

## AUP Blackboard 9.1 FAQs for Faculty

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### Content Creation (click [here](#) for more detailed information)

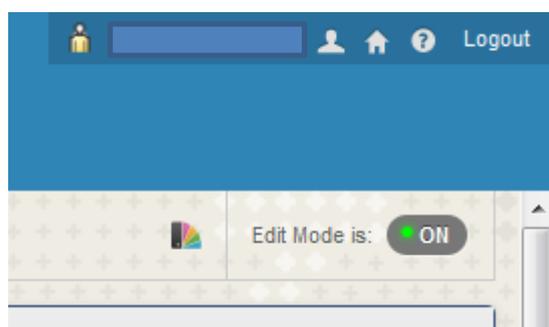
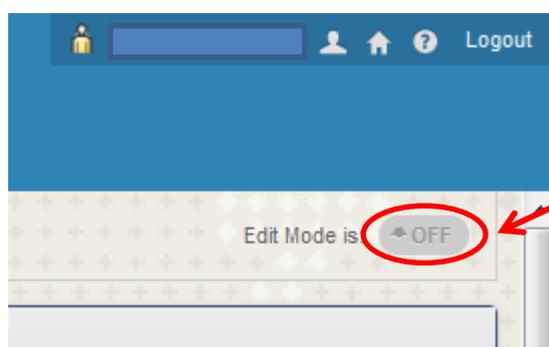
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### Dropbox and Assignments (click [here](#) for more detailed information)

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### IMPORTANT:

To make changes to your Blackboard site, the Edit Mode must be ON. If it is not, click on OFF.



For Blackboard support and training,  
please contact the Academic Resource Center at [arc@aup.edu](mailto:arc@aup.edu) or ext. 690.  
To request Blackboard sites, please use our online request form  
on MyAUP (Academics > Blackboard Course Request) or on your Blackboard homepage.

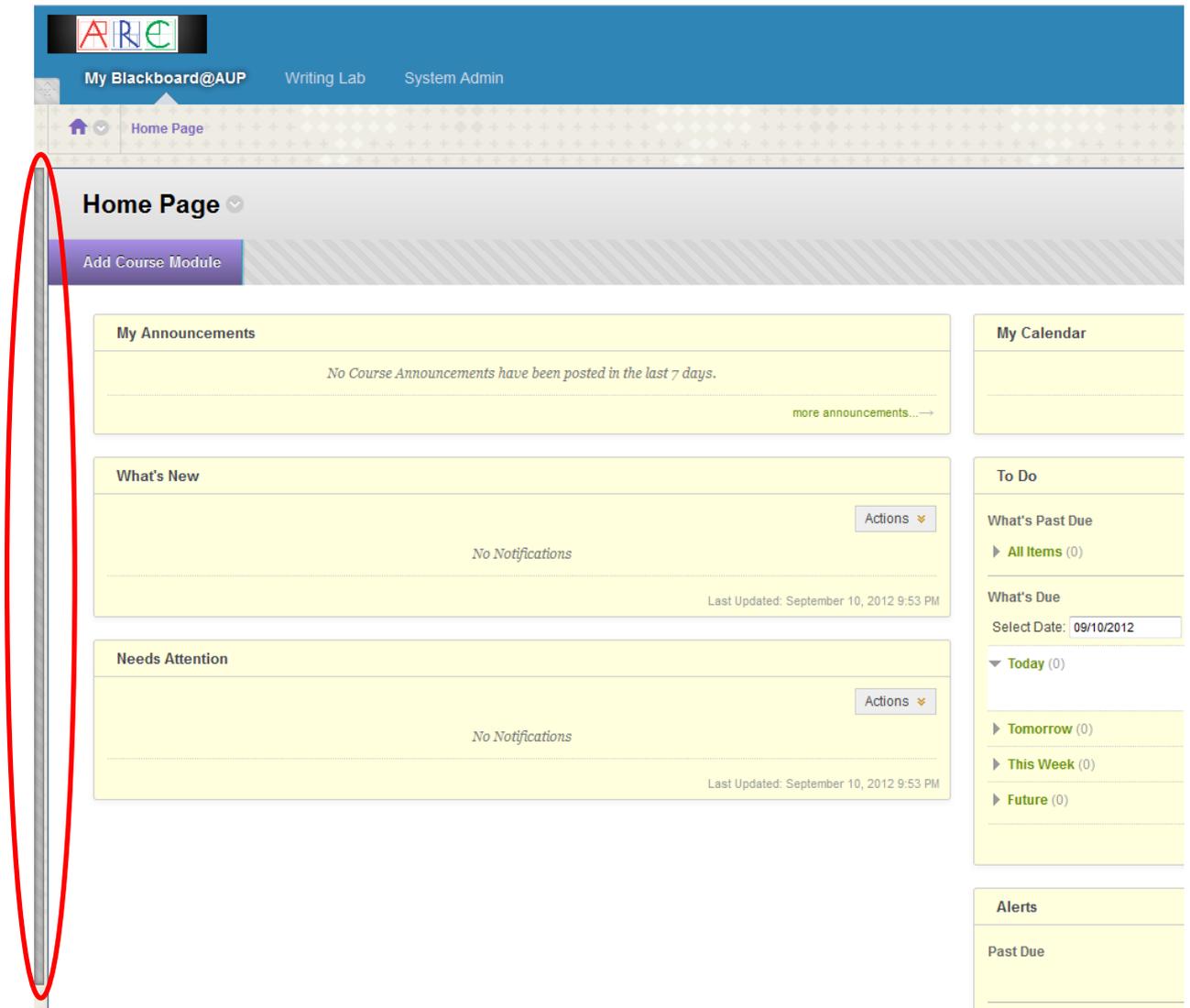
## Where is the Control Panel?

The Control Panel is located towards the bottom of the left panel.

The screenshot displays the Blackboard Home Page interface. On the left sidebar, under the 'COURSE MANAGEMENT' section, the 'Control Panel' link is circled in red. The main content area is titled 'Home Page' and features several informational panels: 'My Announcements' (no announcements in the last 7 days), 'What's New' (no notifications), 'Needs Attention' (no notifications), 'My Calendar', 'To Do' (with 'What's Past Due' and 'What's Due' sections), and 'Alerts' (with a 'Past Due' section). The top navigation bar includes 'My Blackboard@AUP', 'Writing Lab', and 'System Admin'.

## What if I can't see the left panel (where the course menu and control panel are)?

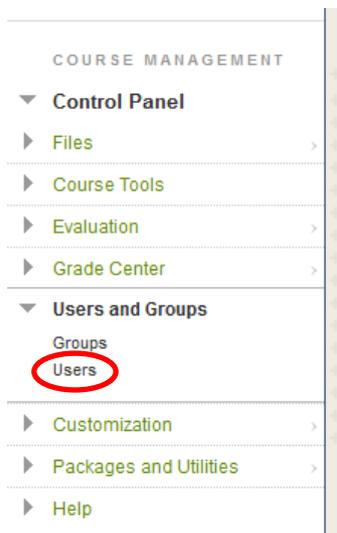
Hover over the left side of the screen (over the black strip). When the cursor turns into a two-directional arrow, click once.



## How do I see a list of students enrolled to my site?

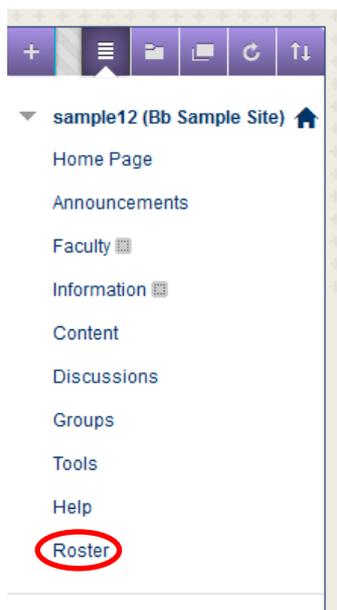
### **Method 1 (Students are not able to see the Control Panel):**

1. Go to Control Panel > Users and Groups > Users.

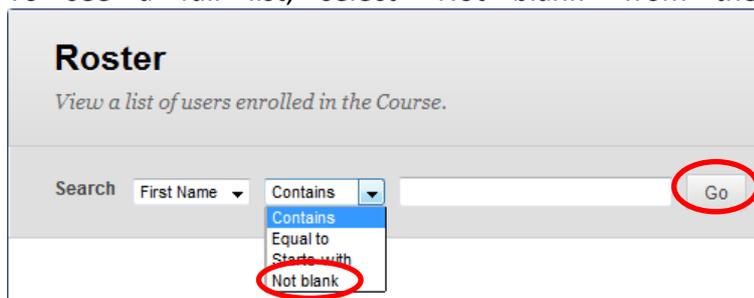


### **Method 2 (Students are able to see the Roster if it has not been deleted):**

1. Go to Course Menu > Roster

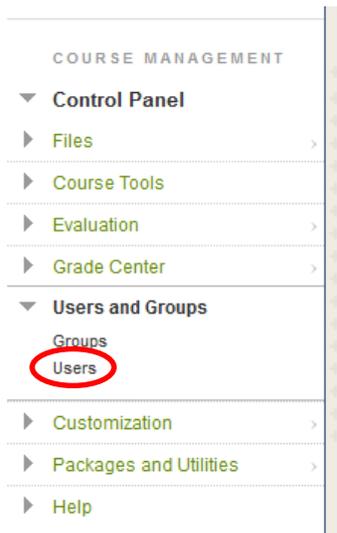


2. To see a full list, select "Not blank" from the dropdown menu and click on Go.



## How do I add a student to my site?

1. Go to Control Panel > Users and Groups > Users.



2. Go to Enroll User > Find Users to Enroll.



3. There are two ways to enroll students:

### Method 1:

- a. Enter the student's ID number with an *a* in front (e.g., **a12345**).

#### 1. Enroll Users

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

\* Username

Role

Enrollment Availability  Yes  No

- b. Click on Submit.

## Method 2:

- a. Click on Browse.

**1. Enroll Users**

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

\* Username  **Browse...**

Role

Enrollment Availability  Yes  No

- b. In the new window, search for the student by username, first name, last name, or e-mail.

**Users**

Search **Username** Contains  **Go** Options:

Username  
First Name  
Last Name  
Email

Status	First Name	Last Name	Username	Email
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- c. Click on Go.
- d. Select the student and click on Submit.

**Users**

Search  Contains   **Go** Options:

<input checked="" type="checkbox"/>	Status	First Name	Last Name	Username	Email
<input checked="" type="checkbox"/>				a59688	a59688@aup.fr

Displaying 1 to 1 of 1 items

- e. The student's ID will be added to the Username field in the original screen.

**1. Enroll Users**

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

\* Username

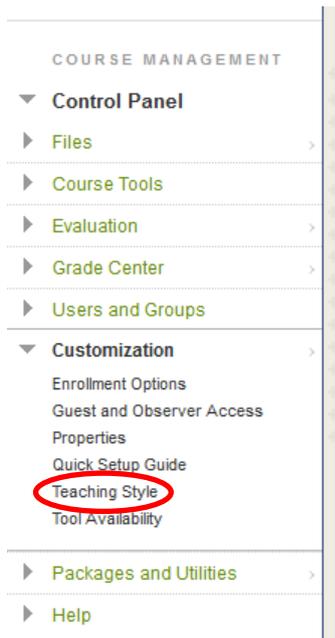
Role

Enrollment Availability  Yes

- f. Click on Submit.

## How do I change the design of my site?

1. Go to Control Panel > Customization > Teaching Style.



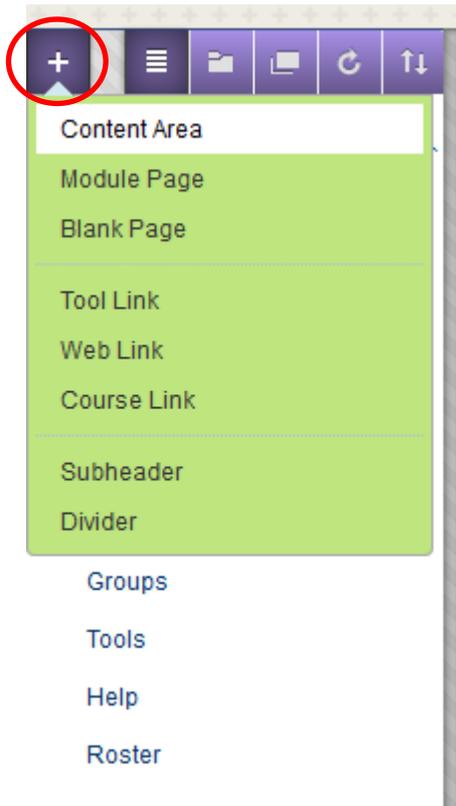
2. Step 3 allows you to select a course theme.
3. Step 4 allows you to select your menu style (whether to have text or buttons, etc.).



4. Step 7 allows you to select a banner for your site's entry point page.
5. Click on Submit.

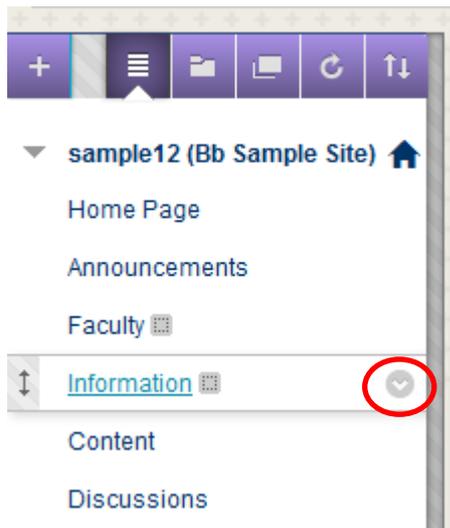
## How do I add menu items?

1. Hover over the plus sign and select the type of menu item to add.

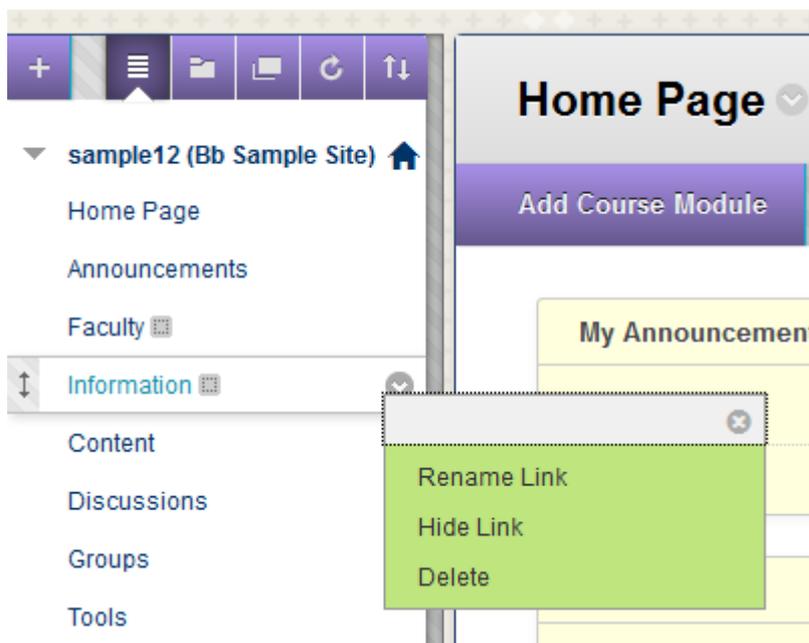


## How do I rename, hide, or delete menu items?

1. Hover over the menu item and click on the arrow that is displayed to the right.

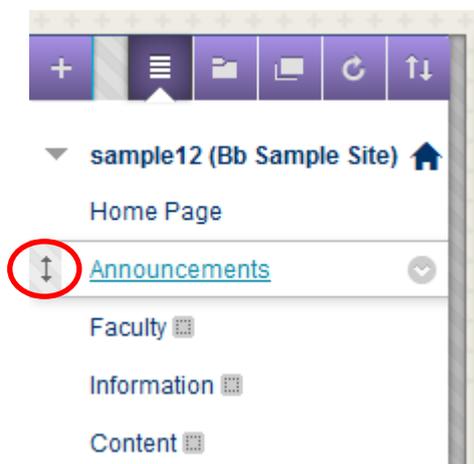


2. Select the desired action (Rename Link, Hide Link, or Delete).



### Method 1:

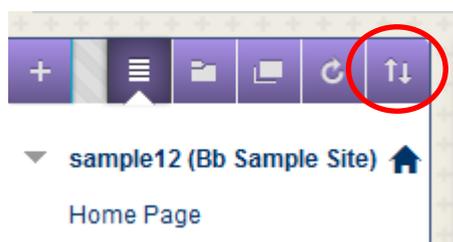
1. Hover over the left side of the menu item (over the two-directional arrow).



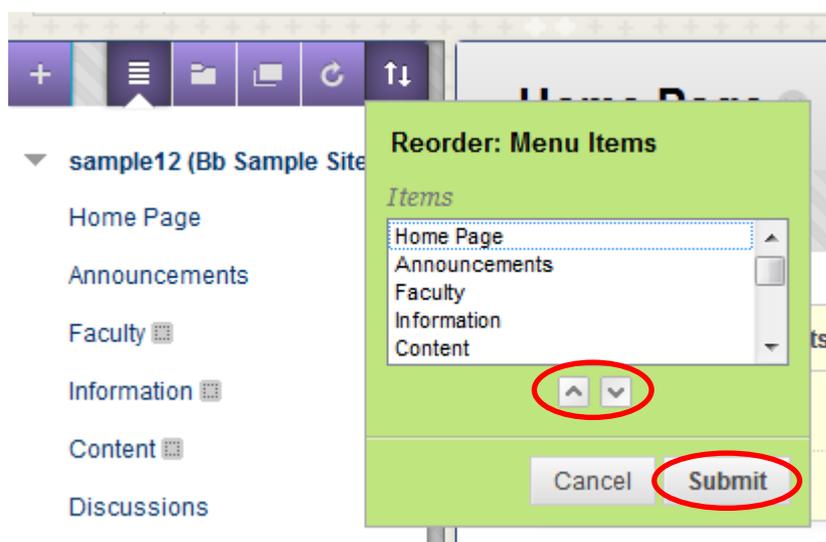
2. When your cursor changes to a four-directional arrow, you will be able to drag and drop the item to reorder it.

### Method 2:

1. Click on the Keyboard Accessible Reordering icon.



2. Select the item and reorder using the arrows.

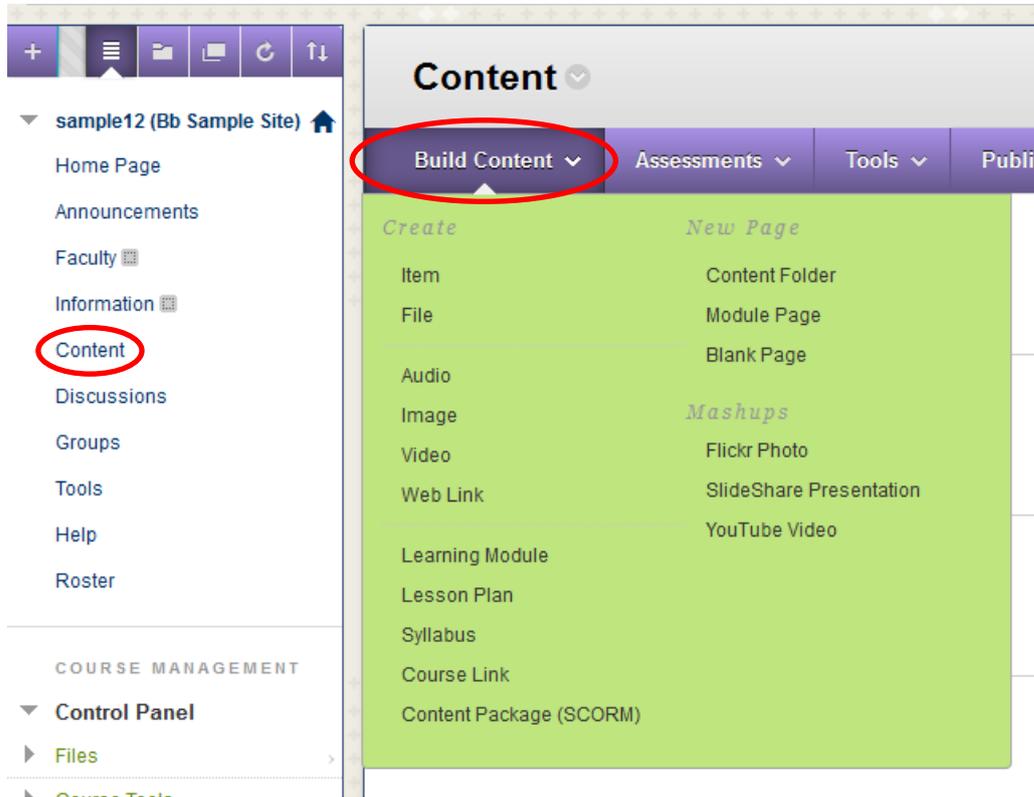


Click on Submit.

You no longer have to go through the Control Panel to add, edit, or delete content.

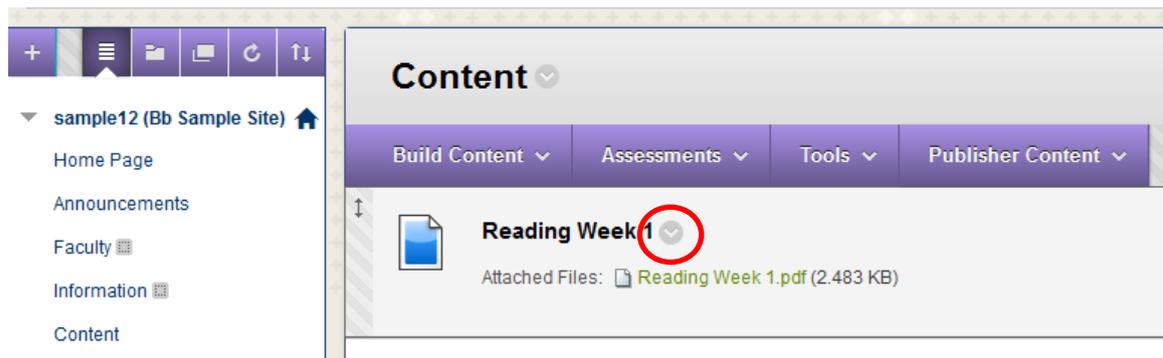
**To Add Content:**

1. Access the area in which you would like to add content.
2. Go to Build Content and select the desired content type.

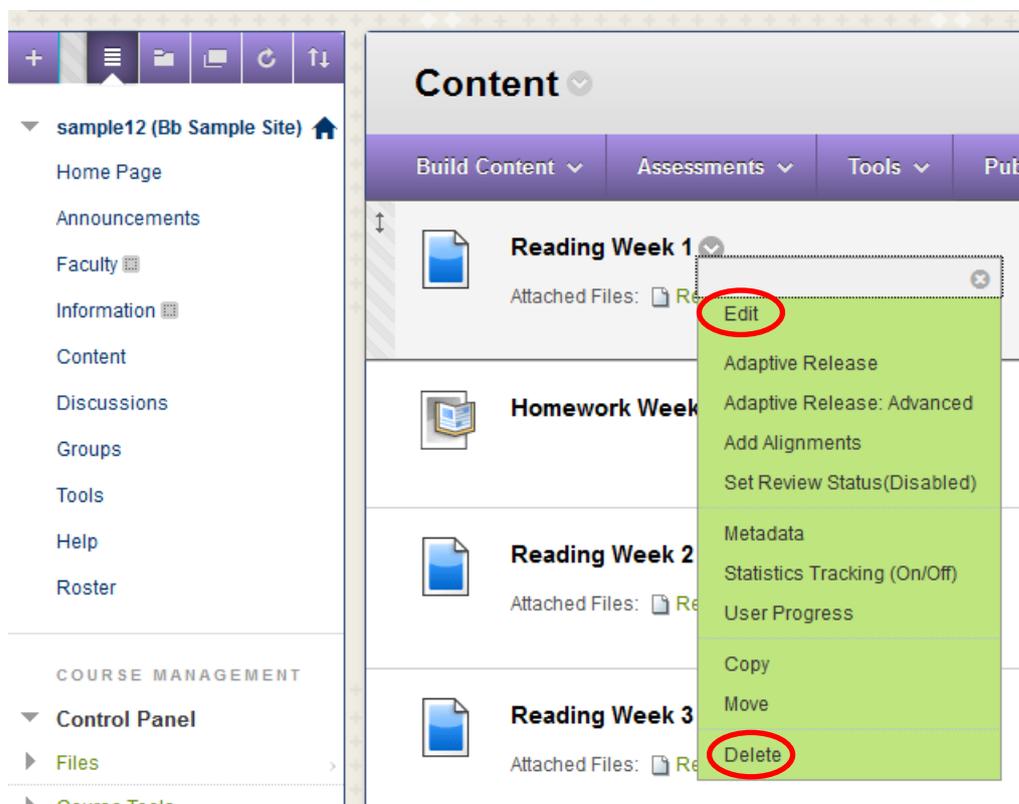


## To Edit or Delete Content:

1. Hover over the item and click on the downward arrow.



2. Select the desired action.



## How do I reorder content?

### Method 1:

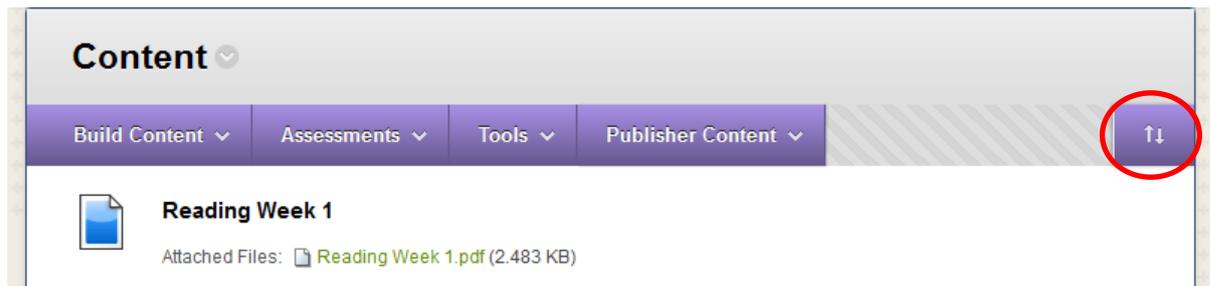
1. Hover over the left side of the item (over the two-directional arrow).



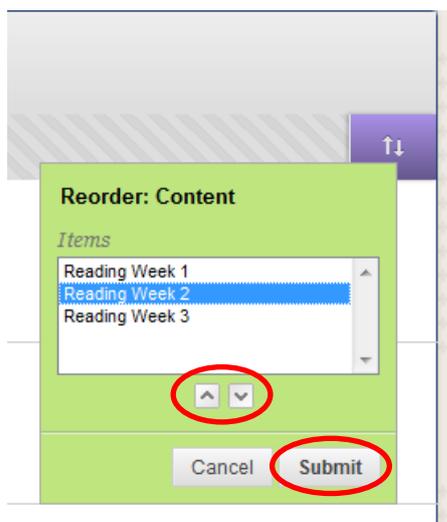
2. When your cursor changes to a four-directional arrow, you will be able to drag and drop the item to reorder it.

### Method 2:

1. Click on the Keyboard Accessible Reordering icon.



2. Select the item and reorder using the arrows.



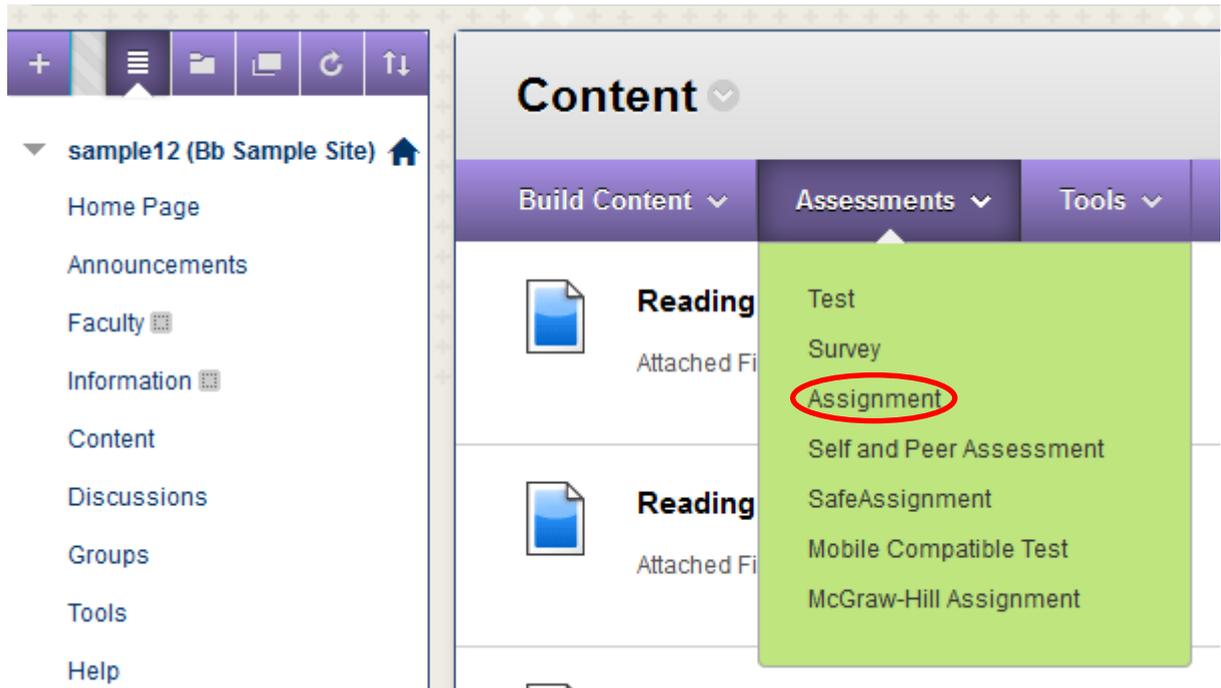
3. Click on Submit.

## Where is Digital Dropbox?

Bb 9.1 removed the Dropbox feature and has instead improved the feature called Assignments. When you create an Assignment under Assessments (see next question), it makes a link for students to attach and submit a file and at the same time makes an associated grade center column where you can download the papers for that assignment individually or all at once.

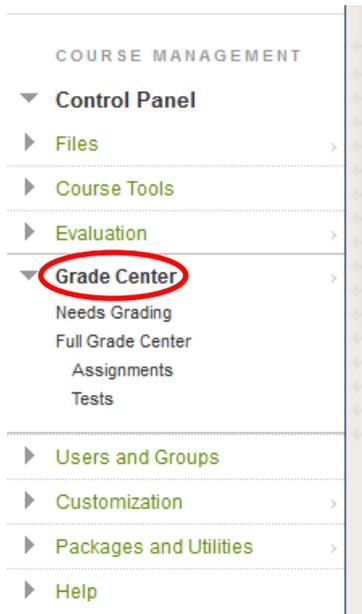
## How do I create assignments?

1. Access the area in which you would like to add an assignment.
2. Go to Assessments and select Assignment.

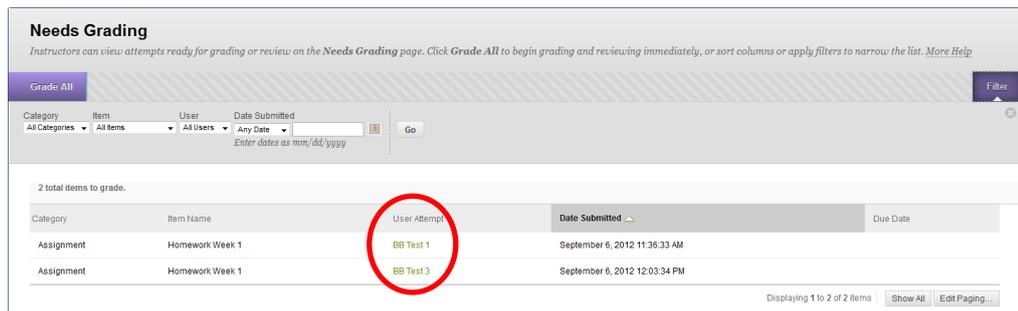


## How do I download submitted assignments?

1. Go to Control Panel > Grade Center.  
You can choose either Needs Grading or Full Grade Center.



### a. Needs Grading



- i. Click on a student's name.
- ii. You will be able to download the submitted assignment under step 2 (Review Current Attempt). If you choose to use the Grade Center, you can also grade the assignment and add grading notes (see next question).

## b. Full Grade Center

**Grade Center : Full Grade Center**

*In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)*

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

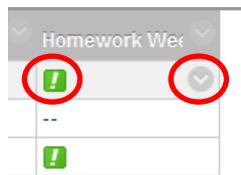
Grade Information Bar Last Saved: September 6, 2012 12:03 PM

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Homework Wee
Test 1	BB	bbtest1		September 6, 2012	Available	--	--	!
Test 2	BB	bbtest2		September 6, 2012	Available	--	--	--
Test 3	BB	bbtest3		September 6, 2012	Available	--	--	!

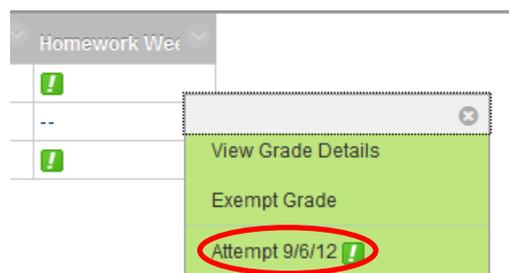
Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

- i. Hover over the green exclamation point and click on the down arrow.



- ii. Click on Attempt . . .



- iii. You will be able to download the submitted assignment under step 2 (Review Current Attempt). If you choose to use the Grade Center, you can also grade the assignment and add grading notes (see next question).

## How do I grade assignments and send feedback to students?

1. Follow the steps in the previous question. (It will not matter whether you go through Needs Grading or Full Grade Center.)
2. Step 3 allows you to grade the assignment, write feedback, and upload a document to return to the student.

**3. Grade Current Attempt**

\* Grade  out of 100

Feedback to User

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> | [List Icons] | [Table Icon] | [Link Icon] | [Image Icon] | [Media Icon] | [Code Icon] | [Checkmark Icon]

Path: body

Attach File

3. Step 4 allows you to add grading notes for yourself. (Students will not see your notes.)

**4. Grading Notes**

Grading Notes

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> | [List Icons] | [Table Icon] | [Link Icon] | [Image Icon] | [Media Icon] | [Code Icon] | [Checkmark Icon]

Path: body

Attach File

- ✓ Click on Submit. (Students will be able to see their grades and your feedback by going to Course Menu > Tools > My Grades. By clicking on their grade, they will be able to download documents you have returned to them.)

**For more detailed information about Blackboard, please see the full online manual [here](#) or on your Blackboard site (Control Panel > Help > Blackboard Help or Video Tutorials).**