

**“Be an Embedded Librarian”
Library Instruction Services Workshop
May 17, 2006**

Adding Your Profile to Blackboard

- Step 1: Click “Control Panel”
- Step 2: Under Course Tools, click “Staff Information”
- Step 3: Click “Add Profile”
- Step 4: Fill out information and click “Submit”
- Step 5: Return to main course page and click “Faculty Information” to see what it looks like

Adding Assignments and Documents

- Step 1: Click “Control Panel”
- Step 2: Under Content Areas, click “Course Documents”
- Step 3: Click “item” (this can be any kind of document)
- Step 4: Name the document in “Name” field
- Step 5: Scroll down to step 2 and browse your PC for the document to attach
- Step 6: Click “Submit”

Adding Links

Same as above but choose “external link” and add the link name & URL.

Hint 1: you may also get to this screen by choosing “External Link” from the Control Panel

Hint 2: if you are adding a link to a database, link to the About page to ensure the link doesn’t break when vendors change URLs. If you must link to the database itself, don’t forget to add the proxy server prefix.

Creating Groups

- Step 1: Click “Control Panel”
- Step 2: Under “User Management,” click “Manage Groups”
- Step 3: Click “Add Group”
- Step 4: Name group.
- Step 5: Put instructions, deadlines and any other information pertinent to the activity in the Description field.
- Step 6: Definitely make the discussion board available, and consider making email and file exchange available to for longer term projects to facilitate communication.
- Step 7: Click “Submit”
- Step 8: At the Receipt:Success screen, click “OK”
- Step 9: You will be taken to a screen with your groups listed on it. Either keep adding all your groups first, or add users to each group as you create it.
- Step 10: Click “Modify”
- Step 11: Click “Add Users to the Group”

- Step 12: Click “search” and you will get a list of all users in your class. Please note that this will take a long time if there are a lot of students enrolled.
- Step 13: Select the students for the group and click “Submit.” Remember, if you want to see what is happening in the group, you need to add yourself.
- Step 14: At the Receipt: Success screen, click “OK”
- Step 15: If you added yourself, you can go to the main course page and click on “Groups” in the left hand menu to see what it looks like.

Creating Assessments

- Step 1: Click “Control Panel”
- Step 2: Under Assessment, click “Test Manager.” If you prefer not to have point values assigned, choose “Survey Manager” instead.
- Step 3: Click “Add Test”
- Step 4: Name your test and, if you want to, describe purpose in the Description field
- Step 5: Fill in the Instructions field
- Step 6: Click “Submit” and you will be taken to the “Test Canvas” screen
- Step 7: Select the type of question you want and click “Go.” Remember that the difference between Multiple Answer and Multiple Choice is that the former allows more than one right answer (ex: which of the following two answers...)
- Step 8: Type in the question and select the point value. In this example, we will do multiple choice.
- Step 9: Select the number of answers (minimum is 4)
- Step 10: Type in your answers and select which one is correct
- Step 11: You may enter feedback in response to correct and incorrect answers, but remember that all incorrect answers get the same feedback.
- Step 12: Click “Submit” and you will be taken to the “Test Canvas.”
- Step 13: Continue adding questions of any type until you are done.
- Step 14: After you’ve added your last question and you are back at the “Test Canvas,” click “OK” and you will be taken to the “Test Manager” screen.
- Step 15: Click “OK” again to return to the “Control Panel.”
- Step 16: You have created your test but you haven’t added it to the course page yet. To do so, click on “Course Documents” and choose “Test.”
- Step 17: Select the test you want to add and click “Submit” and then “OK”
- Step 18: On the “Modify Test” screen, choose “Modify the Test Options” and make sure you set the test to “Available.” If you chose to provide feedback to correct and incorrect answers, set the option to display this feedback.
- Step 19: Click “Submit” and “OK”
- Step 18: To see the test, go to the main course page (use the breadcrumb trail) and look under “Course Documents.”

Creating Forums in the Discussion Board

- Step 1: Click “Control Panel”
- Step 2: Under “Course Tools,” choose “Discussion Board”
- Step 3: To start a new forum, click “Add Forum” and add the title and description

Answering Questions in the Discussion Board

- Step 1: Choose "Discussion Board" from the left hand bar on the Course Page
- Step 2: Click on the Forum name
- Step 3: Click "Add New Thread"
- Step 4: Type in your title and description and click "Submit"
You can also go into a previous thread and reply to it

Using Chat

- Step 1: Click on "Control Panel"
- Step 2: Under "Course Tools," choose "Collaboration"
- Step 3: Next to Chat/Office Hours, choose "Manage." This is where you can set the timeframe and make chat available or unavailable. Hit "Submit" and "OK" when you're done.
- Step 4: When you're ready to chat, click "Join." Students can join chat from the main course page by clicking on Communication, and then Collaboration and then joining chat.

Using the Virtual Classroom

- Step 1: Click on "Control Panel."
- Step 2: Under "Course Tools," choose "Collaboration"
- Step 3: Next to Lecture Hall/Virtual Classroom, choose "Manage." This is where you can set the timeframe and make chat available or unavailable. You can also change the name from Lecture Hall. Hit "Submit" and "OK" when you're done.
- Step 4: When you're ready to enter the Virtual Classroom, click "Join."
- Step 5: Have your students join, too. Students can join from the main course page by clicking on "Communication," and then "Collaboration" and then joining the Lecture Hall (or whatever you've renamed it)

Options:

- have students brainstorm with you and write their answers on the whiteboard using the text tool (uppercase T)
- draw on the whiteboard using the marker or shapes
- choose Group Browser and show them a web page, database etc. Explain what you are doing through chat while they see it happening on the screen

Remember: Don't use Ask a Question. It isn't available to course builders.