

Blackboard 9

At minimum, all instructors must post their course syllabus in their Blackboard site each semester. Further training in the effective use of Blackboard is required as a condition of faculty contracts, as well.

You can access Blackboard through the url: <http://blackboard.jhu.edu>

You will use your JHED ID and JHED password to enter the system.

Your course sites will be created automatically approximately six weeks prior to the start of the semester you are scheduled to teach. You will only be able to see your course site if you are the instructor of record in ISIS. **When you are ready to share your materials with students, you must make your course available.**

If you encounter issues with this process, please contact carey.blackboard@jhu.edu with the specifics of your issue after reviewing the contents of this portion of the manual.

Blackboard FAQ

Q: How do I access Blackboard?

A: Log into Blackboard at <http://blackboard.jhu.edu>. Then click “Login using JHU Enterprise Authentication”. Next, you will be prompted for your JHED ID and JHED password. After your username and password has been accepted, Blackboard will load.

Q: It’s 2 am and I have problem with Blackboard. Where can I get help?

A: There is 24-hour support available at 1-866-669-6138. They should be able to assist you with basic questions about logging into and navigating within Blackboard.

Q: When I go to <http://blackboard.jhu.edu>, the Johns Hopkins Authentication page comes up but I can’t login. How can I get into Blackboard?

A: The Johns Hopkins Authentication page uses JHED authentication. Please verify that you can login to the JHU Portal site at “my.johnshopkins.edu.” If not, call JHU Help (410-516-HELP) and explain that you need help setting up your JHED ID.

Q: I enter my JHED ID properly but when I get to Blackboard I get a message that says “Error, contact Systems Administrator.”

A: If this occurs, please email carey.blackboard@jhu.edu explaining that you received this error and stating your JHED ID only. (No passwords please!!!)

Q: Why can’t my students see our course site?

A: You must **make the course available** before your students will see your posted materials. If a student is registered for the course in ISIS, once you have made the course available, they will automatically see that course when they log into Blackboard.

Q: I enter my JHED ID and password, but I get bumped back to the log-in screen or I get an error message that says “this is a redirect loop that will never resolve.”

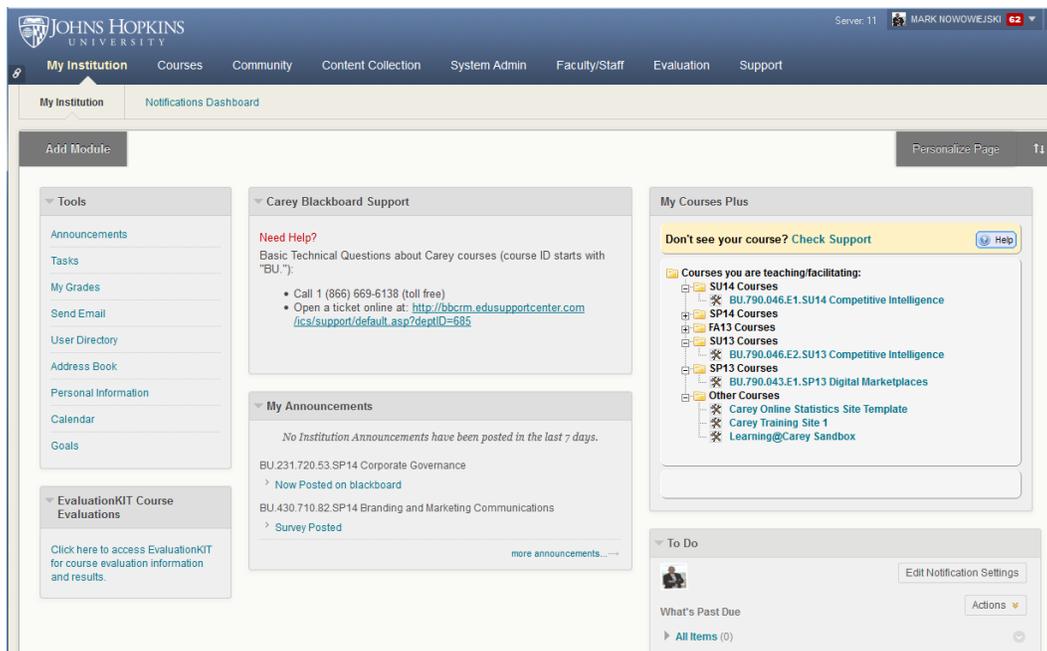
A: This typically occurs due to settings on some corporate or government networks. You can either log-in from home or connect to the JHConnect VPN. To access the VPN, go to <https://my.johnshopkins.edu> and select JHConnect along the left-hand navigation.

Making Your Course Available

Courses are created in Blackboard by pulling information from ISIS. All courses will be created as **Unavailable**. This means that instructors will be able to see the course site, but students will not see it. This will allow instructors to build the course site without worrying that students will experience an incomplete course site. However, instructors will have to make the course Available when the course materials are prepared.

To make your course **Available**:

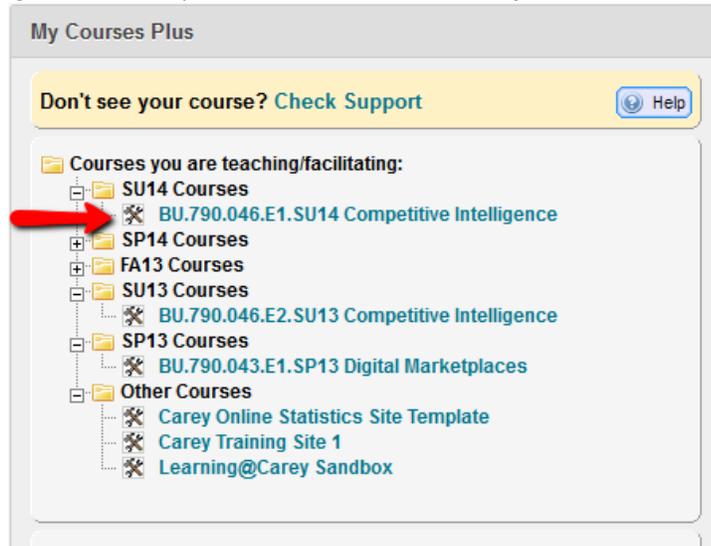
1. Start here at the main page in Blackboard. (My Institution Tab)



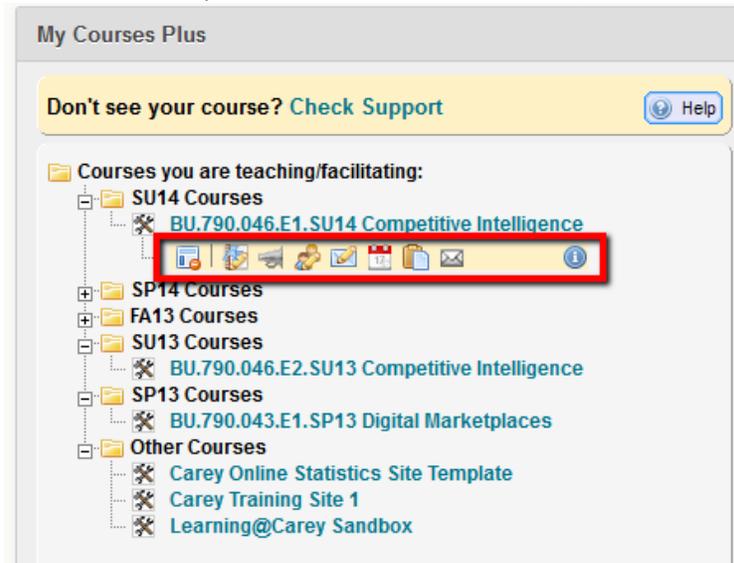
The screenshot shows the Blackboard My Institution dashboard. At the top, there is a navigation bar with tabs for My Institution, Courses, Community, Content Collection, System Admin, Faculty/Staff, Evaluation, and Support. Below this, the dashboard is divided into several sections:

- Tools:** A vertical list of links including Announcements, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Calendar, and Goals.
- Carey Blackboard Support:** A section with a "Need Help?" heading, providing basic technical questions and contact information for Carey courses (course ID starts with "BU"). It includes a phone number (866) 669-6138 and a URL for opening a ticket.
- My Announcements:** A section showing recent announcements, such as "BU 231.720.53.SP14 Corporate Governance" and "BU 430.710.82.SP14 Branding and Marketing Communications".
- My Courses Plus:** A section with a "Don't see your course? Check Support" link and a list of courses under "Courses you are teaching/facilitating". The list includes SU14 Courses, SP14 Courses, FA13 Courses, SU13 Courses, and SP13 Courses, with specific course IDs and titles.
- To Do:** A section for tracking tasks, including "What's Past Due" and "All Items (0)".

2. On the right hand side you'll see a module titled **My Courses Plus**, showing your courses.



3. Click on the **Tool Icon**  to the left of the Course Name.
4. You'll see a menu of icons drop down below the course name, called the **QUICK TOOL PAD**.



5. Select the **First Icon** .
6. Your course is now available. (the "Make Course Available" icon will go away after you do this)

After you have completed these steps, all enrolled students will be able to see the course materials you have posted in Blackboard.

Uploading Your Syllabus

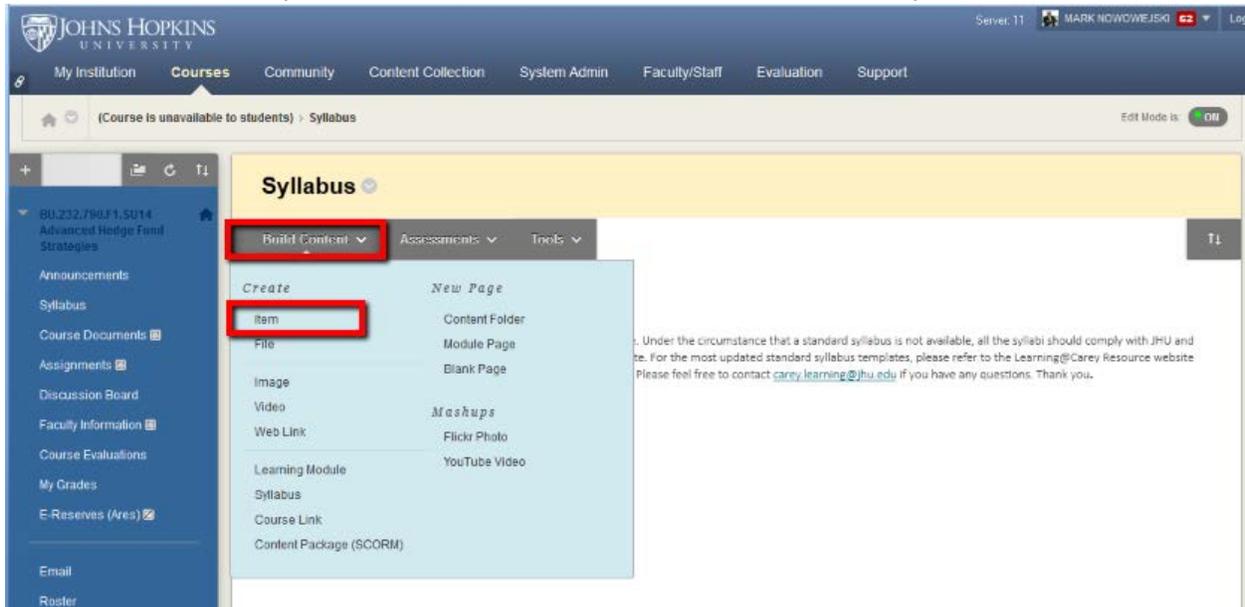
Every course offered through the Carey Business School should have a syllabus posted in Blackboard. **As the instructor, you need to post your syllabus and make your course site available approximately two weeks before the start of the semester.** Following are instructions for posting your syllabus.

1. Select the **Syllabus** left-hand navigation.
2. If **Edit Mode** is **OFF**, click to turn it **On**. If On, leave as is.



Once you switch **Edit Mode** to **ON**, you should also see a copy of the **Syllabus Template**. **Your syllabus must follow the format of the Syllabus Template.**

3. In the Syllabus section, mouse over **Build Content**, menu drops down, choose **Item**.



4. In the **Create Item** view, you will need to give Item a **Name**. The **Name** will be the heading students see first.

JOHNS HOPKINS UNIVERSITY

Server: 11 MARK NOWOWIEJSKI

My Institution Courses Community Content Collection System Admin Faculty/Staff Evaluation Support

(Course is unavailable to students) > Syllabus > Create Item Edit Mode is: ON

Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Content Information

* Name

Color of Name

Text

Path: p Words: 0

2. If you want to provide any additional information about the syllabus to your students, you can do that in the Text box below. However, this is not required.

Text

Feel free to enter additional text here

3. Next go to **Attachments** section and select “**Browse My Computer**”

2. Attachments

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File

4. Under the Options section you have choices in releasing the content now, or at a later date, as well as tracking views. The default settings will work well for most users, so you may skip this section.

5. Choose **Submit** to finish posting your Syllabus.

3. **Standard Options**

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

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

Display Until

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

4. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

6. You are complete.

Other Useful Functions found in Blackboard

- Checking For Plagiarism with TurnItIn
- Creating Assignments with Grading Functionality
- Creating Graggable and Non Graggable Discussion Boards
- Creating Groups
- Emailing the class

More information on these topics can be found in the Blackboard documentation on the Faculty Site in Blackboard.

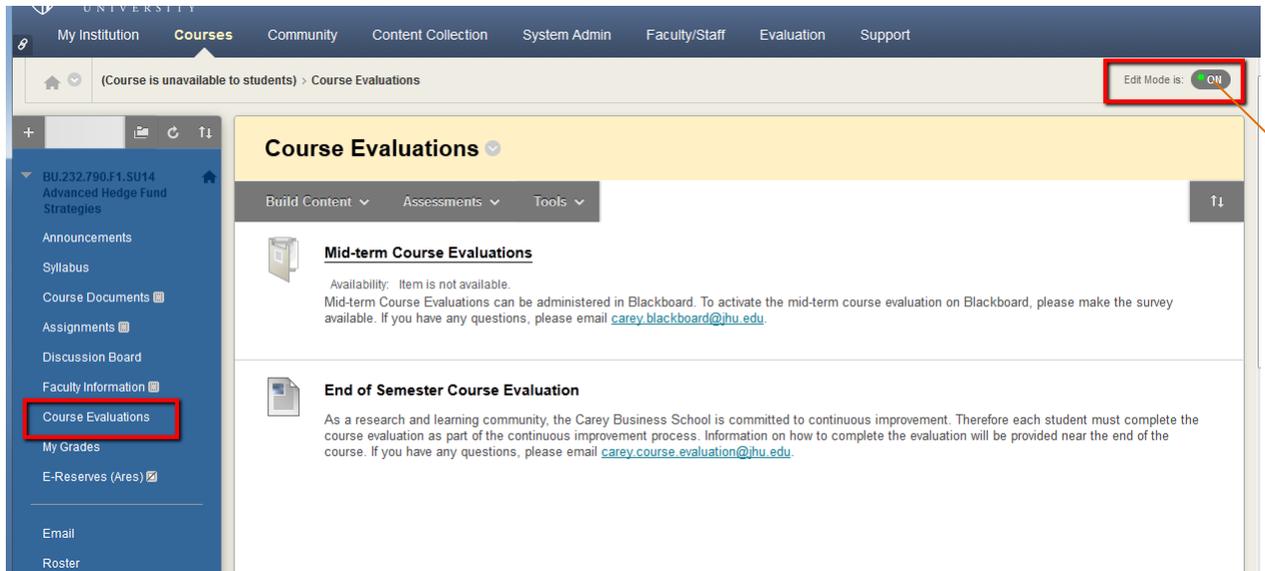
- **Blackboard Basics:** Upload your syllabus; add items, folders, and links; create an announcement; use discussion forums; create and manage groups; create and use assignments and TurnItIn assignments; make your course available.
- **Blackboard Assessment:** Build and deploy tests and quizzes; manage and customize the grade center; provide feedback in the grade center.
- **Tutorial Videos:** In addition to the documentation found within Blackboard, Learning@Carey also provides a series of tutorial videos on their website at <http://carey.jhu.edu/faculty-research/learning-at-carey/tutorials/#blackboard>

Midterm Course Evaluation

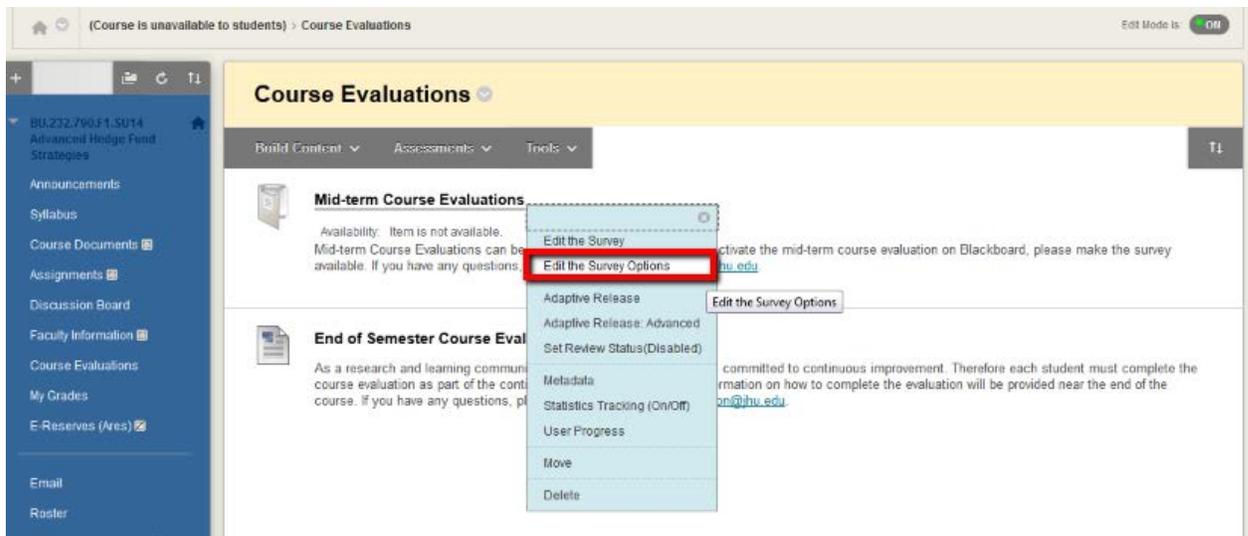
Conducting a midterm course evaluation is highly encouraged to ensure that the course delivery is meeting student needs. Your Blackboard course site contains a default midterm course evaluation automatically, which you simply need to deploy via the following instructions:

Deploying the Mid-term Evaluation

1. Choose Course Evaluations link from the menu in the left. Make sure **Edit Mode is ON**.



2. Choose the double arrow button next to Mid-term Course Evaluations, and select Edit Survey Options.



3. On the Survey Options Screen you can make the Survey Available in Section 2, by choosing **Yes**.

2. Survey Availability

Make the Link Available Yes No

Add a New Announcement for this Survey Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion

Once started, this survey must be completed in one sitting.

Set Timer

Set expected completion time. Selecting this option also records completion time for this Survey. Students will see the timer option before they begin the Survey.

Minutes

Auto-Submit

OFF ON

*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

Display After

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

Display Until

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

In the Survey options, you can add descriptive directions or modify other settings if you wish. You can also have Blackboard generate an announcement if you select yes next to Add a new announcement for this Survey.

6. Survey Presentation

All at Once
Present the entire Survey on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions
Randomize questions for each Survey attempt.

7. Submit

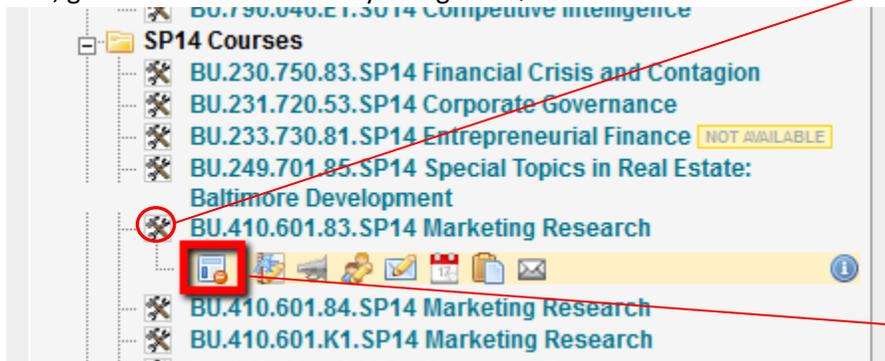
*Click **Submit** to edit options for this Survey. Click **Cancel** to quit.*

Cancel

4. Click the **Submit** button.

Accessing Midterm Course Evaluation Results

1. First, go to the **Grade Center** by Using the Quick Tool Pad



First click  Quick Tool

Then click **Gradebook**, takes you directly to Grade Center.

2. Find the column labeled **Midterm Course Evaluation**. Click the double Arrows, additional options appear

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work

Move To Top Email Sort Columns By: Layout Position Order: Ascend

Last Name	First Name	Student ID	Last Access	Availability	SPSS Student #	Mid-term Cours	Total
			March 10, 2014	Available	84.00	--	84.00
			March 15, 2014	Available	92.00	--	92.00

3. Select **Attempts Statistics**

to students) > Grade Center

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layout Position

Last Name	First Name	Student ID	Last Access	Availability	SPSS Student #	Mid-term Cours
			March 10, 2014	Available	84.00	--

- Quick Column Information
- Edit Survey
- Attempts Statistics**
- Download Results
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Show/Hide to Users
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide Column

4. The report that is generated is the aggregated Midterm Course Evaluation results.

The screenshot displays the Blackboard LMS interface for a course titled "Marketing Research" (BU.410.601.83.SP14). The main content area is titled "Survey Statistics: Mid-term Course Evaluations". A note states: "The statistics are calculated based only on the attempts being used in the grading option (Last attempt, First attempt, Lowest Score, Highest Score, or Average of Scores). If Average of Scores is the grading option, then all attempts are included in the statistics."

Summary statistics for the assessment:

Name	Mid-term Course Evaluations
Attempts	2 (Total of 2 attempts for this assessment)
Instructions	
Alignments	

Question 1: Essay

In your opinion, what are the strengths of the class? ♦

Unanswered Responses: 1

Given Answers: The utility of the course in business situations

Question 2: Essay

In what areas could the course be improved?

Unanswered Responses: 1