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**What is it?** Blackboard is learning management system (LMS) that allows teachers to create lessons/modules for students to access online.

1. Login to Blackboard ([atlanta.blackboard.com](http://atlanta.blackboard.com)) using your APS Network ID and password.

**Login Here**

[Change Text Size](#)   [High Contrast Setting](#)

You are not logged in  
Please enter your credentials and click the **Login** button below.  
Not a user yet? [Create a new account](#)

USERNAME:

PASSWORD:

[Forgot Your Password?](#)   **Login**

## Access Classes & Dashboard

1. Click on a course. (NOTE: These courses are identical to the courses in Infinite Campus, therefore, you see courses from the entire year.)

SCHOOLS Making A Difference   My Atlanta Virtual Academy Classes   Connected Classroom   IT4   ITEC

**Weather**  
The Weather Channel weather.com  
Enter city or US Zip

**Class List**  
Classes where you are: Teacher  
CC\_10th\_Lit/Comp\_1\_BEST\_Academy\_HS (unavailable)  
Teacher: KNICKI BOWERS;  
CC\_10th\_Lit/Comp\_1\_BEST\_Academy\_HS (unavailable)  
Teacher: KNICKI BOWERS;  
CC\_9th\_Lit/Comp\_3\_BEST\_Academy\_HS (unavailable)

**Class Search**

**Class Catalog**



# QUICKSHEET

## Blackboard 101

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### 2. Dashboard

- 1 Add Course Links
- 2 The Course Menu
- 3 Class Management

- 4 Class Modules
- 5 Student View
- 6 Edit Mode (make sure it is ON)

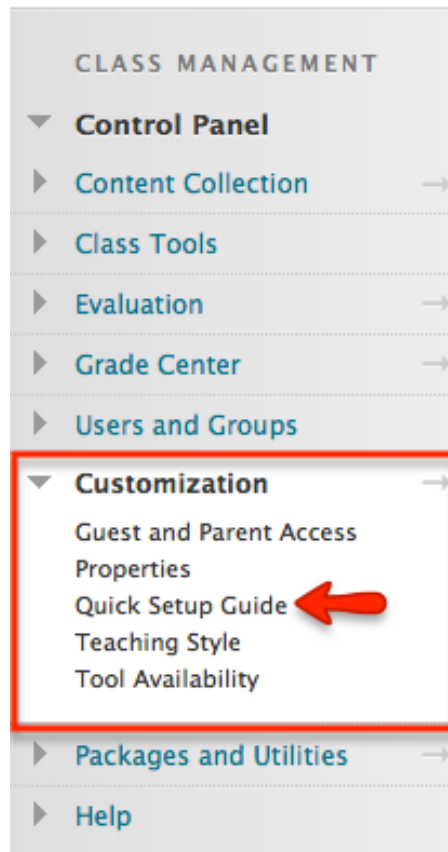
The screenshot shows the Blackboard dashboard interface. At the top, a navigation bar includes a breadcrumb trail '(Class is unavailable to students) > Home Page' (1), a 'Go To Student View' button (5), and an 'Edit Mode is: ON' toggle (6). Below this is a 'Home Page' header (4) with 'Add Class Module' and 'Customize Page' options. The main content area is divided into several sections: 'My Announcements' (no announcements), 'My Tasks' (no tasks), 'What's New' (no notifications), and 'Needs Attention' (no notifications). On the right, there are 'To Do' and 'Alerts' sections, both showing 'No Notifications'. The 'To Do' section includes a 'What's Past Due' and 'What's Due' area with a date selector set to 02/27/2014. The 'Alerts' section includes an 'Early Warning System' alert for 'CC\_10th\_Lit/Comp\_1\_BEST\_Academy\_HS' (4) and 'Activity Alerts'. A left-hand sidebar (2) contains a 'Course Menu' with options like 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools', and 'Help'. Below the menu is a 'CLASS MANAGEMENT' section (3) with options like 'Control Panel', 'Content Collection', 'Class Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The entire interface is set against a blue grid background.



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### Customize Class & Set Class Availability

1. In the **CLASSROOM MANAGEMENT MENU**, click **CUSTOMIZATION**, then click **QUICK START GUIDE**.





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2. Rename your class in step 1. (i.e. Core 1, AP Statistics, etc.)

Quick Setup Guide

1. Set Up Your Class

**CC\_10th\_Lit/Comp\_1\_BEST\_Acade**

Add your class description here

Character count: 31

Ensure the name and description of your class are up to date, and then proceed through this quick setup guide for your class. To continue, click the next panel.

2. Choose a Class Structure
3. Choose a Class Theme

★ Learn about using your class

Hide Quick Setup Guide when I enter this class.  
 Access this information at any time through Customization > Quick Setup Guide

Cancel Apply Changes

3. Choose a theme in step 3.

Quick Setup Guide

1. Set Up Your Class
2. Choose a Class Structure
3. Choose a Class Theme

Color

Default

Citrus

Coral

★ Learn about using your class

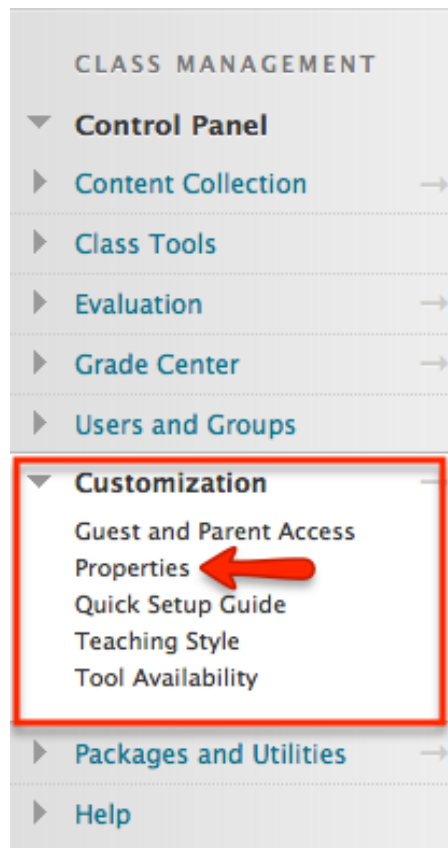
Hide Quick Setup Guide when I enter this class.  
 Access this information at any time through Customization > Quick Setup Guide

Cancel Apply Changes



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4. Click **APPLY CHANGES**.
5. In the **CLASSROOM MANAGEMENT MENU**, click **CUSTOMIZATION**, then click **PROPERTIES**.



6. Scroll down to #3 – **SET AVAILABILITY** and select **YES**.

### 3. Set Availability

*Make this class available to users?*

Make Class Available

Yes

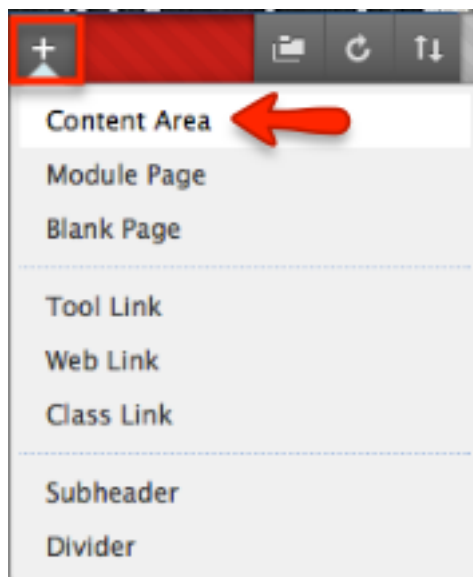
No



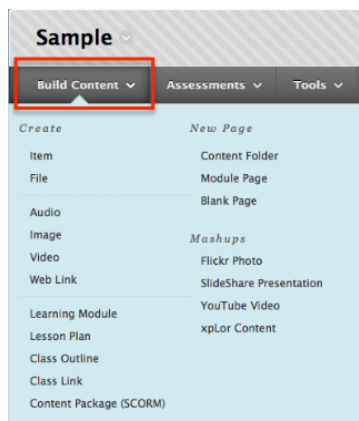
7. Click **SUBMIT** (located at the top or bottom of page).

### Create Content & Download Content

1. Click on “+” symbol and click **CONTENT AREA**.



2. Enter a name for the content. Click **SUBMIT**. (NOTE: You can make the content available now by checking **AVAILABLE TO USERS** or you can make it available later...see **HOW TO MAKE CONTENT AVAILABLE** section on page 11)
3. Click on **BUILD CONTENT** then click **ITEM**.





4. Give the lesson a name.

### 1. Content Information

\* Name

Color of Name  Black

Text

5. In the **ATTACHMENTS** section, click **BROWSE COLLECTION**. (NOTE: Another option would be to add attachments from your computer. For training purposes, we are using the **BROWSE COLLECTION** option).

### 2. Attachments

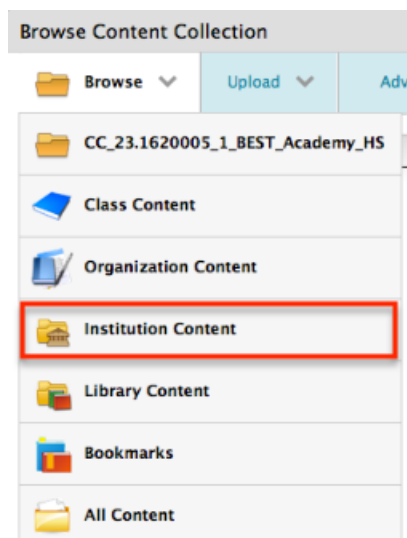
If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File

Browse My Computer

Browse Content Collection

6. On the **BROWSE CONTENT COLLECTION** window, click **BROWSE**, then **INSTITUTION CONTENT**.





7. Click on **SNOW DAY MAKE UP MATERIALS** link.

Browse Content Collection

Browse Upload Advanced Search View List View Thumbnails

Location: institution Search Content... Search

Available Quota: Unlimited

Type	Name	Versions	Last Modified	Size
Folder	GA Virtual Content		Feb 27, 2014 8:54:06 PM	1.23 GB
Folder	ITEC		Jun 26, 2013 12:17:58 PM	650.2 KB
Folder	Snow Day Make Up Materials		Feb 27, 2014 11:08:02 PM	1.13 GB
Folder	Surveys		Dec 15, 2013 9:10:58 AM	7.27 KB

8. Click on your subject.

Browse Content Collection

Browse Upload Advanced Search View List View Thumbnails

Location: Snow Day Make Up Materials Search Content... Search

Available Quota: Unlimited

Type	Name	Versions	Last Modified	Size
Folder	English Language Arts		Feb 27, 2014 11:04:27 PM	64.2 MB
Folder	Mathematics		Feb 28, 2014 1:56:31 AM	432.4 MB
Folder	Science		Feb 27, 2014 11:06:37 PM	94.4 MB
Folder	Social Studies		Feb 27, 2014 11:23:36 PM	565.1 MB

9. Click on grade level or course.

Browse Content Collection

Browse Upload Advanced Search View List View Thumbnails

Location: Snow Day Make Up Materials / Mathematics Search Content... Search

Available Quota: Unlimited

Type	Name	Versions	Last Modified	Size
Folder	6th Grade Math		Feb 28, 2014 1:42:09 AM	59.3 MB
Folder	7th Grade Math		Feb 28, 2014 1:59:58 AM	71.2 MB





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10. Click on a unit.

Browse Content Collection

Browse Upload Advanced Search View List View Thumbnails




Location: Snow Day Make Up Materials / Mathematics / 6th Grade Math

Search Content... Search

Available Quota: Unlimited

Type	Name	Versions	Last Modified	Size
<input type="checkbox"/>	Unit 1_Number System Fluency		Feb 28, 2014 1:41:35 AM	6.62 MB
<input type="checkbox"/>	Unit 2_Rate Ratio and Proportional Reasoning Using Equivalent Fractions		Feb 28, 2014 1:41:41 AM	7.13 MB

11. Locate the file "index.html" and click the checkbox next to it. (The files are in alphabetical order).

<input type="checkbox"/>		handouts_custom.png
<input type="checkbox"/>		index.html
<input type="checkbox"/>		individualproject_medium.png

12. Click **SUBMIT**.

13. The file will now appear as an attachment.

## 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 Browse My Computer Browse Content Collection

Attached files	File Name	Link Title	File Action	Item's Alignments
<input type="checkbox"/>	index.html	index.html	Create a link to this file <input checked="" type="radio"/> Give users access to all files and folders in the folder <input type="radio"/> Give users access to this file only <input type="radio"/> Give users access to selected files in folder <input type="button" value="Browse"/>	<input type="checkbox"/> Add alignments to content <input type="button" value="Do not attach"/>

**Do not change!**



14. In the **STANDARD OPTIONS** section, click **YES** next to **TRACK NUMBER OF VIEWS**.

### 3. Standard Options

Permit Users to View this Content

Yes  No

Track Number of Views

Yes  No

Select Date and Time Restrictions

Display After    

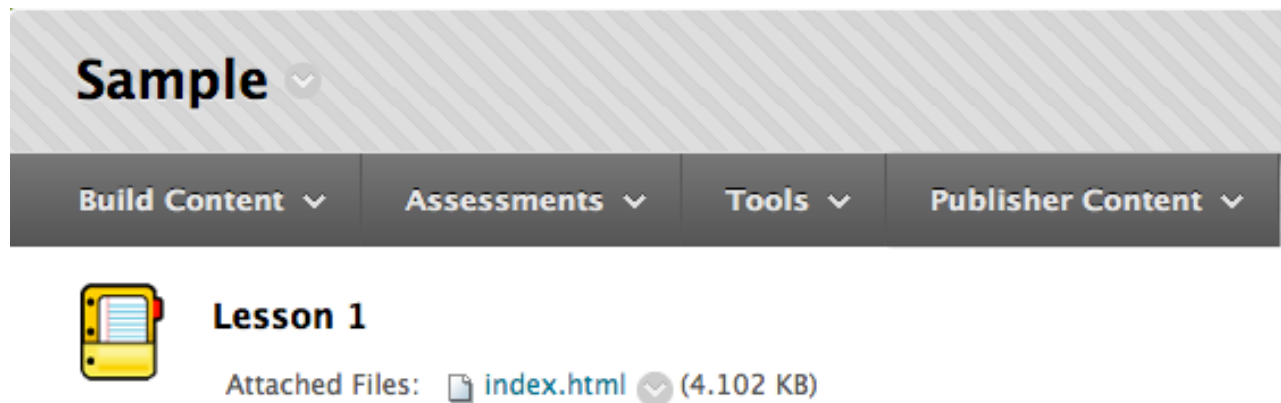
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until    

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


15. Click **SUBMIT**.


16. The lesson should appear on your content page.



**Sample** ▾

**Build Content** ▾ **Assessments** ▾ **Tools** ▾ **Publisher Content** ▾

 **Lesson 1**

Attached Files:  [index.html](#) ▾ (4.102 KB)


17. Repeat steps 3 – 16 to add all required content.



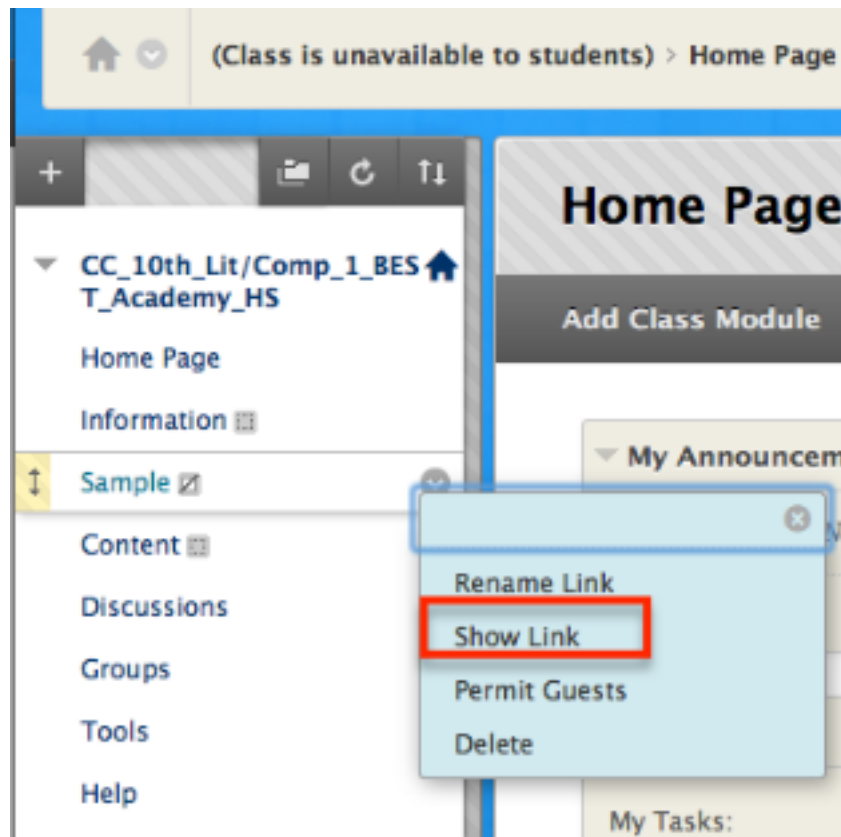
### How to Make Content Available

*NOTE: This step is only applicable if you did not make the content available earlier when you created the content link.*

Content is not available to students if there is a box with a diagonal through it next to the link.

Sample  

1. Hover over the desired content link.
2. Click drop-down arrow and click **SHOW LINK**.

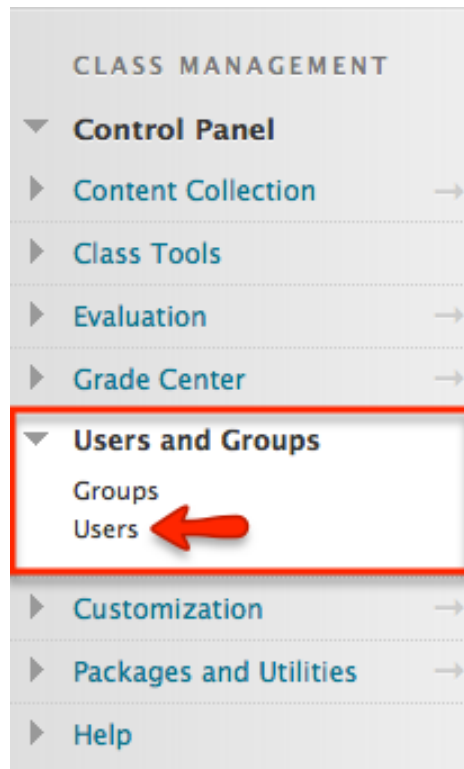


3. The content is now available to students.



### Enroll/Delete Users

1. In the **CLASSROOM MANAGEMENT MENU**, click **USERS & GROUPS**, then click **USERS**.



2. Click on **ENROLL USER** then **FIND USERS TO ENROLL**.

Username	First Name	Last Name	Email	Role	Parent	Available
				Teacher		Yes
dbutler4136	Deshawn	Butler	DButler4136@atlanta.k12.ga.us	Student		Yes
dwalker3894	Damond	Walker	DWalker3894@atlanta.k12.ga.us	Student		Yes



3. In the **ENROLL USERS** section, click on **BROWSE**.

### 1. Enroll Users

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

\* Username

Role

Enrollment Availability  Yes  No

4. Click the **USERNAME** drop-down menu and choose **LAST NAME**. Enter student's last name in the text box. Click **GO**.

Users

Search  Contains  Go Options:

- ✓ Username
- First Name
- Last Name
- Email

5. Locate student and click checkbox next to student's name. (NOTE: You can only add one student at a time if they have different last names). Click **SUBMIT**.

Page 1 of 16 > >>

<input type="checkbox"/>	Status	First Name	Last Name ▲	Username	Email
<input checked="" type="checkbox"/>		MaKell	Goldsmith	mgoldsmi8694	MGoldsmi8694@atlanta.k12.ga.us
<input type="checkbox"/>		Devon	Hall-Smith	dhallsmi2077	DHallSmi2077@atlanta.k12.ga.us
<input type="checkbox"/>		Robert	Highsmith	rhighsmi7830	RHighsmi7830@atlanta.k12.ga.us



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- The student's information will appear in the text box. Repeat steps 3 – 5 until all students are added.

### 1. Enroll Users

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

<input type="text" value="* Username"/>	<input type="text" value="mgoldsmi8694"/>	<input type="button" value="Browse..."/>
Role	<input type="text" value="Student"/>	
Enrollment Availability	<input checked="" type="radio"/> Yes <input type="radio"/> No	

- Click **SUBMIT**.
- All added students will appear on your class roster.

### Hide Classes in Class List

- Hover over the **CLASS LIST** section and click on the **SETTINGS GEAR**.

**Class List**

Classes where you are: Teacher

**CC\_10th\_Lit/Comp\_1\_BEST\_Academy\_HS (unavailable)**  
Teacher: KNICKI BOWERS;

---

**CC\_10th\_Lit/Comp\_1\_BEST\_Academy\_HS (unavailable)**  
Teacher: KNICKI BOWERS;

---

**CC\_9th\_Lit/Comp\_3\_BEST\_Academy\_HS (unavailable)**



2. To hide a class, uncheck the box under **CLASS LIST** section next to the desired class.

### 1. Edit Class List

Select the attributes to be displayed for each Class. Selecting Select All will display all attributes for the Class. If none of the columns are selected, the Class will not appear in the module.

#### Classes you are teaching:

↕	Select All/Unselect All	Class	Class Name	Class ID	Teachers	Announcements	Tasks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CC_23.1620005_1_BEST_Academy_HS: CC_10th_Lit/Comp_1_BEST_Academy_HS (Unavailable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CC_23.1620006_1_BEST_Academy_HS: CC_10th_Lit/Comp_1_BEST_Academy_HS (Unavailable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CC_23.0610005_3_BEST_Academy_HS: CC_9th_Lit/Comp_3_BEST_Academy_HS (Unavailable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>