from the package: • Uploaded files • Learning Units

ORGANIZATION MATERIAL	BEHAVIOR WHEN COPIED
	• Links • Organization Information • Organization Documents • Assignments • External Links • Building Block content
Announcements	All Announcements are imported. If Assessment links appear in Organization areas, then this option must be selected, or the link to the Assessment will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new Organization.
Calendar	All Calendar items are imported to the new Organization.
Organization Settings	Some Organization Settings will be imported. See Organization Setting below for more information.
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are imported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are imported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is imported.

Organization Settings

When **Organization Settings** is selected, certain settings are imported to the Organization. These include the following:

- Organization Name
- Organization Description
- Organization Entry Point
- Organization Design
- Organization Banner

Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not imported as part of this operation:

- Organization ID
- Organization Availability
- Guest Access

- Observer Access
- Organization Duration
- Enrollment Options

Resolving the Organization Menu items

When importing a package, the Organization Menu must resolve itself in the destination Organization. The table below describes the how Organization Menu items are resolved.

IF . . .	THEN . . .
an Organization area in the package does not exist in the destination Organization	the area will be added to the Organization Menu in the destination Organization.
the Organization area in the package and the Organization area in the destination Organization have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the package will be added, but will not replace, the content in the area within the destination Organization.
the Organization area in the package and the Organization area in the destination Organization have the same name but are of different types	the Organization area from the package will be added to the destination Organization under a different name. The new name will append an incremental numeral to the name (for example, Organization Materials will become Organization Materials1).

Organization Links

Links to parts of an Organization that are not included in the export package will break when the links appear in the destination Organization. For example, if there is a link to a Test in an Organization area and Tests, Surveys and Pools are not exported, the link to the Test will break.

Export / Archive Manager

Overview

The Export / Archive Manager page organizes all export and archive packages that are created from the Organization. When the Organization is exported or archived, a link to the package appears on this page. The Leader may download the package to a local computer, and then use it in the future for import or restore operations.

When a package is exported or archived, it does not appear on this page immediately. An email is sent to the user once the system has created the package; the user may then open this page to find the package and download it.

Note: It is recommended that packages be removed from this page once they are downloaded. Each package counts against the Organization quota; so keeping packages on this page may result in limited space to add additional content to the Organization.

Find this page

Click **Export Organizations** from the Control Panel to open the Export / Archive Manager page.

Functions

The following table details the functions available from the Export / Archive Manager page.

To . . .	Click . . .
export an Organization	Export in the Action Bar. The Export Organization page appears.
archive an Organization	Archive in the Action Bar. The Archive Organization page appears.
download an Organization package	the link to the package in the File column. Save the .zip file to a local computer.
view the log details	Log next to the package. The Log page appears.
view the package creation details	Detailed Log next to the package. The Detailed Log page appears explaining the different parts of the operation.
remove an Organization package	**Remove** next to the package.

Export Organization

Overview

The Export Organization feature creates a package of the Organization content that can later be imported and used to teach another Organization with the same content. It is important to note that, unlike the Archive Organization feature, Export Organization does not include any user interactions with the Organization—it only includes the content and the tools.

Export packages are downloaded as compressed .ZIP files and are imported in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

Find this page

Follow these steps to open the Manage Exports page.

1. Click **Export Organization** from the Control Panel.
2. Click **Export** from the Action Bar of the Export / Archive Manager page.

Select Organization materials

The table below details what happens to each selectable option when the export is performed.

Organization Material	Behavior when Exported
Content	Exports Organization materials, including uploaded files, Learning Units, and links. Users may also select to include Organization Information, Organization documents, Assignments and External Links.
Announcements	All Announcements are exported.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported.
Calendar	All Calendar items are exported to the new Organization.
Organization Settings	Some Organization Settings will be exported. See Organization Setting below for more information.
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are exported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are exported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is exported.

Organization Settings

When **Organization Settings** is selected, settings are exported. These include the following:

- Organization Name
- Organization Description
- Organization Entry Point
- Organization Design
- Organization Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Organization ID
- Organization Availability
- Guest Access
- Observer Access
- Organization Duration
- Enrollment Options

	NOTE: For information on which settings are included in an import operation, see the Import Package topic.

Download the Organization package

After the Export Organization page is submitted the system creates the Organization package. When the package is complete, the Leader who initiated the operation receives an email. After the email is received, Leaders may open the Export / Archive Manager page in the Blackboard application and download the Organization package to the local computer.

ARCHIVE ORGANIZATION

Overview

Archive Organization creates a permanent record of an Organization including all the content and user interactions.

Archived Organizations are saved as .zip files. Archiving an Organization does not remove it from the system.

Find this page

Follow these steps to open the Archive Organization page.

1. Click **Archive Organization** from the Control Panel.
2. Click **Archive** from the Action Bar of the Export / Archive Manager page.

Create Archive

Select **Submit** to archive the Organization contents and save it for future use.

Download the Organization package

After the Archive Organization page is submitted the system creates the Organization package. When the package is complete, the Leader who initiated the operation receives an email. After the email is received, the Leaders may open the Export / Archive Manager page in the Blackboard application and download the Organization package to the local computer.

USER MANAGEMENT

Overview

Leaders can manage the users in their Organizations. For example, Leaders may:

- add and drop individuals or groups of Members to and from an Organization
- create new users
- create groups of users within in an Organization

Some options for managing users may be turned off by the System Administrator.

In this chapter

This chapter contains information on the following sections:

TOPIC	DESCRIPTION
List/Modify Users	Explains how to update user information.
Create User	Provides information on creating user accounts.
Batch Create Users for Organization	Describes the function to create a set of users for an Organization.
Enroll User	Explains how to enroll users in an Organization.
Remove Users from the Organization	Explains how Leaders remove users from the Organization.
Manage Groups	Provides information for creating and modifying groups of users within an Organization.

LIST/MODIFY USERS

Overview

User Management enables the Leader to manage the users in their Organization. The List/Modify Users page enables Leaders to change a user's role within an Organization and update user profiles. Leaders can also send email to a user.

If the User is unavailable, that user cannot access the *Blackboard Community System*. If the User Enrollment record is unavailable, the user can access the system but cannot access the Organization.

Icons to denote a state of unavailable will appear next to the User Name if applicable to the User record. If applicable to the User Enrollment record, the icon will appear next to the User Role.

User records or User Enrollment records that are set to Unavailable are preceded by a circle symbol with a slash through it. Also, the record will appear in gray text with the exception of the email address, which may still be clicked to send a message to the user. To make a record available, click **Properties** to modify the User Enrollment record and change the availability setting.

Find this page

To open the List/Modify Users page, select **List/Modify Users** in the User Management area on the Control Panel.

Functions

The table below details the functions available on the List/Modify Users page after generating a list of users.

TO . . .	CLICK. . .
send an email to a user	the email address to open the Compose Email page.
edit a user password	**Password**.
edit a user profile	**Properties**.

Change Password

Overview

Leaders can update a user's password from the Change Password page.

Find this page

Follow the steps below to open the Change Password page.

1. Select **List/Modify Users** in the User Management area of the Control Panel.
2. Search for a user.
3. Click **Change Password** next to a user.

Fields

The table below details the fields on the Change Password page.

Field	Description
Change Password	
Password [r]	Enter the new password.
Verify Password [r]	Re-enter the new password.

Create User and Modify User

Overview

Leaders can create a profile for a user on the Create User page. Creating a user within an Organization also enrolls the user in the Organization.

After creating a user, Leaders can update a user's profile information, including the Organization role, from the Modify User Properties page.

Note: The names of these fields can be changed by the System Administrator. If a link appears at the top of this page it will connect to another information system where some of the values that appear on this page may be edited.

Find this page

Click **Create User** in User Management on the Control Panel to open the Create User page.

Follow the steps below to open the Modify User Properties page.

1. Select **List/Modify Users** in the User Management area of the Control Panel.
2. Search for a user.
3. Click **Properties** next to a user.

Fields

The table below details the fields on the Create User page and the Modify User page.

Field	Description
Personal Information	
First Name [r]	Enter the user's first name.
Middle Name	Enter the user's middle name.
Last Name [r]	Enter the user's last name.
Email [r]	Enter the user's email address.
Member ID	Enter the user's Member ID as defined by the institution.
Account Information	
Username [r]	Enter a user name for the new user. Do not include any spaces. This field is required.
Password	Enter a password for the user's account. The password must be at least one character and contain no spaces.
Verify Password	Enter the password again. Use the Change Password page to change the password of an existing user.

FIELD	DESCRIPTION
Other Information	
Gender	Enter the user's gender.
Birthdate	Select the user's birthday.
Education Level	Enter the user's education level.
Company	Enter the user's company.
Job Title	Enter the user's job title.
Department	Enter the user's department.
Street 1	Enter the user's address.
Street 2	Enter any additional address information.
City	Enter the user's city.
State/Province	Enter the user's state or province.
ZIP/Postal Code	Enter the user's ZIP code or postal code.
Country	Enter the user's country.
Web Site	Enter the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone	Enter the home phone number of the user. The phone number will display exactly as entered.
Work Phone	Enter the work phone number of the user. The phone number will display exactly as entered.
Work Fax	Enter the fax of the user. The fax number will display exactly as entered.
Mobile Phone	Enter the mobile phone of the user. The phone number will display exactly as entered.
Role and Availability	
Role and Availability	Select a role option. Available roles are: • **Member**: User is able to access all available Organization content and will be graded on Assessments. • **Leader**: User is able to control all aspects of the Organization through the Control Panel. • **Teacher's Assistant**: User is able to control most aspects of the Organization through the Control Panel. • **Grader**: User is able to access all areas under Assessments. • **Organization Builder**: User is able to add content to the Organization through the Control Panel. • **Guest**: Guests are able to view areas of the Organization, but cannot participate in any way.
Available (this	Select **Yes** or **No** from the drop-down list. If **Yes** is selected,

Field	Description
Organization only)	the user will have access to the Organization. If **No** is selected, the user will not be able to access the Organization. This option can be modified after the user is created to control access throughout the user's involvement with the Organization.

Batch Create Users for Organization Page

Overview

Leaders may quickly add numbers of users to the Organization from the Batch Create Users for Organization page. Users can be added with any Organization Role.

	Note: If using a batch file created for a previous version of the Blackboard Community System, verify that the fields are in the correct order for the current version.

Find this page

Click **Batch Create Users for Organization** in User Management on the Control Panel to open the Batch Create Users for Organization page.

Batch files

Batch files are .txt files that hold large quantities of information to upload to the system. Each batch utility contains specific instructions on creating the batch file. The following batch file standards are universal.

- Fields must be enclosed in double quotes.
  Example: "John"

- Each field must be separated with a delimiter. Commas, colons or tabs may be used; however, you may not use more than one as a delimiter in a batch file.

  Example:

  "John","Smith"

- Each record must be separated by a hard return.

  Example:

  "John","Smith"
  "Larry","Smith"

- Each batch file should not exceed 500 records due to time out restrictions associated with most browsers.
- Do not include blank lines between records. The blank line will be processed and return an error.
- If quotation marks appear in a field, it is necessary to use an escape character so the process knows that the next character does not mark the end of the field. The escape character is a backslash (\). For example, "\"NICKNAME\"".

Fields

The table below details the fields on the Batch Create Users for Organization page.

FIELD	DESCRIPTION
File Upload	
File Location	Enter the location of the batch user file.
Delimiter Type of Your File	Select Comma, Tab, or Colon delimiter for the file. Select Automatic and the delimiter will be determined automatically.

ENROLL USER

Overview

Leaders may enroll an existing user into the Organization using the Enroll User page.

Find this page

Click **Enroll User** in User Management on the Control Panel to open the Enroll User page.

Enroll Users

Select the check box next to the names of the users to enroll and click **Submit**.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Leaders may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Leader must select the users to add on the first page and click **Submit** before continuing to the next page.

Users are enrolled with an Organization role of Member by default.

Remove Users from the Organization

Overview

Leaders may remove users from an Organization. When a user is removed from an Organization all of the information associated with the user, such as, Gradebook information, Drop Box files, is removed.

> **Note:** Removed users cannot be restored to the Organization. To restore a removed user, the user must be enrolled in the Organization again.

Find this page

Click **Remove Users from the Organization** in the User Management area of the Control Panel to open the Remove User from the Organization page.

Select the check box next to the names of the users to remove and type **Yes** in the field at the bottom of the page. A message will appear verifying that the user should be removed. This action is irreversible.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Leaders may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Leader must select the users to remove on the first page and click **Submit** before continuing to the next page.

Manage Groups

Overview

On the Manage Groups page Leaders can build study or project groups. Leaders can also remove and modify groups from this page. The Leader has the option of giving the group access to these features:

- Discussion Board
- Virtual Classroom
- Group File Exchange
- Group Email

The features that are chosen are displayed on the Manage Groups page under the group name.

Find this page

Click **Manage Groups** in User Management on the Control Panel to open the Manage Groups page.

Functions

The table below details the available functions on this page.

To . . .	Click. . .
add a group	**Add Group**. The Add Group page will appear. Once a Group has been created Members must be added. Click **Modify** to access the Manage Group page and add users to that group.
modify a group	**Modify**. A Manage Group page will appear. On the Manage Group page group properties may be modified, new Members may be added, Group users may be listed or modified, and users may be removed from the group.
remove a group	**Remove**. This action is irreversible.

Add Group / Group Properties

Overview

Groups are created on the Add Group page. These options may be modified on the Group Properties page.

Find this page

From the Manage Groups page:

1. Click **Add Group** to create a new group.
2. Click **Modify** to change the properties for a specific group.

Fields

The table below details the fields on this page.

Field	Description
Main Group Information	
Group name	Enter a Group name.
Description	Enter a description of the Group.
Group Options	
Enable Group Discussion Board Function	Select this check box to indicate that this Group will have access to the Discussion Board functions. If this check box is not selected this Group will not have access to the Discussion Board functions.
Enable Group Virtual Classroom Function	Select this check box to indicate that this Group will have access to the Virtual Classroom functions.
Enable Group File Exchange Function	Select this check box to indicate that this Group will have access to the group file exchange function.
Enable Group Email Function	Select this check box to indicate that this Group will have access to the group email function.
Make group visible now	Click **Yes** to make the group available.

MODIFY GROUP

Overview

Once a Group is created Leaders can modify the group and assign users. The Leader has the option of giving the Group Discussion Board functions, Virtual Classroom functions, group file exchange functions, and group email functions.

Find this page

Follow the steps below to open the Manage Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.

Functions

The following functions are available from the Manage Group page:

FUNCTION	DESCRIPTION
Group Properties	Modify the Group name, description, or options.
Add Users to Group	Add Members to the group.
List Users in Group	List or modify users in a Group.
Remove Users From Group	Remove users from a Group.

ADD USERS TO GROUP

Overview

Users are added to the Group using the Add Users to Group page.

Find this page

Follow the steps below to open the Add Users to Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Add Users** to Group.

Add a User to a Group

Once the search has been completed, select the check box next to a user to add to the Group and click **Submit**.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Leaders may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Leader must select the users to add on the first page and click **Submit** before continuing to the next page.

LIST USERS IN GROUP

Overview

Users in a Group can be viewed and contacted using the List Users in Group page. Click on an email address to send a message to that user.

Find this page

Follow the steps below to open the List Users in Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **List Users in Group**.

REMOVE USERS FROM GROUP

Overview

Leaders may drop users from a Group. If a user is removed from a Group all of the information associated with that user, such as files in the File Exchange and Discussion Board messages, is removed. Removed users cannot be restored to the Group. Removed users must be added again.

Find this page

Follow the steps below to open the Remove Users From Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Remove Users From Group**.

Remove a User from the Group

Select the check boxes of the users to remove. Type **Yes** in the entry field at the bottom of the page and click **Submit**. The selected users and all information associated with those users will be removed from the Group. This action is irreversible.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Leaders may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Leader must select the users to remove on the first page and click **Submit** before continuing to the next page.

ASSISTANCE

Introduction

Assistance allows the Leader to research the online support site, browse the online Leader Manual, and contact support.

Support

Support appears in the right column of the Control Panel.

Online Support

Click **Support** to open the Behind the Blackboard Web site in a separate browser window.

Online Leader Manual

Click **Manual** to open the Leader Manual in a separate browser window. Please note that the online manuals are updated regularly. Check here first for help with any of the features and functions in the *Blackboard Community System*.

Contact System Administrator

Click **Contact System Administrator** to send email to the System Administrator at the institution for support.