

Engaging learners,  
for engaging learning



## Welcome to Blackboard

### DMACC Instructor Training

Welcome to Blackboard training. This slideshow will show you how to login for the training, how the training works and what happens after training. If you have any questions at any time, feel free to contact the distance learning office.

## Important Notes about Blackboard Training

- You will have a generic username and password for training. After you have successfully completed training, your DMACC username and password will begin working. You will then use your DMACC credentials after training to see your actual courses.
- In order to pass the training, the coursework has two components
  - Completing all exercises in the TRAINING course.
  - Creating the first four weeks of one of your classes in the PRACTICE course.

## Logging In To Blackboard

Open Internet Explorer, Firefox, Safari or Chrome and go to [www.dmacc.edu](http://www.dmacc.edu)



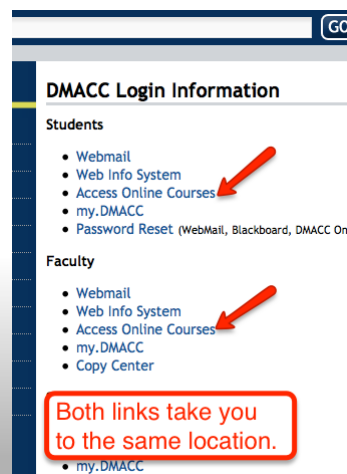
Distance Learning highly recommends using Firefox to access Blackboard. You can download and install Firefox by visiting: <http://www.getfirefox.com>

If you're not familiar with Firefox, it is another web browser application you can use to access websites. Occasionally, you'll run into unexplained issues with web pages and often those can be solved by not using Internet Explorer. We would suggest getting familiar with Firefox early in your Blackboard training.

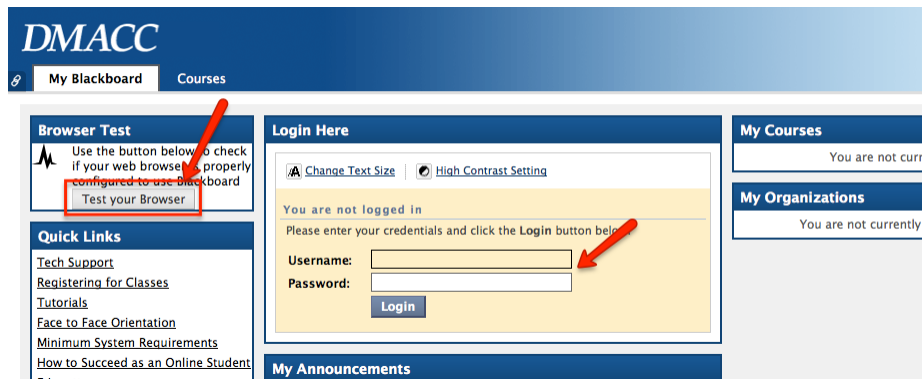
## Logging In To Blackboard



- Go to the DMACC Home page [www.dmacc.edu](http://www.dmacc.edu) and click **Login** in the top right corner.
- Click **Access Online Courses** from the list.



## Logging In To Blackboard

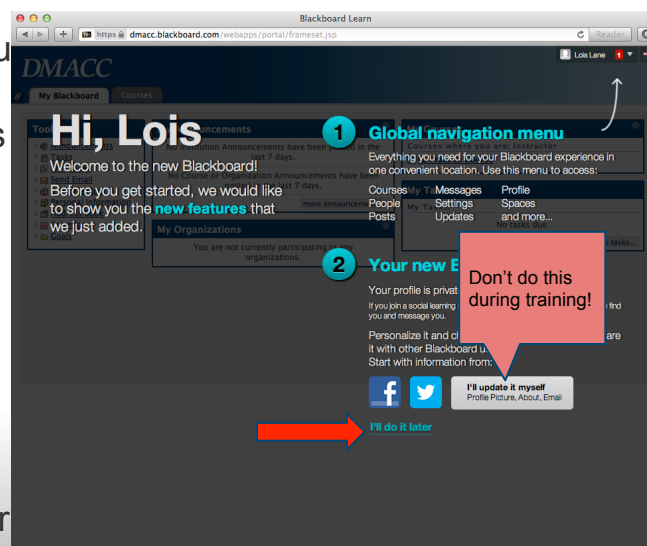


- Click on the **Test Your Browser** button to make sure the internet browser you are using is compatible with Blackboard.
- Enter the temporary **username** and **password** (note: these are lowercase) you were given in the Welcome to Blackboard Training email you were sent. Click **Login**.

## Logging in to Blackboard

The very first time you log into Blackboard, you will experience an overlay screen. On this screen, it's very important that you select "I'll do it later".

Don't click to set up your Blackboard profile with the temporary account for training. Wait to do this with your DMACC username.



## Blackboard Start Page

The screenshot shows the Blackboard Start Page for DMACC. The user is logged in as Lois Lane. The page features a navigation menu on the left and four main content areas: My Announcements, My Courses, My Organizations, and My Tasks. The My Courses section is highlighted with a red box and contains two courses: 'LL Practice Course' under 'Courses where you are: Instructor' and 'Blackboard 9 Training Course' under 'Courses where you are: Student'.

After clicking login, you will be at the Blackboard start page. On the right side of your Blackboard start page, you will see **My Courses**. There you will have two courses listed: The Blackboard 9 Training Course and a Practice Course. The names might vary slightly.

## How the Training Process Works

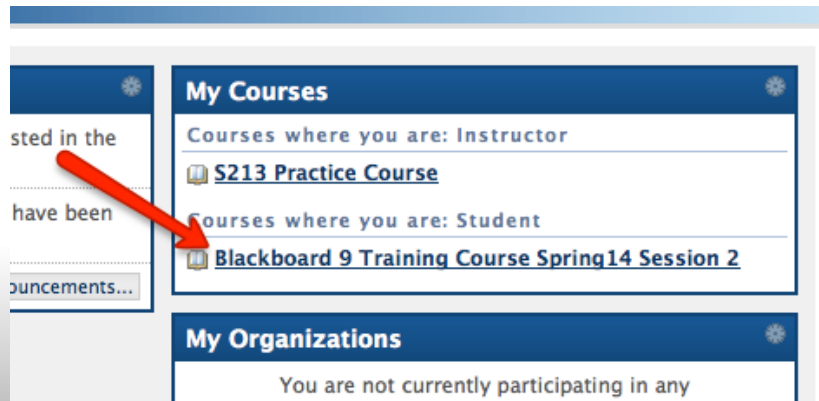
During this training, you will take on **two different roles**.

- In the **Practice course (1)**, you play the role of the **Instructor**. In the Practice course you will create your own course.
- In the **Blackboard 9 Training course (2)**, you play the role of the **Student**. In the Blackboard 9 Training course, you will learn how to use Blackboard for your courses and complete assignments to show your knowledge of the software.

This close-up screenshot of the 'My Courses' section shows two courses. A red box labeled '1' points to the 'Practice Course' link under the 'Courses where you are: Instructor' section. Another red box labeled '2' points to the 'Blackboard 9 Training Course Spring14 Session 2' link under the 'Courses where you are: Student' section.

## How the Training Process Works

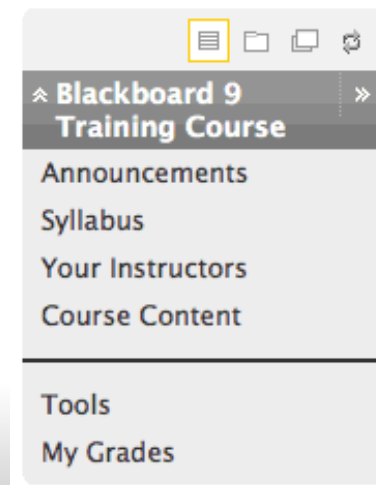
It's best to start in the Training Course, so that you can begin reviewing the instructions on how to use Blackboard. Under My Courses click on the title "Blackboard 9 Training Course."



## How the Training Process Works

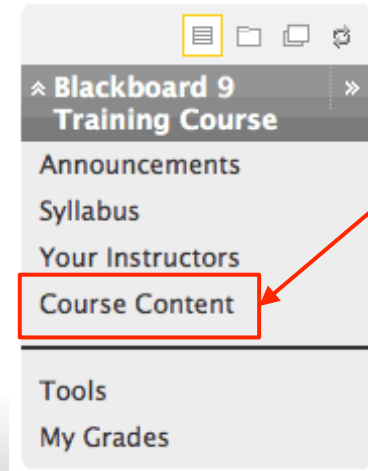
Review the information in the course by clicking on the items in the menu on the left hand side of your screen.

- Stop 1: Announcements
- Stop 2: Syllabus
- Stop 3: Your Instructors
- Stop 4: Course Content



## How the Training Process Works

The Course Content area, is where you will find all of the instructions on how to use Blackboard. This is where you will find all the tutorials, assignments, surveys and other tasks that must be completed to pass the training.



## How the Training Process Works

As you work through the training, you'll come across items called "Practice What You've Learned." We've added these to remind you to shift into your instructor role and go to your Practice Course to complete another part of your course.

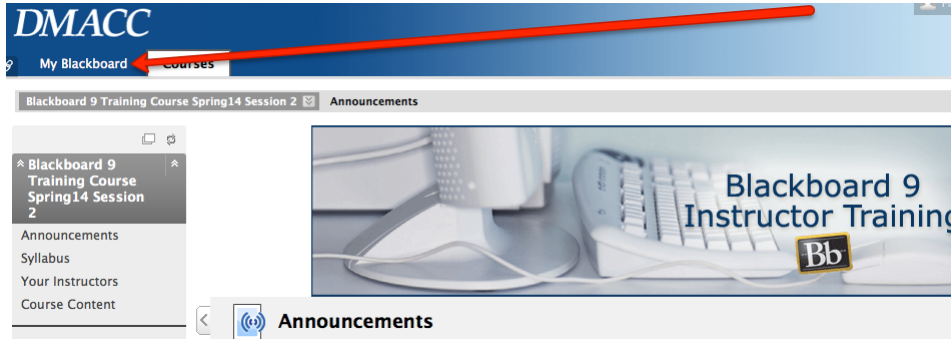


### Practice What You Have Learned:

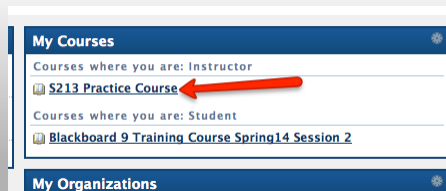
1. Navigate to your Practice Course and take a look at how to navigate around.
2. Practice collapsing/hiding the menu.
3. Look at the items that are empty.
4. Turn edit mode on and off so you can see the difference in the views.

## Getting into Your Practice Course

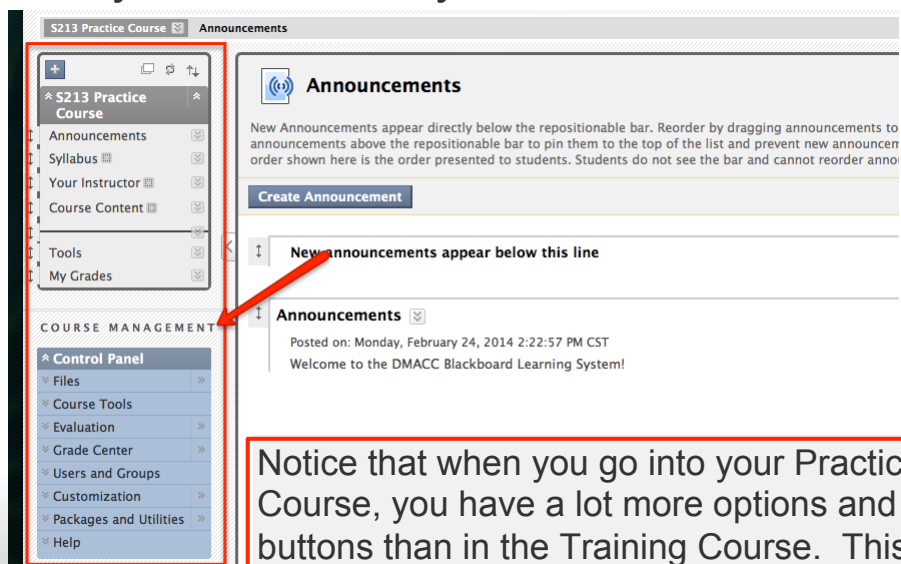
To get to your practice course, click on My Blackboard.



You will see your course list again and you can click on your Practice course.



## What you will see in your Practice Course:



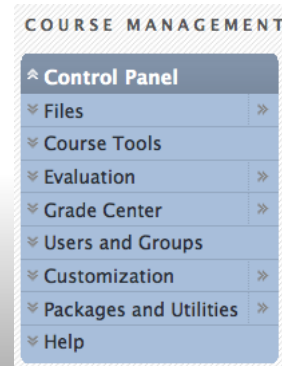
Notice that when you go into your Practice Course, you have a lot more options and buttons than in the Training Course. This is because you are in an instructor role in your Practice Course.

## Blackboard Instructor Buttons

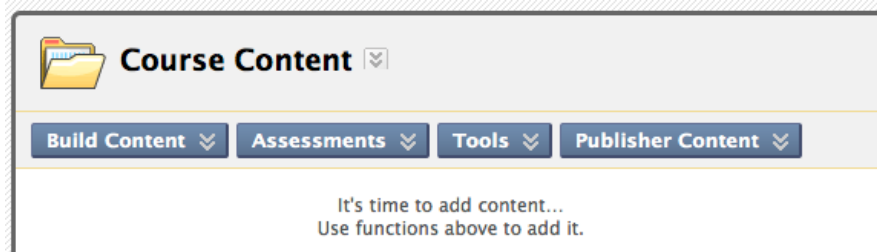
In Blackboard, you see the student view by turning Edit Mode On and Off. The button is located in the top right corner of your screen.



As an instructor, you also have access to a Course Management panel which gives you many of the administrative features for your course. Only instructors see this panel. It's located under the student menu on the left side of your screen.



## How the Training Process Works

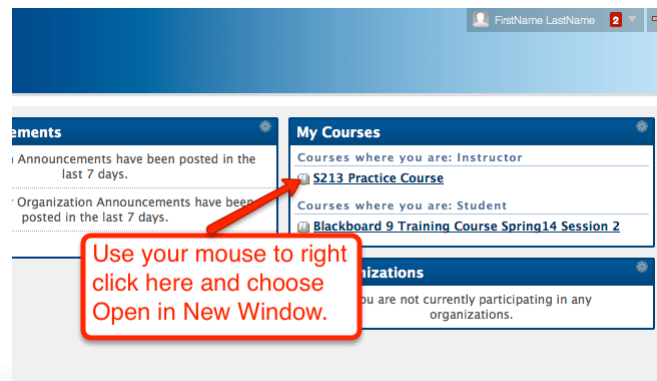


One important note that we want to stress while you create your practice course is to build folders inside the Course Content area. Your Course Content area should be broken up by how you organize your course.



## View your Practice Course and the Training Course at the same time.

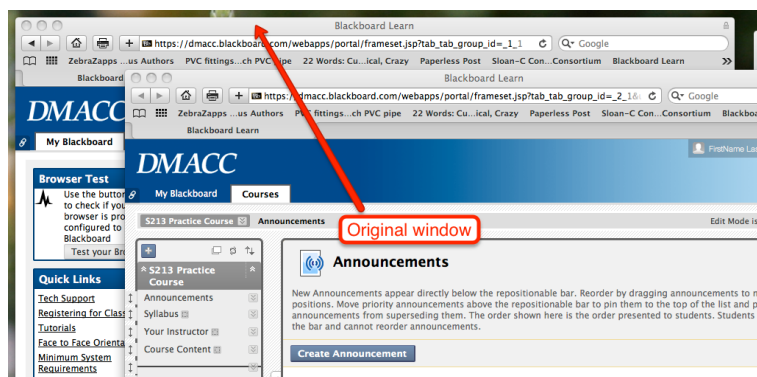
- Open your Practice Course in a new window first.



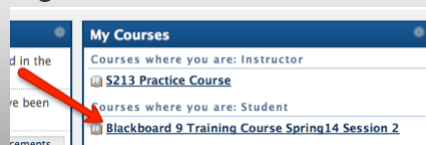
- Depending on how your browser is set up, the window with your Practice Course will now appear in a new window.

## View your Practice Course and the Training Course at the same time.

- Go back to the original window.



- In the original window, click on the Training Course to open it.



## How the Training Process Works

After you have completed all the items in one folder, the next folder will open. Click on Course Content again to see the new folder. If you do not see the next lesson folder, this means that you forgot to submit an assignment, mark something reviewed or complete an assessment.



### **Lesson 1: The DMACC Template**

During this lesson, you will learn about the DMACC template and become familiar with the items in the template. You will add your syllabus and update the instructor section.



### **Getting Started**

Click on the folder title "Getting Started" to begin your Blackboard course.

## How the Training Process Works

As you continue through training, additional folders will open up. You'll end up with nine total folders inside of the training course.



### **Course Content**



#### **Lesson 8: Let Blackboard Do The Work For You**

Our final unit and the most interesting unit to save you a lot of work! You will also put the first weeks to complete the course.



#### **Lesson 7: Assessing Students**

Our final piece for designing the learning experience will be assessments.



#### **Lesson 6: Creating Assignments**

Now we start looking at how to add assignments and items to the Grade Center.



#### **Lesson 5: Using Communication Tools for Student to Instructor Interaction**

This unit covers the tools you can use in Blackboard to facilitate student to instructor communication.



#### **Lesson 4: Using Communication Tools for Student to Student Interaction**

This unit covers many of the communication tools you can use in Blackboard to facilitate communication.



#### **Lesson 3: Adding Course Content**

There are multiple ways to add content for your course. The content in this folder will show you how to add content, external links, learning modules, images, PowerPoints and other files.



#### **Lesson 2: Organizing Your Course**

During this lesson, you will setup the organization for your course and begin adding content. This will be the first four weeks of your course.



#### **Lesson 1: The DMACC Template**

During this lesson, you will learn about the DMACC template and become familiar with the items in the template. You will add your syllabus and update the instructor section.



#### **Getting Started**

Click on the folder title "Getting Started" to begin your Blackboard course.

## Completed Practice Course

When you are finished with this training course, your practice course will have the first four weeks of your course completed.

The screenshot shows a 'Course Content' interface with a navigation bar containing 'Build Content', 'Assessments', 'Tools', and 'Publisher Content'. Below the navigation bar, there are four week folders, each with a description and a due date:

- Week 1:** Click the text "Week 1" to access all of the homework for Week 1. You will have a reading assignment and several places you will need to participate with your classmates. Everything in this folder is due on **Tuesday, January 19th at 8:00am CST.**
- Week 2:** This week we will start looking at the major themes for the course. Click on the Week 2 folder to get started. All items in this folder must be completed by **Tuesday, January 26th at 8:00AM CST.**
- Week 3:** This week we will start looking at the INTASC Standards. Click on the Week 3 folder to get started. All items in this folder must be completed by **Tuesday, February 2nd at 8:00AM CST.**
- Week 4:** This week we will start looking at classroom management. Be sure to check out the video in the unit. Click on the Week 3 folder to get started. All items in this folder must be completed by **Tuesday, February 9th at 8:00AM CST.**

Your practice course may look different depending on how you have set up your folders. It does not need to look like the picture.

## How Do I Know I've Passed The Training?

You'll know you've passed the training when you check My Grades in the training course and you see scores and checkmarks next to every item. If you're missing something, then you have not completed the training.

The screenshot shows a 'My Grades' page with a table of assignments and their grades. The table is organized into sections: 'CURRENT GRADE', 'GRADED', and 'UNGRADED'. Each row includes the assignment name, the grade, and a description link.

Assignment	Grade
<b>My Grades</b>	
<b>CURRENT GRADE</b>	
Total	
Grade	<b>65.00/65</b>
<b>GRADED</b>	
<b>Training Course Completed</b>	Grade <b>✓</b>
<b>Practice Course Completed</b>	Grade <b>2.00/2</b>
<b>L8: Completion Survey</b>	Grade <b>✓</b>
<b>L8: Course Back-Up Assignment</b>	Grade <b>1.00/1</b>
<b>L7: Review Assessment</b>	Grade <b>100.00%</b>
<b>UNGRADED</b>	
<b>L8: Online Course Construction Checklist</b>	Grade <b>20.00/20</b>
<b>L6: Submission Practice Assignment</b>	Grade <b>1.00/1</b>
<b>L5: Instructor Communication Plan</b>	Grade <b>1.00/1</b>
<b>L4: Interaction Review Discussion Board</b>	Grade <b>1.00/1</b>
<b>L3: Bringing in Outside Resources</b>	Grade <b>1.00/1</b>
<b>L2: Organizing Your Course Structure</b>	Grade <b>4.00/4</b>
<b>L1: The DMACC Template Test</b>	Grade <b>13.00/13</b>
<b>What Course Will I Be Teaching on BB Assignment</b>	Grade <b>1.00/1</b>



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At this time, you are ready to login and start your training. If at any time you have any questions, call or email the instructor leading your training course. Also feel free to contact the Distance Learning office if you need assistance. We can be reached at [onlinelearning@dmacc.edu](mailto:onlinelearning@dmacc.edu). Good luck!

Go to <http://www.dmacc.edu> to get started!