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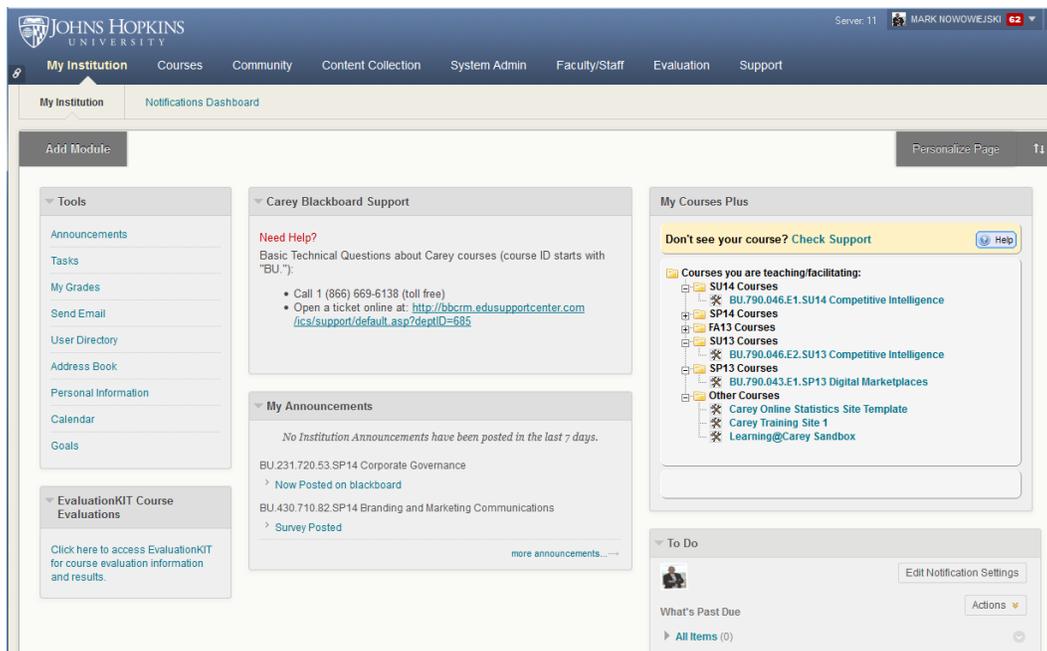
A: This typically occurs due to settings on some corporate or government networks. You can either log-in from home or connect to the JHConnect VPN. To access the VPN, go to https://my.johnshopkins.edu and select JHConnect along the left-hand navigation.

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)

2.   On the right hand side you'll see a module titled **My Courses Plus**, showing your courses.
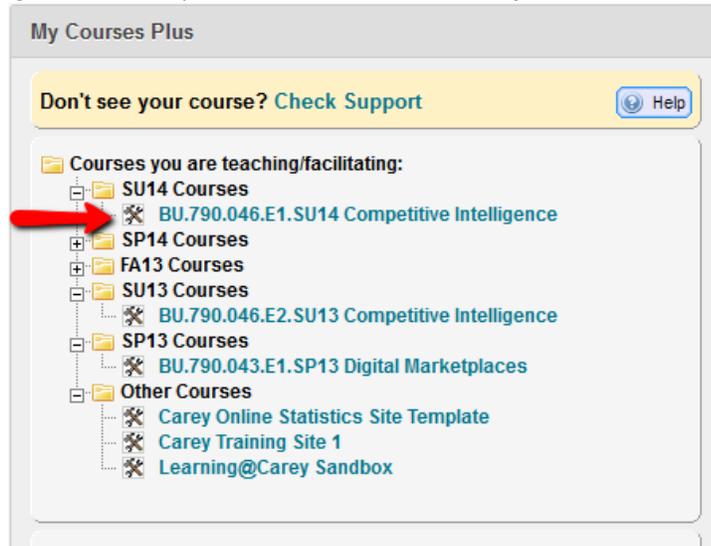
3.   Click on the **Tool Icon** to the left of the Course Name.

4.   You'll see a menu of icons drop down below the course name, called the **QUICK TOOL PAD.**
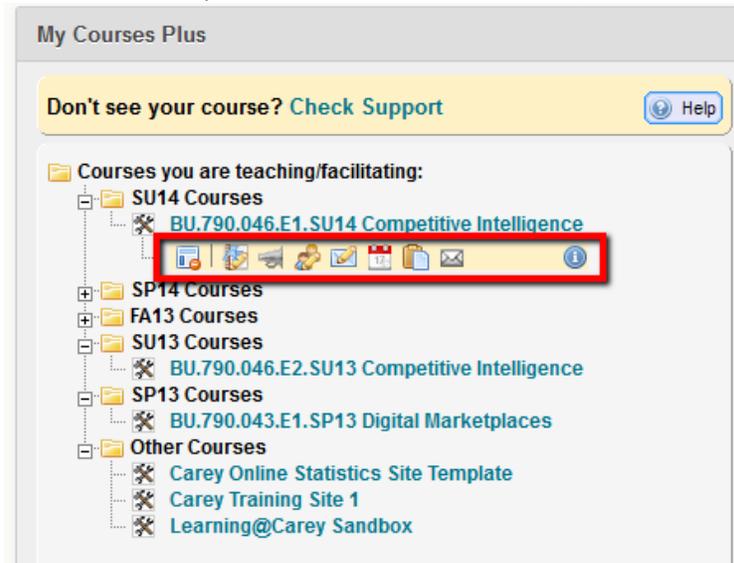
5.   Select the **First Icon** .

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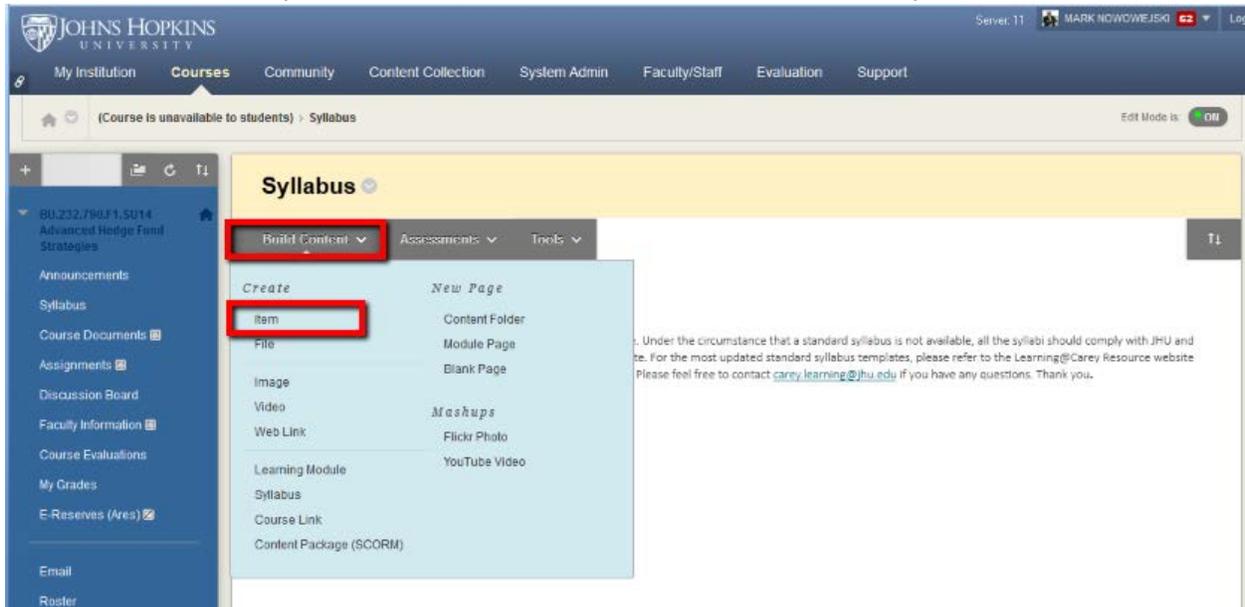
4. In the **Create Item** view, you will need to give Item a **Name**. The **Name** will be the heading students see first.

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.

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

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.

6. You are complete.

Other Useful Functions found in Blackboard
- Checking For Plagiarism with TurnItIn
- Creating Assignments with Grading Functionality
- Creating Gradable and Non Graded 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**.
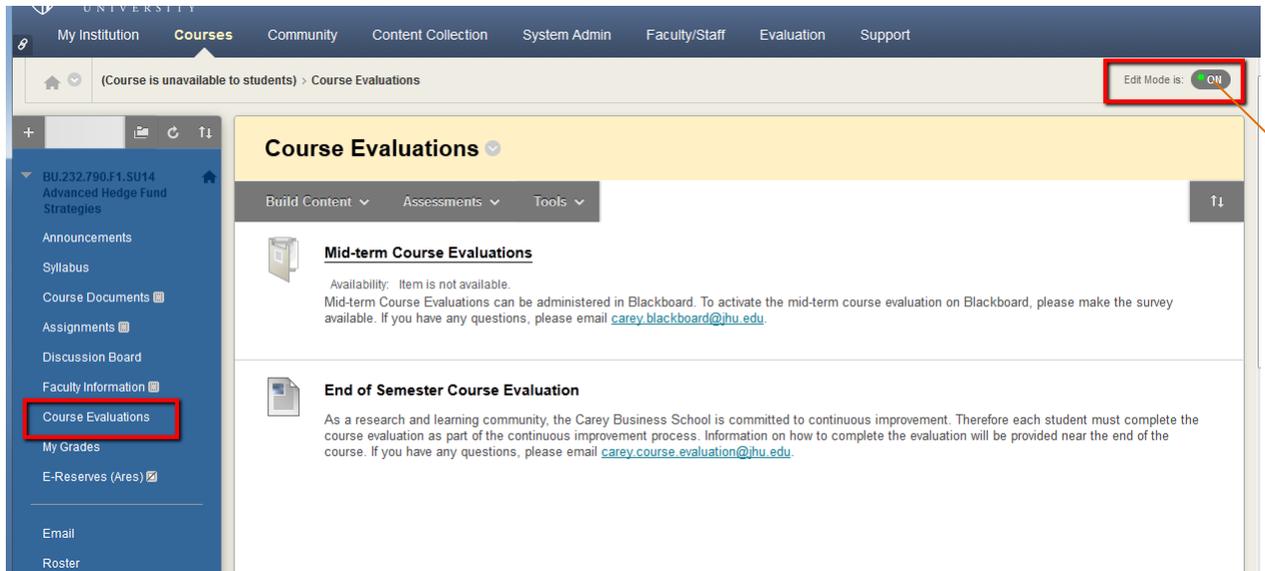
2. Choose the double arrow button next to Mid-term Course Evaluations, and select Edit Survey Options.
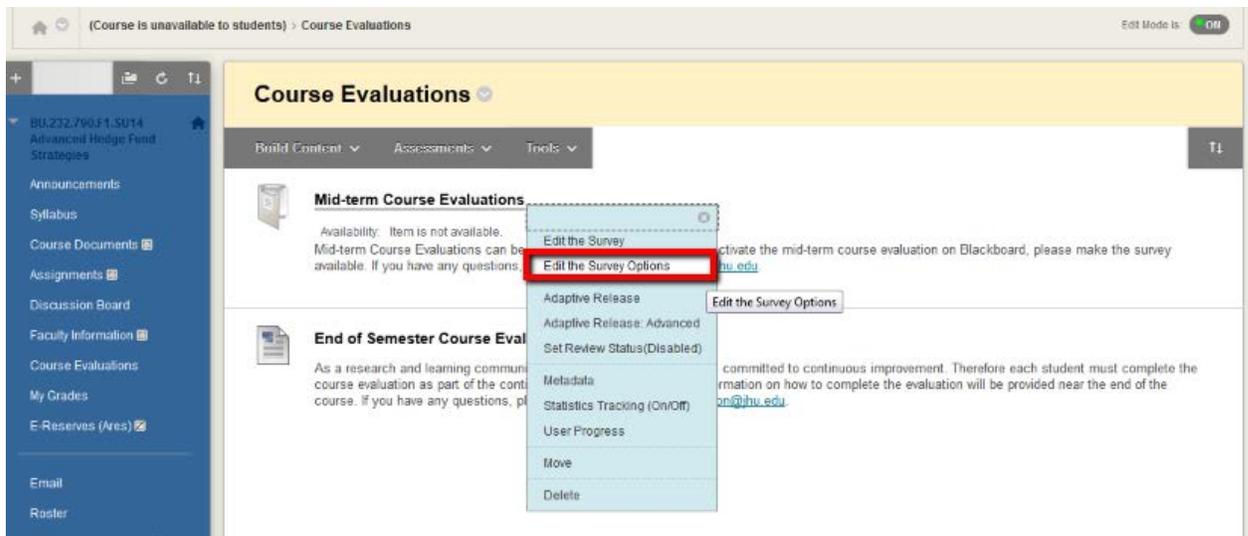
3. On the Survey Options Screen you can make the Survey Available in Section 2, by choosing **Yes**.

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 annoucement for this Survey.

4. Click the **Submit** button.

Accessing Midterm Course Evaluation Results

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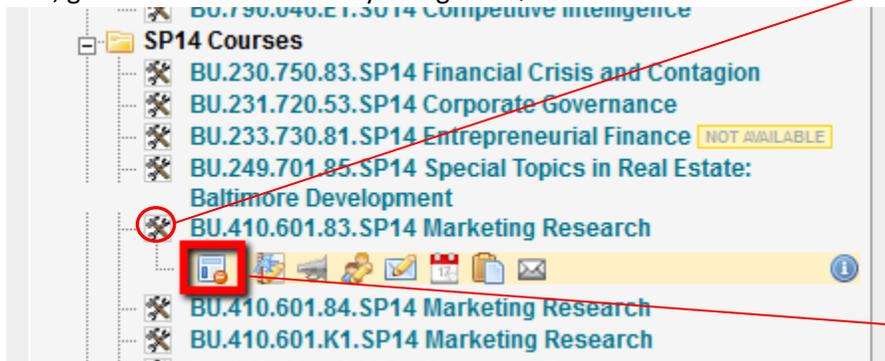
First click ✖ Quick Tool

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

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

3. Select **Attempts Statistics**

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