



# MODULE 4: COURSE MANAGEMENT

## Table of Contents

TOPIC 1 –Understanding the Control Panel.....	1
TOPIC 2 – Content Collection.....	2
TOPIC 3 – Course Tools.....	8
TOPIC 4 – Users and Groups.....	10
TOPIC 5 – Customization.....	11

Upon completion of this module, you will be able to

- 1) Locate major features of the Control Panel
- 2) Upload files and content to the course
- 3) Add tools to the course
- 4) View Users and Groups and understand options
- 5) Customize the course to suit your needs

## MODULE 4: COURSE MANAGEMENT

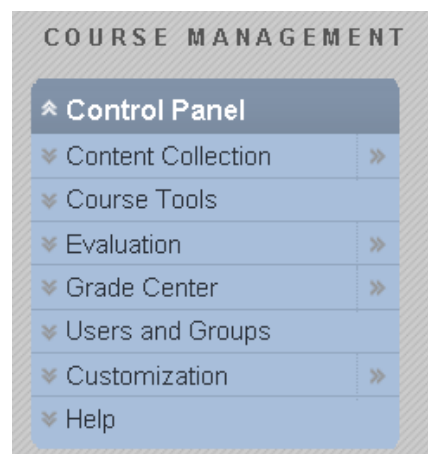
---

Each of the seven areas available under the Control Panel will give you access to files, permissions, and tools needed for building your course.

### TOPIC 1 –Understanding the Control Panel

The Control Panel comprises the following features:

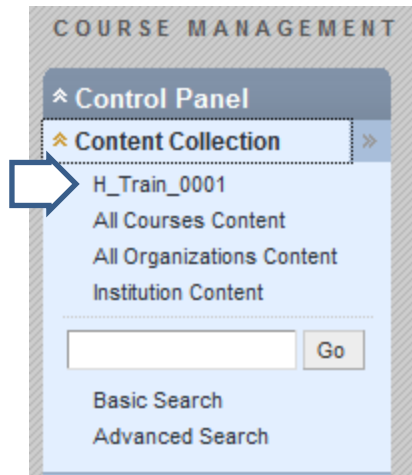
- 1) **Content Collection:** Provides a central place for storage of all content files.  
You can link to any file in the Content Collection when creating your course. Any changes to a file will be reflected in the links made to that file. Through Content Collection you have access to content in your courses, to organization's content, and to the institution's content.
- 2) **Course Tools:** Contains communication, collaboration, and assessment tools that have been added to the course. You can access any tool by simply clicking it.
- 3) **Evaluation:** Provides tools for tracking user performance and activity.
- 4) **Grade Center:** Provides a central repository for assessment data, student information and instructor notes.
- 5) **User and Groups:** Allows you to create groups for collaborative work.
- 6) **Customization:** Allows you to change the properties of the course, such as availability. It also lets you manage tool availability and the appearance of the course.
- 7) **Help:** Provides access to technical support and online documentation.



Note: This Module will discuss all of these features except **Evaluation** and **Grade Center**.

## TOPIC 2 – Content Collection

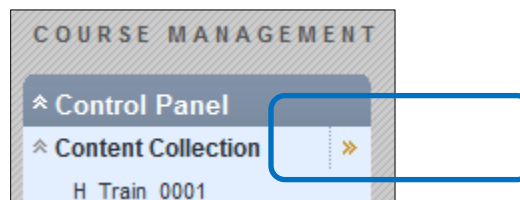
**Content Collection** located under the **Control Panel** heading has several vital functions. In the example provided for this topic, you will see that there are several items listed when Content Collection is expanded. You will of course see the names of your course, but also several other links that will become important to you, especially if you are teaching multiple courses!



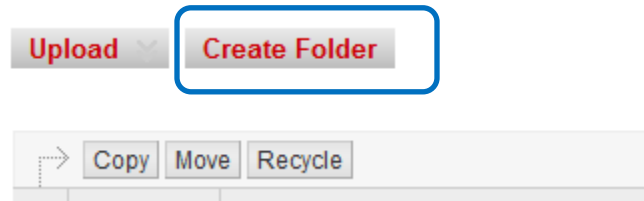
- The first item listed is the course you are currently logged in to; this example, **H\_Train\_0001**.
- The next selection, **All Courses Content**, will be any course for which you are currently using Blackboard.
- If you are leading any organizations using Blackboard Learn, they would be accessible from **All Organizations Content**.
- Any content that will be shared from an Institution level (such as training material) will be available from the **Institution Content** click.
- The **Basic Search** feature allows users to search for Content items by adding search criteria. You can search for a particular file name, or for file types. You can get more in depth information about searches by going to the Help Option found at the bottom of the Control Panel.

Content Collection gives you storage space to organize your course files, manage your folders, and upload files to be used in your course.

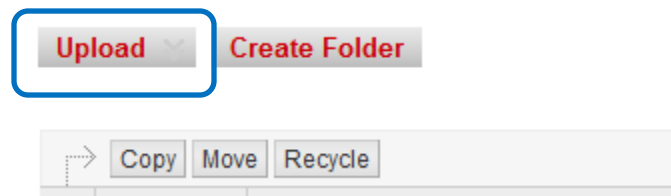
- 1) Select the arrow to the right of the heading Content Collection to open your file storage area:



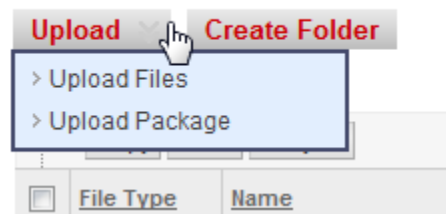
- 2) Once the Content Collection site is open, you will want to start adding material by first creating folders to provide organization to your course. Simply click on **Create Folder** and give your folder a name.



- 3) To add material to a folder first click on the folder you have just created to open it. Choose the **Upload** option (found to the left of the Create Folder link).



Two options are given:



**Upload Files** – to upload files individually to the folder from another source (this example)

**Upload Package** – a way to upload a zip file and have it unzipped automatically into the Content Storage Area.

**IMPORTANT:** In the top right hand corner of the Upload page you must choose SINGLE FILE for upload.

The screenshot shows the 'Upload Single File' interface. At the top right, there are two radio buttons: 'Single File' (selected) and 'Multiple Files'. Below this is a 'File Information' section with a 'Browse...' button. Underneath is an 'Options' section with several checkboxes: 'Lock File', 'Share Comments', 'Enable Versioning', and 'Enable Tracking'. At the bottom right, there is a 'Submit' button. Three callout boxes with numbers 1, 2, and 3 point to the 'Browse...' button, the 'Share Comments' checkbox, and the 'Submit' button, respectively.

1) Click on **Browse**. This will open up to your computer desktop where you will locate the file you want to add. Click OPEN.

2) Under Options, you can choose not select any of the options listed or:


- **Lock File** – No one will be able to edit the file except the person who has chosen to lock it. If you have multiple instructors in a course, this might be useful if there is a chance a file will be edited without permission.
- **Share Comments** – To allow those with Read permission to view and add comments.
- **Enable Versioning** – If you allow a file in the Content Management area to be edited, by checking this option instead of changing the original file, another file is created based on the original.
- **Enable Tracking** – Choosing this option will allow the instructor to know every time the file is accessed.

3) Your upload will **not** be complete until you click **SUBMIT**. The file will now reside in the course content storage area. There are selections in the Content Collection for Download Package (another name for Zipped File), Copy, Move and Recycle.

**Download Package** – if you have a folder with many items, choose Download package and follow the directions to download the folder or multiple files to a zipped file on your computer desktop.

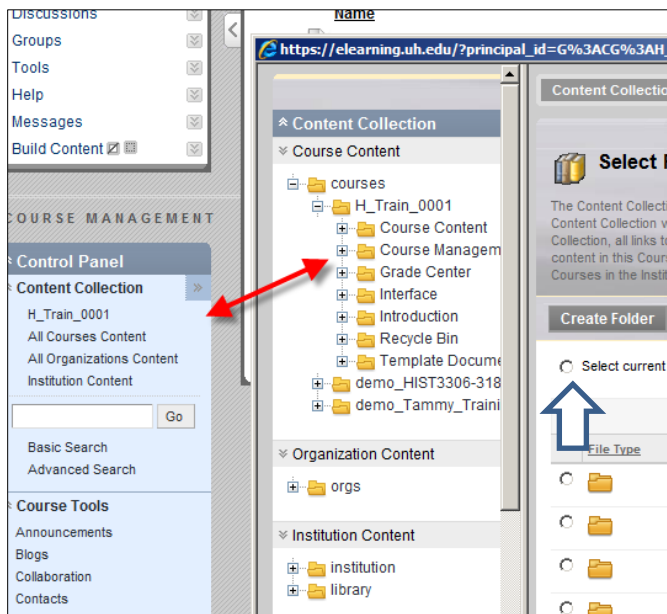
**Copy** – When you choose COPY, you are asked for a destination. This is very useful if you have multiple courses and might want to use a file created in more than one course.

- 1) Choose the file(s) you want to copy, and then select **Copy**. You will now see the name of the File(s) that you selected, along with other information regarding the file.

1. Content Information			
Copy the following content:			
Name	Size	Edited	
 BBLearnTrainingManual_AddModule_6_27_2011_Q.docx	558.7 KB	Jun 28, 2011 10:19:23 AM by Pyoung Gyu Park	

- 2) Choose the Destination of this folder by clicking on **Browse**.

2. Destination	
Browse to select a destination folder for this content.	
* Destination	<input type="text"/> <input type="button" value="Browse"/>
<input type="checkbox"/> If selected, the system automatically overwrites the existing file with the same name.	




- 3) You will see the options are the same as shown in the Content Collection Panel on the left of your Bb screen. The difference is you can expand any folders in the course to upload directly to a folder area.

If you want to take your file into a different course, just select the course name in the outline, and it will go directly to that course and show you the folder/file structure.

If you have a particular folder you want the file to go into, check the box next to the folder name. If you just want it to go outside the folders already in the course, click the circle for **Select Current Directory**.

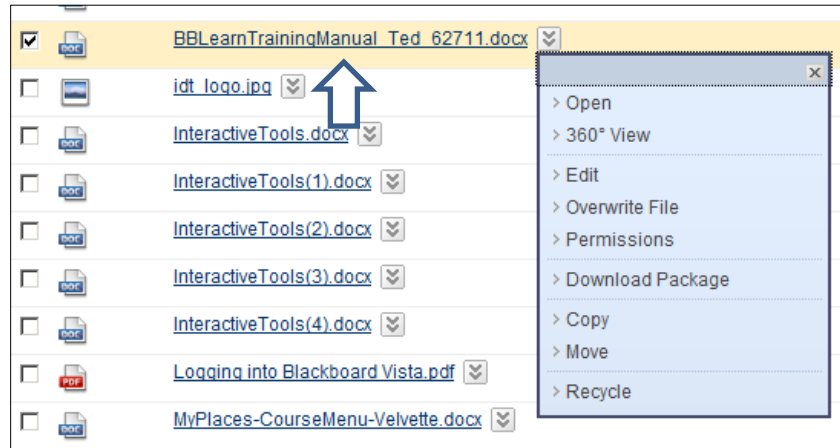


Other functions in the Content Collection:

Function	Description
Move	The MOVE function works the same as the COPY function. The difference is MOVE takes the file out of one course and MOVES it into another spot. COPY leaves the original and just makes a copy of it in another area.
Recycle	If you want to get rid of a file you only need to click the box next to the file name, then click on RECYCLE. If you accidentally choose the wrong file to delete, go to the RECYCLE BIN folder in your file storage area and choose to RESTORE it to the original spot. If you are sure you want to delete files permanently, chose the files in the Recycle Bin and then choose to Empty Bin. Make sure you really want to lose these files as they are not retrievable once the Bin has been emptied.
File Permissions	<p>At the far right of every file and folder in the Content Management area is this icon </p> <p>When you click on this Permissions Icon, you will be given the choice of who should see this file. You will see that permissions for files are based on the users who are in your course – other instructors, course builder (designer), TA, student, etc. By using the Action Link next to the user role, you will be able to edit the permission.</p> <p>For example, if permission to edit a file for the role of the Course Builder is made, you could choose to allow the Course Builder to <u>only</u> Read and Write, but not Remove or Manage the file. By taking off the Remove and Manage check-marks, the Course Builder will now only be allowed to Read the file, and not do anything else with that file.</p> <p><b>IMPORTANT:</b> If you are copying this file to another course, and you do not select <b>Overwrite</b>, the file will take on the characteristics (permissions) of the files of the new course. It will not retain your decisions to make it READ only. Be sure to click on <b>Overwrite</b> if you are going to set specific permissions and then copy the file elsewhere.</p>

## File Action Link Options

Another way to manage a file in your course is to use the Action Link found to the right of the file name.



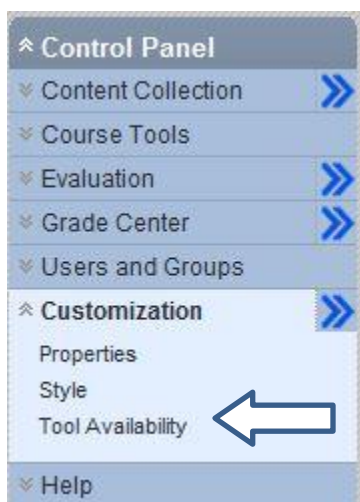
Function	Description
Open	Opens the file
360° View	Gives complete information about file
Overwrite File	Find a new file to take the place of the current file
Permissions	Change permissions for viewing file by Users or Roles
Download Package	Downloads the file
Copy, Move, Recycle	Copy file to another location in current course or to another course; move file to another location in current course or another course; delete the file





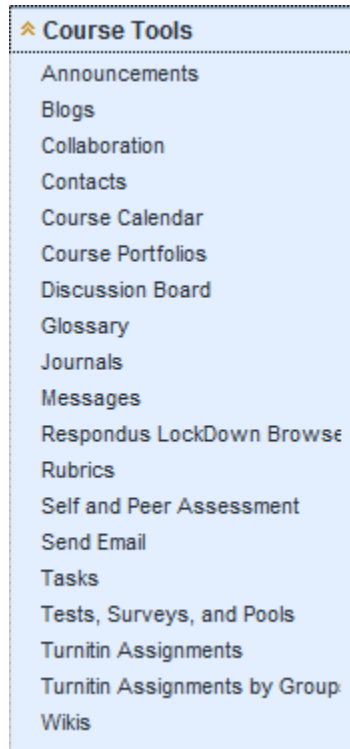
### TOPIC 3 – Course Tools

Deciding what tools to use in your course is a very personal matter; fortunately, Blackboard Learn provides many tools to choose from. To get started, you will go from the **Control Panel** to **Customization**, and then select **Tool Availability**.

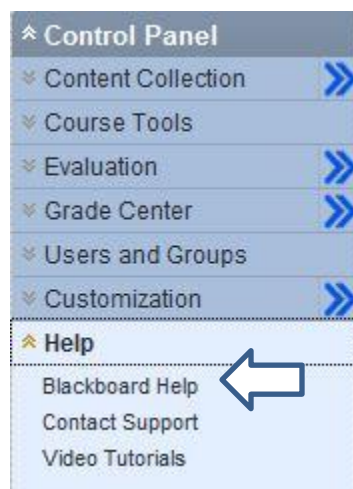


This will open the full array of tools available for you and your students to use. A new course should have most if not all tools checked as “Available.” Simply uncheck those tools that you do not want to appear in your **Control Panel** under **Course Tools**. You can also determine which tools will appear in a **Content Area**, such as the Home Page.

Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Assignment	-	-	-	<input checked="" type="checkbox"/>
Audio	-	-	-	<input checked="" type="checkbox"/>
BbStats - Activity Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Blackboard Help	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-



Every tool description is available from the **Help** section of the Control Panel. Choose **Blackboard Help** and type in the name of the tool you want to view and have help with. Note: Third Party software, such as Respondus Lockdown Browser and Turnitin, are not part of the **Blackboard Help** guide.





To add a Course Tool to the **Course Menu**, please refer to **Module 2: Interface, Topic 6 -Course Menu**.

To add a Course Tool to a **Content Area**, please refer to **Module 3: Content**.

### A Special Word about Messages and Email

There are a few tools that might seem duplicates. But there are differences that are very important. For example some instructors might wonder what the difference is between Messages and Email.

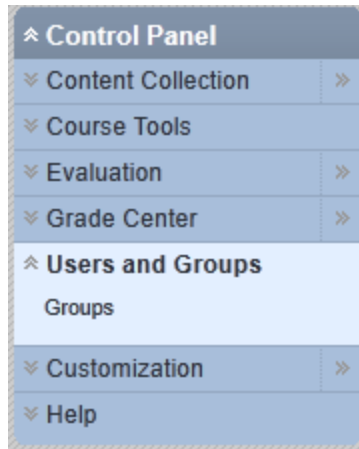
**Messages** – Add the Messages tool when you would like to communicate to your students inside of Blackboard. Your students will need to log on to Blackboard to read your message, and you will need to log on to Blackboard to respond. It is a private messaging area for communicating directly inside of Blackboard.

**Email** – Email provides a way to communicate with your students outside of Blackboard. Once the Email tool is added to the course, you can send emails to your students to the email account they have provided in their People Soft account profile. If you send an email from inside the course, it goes to an outside address and can be replied to outside of Blackboard.

### TOPIC 4 – Users and Groups

The **Users and Groups** section of the **Control Panel** is configured at the University of Houston for just setting up groups for collaborative work, as PeopleSoft handles student enrollment.

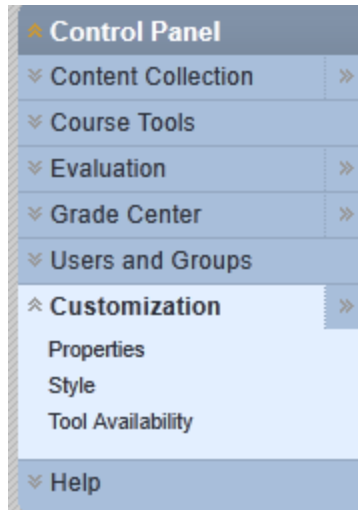
- 1) To get started, Open the **Control Panel**, and scroll to **Users and Groups**, select **Groups**.



- 2) Next, you will need to decide if you are creating just one group (**Single Group**) or a set of groups (**Create Group Set**). Self-Enrolling and Manual Enrolling are options for either type of Group. The **Group Set** also allows for **Random Enroll**.
  
- 3) Please review the **Group Settings** which by default allow students to create and edit groups. If you choose to give students the options below, then students can create groups via the **Tools**.

### TOPIC 5 – Customization

The **Customization** area of the Control Panel contains features that allow for your preferences. Tool Availability was discussed in association with **Course Tools**; therefore, this topic will be concerned with **Properties** and **Style**.



- 1) To make the course available to students, from **Customization**, scroll to **Properties**, and then choose the availability setting. By default, the course availability is set to NO.

Properties control the functional settings of the Course. [More Help](#)

**1. Classification**

Subject Area	Education
Discipline	Higher Education

**2. Set Availability**

Make this course available to users?

Make Course Available       Yes     No      ←

**3. Set Course Duration**

Duration	Continuous
----------	------------



- 2) The Blackboard Learn choices for personalizing the course can be found in **Style**. Here, you will find basic options for the course menu, icons, entry points, and course banner. One option worthy of special note is the **Course Entry Point**. This option allows you to set the point of entry for the course that affects all users of the course.

In the example below, Announcements is selected. When users enter the course, they will see the Announcements page first.

**3. Default Content View**

Changing the Default Content View affects new Content Areas only. To change the Default Content View for all new and existing Content Areas

Content View       Icon Only    Text Only    Icon and Text

Apply this view to all existing content.

---

**4. Select Course Entry Point**

Select the first page users see when entering the Course from the list below.

Entry Point

Course Content

Course Content Information

**Announcements**

Mail

Discussions

Calendar

Assessments

Assignments

Chat

Learning Modules

Web Links

My Grades

**5. Select Banner**

The banner appears at the top of the page.

Current Banner Image

New Banner Image

Browse My Computer

---

**6. Submit**