

BLACKBOARD

Step by Step Instructions for basic Blackboard Instructions

Floyd County Schools



Blackboard Step-By-Step Instructions

<u>Page</u>	<u>Instructions</u>
2	Create a Module/Folder
3	Create a Lesson Plan
4	Create an Assignment (Graded)
5	Create a File, PowerPoint, Video, Etc. (Non-Graded)
6	Add a User (Student/Guest)
7	Copy a Class to Another Class
8	Create a Discussion Board Post
9	Administration: How to View Lesson Plans/Monitor Bbd Progress



Digital Conversion

Floyd County School District



Blackboard Lesson Plans: Create a Module/Folder

- Log into blackboard: <https://floydkyschools.blackboard.com/>
- Select “Classes”
- Select class to upload lesson plan
- Select “Content”
- Make sure “Edit Mode” (located almost at the top/right corner) is turned to “On”
- Go to “Build Content”
- Select “Learning Module”
- Name the Learning Module “Lesson Plans” or the title of a specific unit plan.
- Enter in any information / or none
- Select if you would like for students to see this module at this time or at what time/date
- Select “Submit”
- Select the Learning Module that was just created
- Time to “Build Content” within the Module: Select “Lesson Plan”
- Enter title for “Lesson Plan”
- Enter brief description
- Under the box “Objectives”:
 - Attach the PDF Lesson Plan from CIITS (if using CIITS)
 - If using a school designed plan, copy and paste or upload PDF
 - If creating from scratch, continue on with all sections
- Select if you would like students to see this content – when/date
- Select “Save & Exit”



Blackboard Lesson Plans: Create a Lesson Plan

- Log into blackboard: <https://floydkyschools.blackboard.com/>
- Select “Classes”
- Select class to upload lesson plan
- Select “Content”
- Select the Learning Module (Lesson Plans or Class Unit)
- Time to “Build Content” within the Module: Select “Lesson Plan”
- Enter title for Lesson Plan
- Enter brief description (optional)
- Under the box “Objectives”:
 - Attach the PDF Lesson Plan from CIITS (if using CIITS)
 - If using a school designed plan, copy and paste or upload PDF
 - If creating from scratch, continue on with all sections
- Select if you would like students to see this content (Check Box)
- Select “Save & Exit”



Blackboard: Create an Assignment (Graded Item)

- Log into blackboard: <https://floydkyschools.blackboard.com/>
- Select "Classes"
- Select class to create assignment
- Select "Content"
- Select the Learning Module (Class Unit, Week, Chapter, etc.)
- Select "Assessment" Tab
- Select the type of Assessment: "Assignment"
- Enter title for Assignment
- Enter instructions for students (be specific)
- Attach any documents to guide students – video/article/paper/rubric
- Enter Due Date (always select one day past due date/not EST)
- Enter in Points Possible
- Select Dates to view assignment (if not specific, do not enter)
- Select "Submit"



Digital Conversion

Floyd County School District



Blackboard: Upload a File (PowerPoint, Article, etc.) **NON-Graded Item**

- Log into blackboard: <https://floydkyschools.blackboard.com/>
- Select "Classes"
- Select class to create file addition
- Select "Content"
- Select the Learning Module (Class Unit, Week, Chapter, etc.)
- Select "Build Content" Tab
- Select the type of Content: "File"/"Item"/"Image" – etc.
- Enter title for File (or other non-graded item)
- Enter description or instructions for students (be specific)
- Attach the file or document for students to view –
video/article/paper/PowerPoint
- Enter in Points Possible
- Select Dates to view assignment (if not specific, do not enter)
- Select "Submit"



Blackboard: Add a student/guest to class

- Log into blackboard: <https://floydkyschools.blackboard.com/>
- Select “Classes”
- Select class to add student or guest
- Select “Users and Groups” under “Control Panel” on left
- Select Users
- Select “Enroll User”
- Select “Find Users to Enroll”
- Enter in firstname.lastname and the privileges (teacher/student/guest)
 - If the name does not appear, browse for the correct name
- Select “Submit”
- A green line will appear and notify you if the user was added successfully
- A red line will appear and notify you if the user was added unsuccessfully and you will need to try this process again

Privileges:

- **Teacher:** Can add/change/delete/grade or modify any part of the Bbd Class
- **Student:** Can submit assignments, view content & discussions, participate in discussions, and upload work to assignments
- **Teaching Assistant:** Principals should have this role; can give feedback to lesson plans & material on BBd
- **Guest:** Can only view content, information, & discussions (unable to upload, grade, or modify)
- All others should not be used at this time.



Blackboard: Copy Class

(*Be careful and do not delete info already in another class)

- Log into blackboard: <https://floydkyschools.blackboard.com/>
- Select “Classes”
- Select class to copy to others
 - OTHER CLASSES WILL HAVE ONLY WHAT IS COPIED/OTHER INFORMATION MAY BE DELETED
- Select “Packages and Utilities” on left under “Control Panel”
- Select “Class Copy”
- Select Copy Type “To an existing class” or “new”
- Select “Browse” to select your specific class destination
- Select the specific areas you would like to copy from the current class to another
- Select if you would like all links & files to copy as well
- Select “Submit”



Blackboard: Create a Discussion Board

- Log into blackboard: <https://floydkyschools.blackboard.com/>
- Select “Classes”
- Select class to discussion board post
- Select “Discussions” on left
- Select “Create Topic”
- Enter the name of the Topic/Discussion
- Enter your discussion question or topic under “Description”
- Select specific dates (do not select if this will be shown always)
- Enter points possible (if giving grade)
- No need to select any other option (unless you would like to have specific restrictions on your post)
- Select “Submit”



Administrators: Blackboard: To view Lesson Plans & Bbd Class Progress

- Log into blackboard: <https://floydkyschools.blackboard.com/>
- Select “Classes” (top row)
- Select class to view (demo & teacher name)
- Select “Content” (on the left side of webpage)
- Select “Lesson Plan” or class unit/chapter/week
- Select specific assignment, file, or lesson plan
- To select another teacher, go back to “Classes” and begin steps again.

To give feedback to lesson plan or assignment

- After logging in to class, select “Class Tools” from “Class Management” tab
- Select “Class Messages”
- Select “Create Message:
- Enter in the teacher’s name from the drop down list (email is already attached)
- Enter in subject (ex: 8-22-15 Lesson Plan Feedback)
- Enter in feedback
- Select “Submit”
- To check messages:
- Access “Class Messages”
- Select “Inbox” to view new messages
- Select “Sent” to view sent messages