

Blackboard: course information

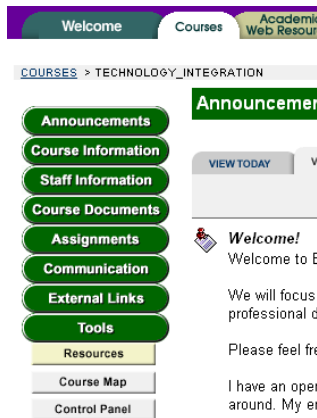
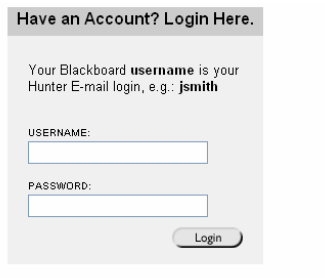


Introduction

This HOWTO explains how to make, edit, and delete course information. Course information refers to classroom policies, materials, meeting times, etc... Usually the stuff you cover on the first few days of class.

HOWTO

- 1) Login in
- 2) Click on control panel
- 3) Click on course announcements



4) Note the course information page

The screenshot shows a web interface for course management. At the top, there is a navigation bar with tabs for 'Welcome', 'Courses', 'Academic Web Resources', and 'System Admin'. On the right side of the navigation bar are links for 'Home', 'Help', and 'Logout'. Below the navigation bar, a breadcrumb trail reads 'COURSES > TECHNOLOGY INTEGRATION > CONTROL PANEL > COURSE INFORMATION'. The main heading is 'Course Information'. Below the heading are three buttons: 'Add Item', 'Add Folder', and 'Add Learning Unit'. The current location is indicated as 'Top'. There is a list of items, with the first item selected and titled '1 Overview'. To the right of the item title are 'Modify' and 'Remove' buttons. The content of the 'Overview' item is as follows:

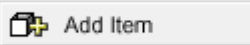
We will focus on the effective use of technology in the curriculum, basic technology HOWTO's, and technology professional development.

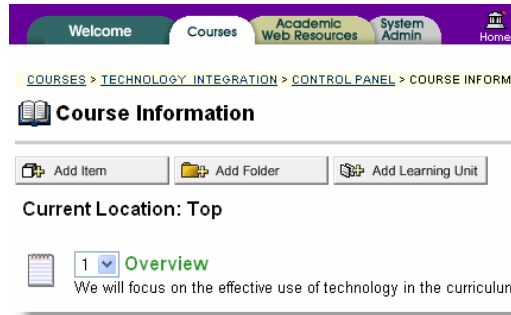
More specifically:

- Introduction to computers, Beginner and Advanced
- Introduction to Windows, Beginner and Advanced
- Introduction to networks, Beginner and Advanced
- Introduction to printers, Beginner and Advanced
- Microsoft Word, Beginner and Advanced
- Microsoft Excel, Beginner and Advanced
- Microsoft PowerPoint, Beginner and Advanced
- Microsoft Publisher, Beginner and Advanced
- Using web-based email, Beginner and Advanced
- Using Edura, Beginner and Advanced
- Using Blackboard, Beginner and Advanced
- Using a wiki, Beginner and Advanced
- Using a Smart Board, Beginner and Advanced
- Using Flickr, Beginner and Advanced

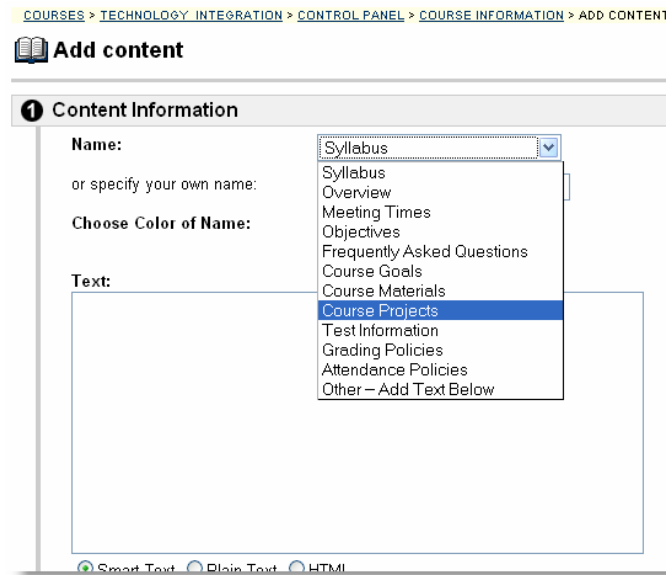
*Course information can be organized into **folders** and **learning units**. A learning unit might contain several folders, each which contain many discrete pieces of course information.*

5) To **add** a piece of course information

5.1) click the add item button 

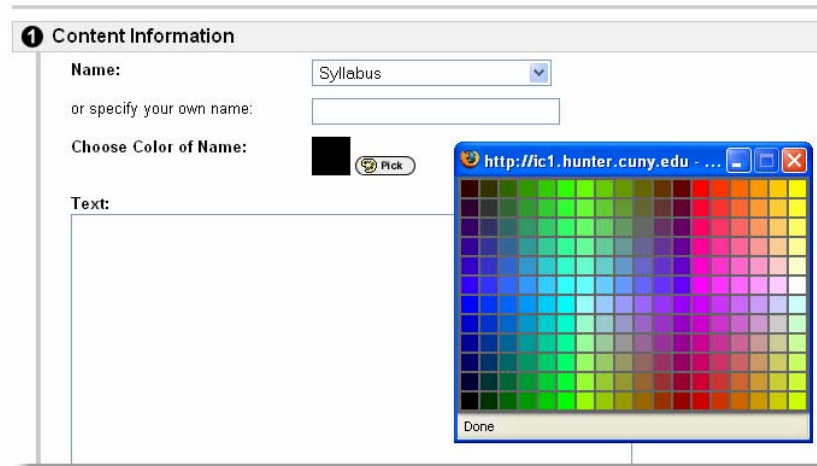


5.2) choose a category for the course item



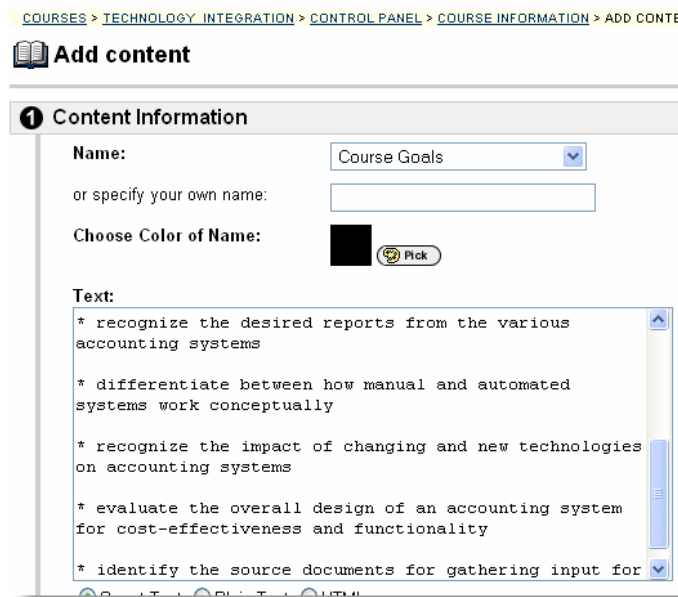
You do not need to choose from the pre-selected list. If you want to make your own piece of course information, feel free.

5.3) Choose a color for your course information.



You needn't worry about this unless you have a bunch of information. If you have a lot of course documents, it may be helpful to have them color-coded.

5.4) Enter in your text



5.5) If you want to attach a file (for example a Word document, or perhaps a PDF) use the "Content Attachment"

2 Content Attachments

Files may be attached to the above information. Click the Browse button to select a file.

File to Attach: Browse...

Name of Link to File:

Special Action:

Current Attached Files:

2 Content Attachments

Files may be attached to the above information. Click the Browse button to select a file.

File to Attach: C:\Documents and Settings\... Browse...

Name of Link to File: Here is a word version

Special Action:

Current Attached Files:

5.6) Select and add options

3 Options

Do you want to make the content visible: Yes No

Do you want to add offline content? Yes No

Do you want to track number of views? Yes No

Do you want to add Metadata? Yes No

Select Date(s) of Availability

Display After

Sep 14 2006 01 30 PM

Display Until

Sep 14 2006 01 30 PM

5.7) Click submit and your course material will be available for your students.

3 Course Goals

[Here is a word version \(35840 Bytes\)](#)

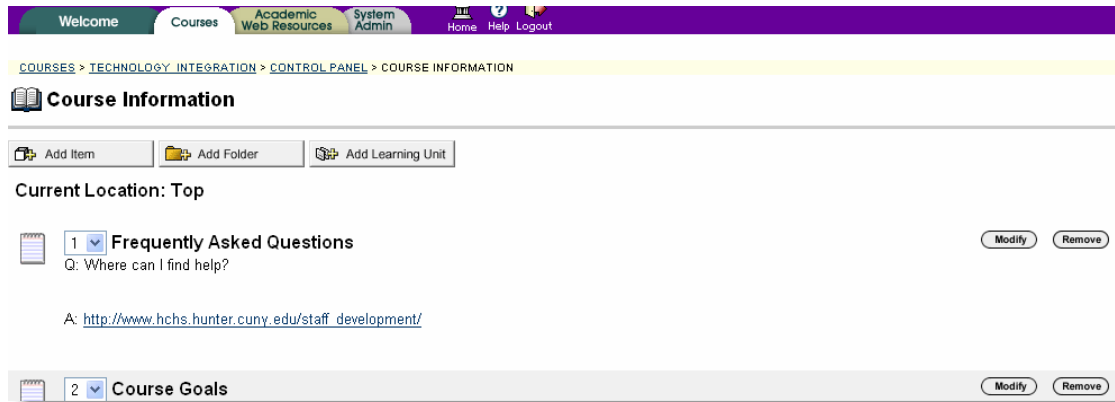
After completing this course, you should be able to:

- * evaluate the controls of an accounting system
- * use various information-gathering and documentation techniques to determine which techniques to use in various situations

6) To **modify** a piece of course information:

6.1) Click on modify and edit whatever information you want to change.

6.2) Don't forget to click submit when you are done!



7) To **remove** a piece of course information:

7.1) Click on remove to remove (delete) whatever you'd like deleted.

7.2) Don't forget to click submit when you are done!